Overview of the DD Eligibility Add Page

eXPRS allows CDDPs to directly enter Intake & DD Eligibility information for individuals by accessing the **View Client > DD Eligibility Add** page. The information entered on this page is visible to all CME users with view permissions, but only staff with the following roles can enter information on this page:

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

The **DD Eligibility Add** page is dynamic. The fields & options available are activated & defined by the type of intake and eligibility determination being entered for the individual.

- Early Childhood (Birth through age 7)
- School Aged Children (Age 7-9, 9-18 or 22 depending on primary diagnosis)
- Adults (age 18+, depending on primary diagnosis)
- CDDP Transfers
- Eligibility Terminations or Denials

The actual eligibility determination work is completed external to eXPRS by the CDDP's Eligibility Specialist, but it is the expectation of ODDS that all eligibility intake and determination information be submitted via this new process[1]. ODDS has specific timelines for when this information must be entered into eXPRS:

- For new applicant intakes, the initial eligibility information must be created and saved as a **Draft** record within 10 days of the date the intake was completed.
- For individuals who do not have a DHS Prime Number, the CDDP must request a prime number by submitting a DD Eligibility Enrollment form before entering the intake and eligibility determination in eXPRS.
  - The initial eligibility information must be created and saved as a **Draft** record within 10 days after receipt of the Prime Number.
- For completed eligibility determinations, re-determinations or CDDP transfers, the eligibility record information must be entered, updated, and set to **Completed** within 10 days of the determination/re-determination notice date or county transfer memo date.

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[1] Additional information regarding Intake and Eligibility Determination procedures is found on the ODDS Website.