How to Enter a POC Add-On in eXPRS
for Employment/Day Support Activity Services
(State Staff)
(updated 6/15/2022)

As a part of the ODDS Compass Project, DD Employment and Day Support Activity (DSA) services for DD Agency Providers will transition to using the new Service Group (SG) rate model on 7/1/2022, which utilizes **FIXED** rates on authorizations.

FIXED rates for Employment and DSA services are derived from the individual's ONA Service Group.

There are some Employment/DSA services that are available for exceptional service situations. To support service exceptions that have been approved by ODDDS, a Plan of Care (POC) **Add-On** will be needed in the individual's POC for some services.
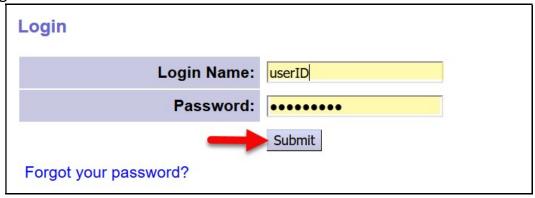
A few things to keep in mind regarding POC Add-Ons Employment and DSA services.

- There are 2 **TYPES** of POC Add-Ons for Employment and DSA services. Each type of Add-On works a bit differently.
    - **Rate** enhancement Add-On = adds *an additional amount to be paid* per hour to the provider on top of the Service Group derived **FIXED** rate for the service.
    - **Staffing Ratio** Add-On = in informational only at this time; documents the ODDS Approved Exception for the enhanced staff for the service authorized.

- POC Add-Ons are to support service Exceptions approved by ODDS. CMEs must first submit the Exceptions request per the ODDS Funding & Exceptions Request process before an Add-On can be entered into an individual's Plan of Care.

- Entering POC Add-Ons for **Employment and DSA services** are currently managed by ODDS staff with the appropriate eXPRS permissions.

- POC Add-Ons can only be added to an individual's POC after a corresponding SPA for the service is in either *pending* or *accepted* status.

- POC Add-Ons are date limited with a specific service date range the Add-On supports.

To enter a POC Add-On for Employment/DSA Services:

1. Log in to eXPRS.

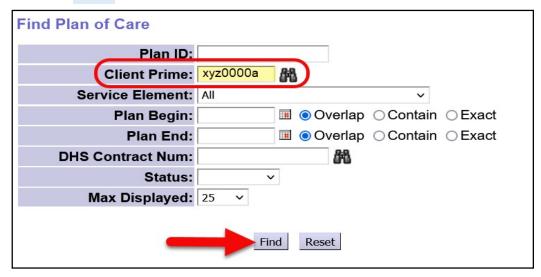
2. From the left-hand, yellow navigational menu, click on *Plan of Care* → *Plan of Care* to find the POC that needs the Add-On entered.
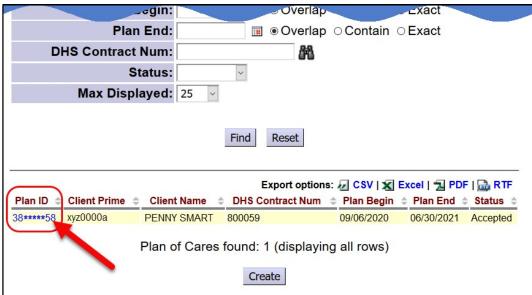

3. In the **Find Plan of Care** page, search for Plan of Care for the individual that needs a POC Add-On. Easiest way to search will likely be to use the criteria shown below:
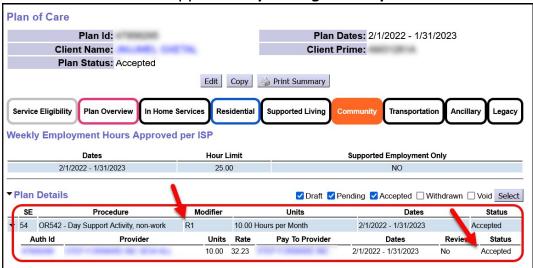   - Client Prime = the individual's **DHS Prime Number**

Click **Find** .

4. If there is a POC in eXPRS that matches the search criteria entered, it will display below the search fields. Click on the blue **Plan ID** number to open the POC that needs the Add-On entered.
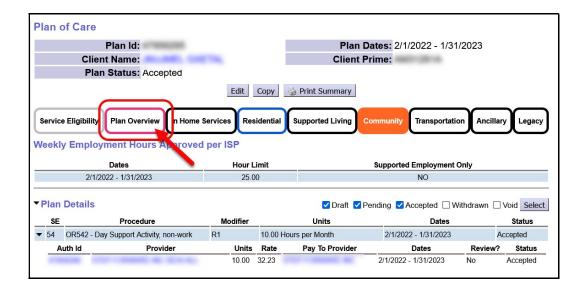

5. With the individual's POC now open, click on the **Community** tab to check the authorization status for the individual's Employment and/or DSA services.

6. In the **Community** tab, look at the authorizations and confirm that the status of the authorization for the service approved for an Add-On reads as ***Pending*** or ***Accepted***.

   A POC Add-On can be successfully entered on a POC ***only if* the service authorization it is to support is in ***pending*** or ***accepted*** status.
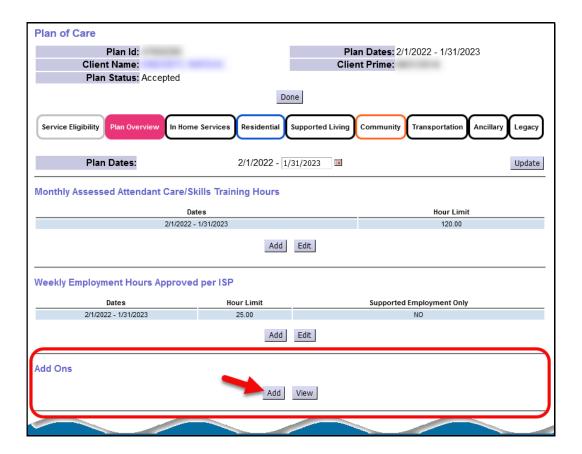

7. With the service authorization status confirmed, click on the **Plan Overview** tab. This will take you back to the area of the POC where you can enter the POC Add-On.
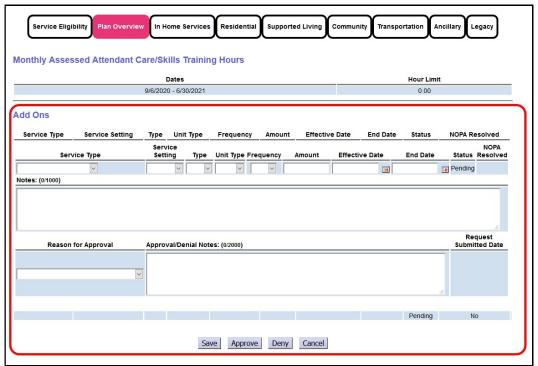
8. Back in the **Plan Overview** tab, click on **Edit** just above, to open the POC for updates.
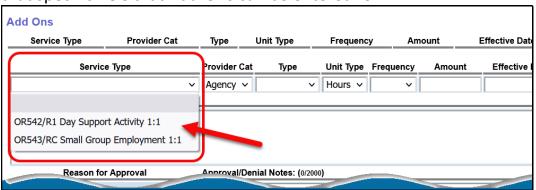

9. With the **Plan Overview** tab now open for updates, scroll down the page to the **Add Ons** section in the middle of the page. Click **Add** .
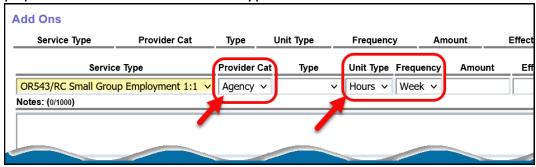
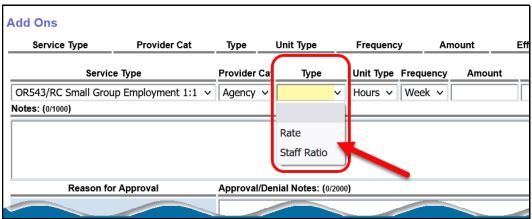10. You'll now see the fields to enter the POC Add-On information.

11. Working from left to right, add the information for the POC Add-On segment.

- Select the **Service Type** for the Add-On from the dropdown.
  NOTE: the Service Type dropdown will auto-filter to show the services in that specific POC that Add-Ons can be entered for.

- Select the **Provider Cat**egory for the Add-On from the dropdown.
  NOTE: this dropdown, as well as the **Unit Type** and **Frequency** may auto-populate based on the Service Type selected.
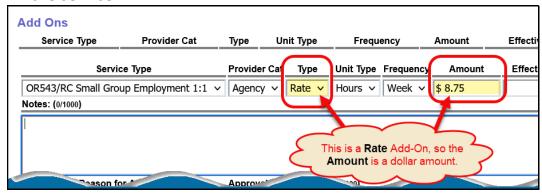

- Select the **Type** of Add-On from the dropdown. For Employment/DSA services, you may have 2 choices:
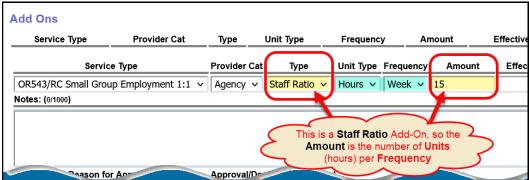 - **Rate**
  - **Staff Ratio**

- Now in the **Amount** field, enter the amount value for the **TYPE** of Add-On selected.
  NOTE: the data in this field will be different based on the **TYPE** of Add-On.
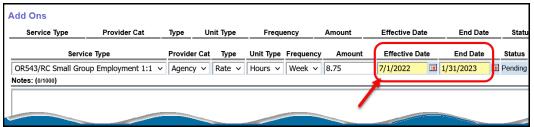 - For **RATE** Add-Ons, **this is a dollar value** of the additional amount to be paid per unit to the provider on top of the Service Group **FIXED** rate for the service.
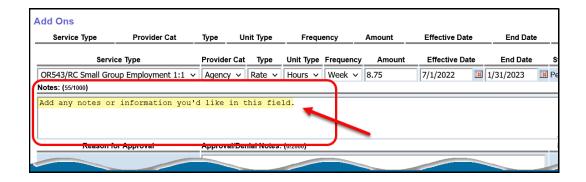

  - For **Staff Ratio** Add-Ons, this is **the number of UNITS** (typically hours) per the frequency the enhanced staffing ratio is allowed. It will most likely be the same number of units listed on the corresponding SPA that the Add-On is intended to support.

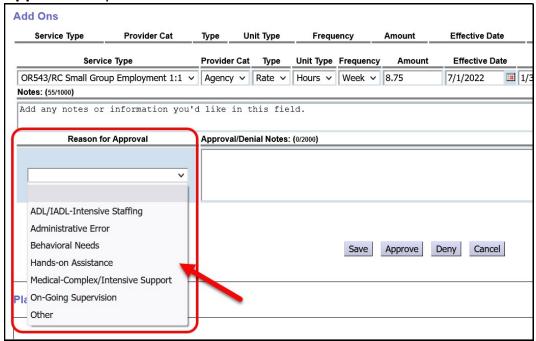- Add the service dates that this Add-On covers in the **Effective Date** & **End Date** fields.

- Add any information that you'd like in the **Notes** field. This is a free text field that will allow up to 1,000 characters *(including spaces & punctuation)*.

- Select the appropriate reason for the Add-On from the **Reason for Approval** dropdown.
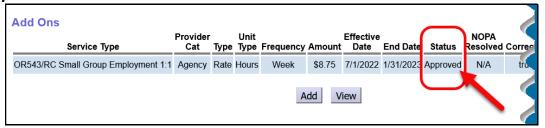

- Add any additional information that you'd like in the **Approval/Denial Notes** section. This is a free text field that will allow up to 2,000 characters *(including spaces & punctuation)*.

  With all the information for the Add-On entered, click **Approve** to save and approve the Add-On entry.

12. You'll now see the Add-On entry that you just entered/saved with a status of ***Approved***.

13. If you have an attachment that you would like to upload to the Add-On entry segment, click on **View**.

14. You will now see the **Attachments** section for the Add-On entry. Click on **Browse** to search for the electronic file you want to attach.

15. With the selected file pulled back to the page, click on **Upload** to add the attachment.

16. With your attachment now uploaded, click on **Done** to close the Add-On entry.

17. If you have more Add-On segments to enter for this POC, click **Add** to start the process to enter more Add-Ons, following steps 11 – 16 above.

18. With all the Add-On segment*(s)* added, scroll back to the top of the POC and click **Done** to close the POC.

19. You'll now see the completed Add-On segment under the **Plan Overview** tab on the individual's POC.

Plan of Care

Plan Id:	**Plan Dates:** 2/1/2022 - 1/31/2023
Client Name:	**Client Prime:**
Plan Status: Accepted	

[Edit] [Copy] 🖶 Print Summary

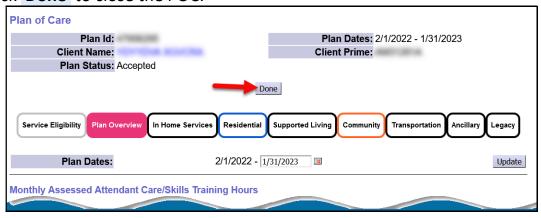(Service Eligibility) (Plan Overview) (In Home Services) (Residential) (Supported Living) (Community) (Transportation) (Ancillary) (Legacy)

Monthly Assessed Attendant Care/Skills Training Hours

Dates	Hour Limit
2/1/2022 - 1/31/2023	120.00

Weekly Employment Hours Approved per ISP

Dates	Hour Limit	Supported Employment Only
2/1/2022 - 1/31/2023	25.00	NO

Add Ons

Service Type	Provider Cat	Type	Unit Type	Frequency	Amount	Effective Date	End Date	Status	NOPA Resolved	Corrected Job	Job Status
OR543/RC Small Group Employment 1:1	Agency	Rate	Hours	Week	$8.75	7/1/2022	1/31/2023	Approved	N/A	true	

Plan of Care Notes