Information Memorandum Transmittal
Developmental Disabilities Services

Authorized signature

Number: APD-IM-20-090
Issue date: 8/10/2020
Due date: 8/10/2020

Topic: Developmental Disabilities

Subject: Agency Provider County Specific Service Location (Employment) in eXPRS

Applies to (check all that apply):

☐ All DHS employees
☐ Area Agencies on Aging: {Select type}
☐ Aging and People with Disabilities
☐ Self Sufficiency Programs
☒ County DD program managers
☒ Support Service Brokerage Directors
☐ ODDS Children’s Residential Services
☐ Child Welfare Programs

□ County Mental Health Directors
□ Health Services
☒ Office of Developmental Disabilities Services (ODDS)
☒ ODDS Children’s Intensive In Home Services
☐ Stabilization and Crisis Unit (SACU)
☒ Other (please specify): DD Providers

Message:
In order to simplify the Provider Enrollment Process and the transition of individuals across county lines for employment services, multiple counties can now be housed in a single service record in eXPRS for agency providers who are endorsed to provide employment services. These single records will be designated with the word “ALL” in the title in eXPRS (example, “DD Agency Employment ALL”) and will contain “county limits” for each county the provider has designated to DD licensing.

Any county specific Employment record will expire at the end of each agency provider’s respective licensing endorsement. Records with the designation “CLOSED” in the title (example, “DD Agency SE54 CLOSED”), will remain approved to work until the end of their current DD certification. Any Plan of Care (POC) and Service Prior Authorizations (SPA) that are utilizing an Employment record marked “CLOSED” are still currently active and will not need to be updated until the current plan line expires.

Any new POCs with an employment authorization should use the “DD Agency Employment ALL” record immediately and ongoing. CMEs will need to add the new Employment All record to your panel.

MSC 0080 (01.19)
Providers should contact DD licensing to have any county they are providing services reflected in ASPEN for Employment.

**Please contact:** DD.LICENSEING@dhsoha.state.or.us

Specific instructions on how to add an Agency Provider to your Provider Panel available in this guide: [https://apps.state.or.us/exprsDocs/HowToAddAgencyCDDPBrkPanel.pdf](https://apps.state.or.us/exprsDocs/HowToAddAgencyCDDPBrkPanel.pdf)

*If you have any questions about this information, contact:*

<table>
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