

How to Add a Provider Record to a Case Management Entity's Provider Panel


Each Case Management Entity (CME) has a Provider Panel, which is a list of all the providers who can be authorized by that CME to provide services to I/DD individuals in the eXPRS Plan of Care. The panel list populates the provider drop-down menus for the CME when they create Service Prior Authorizations (SPAs) in an individual's Plan of Care.


To add, remove or update an entry on the Provider Panel, a CME user must have one of the following eXPRS user roles:


- **Local Auth Provider Panel Manager** (for CDDPs)
- **Brokerage Provider Panel Manager** (for Brokerages)
- **State Kids Services Panel Manager** (CIIS/State Kids Res)

How to Add a Provider to the CME Provider Panel

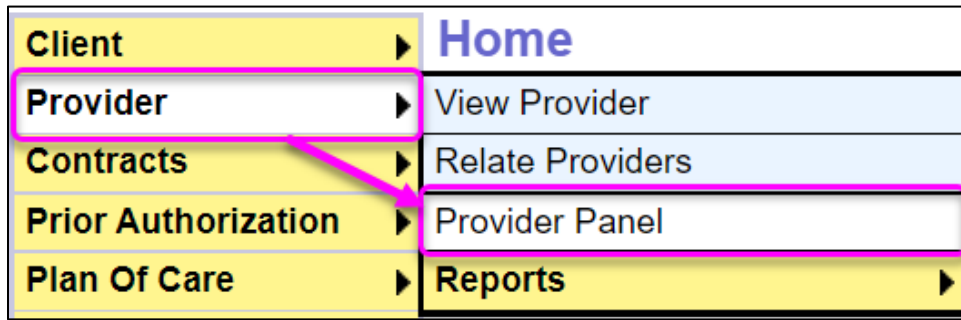
1) Login to eXPRS. If users have multiple login options, use the Local Authority (for CDDPs), Contractor (for Brokerage), or State for (State Kids).

Login Name:	<input type="text" value="userID"/>
Password:	<input type="password" value="....."/>
Organization/Program Area:	<input type="text" value="County (Local Authority)"/> 
Forgot your password?	<input type="button" value="Submit"/>

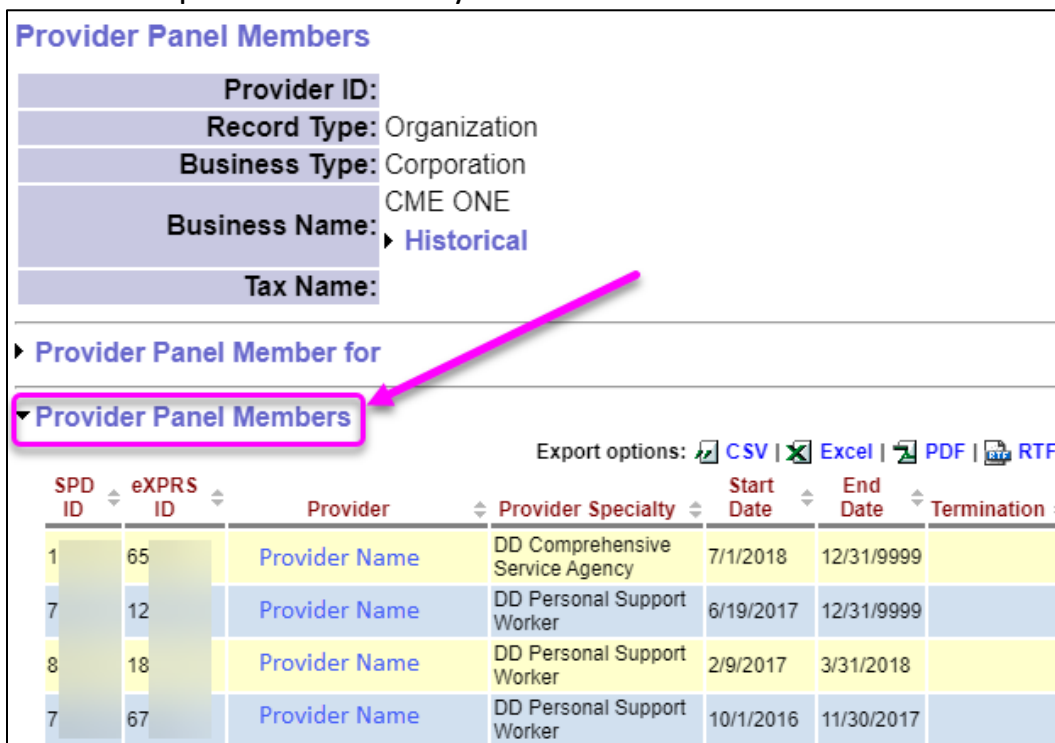
Login Name:	<input type="text" value="userID"/>
Password:	<input type="password" value="....."/>
Organization/Program Area:	<input type="text" value="Brokerage (Contractor)"/> 
Forgot your password?	<input type="button" value="Submit"/>

Login Name:	<input type="text" value="userID"/>
Password:	<input type="password" value="....."/>
Organization/Program Area:	<input type="text" value="State Kids (State)"/> 
<input type="button" value="Submit"/>	

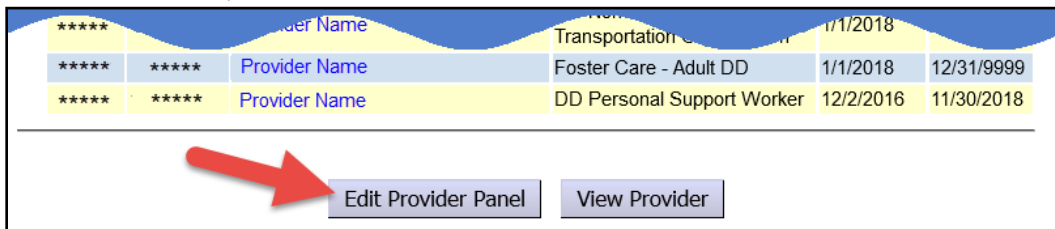
2) Select **Provider > Provider Panel**.



3) On the **Provider Panel Members** page, click the **Provider Panel Members** section to see providers currently listed on the Panel.



4) To add a Provider, select the **Edit Provider Panel** button at the bottom.



- 5) On the **Update Provider Panel Members > New Provider Panel Member** section, enter the SPD Provider ID Number or use the binoculars to search for a provider, and enter the dates the provider will be active on your panel. For ongoing dates, use 12/31/9999 as the end date.

New Provider Panel Member (Enter Provider ID or Search)

SPD Provider ID:

Provider Name:

Dates: —

TIP: Be sure to add the correct provider record for the service being authorized! Many providers have multiple records or Residential sites.

Record Type: eXPRS Only Include Inactive

SPD Provider ID:

eXPRS Provider ID:

Last/Business/Tax Name:

Last Business Tax Soundex

First Name:

D.O.B.:

Provider Type & Specialty:

Select...

Export options:

Type	eXPRS Prov ID	SPD Prov ID	Display Name	Prov Type & Specialty	Verification	Beds	Program Start	Program End	Program Status	Primary Email	Secondary Email	Phone Number
Provider	11	9	AGENCY ONE	Service Agency - DD Comprehensive Service Agency	OMAP Number Issued		7/1/2003	12/31/9999	A			(123) 456-789
Service Location	16	10	AGENCY ONE SE50 123 TEST ST	DD Living Facilities - Residential Care DD Adult	OMAP Number Issued	5	7/1/2003	12/31/9999	A			(123) 456-789
Service Location	164	10	AGENCY ONE SE50 234 TEST WAY	DD Living Facilities - Residential Care DD Adult	OMAP Number Issued	5	7/1/2003	12/31/9999	A			(123) 456-789
Service Location	18	10	AGENCY ONE SE54 ALL	DD Employment & Inclusion - DD Community Inclusion Services	OMAP Number Issued		7/1/2003	12/31/9999	A			(123) 456-789

For example, if adding an Agency Provider record, be sure to select the Agency's Service Location record the type of service being provided. For Residential providers, select the record for the home/site where the individual resides.

- 6) Select the **Save Panel Members** button to add the Provider Record to the panel.

Appendix A: Common Provider Types & Specialties used for Plan of Care Services (not an exhaustive list)

Provider Type/Specialty Number	Common Service Type Name
87-732	DD Facility Based Employment
87-733	DD Non-Facility Employment Crew/Enclave
87-735	DD Supported Employment
87-738	DD Community Inclusion Services
89-707	Residential Care Facility – Host Homes
89-819	DD Community Living Supports (CLS) - Employer Agency
89-821	DD Community Living Supports (CLS) - Standard Agency
89-835	Supported Living DD
89-825	Residential Care DD Adult GH
89-826	Residential Care DD Child GH
70-701	Foster Care – Adult DD
71-703	Foster Care – Child DCR
71-704	Foster Care – Child DCW
93-710	DD Agency Behavior Consultant
72-717	DD Non-Medical Transportation – DD Provider Agency/Org
70-837	Adult FC Respite/Relief Care Svcs
71-837	Child FC Respite/Relief Care Svcs
78-725	DD Service – APD Adult Day Service Provider
78-930	DD Service – APD In-Home Care Agency Provider
93-943	DD Comprehensive Service Agency

APPENDIX B: Reminders for Adding Entries to the Provider Panel

- It is not necessary to add the same provider record to the panel multiple times (e.g. For PSWs to align with their credential date ranges).

SPD ID	eXPRS ID	Provider	Role	Start Date	End Date	
8****8	4*****0	Provider 1	DD Personal Support Worker	7/1/2021	12/31/9999	Edit
7****0	4*****6	Provider 2	DD Personal Support Worker	7/1/2021	12/31/9999	Edit
8****6	1*****8	Provider 3	DD Personal Support Worker	7/1/2021	11/30/2021	Edit
8****6	1*****8	Provider 3	DD Personal Support Worker	12/1/2021	11/30/2023	Edit
7****7	1*****6	Provider 4	DD Personal Support Worker	7/1/2021	12/31/9999	Edit

This is unnecessary.

- eXPRS will give an error when the same provider record is added to the panel with overlapping start & end dates. If the same provider record is listed on the panel with overlapping panel date ranges, one of those records should be removed.