

How Fixed Rates and Not-to-Exceed (NTE) Rates Display Differently in eXPRS

As part of ODDS' Compass Project, many services have transitioned from **NTE Rates**, which are manually entered and cannot exceed a certain amount, to **Fixed Rates**, which are pre-filled based on various factors, such as an individual's Service Group. These Fixed Rates have many benefits, such as:

- 1) Pre-filling onto pages in eXPRS, which can prevent manual errors.
- 2) Allowing multiple different rates to exist on the same Prior Authorization.
- 3) Less time spent looking for and entering in the rate for a specific service.

Because Fixed Rates function differently from NTE rates, some pages in eXPRS that display service information have been modified. These pages will show service information differently based on whether it is a Fixed Rate service or an NTE Rate service. Some pages which display differently are:

- **Plan of Care** (Plan Line and SPA Lines)
- **View Service Prior Authorization**
- **View Client Prior Authorization**
- **Claim View**
- **Create Service Entries from Single Service Authorization**
- **Service Delivered by Service Authorization**
- **Daily Service Delivered**
- **View Service Delivered**

In general, when either "Fixed" or "N/A" displays in a Rate field eXPRS, that identifies it as a Fixed Rate service. When an SD Billing Entry displays a blank **Rate** or **Amount** field in eXPRS, that identifies it as an SD for a Fixed Rate Service. SD Billings will populate **Rate & Amount** data after they are aggregated into a Claim which reaches **Approved** status and is paid.

How Fixed Rate & NTE Rate Services Display Differently in eXPRS

View Service Delivered Search: Fixed Rate Service									
SPA ID	SD ID	Client Prime	Out of Cycle	Estimated Units	Total Direct Support Time	Rate	Amount	SD Status	Claim ICN
49			No	1:00	NA				
49			No	0:15	NA			Draft	

SDs for a Fixed Rate service will initially display with blank **Rate & Amount** fields.

SPA ID	SD ID	Client Prime	Out of Cycle	Estimated Units	Total Direct Support Time	Rate	Amount	SD Status	Claim ICN
49			No	1:00	NA	\$25.31	\$25.31	Approved	202

Once the SD is aggregated into a Claim, and that claim reaches **Approved** status and is paid, the **Rate & Amount** appear.

Find Service Prior Authorization: Fixed Rate Service									
SPA ID	Client Prime	Client Name	Service Element	Service Location	Rate	Amount	Review Required	Status	
495			54				No	Accepted	
495			54				No	Accepted	

The **Find Service Prior Authorization > Rate & Amount** fields will be blank:

Find Service Prior Authorization: NTE Rate Service									
SPA ID	Client Prime	Client Name	Service Element	Proc Code	Rate	Amount	Review Required	Status	
490			49		\$0.56	\$672.00	Yes	Accepted	
490			49		\$0.56	\$672.00	Yes	Accepted	

The **Find Service Prior Authorization > Rate & Amount** fields will display information:

Service Delivered by Service Authorization: Fixed Rate Service

The **Actual Rate** field does not appear when creating SDs for Fixed Rate services.

Service Delivered By Service Authorization

Update an existing or add a new Date Time Entry Line

***IMPORTANT:** The Service Prior Authorization(s) (SPAs) shown below list the services you are authorized to provide to the individual(s) you work with, for the listed date range. Specific service limits (eg: the number of hours per week, number of miles per month, etc.) should be included in your Service Agreements(s) with your employer(s) for the individual(s) you are authorized to serve. Please consult your Service Agreements for specific authorized UNIT amount details. Service Delivered(SD) time entries should only be made for the actual dates and times worked providing the authorized service.*

Provider:	Dates:
Client Name:	Client Prime:
CM Organization:	
Service:	Review Req:
Rate:	SPA ID:
Units:	<input type="button" value="Print"/>

Select	Date	Total Events	Status		
<input type="checkbox"/>	<input type="text"/>	0	Draft	<input type="button" value="Save All"/>	<input type="button" value="Cancel Changes"/>

For items checked above

View Service Prior Authorization: NTE Rate Service

The **Actual Rate** field does appear when creating SDs for NTE Rate services.

Service Delivered By Service Authorization

Update an existing or add a new Date Time Entry Line

***IMPORTANT:** The Service Prior Authorization(s) (SPAs) shown below list the services you are authorized to provide to the individual(s) you work with, for the listed date range. Specific service limits (eg: the number of hours per week, number of miles per month, etc.) should be included in your Service Agreements(s) with your employer(s) for the individual(s) you are authorized to serve. Please consult your Service Agreements for specific authorized UNIT amount details. Service Delivered(SD) time entries should only be made for the actual dates and times worked providing the authorized service.*

Provider:	Dates:
Client Name:	Client Prime:
CM Organization:	
Service:	Review Req:
Rate:	SPA ID:
Units:	<input type="button" value="Print"/>

Select	Date	Actual Rate	Total Events	Total Amount	Status
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	0	\$0.00	Draft

For items checked above

View Service Prior Authorization: Fixed Rate Service

The word "Fixed" displays on the **View Service Prior Authorization > Rate** field. Rate information will appear under the **Rates** section:

View Service Prior Authorization
Please consult your Service Agreements for specific authorized UNIT amount details.

Service Prior Authorization: Status: Accepted

Client Prime: Client Name:

Service: End Date:

Rendering Provider: Rate: Fixed

Service Location: Units:

Pay To Provider: Amount: N/A

DHS Contract Num: SPA Created By: SPA Created Date: 05/02/2022 04:52 PM PDT

Effective Date: SPA Updated By: SPA Updated Date: 06/09/2022 02:44 PM PDT

Plan Line Created By: Plan Line Created Date: 03/30/2022 07:04 AM PDT

Plan Line Updated By: Plan Line Updated Date: 03/30/2022 07:04 AM PDT

Notes:
05/02/2022: Created for Transition to Fixed Rates

Rates

Start Date	End Date	Service Group	Licensed Beds	Provider Specialty	Fixed Rate	Add On Rate	Total Rate	Error Message
07/01/2022	07/09/2022	3		87-732,87-733,87-735,87-738	\$25.31		\$25.31	
07/10/2022	12/31/2022	3		87-732,87-733,87-735,87-738	\$25.31		\$25.31	
01/01/2023	03/31/2023	3		87-732,87-733,87-735,87-738	\$24.10		\$24.10	

View Service Prior Authorization: NTE Rate Service

A dollar amount will display in the **View Service Prior Authorization > Rate** field:

View Service Prior Authorization
Please consult your Service Agreements for specific authorized UNIT amount details.

Service Prior Authorization: Status: Accepted

Client Prime: Client Name:

Service: End Date: 11/30/2022

Rendering Provider: Rate: 64.46

Service Location: Units:

Pay To Provider: Amount:

DHS Contract Num: SPA Created By: SPA Created Date: 04/19/2022 09:51 AM PDT

Effective Date: SPA Updated By: SPA Updated Date: 04/19/2022 09:51 AM PDT

Plan Line Created By: Plan Line Created Date: 04/19/2022 09:51 AM PDT

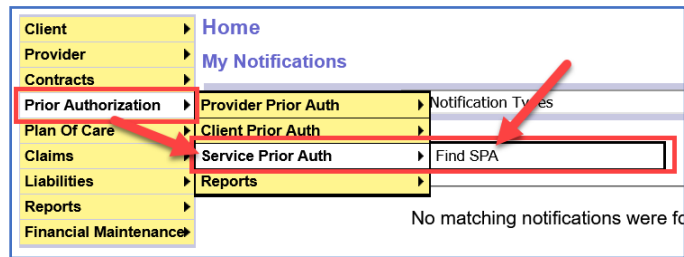
Plan Line Updated By: Plan Line Updated Date: 04/19/2022 09:51 AM PDT

Notes:

▶ **Service Delivered**

APPENDIX A - How to Find the Fixed Rate on SPAs:

1. Log in to eXPRS.
2. Select **Prior Authorization > Service Prior Auth > Find SPA.**



3. On the **Find Service Prior Authorization** page, enter criteria and select **Find**.

Client Prime: []
Status: [v]
Service Element: [v]
Procedure Code: OR526 - Attendant Care, home or comm [v]
Svc Modifier Cd: [v]
DHS Contract Num: []
Effective Date: 7/1/2022 []
End Date: 6/30/2023 []
Review Required: Yes No Either
Exclude TBD Provider: Yes No
Max Displayed: 25 [v]
Exact: Yes No
Exact: Yes No
Include FI: Yes No
Find Reset

TIP: Search by **Procedure Code, Effective Date & End Date** to bring up a list of SPAs for a specific code and date range.

4. From the results list, observe that the **Rate & Amount** columns show as blank.

Export options: CSV | Excel | PDF | RTF

Service Element	Proc Code	Svc Modifier Cd	Units	DHS Contract Num	Effective Date	End Date	Rendering Provider	Pay To Provider	Service Location ID	Service Location	Rate	Amount	Review Required	Status
151	OR526	NA	140.00		7/1/2022	8/31/2022							No	Accepted

5. To see the rate for a specific SPA, select the **SPA ID** hyperlink.

Export options: CSV | Excel | PDF | RTF

SPA ID	Client Prime	Client Name	Service Element	Proc Code	Svc Modifier Cd	Units	DHS Contract Num	Service Location	Rate	Amount	Review Required	Status
151			149	OR526	NA	102.00					No	Accepted

- On the **View Service Prior Authorization** page, scroll down and select the **Rates** header.

Start Date	End Date	Service Group	Licensed Bed/s	Provider Specialty	Fixed Rate	Add On Rate	Total Rate	Error Message
07/01/2022	07/09/2022	3		87-732,87-733,87-735,87-738	\$25.31		\$25.31	
07/10/2022	12/31/2022	3		87-732,87-733,87-735,87-738	\$25.31		\$25.31	
01/01/2023	03/31/2023	3		87-732,87-733,87-735,87-738	\$24.10		\$24.10	

- In the **Rates** section, users can now review the rate history for the SPA.
 - **Start Date & End Date:** The service date range for the **Total Rate**, based on factors such as the type of service and the Provider Type & Specialty.
 - **Service Group:** The individual’s ONA Assessed Service Group (if used to determine the fixed rate).
 - **Licensed Beds:** The licensed capacity for a specific residential site where the individual lives for applicable residential SPAs.
 - **Provider Specialty:** This field populates with all the applicable Provider Specialties that this provider has for the service. When there are multiple specialties listed, eXPRS will determine the correct rate to pay based on the rate assigned per the Expenditure Guidelines.
 - **Fixed Rate:** The rate that applies for this SPA for the service dates listed.
 - **Add On Rate:** An additional daily amount paid to the provider based on an approved rate exception for the individual, if applicable.
 - **Total Rate:** The total amount the provider will be paid each unit of service provided for that segment’s date range.