

## How to Enter Early Childhood DD Eligibility

eXPRS allows CDDPs to directly enter DD eligibility information for an individual by using the **DD Eligibility Add** page<sup>1</sup>. This guide contains three sections:

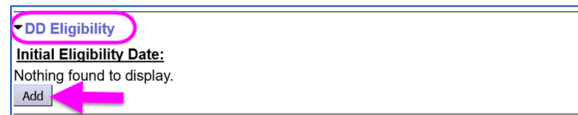
- 1) How to Create a Draft Eligibility Determination
- 2) How to Enter Early Childhood DD Eligibility
- 3) How to Enter an Eligibility Denial

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

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

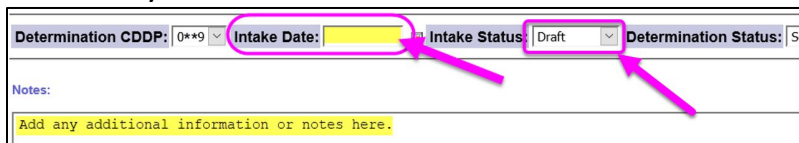
### How to Create a Draft Eligibility Determination:

- 1) Login and search for the individual's record using the **View Client** page<sup>2</sup>. 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. 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:** Draft (until eligibility determination is completed)
  - **Notes:** Add any notes or information desired



<sup>1</sup> For more information, see the guide: **Overview of the DD Eligibility Add Page**

<sup>2</sup> 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						<input type="button" value="Edit"/> <input type="button" value="View Details"/>

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						<input type="button" value="Edit"/> <input type="button" value="View Details"/>

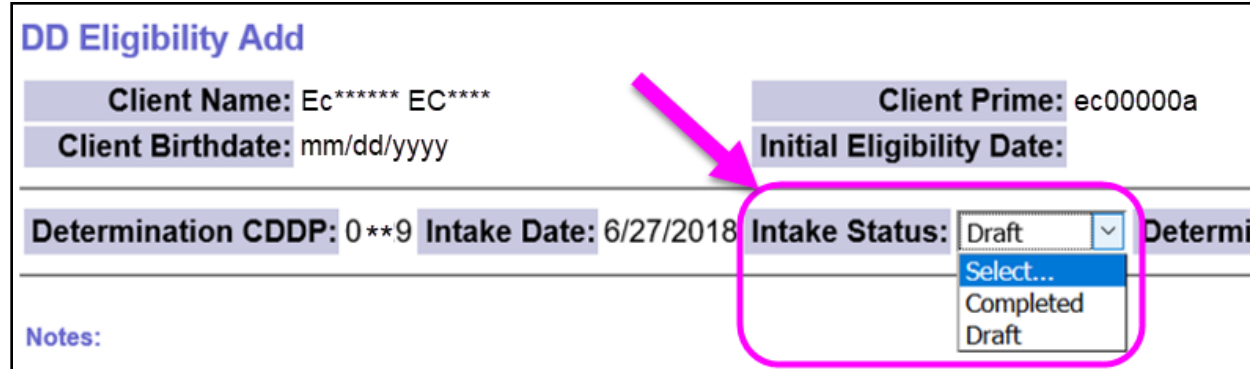
▶ Level of Care

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

- [How to Enter Early Childhood DD Eligibility](#)
- [How to Enter an Eligibility Denial](#)

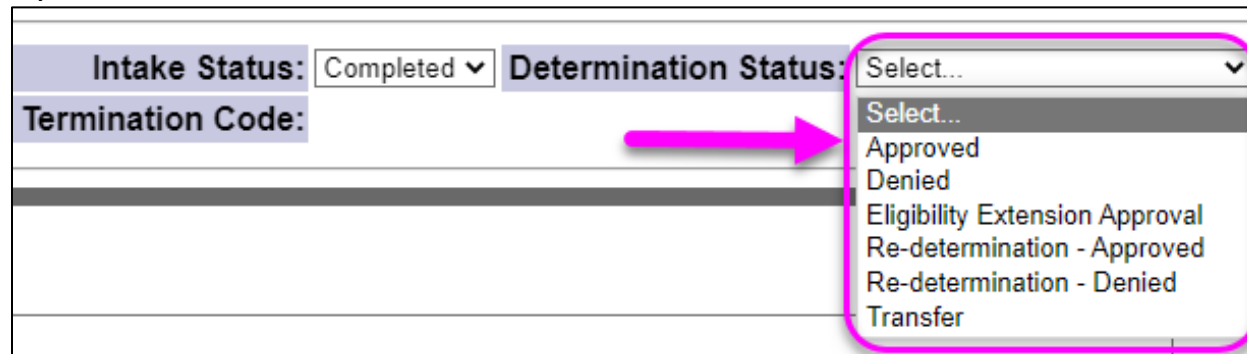
## How to Enter Early Childhood DD Eligibility During the Initial Intake and Application Process:

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



The screenshot shows the 'DD Eligibility Add' form. Fields include Client Name (Ec\*\*\*\*\* EC\*\*\*\*), Client Prime (ec0000a), Client Birthdate (mm/dd/yyyy), Intake Date (6/27/2018), and Intake Status (Draft). A pink arrow points to the Intake Status dropdown menu, which is highlighted with a pink box. The dropdown menu is open, showing options: Draft, Completed, and Draft. A 'Select...' option is also visible.

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



The screenshot shows the 'DD Eligibility Add' form with the Intake Status set to 'Completed'. The Determination Status dropdown menu is open, showing options: Select..., Approved, Denied, Eligibility Extension Approval, Re-determination - Approved, Re-determination - Denied, and Transfer. A pink arrow points to the dropdown menu, which is highlighted with a pink box.

- **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.

**DD Eligibility Add**

<b>Client Name:</b> Ec***** EC****	<b>Client Prime:</b> ec00000a		
<b>Client Birthdate:</b> mm/dd/yyyy	<b>Initial Eligibility Date:</b>		
<b>Determination CDDP:</b> 0**9	<b>Intake Date:</b> 6/27/2018	<b>Intake Status:</b> Completed	<b>Determination Status:</b> Approved
<b>Notice Date:</b> 7/19/2018	<b>Termination Date:</b> 12/31/9999	<b>Termination Code:</b> Select...	

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

<b>Determination CDDP:</b> 0**9	<b>Intake Date:</b> 6/27/2018	<b>Intake Status:</b> Completed	<b>Determination Status:</b> Approved
<b>Notice Date:</b> 7/19/2018	<b>Termination Date:</b> 12/31/9999	<b>Termination Code:</b> Select...	
<b>Type of Eligibility:</b> Select...		<b>Full Scale IQ:</b>	
<b>Primary Diagnosis:</b> Select...			
<b>Additional Qualifying Diagnosis:</b> Early Childhood Eligibility	Select...		
	School Age	Select...	

**TIP:** Once a **Type of Eligibility** is selected, the following fields will update: **Termination Date**, **Termination Code** and **Data for Eligibility Determination**.

<b>Determination CDDP:</b> 0**9	<b>Intake Date:</b> 6/27/2018	<b>Intake Status:</b> Completed	<b>Determination Status:</b> Approved
<b>Notice Date:</b> 7/19/2018	<b>Termination Date:</b> 04/18/2023	<b>Termination Code:</b> Re-determine needed prior to age 7/9/18/22	
<b>Type of Eligibility:</b> Early Childhood Eligibility		<b>Full Scale IQ:</b>	
<b>Primary Diagnosis:</b> Down Syndrome(DNS)			
<b>Additional Qualifying Diagnosis:</b> Select...	Select...		
	Select...	Select...	
<b>Data for Eligibility Determination:</b>			
	<b>Early Childhood Eligibility:</b> Medical Statement(D.O., M.D., N.D., N.P., P.A., licensed Ph.D. or Psy.D.)		
<b>Add Test</b>	<input type="checkbox"/> Adaptive, self-care, self-direction		<b>Other:</b>

5) Select the individual's Primary Diagnosis & up to four Additional Qualifying Diagnosis options (if applicable). In this example, the **Primary Diagnosis** selected is **Down Syndrome(DNS)**.

The screenshot shows a form with the following fields:

- Type of Eligibility: Early Childhood Eligibility
- Primary Diagnosis: Select... (Dropdown menu open, showing a list of diagnoses with 'Down Syndrome(DNS)' selected. A pink arrow points to this selection.)
- Additional Qualifying Diagnosis: Select... (Dropdown menu)
- Data for Eligibility Determination: Early Childhood Eligibility (Dropdown menu)
- Area(s): (Text input field)
- Full Scale IQ: (Text input field)
- Expressive language: (Text input field)
- Learning or cognition: (Text input field)

6) In the **Data for Eligibility Determination** section, select a value in the **Early Childhood Eligibility** dropdown.

The screenshot shows the 'Data for Eligibility Determination' section of the form with the following fields:

- Type of Eligibility: Early Childhood Eligibility
- Primary Diagnosis: Down Syndrome(DNS)
- Additional Qualifying Diagnosis: Select... (Dropdown menu)
- Area(s): (Text input field)
- Full Scale IQ: (Text input field)
- Expressive language: (Text input field)
- Learning or cognition: (Text input field)
- Data for Eligibility Determination: Early Childhood Eligibility (Dropdown menu highlighted with a pink box and a pink arrow pointing to the 'Medical Statement(D.O., M.D., N.D., N.P., P.A., licensed Ph.D. or Psy.D.)' option.)
- Medical Statement(D.O., M.D., N.D., N.P., P.A., licensed Ph.D. or Psy.D.) (Text input field)
- Communication or receptive and expressive language: (Text input field)

**TIP:** Selecting **Early Childhood Assessment...** will set the Termination Date to the day before the individual's 9<sup>th</sup> birthday. Selecting **Medical Statement...** will set the Termination Date to the day before their 7<sup>th</sup> birthday.

7) Selecting **Medical Statement** requires that you choose at least 2 applicable options under the **Area(s) of Delay** section.

The screenshot shows the 'Data for Eligibility Determination' section. The 'Early Childhood Eligibility' dropdown is set to 'Medical Statement(D.O., M.D., N.D., N.P., P.A., licensed Ph.D. or Psy.D.)'. Below this, the 'Area(s) of Delay' section has two checkboxes selected: 'Global intelligence, knowledge, learning or cognition' and 'Motor or gross and fine motor'. A pink arrow points to the 'Area(s) of Delay' section.

8) Selecting **Early Childhood Assessment...** requires that you select the **Add Test** button to add at least one test, and also choose at least 2 applicable options under the **Area(s) of Delay** section.

The screenshot shows the 'Data for Eligibility Determination' section. The 'Early Childhood Eligibility' dropdown is set to 'Early Childhood Assessment With two areas of significant delays'. The 'Add Test' button is highlighted with a pink box and a pink arrow. The 'Area(s) of Delay' section has two checkboxes selected: 'Global intelligence, knowledge, learning or cognition' and 'Motor or gross and fine motor'.

9) Add the date of the test into the **Test Date** field, and then select the applicable **Test Name** from the dropdown menu.

The screenshot shows the 'Data for Eligibility Determination' section. The 'Early Childhood Eligibility' dropdown is set to 'Early Childhood Assessment With two areas of significant delays'. The 'Test Date' field is highlighted with a pink box and a pink arrow. The 'Test Name' dropdown menu is open, showing a list of test names, with 'Adaptive Behavior Assessment System (0:1 - 7:0)' selected. A pink arrow points to the dropdown menu.

10) Select at least two applicable **Areas of Delay**.

**Data for Eligibility Determination:**

**Early Childhood Eligibility:** Early Childhood Assessment With two areas of significant delays

**Test Date:** 7/3/2018 **Test Name:** Peabody Developmental Motor Scales (0:1 - 5:0)

Add Test

**Area(s) of Delay:**

- Adaptive, self-care, self-direction
- Communication or receptive and expressive language
- Global intelligence, knowledge, learning or cognition
- Motor or gross and fine motor
- Social or social-emotional

Other:

11) 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.

**Notes:**

add any notes here that you wish

**Eligibility Specialist:** Elig Spec Name  Active Only

**Attach Type:**  Eligibility Notice  Other

**Attach File:** Browse... Sample Eligibility Notice.pdf File size must not exceed 4 MB

Save 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.

12) On the individual's **View Client** page, **Intake Status** will show **Completed** and **Determination** status will show **Approved**.

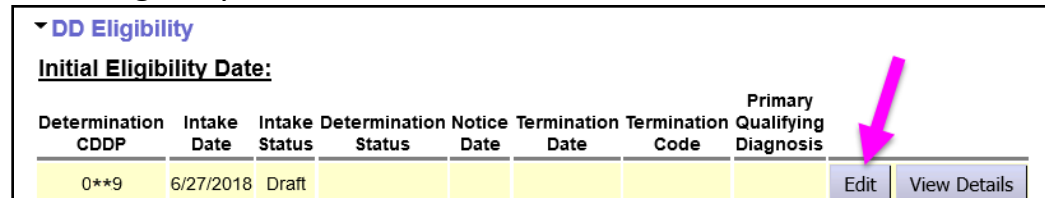
**Initial Eligibility Date:** 9/11/2017

Determination CDDP	Intake Date	Intake Status	Determination Status	Notice Date	Termination Date	Termination Code	Primary Qualifying Diagnosis	
0129	6/27/2018	Completed	Approved	7/19/2018	4/18/2025	AGE	DNS	Edit View Details

Add

## How to Enter an Eligibility Denial During the Initial Intake and Application Process:

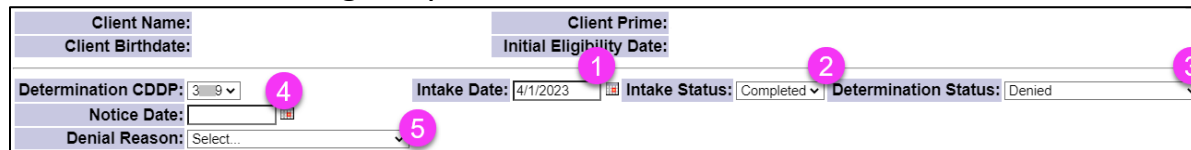
1) Select **Edit** on the Initial Intake Eligibility Line.



▼ DD Eligibility								
<u>Initial Eligibility Date:</u>								
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

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.



Client Name: \_\_\_\_\_ Client Prime: \_\_\_\_\_  
Client Birthdate: \_\_\_\_\_ Initial Eligibility Date: \_\_\_\_\_

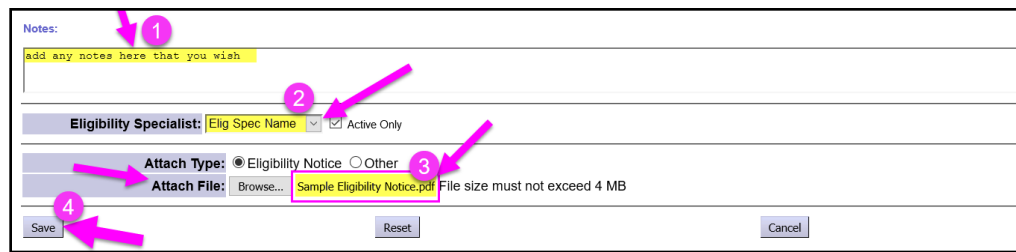
Determination CDDP: 3\*\*9 **4** Intake Date: 4/1/2023 **1** Intake Status: Completed **2** Determination Status: Denied **3**

Notice Date: \_\_\_\_\_ **5**

Denial Reason: Select... **5**

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.



Notes: **1**  
add any notes here that you wish

Eligibility Specialist: Elg 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. 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			