

How to Authorize Ancillary Services in POC for Individuals in Residential Placements

(CDDPs) (2/12/2018)

Effective Jan 1, 2018, Ancillary Services for individuals in residential placements were added to eXPRS Plan of Care under SE257. This includes 2:1 services, behavior consultation/professional behavior supports, transportation to/from work, etc. Use of SE257 will begin with individuals in Foster Care placements, per ODDS direction. Other residential placements will transition into using SE257 in the future.

Additional ODDS Policy information regarding the transition of Foster Care & Ancillary Services to eXPRS can be found in the below transmittals:

- Entering Foster Care into eXPRS Plan of Care (<u>APD-PT-17-047</u>)
- eXPRS changes: Foster Care and Ancillary Services Service Elements, Attendant Care procedure code consolidation (<u>APD-PT-17-048</u>)
- Foster Care Transportation Service Moving into Plan of Care (<u>APD-PT-17-049</u>)
- Expenditure Guidelines V.7 (<u>APD-IM-17-082</u>)

Foster Care and Agency provider records <u>MUST BE</u> added to the CDDP's POC provider panel before Ancillary services for them can be successfully authorized in POC.

To authorize Ancillary Services for I/DD individuals in POC:

1. Login in to eXPRS. If users have more than one organization login option, they will need to be logged in under the **Local Authority** (for CDDPs shown below)

Login			
Password accepted. Choose you	r organization and/or program area for this session.		
You are in the User Acceptance environ	ment		
Login Name:	userID		
Password:	•••••		
Organization/Program Area:	County (Local Authority)		
Forgot your password?	Submit		

2. Many adults in residential placements may already have a POC for other services, such as employment. Best practice is to search for the individual's current POC first, and then simply update it to add the SE257 Ancillary services.

From the left-hand yellow navigational menu click on *Plan of Care* \rightarrow *POC* \rightarrow *Update POC* to find the POC that needs to have FC services added.

Client	•	Home			
Provider	►	My Notifications			
Contracts	►				
Prior Authorization	•	Filtered By Type All	Notification Types		
Plan Of Care 🛛 💻		POC 💊 🕨	View POC		
Claims	۲	Service Delivered	Create POC		
CM/PA TCM Billing	•	Travel Time	Update POC		
Liabilities	•	Reports >			
Reports	•	IN CONTRACT OF CONTRACT.	b matching notifications were for		

3. In the current or newly created POC, open it for editing and click on **Add Plan Line**.

Update Plan of Car	е							
- Plan Id: 13 *****71		Plan Dates: 2/1/2017 - 1/31/2018						
Client Name: First Last			Client Prime: xyz000a					
Plan Tota	Plan Total: \$164,554.25			Plan Status: Accepted				
			Edit					
Monthly Assessed At Hours	ttendant Care/	Skills Train	ing	View SI	PAs in F		Withdro	um 🗆 Void
Dates	Dates Hour Limit							
2/1/2017 - 1/31/2018	2/1/2017 - 1/31/2018 110.75 Select							
 54 OR543 - Sm Grp St 	upp Emp W2	- Community	25.00 Hours per	Week	2/1/2017	7 -1/31/2018 Acc	epted	\$30,872.50 Edit
Plan Details								
► 54 OR542 - Day Suppor	t Activity, non-work	WH - Communi	ty Attendant Care	25.00 Hours	per Week	2/1/2017 -1/31/201	8 Accepted	\$29,455.00 Edil
Add Plan Line	•		Done					

- 4. In the open Plan Line row, work from left to right, adding the service information.
 - In the *SE dropdown, select service element SE257 Ancillary Services option.



- In the ***Procedure Code** dropdown, select the appropriate proc code for the ancillary service to be authorized.
 - → IMPORTANT: There may be some procedure and/or modifier codes listed in the Ancillary Services dropdown menus that are not yet active/useable. Those disabled codes are shown below lined out in red. If selected, users will receive error messages and the authorizations will not save. These codes have been added to the dropdown now for future implementation.

*Procedure Code	*Modifier
~	
OR003 Comm Transp, Commercial	WD - To/From Work
OR004 - Comm Transp, Mileage	WE Community
OR310 - Behavior Support svcs	The continuity
DR321 - Asst Tech, Hardware	
OR322 - Asst Tech, Software	
OR323 - Asst Tech, Install	
)R325 - Asst Tech, Maint	
OR360 - Family Training, per session	
DR380 - Specialized Med Equip/Supplies	
DR526 - Attendant Care, home or comm	
R528 Personal Emergency Response Sys	
OR514 Taxi Services	
OR554 - Comm Transp, Transit pass	
OR561 - Enviro Safety Mods	
OR562 - Spec Med Supply	
OR570 - Behav Consult Assessmt Training	
S5165 - Home modifications per service	
T2039 - Vehicle Mod	

• Continue to complete the Plan Line & SPA information, and then save/submit as you would for any other type of POC service.