User Enrollment Form
State Children's Services
(CIIS or State Kids Res)

INSTRUCTIONS: * indicates a required field. The authorizing manager must complete this form based on the employee's specific job duties. Access to Service Elements is determined by your Organization and roles.

- Send completed form to Info.eXPRS@odhsoha.oregon.gov or 503-947-5044.

*Indicate Action: ☐ **Add User** ☐ **Modify User** ☐ **Deactivate User** ☐ **Change of Info**	
*User's Name: *(Last, First MI) (Print Name)*	Already have an eXPRS login name?
*Job Title:	***Name of Organization** *(circle one)*: **State Kids (Res)** or **State Kids (CIIS)**
*Organization Address: *(Mailing Address)*	***City, State Zip:**
*Phone Number:	***Email Address:**

State Kids Services (Res or CIIS) User Roles

State Case Management CPA Roles *(assign to CM CIIS or CM Res provider org)*:

ADD	DEL	User Roles/Descriptions
☐	☐	**State Kids Svcs CM CPA Approver** (**management level role**) – *able to approve pending CPA for State CM services*
☐	☐	**State Kids Svcs CM CPA Manager** - *able to Create/Delete/Submit/Update/Void client SE248 CM service CPAs; view related client and CM service information; run CM service and CM/RFFS payment reports.*
☐	☐	**State Kids Svcs CM CPA Preparer** - *able to Create/Delete/Edit, but not Submit Draft SE248 CM service CPAs or Edit/Void Approved SE248 CM service CPAs; view related client and CM service information; run CM service and CM/RFFS payment reports.*

State CM Service RFFS Billing Roles *(assign to CM CIIS or CM Res provider org)*:

ADD	DEL	User Roles/Descriptions
☐	☐	**State Kids Svcs CM Service Coordinator** - *adds name of Service Coordinator to applicable system dropdowns for selection on RFFS claims, etc. No user system access permissions associated with this role.*
☐	☐	**State Kids Svcs CM Encounter Manager** - *able to Create/Delete/Update/Submit/Void SE248 CM RFFS claims; view related client and CM service information; run CM service and CM/RFFS payment reports.*

ADD	DEL	User Roles/Descriptions
☐	☐	**State Kids Svcs CM Encounter Viewer** - *able to __ONLY VIEW__ SE248 CM RFFS claims; view related client and CM service information; run CM service and CM/RFFS payment reports.*

State Case Management ONA Assessment Roles *(assign to CM CIIS or CM Res prov org)*:

ADD	DEL	User Roles/Descriptions
☐	☐	**State Kids Svcs ONA Viewer** - *able to __only view__ ONA Assessment; view client, POC, SPA; view provider information.*
☐	☐	**State Kids Svcs ONA SC/PA[1]** - *able to __Create/Update/Submit/View__ ONA Assessment; RIT; view client, POC, SPA; view provider information.* **[1]*This role cannot be assigned until the user completes/sends in their three required ONA training certificates along with completed User Enrollment Form. A user cannot be assigned this role and the State ONA CIIS Assessor role at the same time.***
☐	☐	**State ONA CIIS Assessor[2] -** - *able to __Create/Update/Submit/View/Reclass/Replace__ ONA Assessment; RIT; view client, POC, SPA; view provider information.* **[2]*This role cannot be assigned until the user completes required in-person training with ODDS. A user cannot be assigned this role and the State Kids Svcs ONA SC/PA role at the same time.***

State Kids POC Services Provider Panel Roles *(assign to State Kids org)*:

ADD	DEL	User Roles/Descriptions
☐	☐	**State Kids Svcs 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.*
☐	☐	**State Kids Svcs Provider Panel 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.*
☐	☐	**State Kids Svcs Provider EVV Exceptions Manager** – *able to __Add/Update/ Remove__ EVV Exceptions information for PSW Providers.*

State Kids Plan of Care Plan Roles *(assign to State Kids org)*:

ADD	DEL	User Roles/Descriptions
☐	☐	**State Kids Svcs POC Super User[3]** - *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.* **[3] __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 CME.*
☐	☐	**State Kids Svcs 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.*

ADD	DEL	User Roles/Descriptions
☐	☐	**State Kids Svcs POC Viewer -** *able to __only view__ 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.*

State Kids Plan of Care Billing Roles *(assign to State Kids org)*:

ADD	DEL	User Roles/Descriptions
☐	☐	**State Kids Svcs POC Claims Reviewer -** *able to __Accept/Reject__ "pending" Service Delivered (SD) billings; view associated claims information; view POC, Plan Line & SPA information.*
☐	☐	**State Kids Svcs 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.*

State Kids CIIS Services Eligibility & LOC Roles *(assign to State Kids org)*:

ADD	DEL	User Roles/Descriptions
☐	☐	**State CIIS Eligibility Processor** *– able to __Create/Delete/Replace/View__ CIIS eligibility information in eXPRS.*
☐	☐	**State CIIS Level of Care Processor** *– able to __Create/Delete/Replace/Update/View__ CIIS Level of Care information in eXPRS.*

State Kids Services View Information Only Role *(assign to State Kids org)*:

ADD	DEL	User Roles/Descriptions
☐	☐	**State Kids Svcs View Only** *– able to __access/view only__ CIIS/Kids Res and State CM service information in eXPRS.*

Signature

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

Maintain form in local file for audit purposes.