



# User Enrollment Form

## State Children’s Services

(CIIS or State Kids Res)

**INSTRUCTIONS:** \* indicates a required field. The authorizing manager must complete this form based on the employee’s specific job duties. Access to Service Elements is determined by your Organization and roles.

- Send completed form to [info.exprs@dhsosha.state.or.us](mailto:info.exprs@dhsosha.state.or.us) or 503-947-5044.

*Indicate Action: <input type="checkbox"/> Add User <input type="checkbox"/> Modify User <input type="checkbox"/> Deactivate User <input type="checkbox"/> Change of Info	
*User’s Name: (Last, First MI) (Print Name)	Already have an eXPRS login name?
*Job Title:	*Name of Organization ( <i>circle one</i> ): <b>State Kids (Res)</b> or <b>State Kids (CIIS)</b>
*Organization Address: (Mailing Address)	*City, State Zip:
*Phone Number:	*Email Address:

### State Kids Services (Res or CIIS) User Roles

#### State Case Management CPA Roles (assign to CM CIIS or CM Res provider org):

ADD	DEL	User Roles/Descriptions
<input type="checkbox"/>	<input type="checkbox"/>	<b>State Kids Svcs CM CPA Approver (management level role)</b> – able to approve pending CPA for State CM services
<input type="checkbox"/>	<input type="checkbox"/>	<b>State Kids Svcs CM CPA Manager</b> - able to <u>Create/Delete/Submit/Update/Void</u> client SE248 CM service CPAs; view related client and CM service information; run CM service and CM/RFFS payment reports.
<input type="checkbox"/>	<input type="checkbox"/>	<b>State Kids Svcs CM CPA Preparer</b> - able to <u>Create/Delete/Edit, but not Submit</u> Draft SE248 CM service CPAs or <u>Edit/Void</u> Approved SE248 CM service CPAs; view related client and CM service information; run CM service and CM/RFFS payment reports.

#### State CM Service RFFS Billing Roles (assign to CM CIIS or CM Res provider org):

ADD	DEL	User Roles/Descriptions
<input type="checkbox"/>	<input type="checkbox"/>	<b>State Kids Svcs CM Service Coordinator</b> - adds name of Service Coordinator to applicable system dropdowns for selection on RFFS claims, etc. <u>No user system access permissions associated with this role.</u>
<input type="checkbox"/>	<input type="checkbox"/>	<b>State Kids Svcs CM Encounter Manager</b> - able to <u>Create/Delete/Update/Submit/Void</u> SE248 CM RFFS claims; view related client and CM service information; run CM service and CM/RFFS payment reports.

<input type="checkbox"/>	<input type="checkbox"/>	<b>State Kids Svcs CM Encounter Viewer</b> - able to <u>ONLY VIEW</u> SE248 CM RFFS claims; view related client and CM service information; run CM service and CM/RFFS payment reports.
<b>State Case Management ONA Assessment Roles</b> (assign to CM CIIS or CM Res prov org):		
<b>ADD</b>	<b>DEL</b>	<b>User Roles/Descriptions</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>State Kids Svcs ONA Viewer</b> - able to <u>only view</u> ONA Assessment; view client, POC, SPA; view provider information.
<input type="checkbox"/>	<input type="checkbox"/>	<b>State Kids Svcs ONA SC/PA<sup>1</sup></b> - able to <u>Create/Update/Submit/View</u> ONA Assessment; RIT; view client, POC, SPA; view provider information. <b><sup>1</sup>This role cannot be assigned until the user completes/sends in their three required ONA training certificates along with completed User Enrollment Form.</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>State ONA CIIS Assessor<sup>2</sup></b> - - able to <u>Create/Update/Submit/View/Reclass/Replace</u> ONA Assessment; RIT; view client, POC, SPA; view provider information. <b><sup>2</sup>This role cannot be assigned until the user completes required in-person training with ODDS.</b>
<b>State Kids POC Services Provider Panel Roles</b> (assign to State Kids org):		
<b>ADD</b>	<b>DEL</b>	<b>User Roles/Descriptions</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>State Kids Svcs Provider Panel Manager</b> - able to <u>Add/Update/Remove</u> providers from the POC Provider Panel; able to view provider record information; able to run the Provider Status report, the CHC/PEAA Expire report and the Provider/Site Expire report.
<input type="checkbox"/>	<input type="checkbox"/>	<b>State Kids Svcs Provider Panel Viewer</b> - able to view POC Provider Panel; able to view limited provider record information; able to run the Provider Status report, the CHC/PEAA Expire report.
<input type="checkbox"/>	<input type="checkbox"/>	<b>State Kids Svcs Provider EVV Exceptions Manager</b> - able to <u>Add/Update/ Remove</u> EVV Exceptions information for PSW Providers.
<b>State Kids Plan of Care Plan Roles</b> (assign to State Kids org):		
<b>ADD</b>	<b>DEL</b>	<b>User Roles/Descriptions</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>State Kids Svcs POC Super User<sup>3</sup></b> - able to <u>Create/Delete/Update/Submit/Withdraw/Void + SPLIT</u> POC Plan Lines and Service Prior Auths (SPAs); able to <u>Create/Delete/Update/Submit + VOID</u> POC Service Delivered (SD) billings; view associated claims information; view client, provider & ER information; run various POC related reports. <b><sup>3</sup> Successful completion of POC Super User training required prior to role assignment. Please submit certificate of training completion with this UEF. Enrollment of users with this role is limited to 3 staff per CME.</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>State Kids Svcs POC Manager</b> - able to <u>Create/Delete/Update/Submit/Withdraw/Void</u> Plan of Care Plan Lines and Service Prior Auths (SPAs); view POC Service Delivered (SD) billing & associated claims information; view client, provider & ER information; run various POC related reports.
<input type="checkbox"/>	<input type="checkbox"/>	<b>State Kids Svcs POC Viewer</b> - able to <u>only view</u> Plan of Care Plan Lines and Service Prior Auths (SPAs); view POC Service Delivered (SD) billing & associated claims information; view client, provider & ER information; run various POC related reports.

**State Kids Plan of Care Billing Roles** (assign to State Kids org):

ADD	DEL	User Roles/Descriptions
<input type="checkbox"/>	<input type="checkbox"/>	<b>State Kids Svcs POC Claims Reviewer</b> - able to <u>Accept/Reject</u> "pending" Service Delivered (SD) billings; view associated claims information; view POC, Plan Line & SPA information.
<input type="checkbox"/>	<input type="checkbox"/>	<b>State Kids Svcs POC Claims Manager</b> - able to <u>Create/Delete/Update/Submit</u> POC Service Delivered (SD) billings; view associated claims information; view POC, Plan Line & SPA information; view client, provider & ER information; run various POC related reports.

**State Kids CIIS Services Eligibility & LOC Roles** (assign to State Kids org):

ADD	DEL	User Roles/Descriptions
<input type="checkbox"/>	<input type="checkbox"/>	<b>State CIIS Eligibility Processor</b> - able to <u>Create/Delete/Replace/View</u> CIIS eligibility information in eXPRS.
<input type="checkbox"/>	<input type="checkbox"/>	<b>State CIIS Level of Care Processor</b> - able to <u>Create/Delete/Replace/Update/View</u> CIIS Level of Care information in eXPRS.

**State Kids Services View Information Only Role** (assign to State Kids org):

ADD	DEL	User Roles/Descriptions
<input type="checkbox"/>	<input type="checkbox"/>	<b>State Kids Svcs View Only</b> - able to <u>access/view only</u> CIIS/Kids Res and State CM service information in eXPRS.

**Signature**

<b>Manager:</b> (Print Name)	<b>Phone Number:</b>	<b>Ext.:</b>
<b>Manager Title:</b>	<b>Email Address:</b>	
<b>Manager Signature:</b>	<b>Date:</b> / /	

**Maintain form in local file for audit purposes.**