

# Information Memorandum Transmittal Developmental Disabilities Services



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

**Topic:** Developmental Disabilities

**Due date:** 8/10/2020

**Subject:** Agency Provider County Specific Service Location (Employment) in 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: {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> ): DD Providers        |
| <input type="checkbox"/> ODDS Children's Residential Services           |  |
| <input type="checkbox"/> Child Welfare Programs                         |  |

**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.

Providers should contact DD licensing to have any county they are providing services reflected in ASPEN for Employment.

**Please contact:** [DD.LICENSING@dhsoha.state.or.us](mailto:DD.LICENSING@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/HowToAddAgencyCDDPBrokPanel.pdf>

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

Contact(s): Vanessa Richkind - ODDS Provider Administration Unit Manager	
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