How to Authorize DD Foster Care services
in eXPRS Plan of Care (POC)
(updated 5/18/2022)

Effective for service dates Jan 1, 2018 and after, Foster Care (FC) services funded by ODDS for individuals with I/DD will now be authorized in eXPRS Plan of Care (POC). This includes FC services for both adults and children.

Foster Care services for **Adults** (18+ years old) will be authorized under:
- **SE158** + procedure code **ORAFC/NA**

Foster Care services for **Children** (0 – 17 years old) will be authorized under:
- **SE258** + procedure code **ORCFC/NA**

The rate authorized for FC services in POC will be the ***individual's FC service rate ONLY***. Additional funds for 2:1 services, behavior consultation/professional behavior supports, transportation to/from work, etc. will no longer be bundled into the FC rate. Those services must be authorized separately to the appropriate rendering provider in POC under **SE257-Ancillary Services** for Residential Care for service dates Jan 1, 2018 and after.

Please see the assistance guide **How to Authorize Ancillary Services in POC for Individuals in Residential Placements** for instructions on how to authorize Ancillary services in SE257.

Additional ODDS Policy information regarding the transition of Foster Care services to eXPRS can be found in the below transmittals:

- *Entering Foster Care into eXPRS Plan of Care* (**APD-PT-17-047**)
- *eXPRS changes: Foster Care and Ancillary Services Service Elements, Attendant Care procedure code consolidation* (**APD-PT-17-048**)
- *Foster Care Transportation Service Moving into Plan of Care* (**APD-PT-17-049**)
- *Expenditure Guidelines V.7* (**APD-IM-17-082**)

To authorize Foster Care services for I/DD individuals in POC:

1. CDDPs ***must first*** add the applicable FC provider records for I/DD individuals receiving FC services to their CDDP POC Provider Panel. The date range for panel listing is recommended to be **1/1/2018 – 12/31/9999**.

Provider record type/specialty numbers for DD Foster Care Providers are:
- **70-701** = DD FC for Adults
- **71-703** = DD FC for Children (I/DD certified)
- **71-704** = DD FC for Children (CW certified)

2. Once #1 is completed, CDDPs can begin to authorize FC services in Plan of Care using the instructions that follow in this guide. Users must have the **POC Manager** role to do this FC and Ancillary services authorization work.

To authorize Foster Care services in an existing Plan of Care:

1. Log in in to eXPRS. If users have more than one organization login option, they will need to be logged in under the **Local Authority** (for CDDPs shown below)
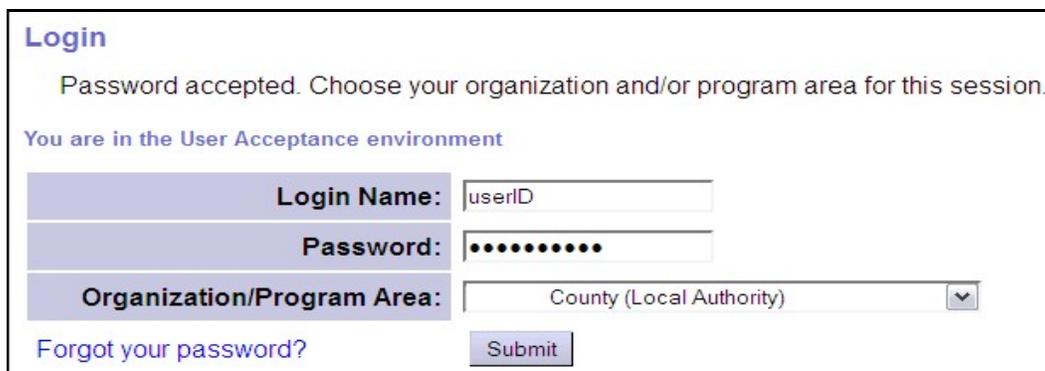
2. Many adults in FC may already have a POC for other services, such as employment. Best practice is to search for the individual's current POC first, and then simply update it to add the FC services.

   From the left-hand yellow navigational menu click on *Plan of Care* → *Plan of Care* to find the POC that needs to have FC services added.
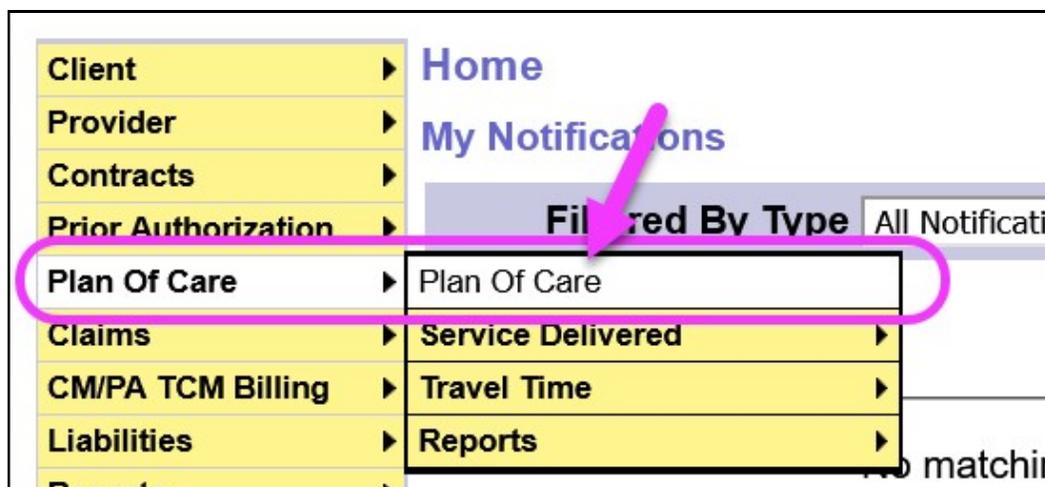
3. In the **Find Plan of Care** page, search for the POC that FC services are to be added. At least one search criteria option must be entered. Best practice is to search by the individual's prime number.

    With the search criteria entered, click **Find** to search.

    Find Plan of Care

    Note: If criteria entered results in more than 20,000 rows, data returned will be truncated. You may need to narrow your search criteria to return a smaller dataset.

Plan ID:	
Client Prime:	xyz0000a
Service Element:	All
Plan Begin:	⊙ Overlap ○ Contain ○ Exact
Plan End:	⊙ Overlap ○ Contain ○ Exact
DHS Contract Num:	
Status:	
Max Displayed:	All

    Find   Reset

4. From the search results, open the POC for the individual that need FC service authorization added. It will likely be the individual's current POC. Click on the blue **Plan ID** to open the POC.

    Find Plan of Care

Plan ID:	
Client Prime:	xyz0000a
Service Element:	
Plan Begin:	⊙ Overlap ○ Contain ○ Exact
Plan End:	⊙ Overlap ○ Contain ○ Exact
DHS Contract Num:	
Status:	
Max Displayed:	25

    Find   Reset

    Export options: CSV | Excel | PDF | RTF

Plan ID	Client Prime	Client Name	DHS Contract Num	Plan Begin	Plan End	Status
4*****7	xyz0000a			04/01/2022	03/31/2023	Accepted

    Plan of Cares found: 2 (displaying all rows)

    Create

5. In the **Plan of Care** page, click on the **RESIDENTIAL** tab. Service authorizations for residential placement services live under this tab.

6. With the tab selected (the tab will fill with color), click on **Edit** just above to open the POC for updates.

7. With the POC now open for updates/edits, click on **Add Plan Line** to authorize FC services.

8. In the open Plan Line row, work from left to right, adding the service information.

- In the ***SE/Procedure Code/Modifier** dropdown, select the appropriate option for the foster care service to be authorized. The first dropdown will be the Service Element.

- The ***Procedure Code** and **Modifier** options may auto-fill based on your service element selection.

- In the ***Units** section, add **1** for the number of units. Foster Care services will continue to be a monthly, pro-rated service, so the number of units being authorized for Foster Care services is ***ALWAYS 1 unit*** (per month).

- In the ***Dates** section, enter the date range for the FC service Plan Line.

9. With all the Plan Line information completed, click **Save** to save the Plan Line.

10. Under the Plan Line, click on **Add Provider** to add the FC provider's Service Prior Authorization (SPA).

   ➜ *REMEMBER*: the Foster Care provider's record **must be added to the CDDP's POC Provider Panel FIRST** for it to appear here and be selected.
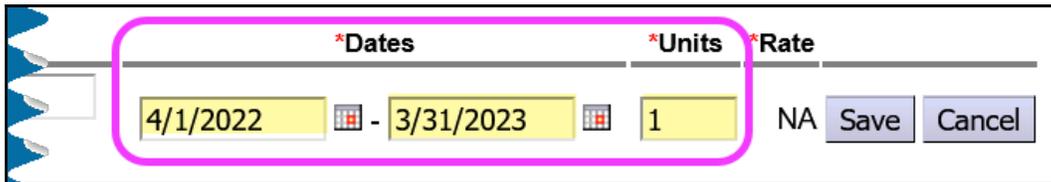

11. In the open SPA row, move left to right, adding the applicable information for the FC provider's authorization.

- In the ***Provider** dropdown, select the appropriate FC provider's record.

- Next add the service date range and the number of units for SPA. Click **Save** to save the SPA information.
  - ✓ Units always = 1

12. <mark>***NEW FUNCTIONALITY***</mark>: The ***Rate*** field has moved in the sequence of the SPA and will not immediately be an open text box to add the rate. The rate will read **NA** initially because when the SPA is saved, eXPRS reads the new SG rate table to determine if the rate will auto-populate or return an open field to add the rate manually, depending on the service.

Click **Save** to continue creating the SPA.
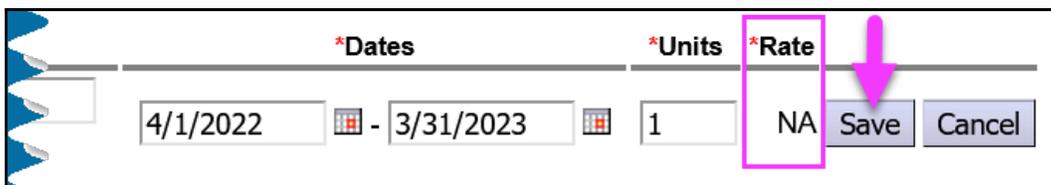
13. Upon clicking **Save**, eXPRS will determine if the rate for the services is a **FIXED** rate and auto-populate from the Service Group rate table, *OR* open the text field box for manual rate entry.

At this time, Foster Care services are still manual rate entry service.

14. Enter the applicable foster care rate for the individual, and then click **Save** again to save that information to the SPA.

15. With the SPA information saved in *draft*, click **Submit** to submit the authorization.

16. If the individual in Foster Care services also needs Ancillary Services authroized, please see the assistance guide **How to Authorize Ancillary Services in POC for Individuals in Residential Placements** for instructions on how to authorize Ancillary services under SE257.