

How to Enter and Update Parent Relationships on a Child's Record

When a child is eligible for the Children's Extraordinary Needs (CEN) Program and a Paid Parent Caregiver is identified, the agency provider and the Paid Parent Direct Support Professional (DSP) will complete a user enrollment form. The information on this User Enrollment Form is used by state staff to document the relationship between a parent and a child in eXPRS. This eligibility is required for the successful authorization of Paid Parent Attendant Care Services.

To do the work in the guide, the user must have one of the following roles¹:

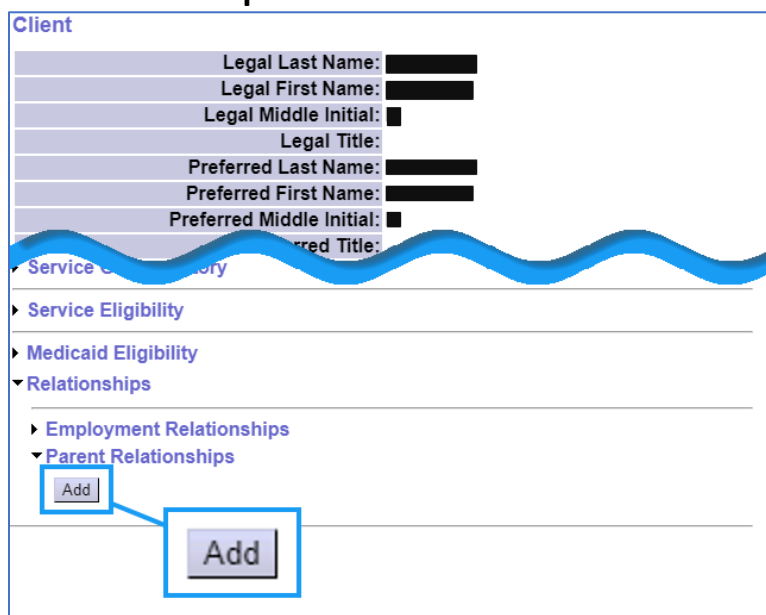
- **State Extraordinary Needs Eligibility Manager**
- **State Extraordinary Needs Eligibility Processor**

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

- [How to Enter and Update a Parent Relationship](#)
- [How to Remove a Parent Relationship](#)

How to Enter and Update a Parent Relationship:

1) Login and search for the individual's record using the **View Client** page². Then select the **Relationships > Parent Relationships > Add** Button.



The screenshot shows the 'View Client' page in eXPRS. At the top, there is a 'Client' section with fields for Legal Last Name, Legal First Name, Legal Middle Initial, Legal Title, Preferred Last Name, Preferred First Name, Preferred Middle Initial, and Preferred Title. Below this are sections for Service Eligibility, Service Eligibility, Medicaid Eligibility, and Relationships. The Relationships section is expanded to show Employment Relationships and Parent Relationships. The Parent Relationships section has an 'Add' button highlighted with a blue box. A blue wavy line is drawn across the middle of the page.

¹ The **State Extraordinary Needs Eligibility Viewer** role only allows a user to see the information entered on this page.

² For steps, see the guide and video: **How to use the View Client Page in eXPRS**

2) On the **Parent Relationship Add** page, select the Binoculars

3) On the **Find Provider Page**, enter in search criteria and select **Find**.

4) From the Results List, select the **Display Name Hyperlink** for the Paid Parent DSP.

[First/Prev] 1, 2 [Next/Last] Export options: [CSV](#) | [Excel](#) | [PDF](#) | [RTF](#)

Type	eXPRS Prov ID	SPD Prov ID	TIN/SSN	Display Name	Prov type & Specialty	Verification	Beds	Program Start	Program End	Program Status	Primary Email	Secondary Email	Phone Number
[Redacted]	1008	[Redacted]	[Redacted]	Smith, [Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	725	[Redacted]	[Redacted]	Smith, [Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	752	[Redacted]	[Redacted]	Smith, [Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]

- 5) Enter the following information on the record and select **Save Relationship**:
- A) **Relationship**: Enter the relationship of the Paid Parent DSP to the child.
 - B) **Dates**: Enter the effective date the Relationship for the purposes of the CEN Program

Oregon Department of Human Services
Express Payment & Reporting System (eXPRS)

Home My Account Change Password Help Customer Service Log Out

Parent Relationship Add

No Parent relationships found to display

New Parent Relationship

Role Type: Paid Parent Direct Support Professional

Provider: Smith, [redacted]

Relationship: Biological Parent **A**

Dates: 8/16/2024 - 6/13/2034 **B**

Back Save Relationship Reset Cancel

- 6) The relationship now appears under the **Paid Parent Direct Support Professional** Section. To make edits to the record, select the **Edit** button.

Oregon Department of Human Services
Express Payment & Reporting System (eXPRS)

Paid Parent Direct Support Professional

eXPRS ID	Provider	Record Type	Relationship	Start Date	End Date	
1008	Smith, [redacted]	Paid Parent Direct Support Professional	Biological Parent	8/16/2024	6/13/2034	Edit

New Parent Relationship

- 7) Edit the **End Date** as needed, and then select **Update**.

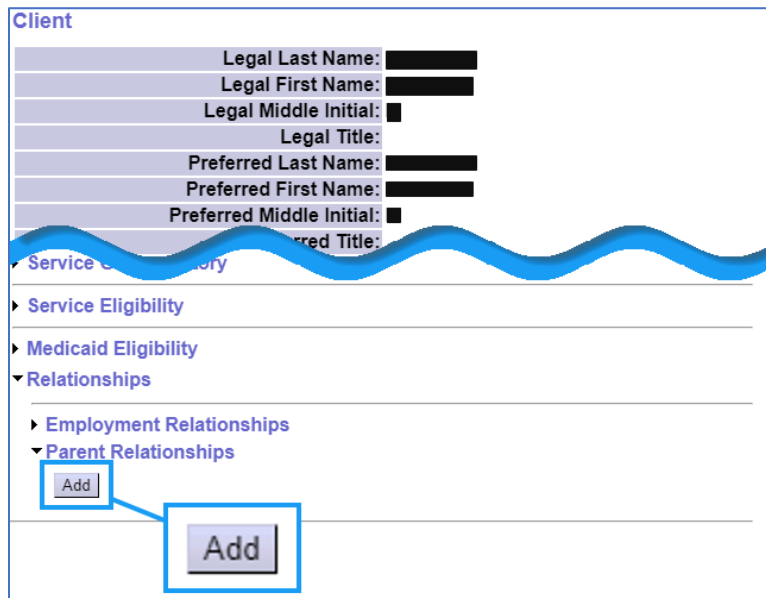
Parent Relationship Add

Paid Parent Direct Support Professional

eXPRS ID	Provider	Record Type	Relationship	Start Date	End Date	
100880152	Smith, [redacted]	Paid Parent Direct Support Professional	Biological Parent	8/16/2024	6/13/2034	Update Delete

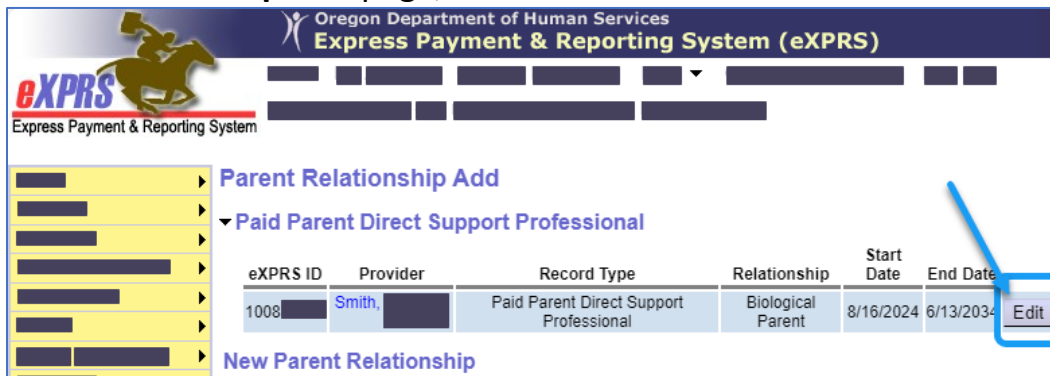
How to Remove a Parent Relationship

- 1) Open the individual's **View Client** page and select the **Relationships > Parent Relationships > Add Button**.



The screenshot shows the 'Client' page with various fields for legal and preferred names and titles. Below these fields are sections for 'Service Eligibility', 'Medicaid Eligibility', and 'Relationships'. Under 'Relationships', there are sub-sections for 'Employment Relationships' and 'Parent Relationships'. The 'Add' button in the 'Parent Relationships' section is highlighted with a blue box, and a blue arrow points to it from another 'Add' button located below it.

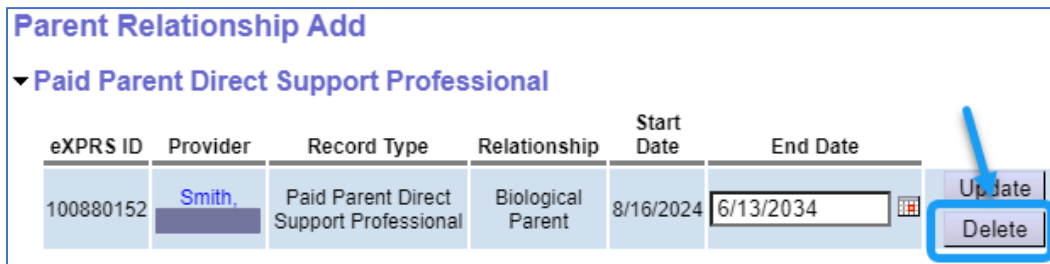
- 2) On the **Parent Relationship Add** page, select the **Edit** button for the row to delete.



The screenshot shows the 'Parent Relationship Add' page with a table of parent relationships. The table has columns for eXPRS ID, Provider, Record Type, Relationship, Start Date, and End Date. The 'Edit' button for the row with eXPRS ID 1008 is highlighted with a blue box, and a blue arrow points to it from the right.

eXPRS ID	Provider	Record Type	Relationship	Start Date	End Date	
1008	Smith,	Paid Parent Direct Support Professional	Biological Parent	8/16/2024	6/13/2034	Edit

- 3) Select the **Delete** Button for the row.



The screenshot shows the 'Parent Relationship Add' page with a table of parent relationships. The 'Delete' button for the row with eXPRS ID 100880152 is highlighted with a blue box, and a blue arrow points to it from the right.

eXPRS ID	Provider	Record Type	Relationship	Start Date	End Date	
100880152	Smith,	Paid Parent Direct Support Professional	Biological Parent	8/16/2024	6/13/2034	Delete

TIP: When deleting a row, eXPRS will check for an active Plan of Care OR525 Service Prior Authorization. If one exists, an error message will display and the row will not delete.

Appendix A: Field Validations

- **Start Date:** The date must be equal to or after the child's Extraordinary Needs Waiver Eligibility Approved Start Date
- **End Date:** The date cannot extend beyond the individual's 18th birthday