

Action Request Transmittal Developmental Disabilities Services



Lilia Teninty

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Number: APD-AR-19-043

Issue date: 9/30/2019

Topic: Developmental Disabilities

Due date: 10/10/2019

Subject: DDEE (0337) Worker Guide

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: {Select type} | <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"/> Support Service Brokerage Directors | <input checked="" type="checkbox"/> Other (<i>please specify</i>): Anyone who entered DDEE (0337) information into eXPRS |
| <input checked="" type="checkbox"/> ODDS Children's Residential Services | |
| <input type="checkbox"/> Child Welfare Programs | |

Reason for action: Accurate completion and submission of data into the Express Payment and Reporting System (eXPRS) is required for authorized services and payments. ODDS is releasing a DDEE (0337) Worker Guide to provide guidance for Case Management Entities (CMEs) for required I/DD eligibility and/or enrollment into funded services through the DDEE (0337) in eXPRS. This guide explains the service enrollment process following eligibility determination. This guide may be found on the [DHS Staff Tools Page](#).

Specific changes include:

- a revised entry page in eXPRS that has been updated to reflect changes requested by the field and to make it easier to use; and
- the ability for Brokerages to enter many enrollment changes into eXPRS, rather than sending changes to their CDDP partner.

This Worker's Guide is also designed to help create clear and consistent guidance regarding when an 0337 needs to be submitted, and how it needs to be submitted.

Although Brokerages will be able to enter enrollment and changes to enrollment in eXPRS, address changes should continue to be shared with CDDPs for the purpose of abuse investigations, as well as any termination of service. The Brokerage Customer Update Form (4111) may continue to be used for this purpose.

Training Provided:

DDEE Q&A Call In for Brokerage Staff

Tue, Oct 8, 2019 3:00 PM - 4:00 PM PDT

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/489981461>

Join the conference call:

Salem - Summer - DHS ODDS ops Conf Line 2

Phone: 1-877-402-9757

• Access: 8671501

DDEE Q&A Call In for CDDP Staff

Wed, Oct 9, 2019 11:00 AM - 12:00 PM PDT

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/396963781>

Join the conference call:

Salem - Summer - DHS ODDS ops Conf Line 2

Phone: 1-877-402-9757

• Access: 8671501

Action required:

Upon release of the new eXPRS enrollment page (anticipated October 10, 2019), the DDEE (0337) Worker's Guide must be used to provide enrollment or service change information.

Field/stakeholder review: Yes No

If yes, reviewed by: CDDPs, Brokerages

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

Contact(s): Michael Harmon / Rebecca Smallwood / ODDS Technical Assistance Unit (TAU)

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