

## How to Authorize Employment Discovery, Initial Placement and Job Retention Services in the Plan of Care

When an individual has been determined to receive **Employment Discovery<sup>1</sup>, Initial Placement or Job Retention services<sup>2</sup>** as part of their Individual Support Plan (ISP), a Plan Line must be created on the individual’s Plan of Care so that the Service Prior Authorization (SPA) can be created at a future time.

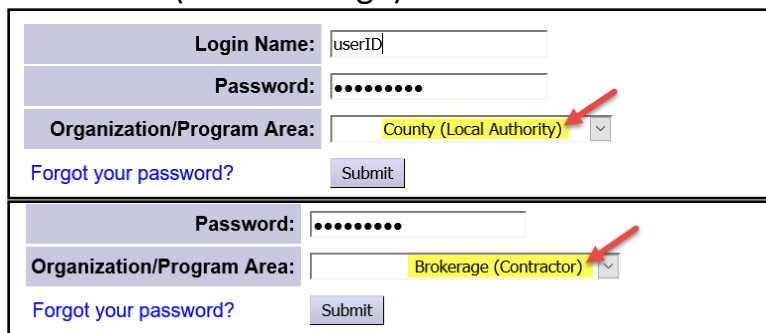
While only OR539/WA is shown in the guide below, OR401/W3<sup>3</sup> and OR401/W9 can also be entered following this guide.

CME users will need one of the following roles to complete this work:

- **CDDPs:** Local Authority POC Manager or POC Super User
- **Brokerages:** Brokerage POC Manager or POC Super User

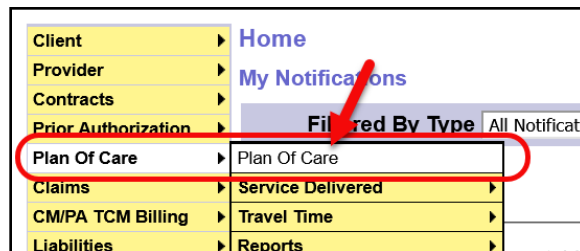
### To Authorize Employment Discovery Services:

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



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

2) Select **Plan of Care > Plan of Care.**



Client	▶	Home
Provider	▶	My Notifications
Contracts	▶	
Prior Authorization	▶	Filtered By Type All Notificati
<b>Plan Of Care</b>	▶	Plan Of Care
Claims	▶	Service Delivered
CM/PA TCM Billing	▶	Travel Time
Liabilities	▶	Reports

<sup>1</sup> More information on Discovery services can be found in the [Discovery FAQs](#) located on the DD Staff Tools Page.

<sup>2</sup> More information on the authorization of Job Placement or Retention Services can be found in the [Employment Stabilization Workers Guide](#).

<sup>3</sup> ODDS Job Development may be authorized in very limited circumstances and requires an that ODDS approve an exception for this service.

3) On the **Find Plan of Care** page, enter search criteria for the individual who will have these services added to their POC and select **Find**.

**Find Plan of Care**

Plan ID:

Client Prime:

Service Element: All

Plan Begin:   Overlap  Contain  Exact

Plan End:   Overlap  Contain  Exact

DHS Contract Num:

Status:

Max Displayed: 25

**TIP:** The easiest method will be to search by the individual's prime number.

4) From the results list returned, click the **Plan ID Hyperlink** to open the POC.

DHS Contract Num:

Status:

Max Displayed: 25

Export options: CSV | Excel | PDF | RTF

Plan ID	Client Prime	Client Name	DHS Contract Num	Plan Begin	Plan End	Status
3	4		1 5	04/01/2020	03/31/2021	Accepted
4	9		1 5	04/01/2021	03/31/2022	Accepted
4	8		1 5	04/01/2022	03/31/2023	Accepted

5) On the POC, select the **Community** tab, which contains employment services, and then select the **Edit** button to enter changes.

**Plan of Care**

Plan Id:  Plan Dates: 4/1/2022 - 3/31/2023

Client Name:  Client Prime:

Plan Status: Accepted

Weekly Employment Hours Approved per ISP

Dates	Hour Limit	Supported Employment Only
4/1/2022 - 3/31/2023	25.00	NO

6) Select the **Add Plan Line** button to add a new employment service.

7) Enter the **SE/Procedure Code/Modifier** Codes into the Plan Line Dropdowns.

- **Service Element = 54** (for CDDPs) or **149** (for Brokerage).
- **Procedure Code = OR539 – Career Explore/Disc**
- **Modifier Code = WA – Employment Profile Outcome**

8) Enter a value of one (1) in the **Units** field. These are event/outcome services, so the number of “events” to be authorized is always one (1).

9) For the Plan Line, add a service **Start** and **End Date** range of up to 180 days and then select **Save**. This date range can be used to help track the service.

10) With the Plan Line saved, select **Add Provider** to enter the provider’s Service Prior Authorization (SPA) for the discovery service.

SE	Procedure Code	Modifier	Units	Dates	Status
54	OR539 - Disc/Career Explore	WA - Emp Profile Outcome	1 Events per Year	01/01/2023 - 04/01/2023	Draft

11) From the **Provider** dropdown, select the provider of the Discovery service.

SE	Procedure Code	Modifier	Units	Dates	Status
54	OR539 - Disc/Career Explore	WA - Emp Profile Outcome	1 Events per Year	01/01/2023 - 04/01/2023	Draft

*Provider	*Dates	*Units	*Rate
type to filter dropdown			Fixed
To Be Determined			

12) On the SPA, enter one (1) in the **Units** field, and then enter **Start** and **End Dates** following the guidance below:

- **OR539/WA** – Both the **Start** and **End Dates** are the date that the Case Management Entity (CME) approves the discovery profile.
  - For example, a CME receives a discovery profile on 01/10/2023 and approves the profile for payment on 01/16/2023. The dates entered in both fields are 01/16/2023.
- **OR401/W9** – Both the **Start** and **End Dates** are the date the CME approves the retention payment (no less than 90 days from employment). **OR401/W3** Job Placement Services are unavailable unless Vocational Rehabilitation Services has declared a state of “Order of Selection”. If and when this occurs, ODDS will provide additional Guidance on when this service may be authorized.

SE	Procedure Code	Modifier	Units	Dates	Status
54	OR539 - Disc/Career Explore	WA - Emp Profile Outcome	1 Events per Year	01/01/2023 - 04/01/2023	Draft

*Provider	*Dates	*Units	*Rate
type to filter dropdown	01/16/2023 - 01/16/2023	1	Fixed

**TIP:** After saving, eXPRS will determine whether the rate should be manually entered or will auto-populate. For these authorizations prior to 1/1/2023, the rate must be manually entered. For these authorizations from 1/1/2023 forward, they will auto-populate. If needed, enter the **Rate** and select **Save**.

13) Review the SPA and select **Submit** to move the SPA to **Accepted** status<sup>4</sup>.

SE	Procedure Code	Modifier	Units	Dates	Status
54	OR539 - Disc/Career Explore	WA - Emp Profile Outcome	1 Events per Year	01/01/2023 - 04/01/2023	Draft

Auth Id	Provider	Dates	Units	Rate	Pay-To Provider	Review?	Status
60479807		01/16/2023 - 01/16/2023	1		Yes	Yes	Draft

With the SPA now in **Accepted** status, the provider can bill for the individual.

SE	Procedure	Modifier	Units	Dates	Status
54	OR539 - Disc/Career Explore	WA - Emp Profile Outcome	1.00 Events per Year	01/01/2023 - 04/01/2023	Accepted

Auth Id	Provider	Dates	Units	Rate	Pay To Provider	Review?	Status
		01/16/2023 - 01/16/2023	1.00		Yes	Yes	Accepted

<sup>4</sup> Authorizations for OR401/W3 & OR401/W9 will always pend for ODDS Approval.