Express Payment & Reporting System

Local Authority/CDDP
User Enrollment Form

INSTRUCTIONS: * indicates required fields. The authorizing manager must complete this form based on the employee's specific job duties. Incomplete or illegible forms will not be processed. You may not be notified.

- Send completed form to info.exprs@dhsoha.state.or.us or fax to 503-947-5044.

***Indicate Action:** ☐ **Add User** ☐ **Modify User** ☐ **Deactivate User** ☐ **Change of Info**	
*User's Name: (Last, First MI) *please print*	If user has one, please include your eXPRS login name:
*Job Title:	*Name of County/Organization or Contract #:
*Organization Address: (*Mailing Address*)	*City, State, Zip:
*Requesting access for the following county(ies):	
*Phone Number:	*Email Address:

CDDP Local Authority User Roles *(assign to the CDDP Organization):*

Local Authority Contracting Roles

ADD	DEL	User Role/Description
	☐	**Local Auth IGA Manager** – *requires completion/submission of separate Local Auth IGA Manager enrollment form to add user role.*
☐	☐	**Local Auth IGA Coordinator** – *able to view contract funding related information, such as PAL, SEPA etc., and run various reports.*
☐	☐	**Local Auth PPA Coordinator** - *able to view service funding related information, such as SEPA, BA Lines, etc., and run various reports.*

Local Authority CPA Services Roles

ADD	DEL	User Role/Description
☐	☐	**Local Auth CPA Manager** - *able to Create/Delete/Submit/Update/Void client service CPAs, view related client and service information, run service and payment report.*
☐	☐	**Local Auth CPA Preparer** - *able to Create/Delete/Update, but not Submit/Void client service CPAs, view related client and service information, run service and payment report.*

☐	☐	**Local Auth CPA Coordinator -** *able to* ***only view*** *client service CPAs, and view related client and service information, run service and payment report.*
☐	☐	**Local Auth Claims Coordinator -** *able to* ***only view*** *provider claims information for client CPA services, and view related client and service information, run service and payment reports.*

Local Authority Plan of Care Roles

ADD	DEL	User Role/Description
☐	☐	**Local Auth POC Super User**[1] **-** *able to* ***Create/Delete/Update/Submit/ Withdraw/Void*** **+** ***SPLIT*** *POC Plan Lines and Service Prior Auths (SPAs); able to* ***Create/Delete/Update/Submit*** **+** ***VOID*** *POC Service Delivered (SD) billings; view associated claims information; view client, provider & ER information; run various POC related reports.* [1] ***Successful completion of POC Super User training required prior to role assignment.*** *Please submit certificate of training completion with this UEF. Enrollment of users with this role is limited to 3 staff per CDDP.*
☐	☐	**Local Auth POC Manager -** *able to* ***Create/Delete/Update/Submit/ Withdraw/Void*** *Plan of Care Plan Lines and Service Prior Auths (SPAs); view POC Service Delivered (SD) billing & associated claims information; view client, provider & ER information; run various POC related reports.*
☐	☐	**Local Auth POC Preparer -** *able to* ***Create/Save/Update/Delete*** ***draft*** *Plans of Care, Plan Lines and Service Prior Auths (SPAs)* ***only; not able to submit or make edits once the PL/SPA is out of draft status****; view POC Service Delivered (SD) billing & associated claims information; view client, provider & ER information; run various POC related reports.*
☐	☐	**Local Auth POC Viewer -** *able to* ***only view*** *Plans of Care, Plan Lines and Service Prior Auths (SPAs); view POC Service Delivered (SD) billing & associated claims information; view client, provider & ER information; run various POC related reports.*
☐	☐	**Local Auth POC Claims Manager -** *able to* ***Create/Delete/Update/Submit*** *POC Service Delivered (SD) billings; view associated claims information; view POC, Plan Line & SPA information; view client, provider & ER information; run various POC related reports.*
☐	☐	**Local Auth POC Claims Reviewer -** *able to* ***Accept/Reject*** *"pending" Service Delivered (SD) billings; view associated claims information; view POC, Plan Line & SPA information.*
☐	☐	**Local Auth Provider Panel Manager -** *able to* ***Add/Update/Remove*** *providers from the POC Provider Panel; able to view provider record information; able to run the Provider Status report, the CHC/PEAA Expire report and the Provider/Site Expire report.*
☐	☐	**Local Auth Provider Viewer -** *able to view POC Provider Panel; able to view limited provider record information; able to run the Provider Status report, the CHC/PEAA Expire report.*
☐	☐	**Local Auth Provider EVV Exceptions Manager** *– able to* ***Add/Update/ Remove*** *EVV Exceptions information for PSW Providers.*

Local Authority View Only Roles

ADD	DEL	User Role/Description
☐	☐	**SIS Local Auth Viewer** - *able to view Client SIS Assessment*
☐	☐	**Local Auth eXPRS View Only** - *able to **view only** client, CM and CPA services information; view provider information.*
☐	☐	**Local Auth eXPRS Report Access Only** - *able to run various eXPRS reports.*
☐	☐	**Local Auth Service Coordinator Viewer** - *able to **view only** CM SE48 information; view RFFS Claims; run RFFS reports.*
☐	☐	**Local Auth PC20 Report Viewer** - *able to run PC20 report.*

CDDP Case Management User Roles (assign to County CM Provider):

Case Management Services Roles

ADD	DEL	User Role/Description
☐	☐	**CM Service Coordinator** – *adds name of Service Coordinator to applicable system dropdowns for selection on RFFS claims, DDEE forms, etc.* ***No user system access permissions associated with this role.***
☐	☐	**CM CPA Manager[2]** - *able to **Create/Delete/Submit/Update/Void** client SE48 CM service CPAs; view related client and CM service information; run CM service and CM/RFFS payment reports.* ***[2]The same user should not have this role & CM Encounter Manager role assigned at the same time.***
☐	☐	**CM CPA Preparer** - *able to **Create/Delete/Edit, but not Submit** Draft SE48 CM service CPAs or **Edit/Void** Approved SE48 CM service CPAs; view related client and CM service information; run CM service and CM/RFFS payment reports.*
☐	☐	**CM Encounter Manager[3]** - *able to **Create/Delete/Update/Submit/Void** SE48 CM RFFS claims; view related client and CM service information; run CM service and CM/RFFS payment reports.* ***[3]The same user should not have this role & CM CPA Manager role assigned at the same time.***
☐	☐	**CM Encounter Viewer**- *able to **View Only** SE48 CM RFFS claims; view related client and CM service information; run CM service and CM/RFFS payment reports.*

DD Eligibility Enrollment (0337) Form Roles

ADD	DEL	User Role/Description
☐	☐	**CDDP Eligibility Enrollment Processor** - *able to **Create/Delete/Submit/Update/Withdraw** DD Eligibility Enrollment (0337) form; view client information; run DD Eligibility Due Dates report.*
☐	☐	**CDDP Eligibility Enrollment Preparer** - *able to **Create/Delete/Submit/Update/Withdraw, but not Submit** DD Eligibility Enrollment (0337) form; view client information; run DD Eligibility Due Dates report.*

ADD	DEL	User Role/Description
☐	☐	**CDDP Eligibility Enrollment Viewer -** *able to **view only** DD Eligibility Enrollment (0337) form; view client information; run DD Eligibility Due Dates report.*

DD Eligibility Information Entry Roles

ADD	DEL	User Role/Description
☐	☐	**CDDP Eligibility Specialist**[4] **-** *add DD Eligibility Specialist's name to dropdowns; able to Create/Submit/Update DD eligibility information on the CLIENT page in eXPRS.* ***[4]This role is for DD Eligibility Specialists only.***
☐	☐	**CDDP Eligibility Specialist Processor**[5] **-** *able to **Create/Submit/Update** DD eligibility information on the CLIENT page in eXPRS.* ***[5]This role is for other CDDP staff that are not DD Eligibility Specialists, but are doing DD eligibility data entry work.***
☐	☐	**CDDP DD Eligibility Termination Processor -** *able to **Update & Terminate** DD eligibility information on the CLIENT page in eXPRS, **but not Create/Submit new DD eligibility** information.*

Oregon Needs Assessment (ONA) Roles

ADD	DEL	User Role/Description
☐	☐	**CM ONA SC**[6] **-** *able to **Copy/Create/Delete/Update/Submit** Oregon Needs Assessment; view client, POC, SPA, provider information.* ***[6]This role cannot be assigned until the user completes/sends in their three required ONA training certificates along with completed User Enrollment Form.***
☐	☐	**CM ONA Assessor**[7] **-** *able to **Copy/Create/Delete/Update/Submit** Oregon Needs Assessment; view client, POC, SPA, provider information.* ***[7]This role cannot be assigned until the user completes required in-person training with ODDS.***
☐	☐	**CM ONA Viewer -** *able to **View** Oregon Needs Assessment, client, POC, SPA, provider information.*

Signature

Manager: (Print Name)	**Phone Number:**	**Ext.:**
Manager Title:	**Email Address:**	
Manager Signature:	**Date:** / /	

STATE SECURITY ADMINISTRATOR USE ONLY	
Name:	**Date Completed:** / /

Maintain form in local file for audit purposes.