

Pre-Authorized Expenses: Nintex Short Form Instructions

LOCATING THE PRE-AUTHORIZED EXPENSES (PAE) FORMS:

- 1) Go to the OPDC website (www.oregon.gov/opdc)
- 2) Click the Provider dropdown at the top
- 3) Click Pre-Authorized Expenses
- 4) Under Request Forms, click the link named “Online PAE Nintex submission form”

Request Forms

NEW [Online PAE Nintex submission form](#) - replaces ALL of the pdf forms and adds a polygraph short form option.

(PDF forms will continue to be accepted until further notice)

TYPES OF SHORT FORMS:

The short forms are meant for simple, straightforward requests for these services. If the situation is complex, and additional information may be needed for us to complete our review, please submit on the long form instead.

If your submission is unclear or additional information is needed on review, your request may be denied or require follow-up for clarification. When in doubt, use the long form so you can include additional justification and help avoid processing delays.

- **Investigation Short Form**
 - Counsel’s first request for investigation
- **Aid and Assist Short Form**
 - All standard Aid and Assist requests
- **Psycho-Sexual Short Form**
 - Counsel’s first request for a psycho-sexual evaluation
- **ASAM/Drug & Alcohol Evaluation Short Form**
 - All standard ASAM or drug and alcohol evaluation requests
- **Alternative Sentencing Evaluation/OPE Short Form**
 - All standard alternative sentencing evaluation or optional probation evaluation requests
- **Polygraph Short Form**
 - All standard polygraph requests

SHORT FORMS - PAGE ONE:

- Select your appointment type and the type of form needed.
- Fill in the Case Information, Attorney Information, and Service Provider Information sections.
 - Enter one case number in the Case Information section. If the client has multiple case numbers, enter only the case number with the highest case type. If there are multiple cases with the same case type, use the oldest case number that remains open.
 - If an amendment or reconsideration is needed, do not fill out the Nintex form. Instead, email the PAE department directly at CSS@opds.state.or.us. You will need to include the PAE authorization number and a description of what is needed or any clarifying information/documentation, whichever is applicable.

****Stop - Please do not fill out a new form!****

Amendments and Reconsideration Requests must be submitted by email to our intake staff at: CSS@opds.state.or.us. Please include the word Amendment or Reconsideration in the subject line of your email, and list the authorization number it relates to. In the body of the email, please list what is needed, including any clarifying information or documentation. A new request form should only be submitted if additional services are being requested.

SHORT FORMS - PAGE TWO:

INVESTIGATION SHORT FORM

- The number of hours requested is automatically determined based on the case type. This will be shown on the second page and is not able to be edited.
 - If more than the standard number of initial investigation hours is needed, you must submit on the long form.
- The mileage is also automatic, entered at 250 miles. Please note this is an estimate, and the provider will be reimbursed for their actual mileage when billed.

Number of hours requested:

200

If additional hours are needed, please use the long form where you may offer justification.

Number of miles: **250**

Mileage is approved automatically along with standard investigation. The total miles approved is only an estimate. Actual mileage will be reimbursed for private vehicle use for in-state travel and up to 100 miles outside the Oregon state line.

- Select the guideline rate for the requested investigator.
 - Bilingual investigation has a higher guideline rate and may be selected if the provider will be conducting bilingual investigation on this specific case. If selected, the need for a bilingual investigator must be confirmed.

Rate requested: *

☐ \$59 ☒ \$64

Please confirm this case requires a bilingual investigator: *

☒ Yes ☐ No

- Select “yes” to confirm that this is counsel’s first request for investigation on this case. If it is not the first request for investigation, you must submit your request on the long form instead.

AID AND ASSIST SHORT FORM

- Select whether 15 or 20 hours are needed for the provider to complete this evaluation. This is the standard number of hours for this evaluation, however if additional hours are needed, please submit your request on the long form instead.
- Some providers have higher OPDC approved rate for bilingual aid and assist evaluations. If bilingual services are needed for this evaluation, this must be indicated on the form in order for the increased rate to be approved.
- Providers established with OPDC will have their own approved rate. It must be confirmed that the provider agrees to work at their OPDC established rate. If a higher rate is being requested, that must be submitted on the long form where justification can be provided.
- The final two questions are multiple choice. Please select all that apply to this client.

PSYCHO-SEXUAL EVALUATION SHORT FORM

- The number of hours requested is automatically set at 20. This is the standard number of hours for this evaluation, however if additional hours are needed, please submit your request on the long form instead.
- Some providers have higher OPDC approved rate for bilingual psycho-sexual evaluations. If bilingual services are needed for this evaluation, this must be indicated on the form in order for the increased rate to be approved.
- Providers established with OPDC will have their own approved rate. It must be confirmed that the provider agrees to work at their OPDC established rate. If a higher rate is being requested, that must be submitted on the long form where justification can be provided.
- The last question is multiple choice. Please select all that apply to this client/case.

FLAT RATE EVALUATION SHORT FORMS – ASAM/DRUG & ALCOHOL, ALTERNATIVE SENTENCING/OPE, POLYGRAPH

- These evaluations are paid at a flat rate, so there will not be a section for quantity requested.
- It must be agreed that the provider will work at the guideline flat rate (ASAM/Drug & Alcohol evaluation and Alternative Sentencing/OPE evaluation), or that they agree to work at their OPDC established flat rate (Polygraph evaluation).

- The Polygraph Short Form has an option for bilingual services, however the other flat rate short forms do not.
- The last question(s) is multiple choice. Please select all that apply to this client/case.

SHORT FORMS - PAGE THREE:

INVESTIGATION SHORT FORM

- The last page of this short form is where the attorney will enter their name, indicating they approve the submission and provided justification.
- The submission date will automatically reflect the current date and cannot be changed.
- Once completed, click “Submit” to send your request to the PAE department for processing.

ALL OTHER SHORT FORMS

- If travel expenses are needed, the travel section will appear after selecting yes to “Are you requesting any travel expenses?”
- Enter the traveler’s business location in “Departing From”, and their ultimate destination in the “Arriving At” box.
- If requesting mileage, enter the estimated number of miles needed for the trip.
- If travel time reimbursement is needed, enter the total number of hours needed for travel.
 - An estimate of travel time will be calculated upon review. If the travel time will be used for multiple trips, this should be indicated on the request form, otherwise the travel time may be adjusted.

Relating to travel time, is more than one trip expected?

☐ Yes ☐ No

- For psychological/psychiatric services, the travel time rate will be approved at the provider’s OPDC approved rate.
 - For flat-rate services, a maximum of \$75/hour is allowed.
- The attorney must enter their name in the provided signature box, indicating they approve the submission and provided justification.
- The submission date will automatically reflect the current date and cannot be changed.
- The Aid and Assist Short Form allows for backdated service dates, if needed. If services have already begun or already occurred, enter the earliest date of service in the “Effective Date” box.
 - All other short forms cannot be backdated. If an effective date earlier than the date of submission is needed, you must submit on the long form.
- Once completed, click “Submit” to send your request to the PAE department for processing.