

Anna Lansky

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Number: APD-AR-17-026
Issue date: 5/5/2017

Topic: Developmental Disabilities

**Due date: 5/5/2017 –
6/30/2017**

Subject: 2015-17 End of Biennium Processes - DD Provider

Applies to (check all that apply):

- | | |
|---|--|
| <input type="checkbox"/> All DHS employees | <input type="checkbox"/> County Mental Health Directors |
| <input type="checkbox"/> Area Agencies on Aging | <input type="checkbox"/> Health Services |
| <input type="checkbox"/> Aging and People with Disabilities | <input checked="" type="checkbox"/> Office of Developmental
Disabilities Services(ODDS) |
| <input type="checkbox"/> Self Sufficiency Programs | <input checked="" type="checkbox"/> ODDS Children's Intensive
In Home Services |
| <input checked="" type="checkbox"/> County DD Program Managers | <input type="checkbox"/> Stabilization and Crisis Unit (SACU) |
| <input checked="" type="checkbox"/> ODDS Children's
Residential Services | <input checked="" type="checkbox"/> Other (<i>please specify</i>): DD Brokerages
and DD Providers |
| <input type="checkbox"/> Child Welfare Programs | |

Action required:

To prepare for the end of the 2015 – 2017 Biennium (BI), Providers are directed to take the below actions.

eXPRS Client Prior Authorizations (CPA):

Review and verify all individuals your agency provided services to during the 2015-2017 BI have valid CPAs for the correct time periods and with the correct rate. If corrections are needed, work with the individual's CDDP. This will ensure all claims made by your agency are processed and paid correctly and that correct information is rolled in to the 2017-2019 BI for the new CPAs.

Review all CPAs for your agency with an ongoing flag of "Y" (Yes) to make sure they are truly ongoing services. Only CPAs with an ongoing flag of "Y" and an end date of June 30, 2017 will be rolled into the 2017-2019 BI.

Review all CPAs with an ongoing flag of "N" (No) to make sure they should not be rolled into the 2017-2019 BI.

Only CPAs with an ongoing flag of “Y” and an end date of June 30, 2017, will be rolled into the 2017-2019 BI. If you have a CPA with an end date of June 30, 2017 and an ongoing flag of “N” confirm that is accurate, if not contact your CDDP/Brokerage to update the flag.

All CPAs for the 2015-2017 BI will need to be corrected no later than August 31, 2017.

Any changes made to a 2015-2017 CPA after the Contract Administration Unit (CAU) has rolled the 2017-2019 BI CPAs, will be the CDDPs/Brokerages responsibility to update the 2017-2019 CPA if needed.

eXPRS Plan of Care (POC):

Review all lines in POC for your agency to ensure entries match the individual’s Individual Support Plan (ISP). Work with the CDDP or Brokerage to make corrections.

CPAs and POC lines:

Any corrections to CPAs and POC lines need to be completed by May 19, 2017 to be included in the 2017-2019 BI rollover.

Outstanding Provider Claims for CPAs:

In eXPRS, review the **CPA Unclaimed Balance Report** for all applicable Services your agency provides.

After you log into eXPRS, go to the left-hand menu, click Reports-> CPA Unclaimed Balance, using the last day of the previous month as the end date. Enter report period and/or provider number.

If after running the **CPA Unclaimed Balances Report** you have unclaimed balances, please review your claims to identify why you have an unclaimed balance.

Possible reasons for a remaining balance –

- Missed submitting claims
- Claims have suspended due to eligibility issues or other reasons
- CPA for services ended and needs to be closed by the CDDP, until this is done the system will reflect an unclaimed balance
- The individual was not provided a service on that day.

Contact the CDDP to assist with resolution if you are unable to submit the claims to clear up the Unclaimed Balances. The CDDP will work with you and the ODDS Technical Assistance Unit to research actions needed to resolve any issues. Please

provide the reason you did not originally submit the claim prior to claiming solely based on this report.

Outstanding Provider Claims for POC:

Check for draft claims in POC. Determine if they need to be voided or pushed to pending.

For outstanding pending claims, contact the CDDP or Brokerage and ask them to approve.

eXPRS Provider Liability (PLA):

In eXPRS, review your agency's **Outstanding Provider Liability** report for all applicable Services your agency provides.

After you log in to eXPRS, go to the left-hand menu; click Reports-> Outstanding Provider Liability. Enter report period and/or provider number.

If you have an outstanding liability as of June 30, 2017 for the 2015-2017 BI it will roll over into the 2017-2019 BI to be deducted from future payments.

eXPRS Provider Prior Authorizations (PPAs):

The PPAs will be rolled by ODDS from 2015-2017 BI to 2017-2019 BI in Accepted Status for all "OPT Out" PPAs. Providers will not be required to accept the Opt Out PPAs. If you no longer do business with ODDS or with a particular CDDP or Brokerage, contact the person listed below to adjust the PPAs.

Reason for action:

To ensure all claims have been submitted and corrected prior to the close of 2015-2017 BI. This will assist in assuring all claims are submitted and/or corrected within the Medicaid regulations.

To ensure all CPAs that should be rolled from 2015-2017 BI into the 2017-2019 are rolled and no break in funding authorization occurs in error.

To ensure Providers review any PLAs and address any issues in a timely manner to avoid under or over payment for authorized services.

Field/stakeholder review: Yes No

If yes, reviewed by:

If you have any questions about this action request, contact:

Contact(s):	Kristina DiMatteo		
Phone:	503-947-5180	Fax:	503-373-7274
Email:	Kristina.M.DiMatteo@state.or.us		

OBSOLETE