

Mary Lee Fay
Authorized Signature

Number: SPD-IM-12-018
Issue Date: 4/10/2012

Topic: Developmental Disabilities

Subject: SIS and Tier information available via eXPRS

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"/> | Children, Adults and Families | <input type="checkbox"/> | Seniors and People with Disabilities |
| <input checked="" type="checkbox"/> | County DD Program Managers | <input checked="" type="checkbox"/> | Other (please specify): DD Brokerage
Directors, DD SPD Regional
Coordinators, DDPTAU, DDSCU,
ReBAR Program Staff; DD Regional
Crisis Program staff |

Message: On March 28, 2012, the Express Payment and Reporting System (eXPRS) was updated to include new functionality for processing DD Supports Intensity Scale (SIS) assessment results and reporting client support Tier results. The ReBAR program staff have begun using this new functionality and users should be able to view finalized SIS and Tier information beginning the first week in April 2012.

There will be a short period of time that the new and old SIS processes will be utilized simultaneously, to ensure that the new process meets the DD Program's needs for processing SIS and Tier information. During this time CDDPs, Brokerages, or Regional Programs may receive both the current email notification of Tier and the SIS Summary Report AND the notification in eXPRS of the Tier and the SIS Summary Report.

With this new functionality, eXPRS users with the appropriate user roles/permissions will be able to view finalized SIS assessment and support Tier information for clients associated with their organization. See [SPD-AR-12-016](#) for specific instructions on how to access appropriate user role/permissions to view the SIS and Tier information in eXPRS.

Some additional details you may need to know:

- Initially, only SIS assessments completed & finalized on March 19, 2012 and later,

will be available for users to view in eXPRS.

- A migration of all other existing SIS assessment and support Tier information (prior to March 19) from the current database into eXPRS is targeted to take place by July 2012. After this occurs, all SIS assessment and Tier information will be available for users to view in eXPRS.
- eXPRS users with the following roles will have permissions to view the SIS assessment and Tier information for their respective clients:
 - CDDPs:
 - CM CPA Manager
 - CM Encounter Manager
 - Local Auth Claims Coordinator
 - Local Auth CPA Coordinator
 - Local Auth CPA Manager
 - Local Auth IGA Coordinator
 - Local Auth IGA Manager
 - Brokerages:
 - Contractor IGA Coordinator
 - Contractor IGA Manager
 - PA CPA Manager
 - PA Encounter Manager
 - Providers:
 - Provider Claims Coordinator
 - Provider Claims Manager
 - Provider CPA Coordinator
- “**How To ...**” user guides to assist users in viewing and understanding the new SIS screens in eXPRS are being developed and will be sent to the field as soon as available.

If you have any questions about this information, contact:

Contact(s):	Jan Morgan, ReBAR Program Manager - for ReBAR Policy Information John Riordan, eXPRS Business Analyst - for SIS/eXPRS technical issues		
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