How to Enter School Age DD Eligibility

eXPRS allows CDDPs to directly enter DD eligibility information for an individual by using the **DD Eligibility Add** page[1]. This guide contains three sections:
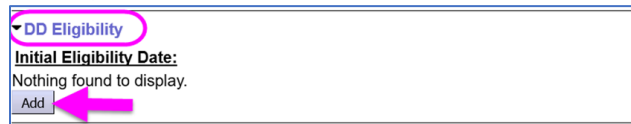
1) How to Create a Draft Eligibility Determination
2) How to Enter School Age DD Eligibility
3) How to Enter an Eligibility Denial

To do the work in the guide, the user must have one of the following roles:

- **CDDP Eligibility Specialist**
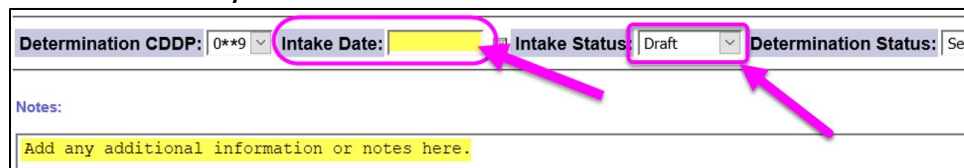- **CDDP Eligibility Specialist Processor**

How to Create a Draft Eligibility Determination:

1) Login and search for the individual's record using the **View Client** page[2]. Then select the **DD Eligibility** section **> Add** Button to enter a new eligibility line.

> **TIP:** In some cases, the individual may already have a previous eligibility line. Depending on the action being taken (such as completion of initial intake) the existing line may need to be edited or terminated. See the guide: **How to Enter a DD Eligibility Termination** for more information.

2) Enter the following information and select **Save** to create a **Draft** record:

- **Intake Date**: For initial intakes, enter the date the initial intake was completed. For eligibility lines created for redeterminations or transfers, leave this field blank.
- **Intake Status**: Set as **Draft** (until eligibility determination is completed).
- **Notes:** Add any notes or information desired.

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[1] For more information, see the guide: **Overview of the DD Eligibility Add Page**
[2] For steps, see the guide and video: **How to use the View Client Page in eXPRS**

3) After the save, you will be returned to the **View Client** page and the initial eligibility line will display.

	Client Prime:	ec00000a
	Prime Type:	P

▸ **Aliases**

▾ **DD Eligibility**

Initial Eligibility Date:

Determination CDDP	Intake Date	Intake Status	Determination Status	Notice Date	Termination Date	Termination Code	Primary Qualifying Diagnosis		
0**9	6/27/2018	Draft						Edit	View Details

Add

4) After the eligibility determination work is complete, return to the individual's record and select **Edit** on the eligibility line to open it and add the eligibility determination information.

▸ **Aliases**

▾ **DD Eligibility**

Initial Eligibility Date:

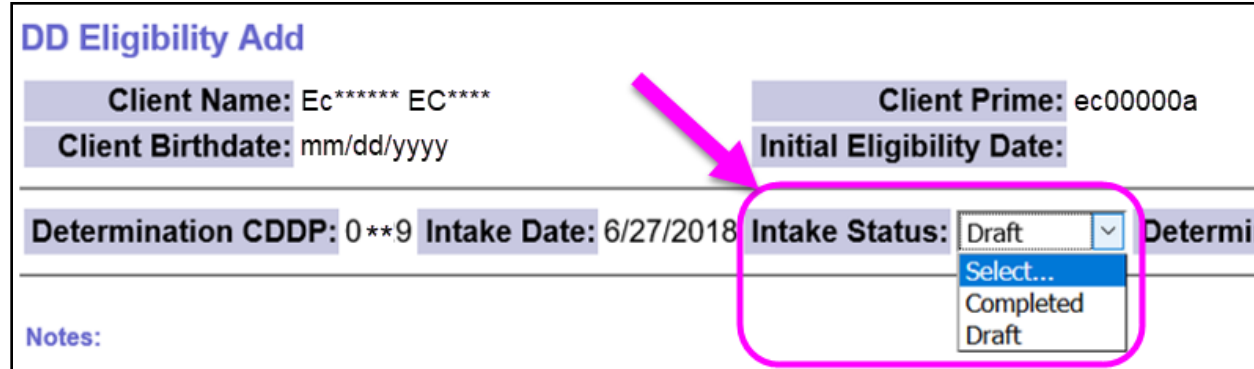| Determination CDDP	Intake Date	Intake Status	Determination Status	Notice Date	Termination Date	Termination Code	Primary Qualifying Diagnosis		
0**9	6/27/2018	Draft						Edit	View Details

Add

▸ **Level of Care**

Select one of the following headings to go to the steps for that specific process:

- [How to Enter School Age Eligibility](#)
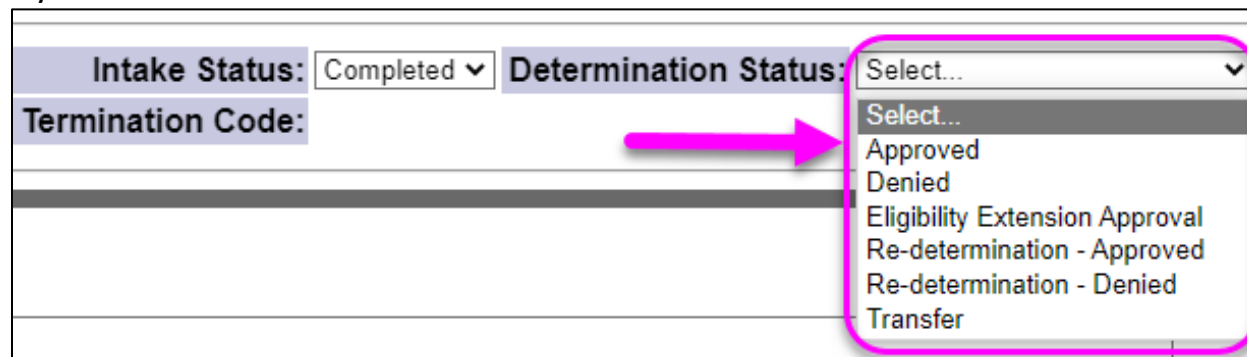- [How to Enter an Eligibility Denial](#)

How to Enter School Age DD Eligibility During the Initial Intake and Application Process:

1) On the **DD Eligibility Add** page, set the **Intake Status** to **Completed.** This will cause more fields to appear.

2) Select the appropriate option for the eligibility determination from the **Determination Status** dropdown. This will cause more fields to display.

- **Approved**: The individual is eligible for DD services.
- **Denied**: The individual is not eligible for DD services.
- **Eligibility Extension Approval:** Used for extensions granted for delayed eligibility redeterminations (ODDS only).
- **Re-determination – Approved**: The individual is eligible for DD services.
- **Re-determination – Denied**: The individual is not eligible for DD services.
- **Transfer**: The individual is transferring from one CDDP to another CDDP.

3) Enter the following information into the appropriate field.
- **Notice Date:** The date the Eligibility Determination notice was sent to the individual and/or their guardian informing them of the eligibility determination decision.
- **Termination Date:** Auto-populates as 12/31/9999 if the eligibility is active, but may adjust based on other selections.
- **Termination Code:** Auto-populates as blank if the eligibility is active, but may be adjusted based on other selections.

4) Select the **Type of Eligibility** dropdown > **School Age.** This will adjust what fields show on the screen.

   TIP: Once **School Age** is selected, the **Significant Impairment in Adaptive Behavior** section will appear.

5) Select the **Primary Diagnosis** dropdown and select the diagnosis used to determine their eligibility for services. In this example, the **Primary Diagnosis** selected is **Autism Spectrum (AUT)**.

TIP: Once a **Primary Diagnosis** is selected, the following fields will update: **Termination Date and Termination Code.**

- If the Primary Diagnosis is an Intellectual Disability, the Termination Date will be set to the day before the individual's 18th birthday.
- If the Primary Diagnosis is a Developmental Disability, the Termination Day will be set to the day before the individual's 22nd birthday.

6) In the **Significant Impairment in adaptive behavior** section, select the appropriate options from the 2 dropdown menus. In this example, **Assessment Completed** and **2 or more skill areas…** was chosen.

TIP: If an individual's **Primary Diagnosis** is an Intellectual Disability and it is determined that their IQ is too low to test, enter it as **Intellectual Disability Profound (ID4: <20)** and enter 20 into the **FSIQ** field.

7) With the dropdown selections made, click **Add Test** to add the adaptive test information.

8) Add the date of the test in the **Test Date** field, and pick the applicable **Test Name**[3] from the dropdown menu.

9) Select at least 2 **Skill Areas** and/or **Domain Areas,** based on the assessment results.

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10) With all the required eligibility information added for the individual, you can add the following information and **Save**:

- Add any notes in the **Notes** field.
- The **Eligibility Specialist** field prefills with the name of the current Eligibility Specialist accessing the page. Select a different specialist as needed.
- Upload & attach a document.

Notes:
add any notes here that you wish ①
Eligibility Specialist: Elig Spec Name ②☑ Active Only
Attach Type: ◉ Eligibility Notice ○ Other ③
Attach File: Browse... Sample Eligibility Notice.pdf File size must not exceed 4 MB
Save ④ Reset Cancel

TIP: After saving, you will be returned to the **View Client** page. To attach more than one document to the eligibility line, select the **Edit** Button, scroll down to the bottom of the page, and upload another document as needed.

11) You will be returned to the individual's **View Client** page. The **Intake Status** will show as **Completed** and the **Determination Status** will show as **Approved**.
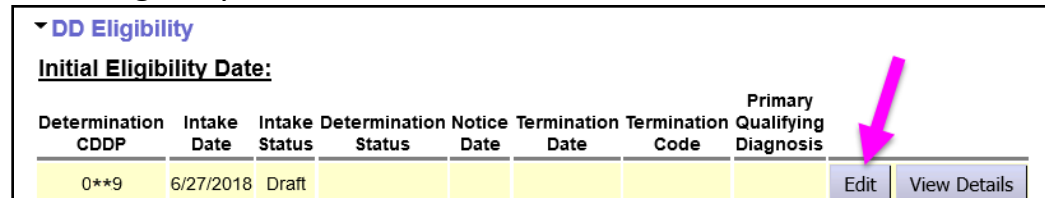
Initial Eligibility Date: 6/9/2016

Determination CDDP	Intake Date	Intake Status	Determination Status	Notice Date	Termination Date	Termination Code	Primary Qualifying Diagnosis		
0129	5/12/2016	Completed	Approved	6/4/2018	12/9/2030	AGE	AUT	Edit	View Details

How to Enter an Eligibility Denial During the Initial Intake and Application Process:
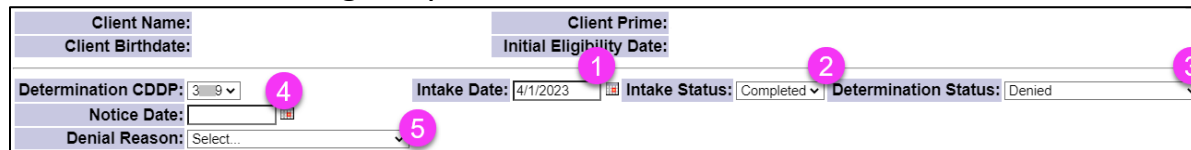
1) Select **Edit** on the Initial Intake Eligibility Line.

2) On the **DD Eligibility Add** page, add the following information to the record:
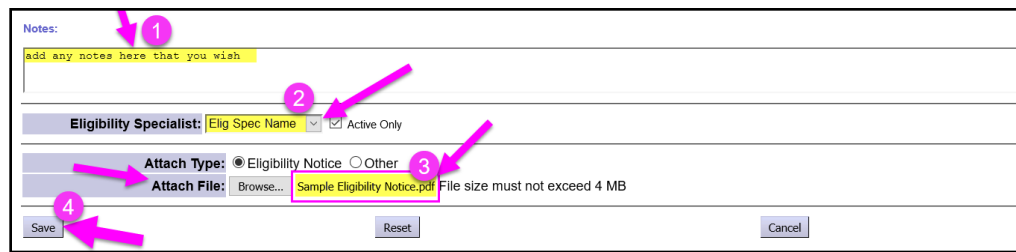   1. **Intake Date**: Do not adjust. This pre-populates with the previously entered information.
    2. **Intake Status:** Select **Completed**. This will trigger additional fields to appear.
    3. **Determination Status:** Select **Denied**. This will trigger additional fields to appear.
    4. **Notice Date:** Enter the date the Notice of Planned Action was sent to the individual and/or their guardian informing them of the decision.
    5. **Denial Reason:** Select the reason eligibility was denied.

3) With all the required eligibility information added for the individual, you can enter the following information and **Save**:
    1. Add any notes in the **Notes** field.
    2. The **Eligibility Specialist** field prefills with the name of the current Eligibility Specialist accessing the page. Select a different specialist as needed.
    3. Upload & attach a document.

> **TIP:** After saving, you will be returned to the **View Client** page. If you need to attach more than one document to the eligibility line, select the **Edit** Button, scroll down to the bottom of the page, and upload another document as needed.

4) On the individual's **View Client** page, **Intake Status** will show **Completed** and **Determination Status** will show **Denied**.

▼ DD Eligibility

Initial Eligibility Date:

Determination CDDP	Intake Date	Intake Status	Determination Status	Notice Date	Termination Date	Termination Code	Primary Qualifying Diagnosis
0129	6/27/2018	Completed	Denied	7/27/2018			