How to Create Service Delivered Billing Entries (SDs) for Daily Residential Services

Residential services in eXPRS include Adult Group Homes, Children's Group Homes and Children's Host Homes. As of July 1st, 2022, all these are billed as a Daily service in eXPRS[1]. This guide shows two options to bill for them:

1) **Create Service Delivered by Single Authorization –** Allows billing for one individual (including absences).
2) **Create Service Delivered Entries from Multiple Service Authorizations[2] –** Allows billing for multiple individuals.
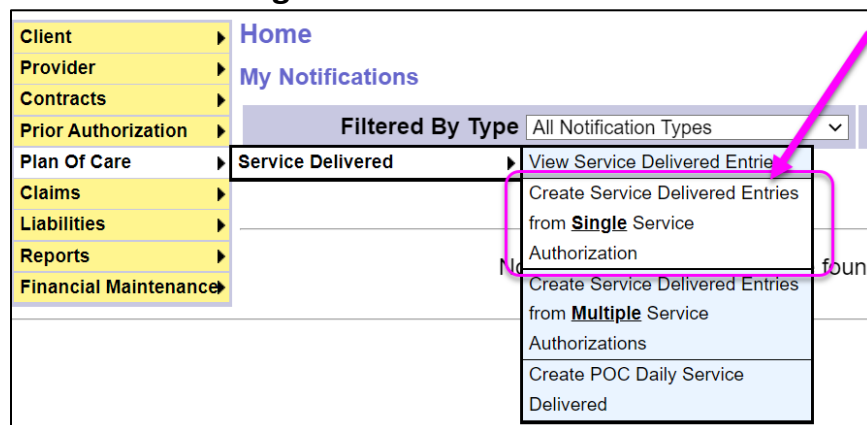
If you have absences to report, you'll want to begin by billing for those individuals by using the 1st option. Afterwards, you can bill for all remaining individuals at one time using the 2nd option.

Users will need the following role to take these steps:
- **Provider Agency Claims Manager**

Create and Submit Residential Service SDs for One Individual:
1) Log in to eXPRS and select **Plan of Care→ Service Delivered → Create Service Delivered Entries from Single Service Authorization**.

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2) On the **Create Service Delivered from Single Service Authorization,** enter search criteria and select **Find.**

> **TIP:** You can narrow your search by entering a **Service Element**, such as SE50, SE142, or SE152 along with the **Effective** & **End Date.**

3) The Result List will show any active authorizations that can be billed against. Select the **Dollar Sign ($)** on the far right to bill for the service.

4) In the **Service Delivered by Service Authorization > Create Multiple Draft SDs** section, you can now bill for the dates that you provided the Daily Residential Service to the individual.

5) Once the **Draft** SDs are created for each date, select an **SD Modifier Reason** for any absences you are reporting and select **Save All**

TIP: Whenever you enter an **SD Modifier Reason**, always select the **Save All** button, otherwise the selection will not save.

6) Now that **SD Modifier Reasons** are selected and saved, check the boxes to the far left of the SD billings, and then click **Submit.**

The **Draft** SDs will now be processed to the correct status (e.g. **Approved, Reported, Denied, Suspended)**.[3]

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[3] For **Suspended** or **Denied** SDs, see the guide: **Service Delivered (SD) Problem Solving Matrix** for assistance.

Create and Submit Residential Service SDs for Multiple Individuals:

1) Select **Plan of Care→ Service Delivered → Create Service Delivered Entries from <u>Multiple</u> Service Authorization**.
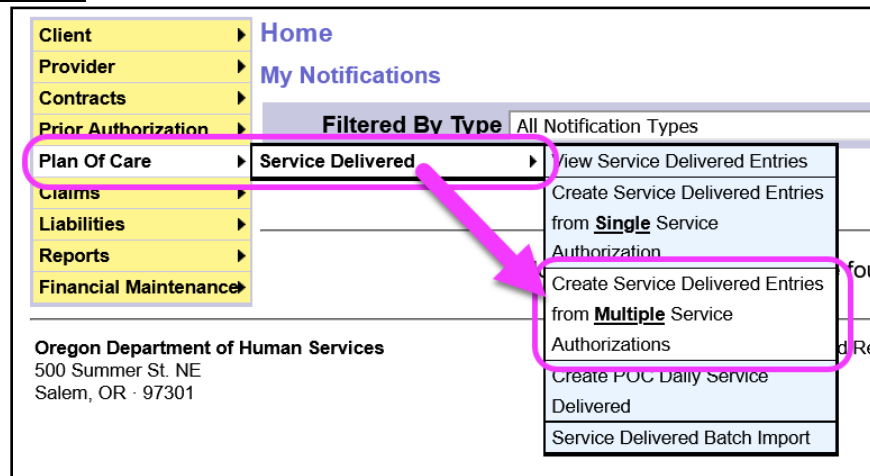
TIP: This option allows you to bill for all of your individuals receiving residential services in a single calendar month. If you need to create SDs for multiple months, you'll need to follow these steps for each month.

2) In the **Create Service Delivered from Multiple SPA's** page, enter Search Criteria and select **Find**.

TIP: The date range defaults to the current month, but can be changed as needed. No other criteria are needed unless you want to more specific results.

3) The Result List will show any active authorizations that can be billed against. Check the box next to authorizations you want to bill for, then select **Continue.**

TIP: Select the **All** checkbox to bill for every authorization. Even if you have already billed for an individual, you can still check this box. eXPRS will not create duplicate SDs if it finds another SD for that individual/service/date.

4) On the **Enter Service Delivered Dates** page, modify the date range needed, then select **Continue.**

TIP: Draft SDs for each date in the date range will be created for all individuals selected in Step #3, and only for service dates that fall within the date range of the selected SPAs. Future dated billing is still not allowed. You can only bill up to the current date.

5) On the **Service Delivered Draft View** page, a list of all **draft** SDs that have been created will display.

Service Delivered Draft View

SPA #	Prime	Client Name	Service Location	SE	Proc Code	Mod	Service Date	SD Status	Error Message
				152	ORCHH	NA	05/06/2022 12:00 AM PDT	Draft	
				152	ORCHH	NA	05/07/2022 12:00 AM PDT	Draft	
				152	ORCHH	NA	05/08/2022 12:00 AM PDT	Draft	
				152	ORCHH	NA	05/09/2022 12:00 AM PDT	Draft	
				152	ORCHH	NA	05/10/2022 12:00 AM PDT	Draft	

Now that **Draft** Residential SDs have been created, use the **View Service Delivered** page to find and submit them. For assistance, see the guide: **How to Submit a Batch of Draft Service Delivered Billing Entries (SDs)** on the eXPRS Help Menu**.**