How to Enter and Update an Individual's Monthly Assessed Attendant Care Hours in the Plan of Care

When an individual's Oregon Needs Assessment (ONA) and Individual Support Plan (ISP) are completed, they may be assigned an amount of **Monthly Assessed Attendant Care Hours** and/or **Weekly Employment Hours** as part of their assessed need.

Some Service Prior Authorizations (SPAs) and their Service Delivered Billing Entries (SDs) reconcile against these limits, and these authorizations & billings cannot exceed the limit available to the individual.

The following charts show which services reconcile to which limits.

Monthly Assessed Attendant Care Hours

Procedure Code	Modifier Code
OR502 - State Plan Personal Care	NA
OR526 - Attendant Care	NA
	R3 - 1:3 Supports
	RB - 1:2 Supports
	ZE - 2:1 staff authorized
OR542 - Day Support Activities	R1 - 1:1 Supports - Facility
	RC - 1:1 Supports - Community
	RS - 1:1 Solo - Community
	W1 - Facility
	W2 - Community
	ZC - 2:1 Both 1 Agency - Community
	ZE - 2:1 staff authorized
	ZF - 2:1 Both 1 Agency - Facility
	ZH - 2:1 Single Provider - Facility

Weekly Employment Hours

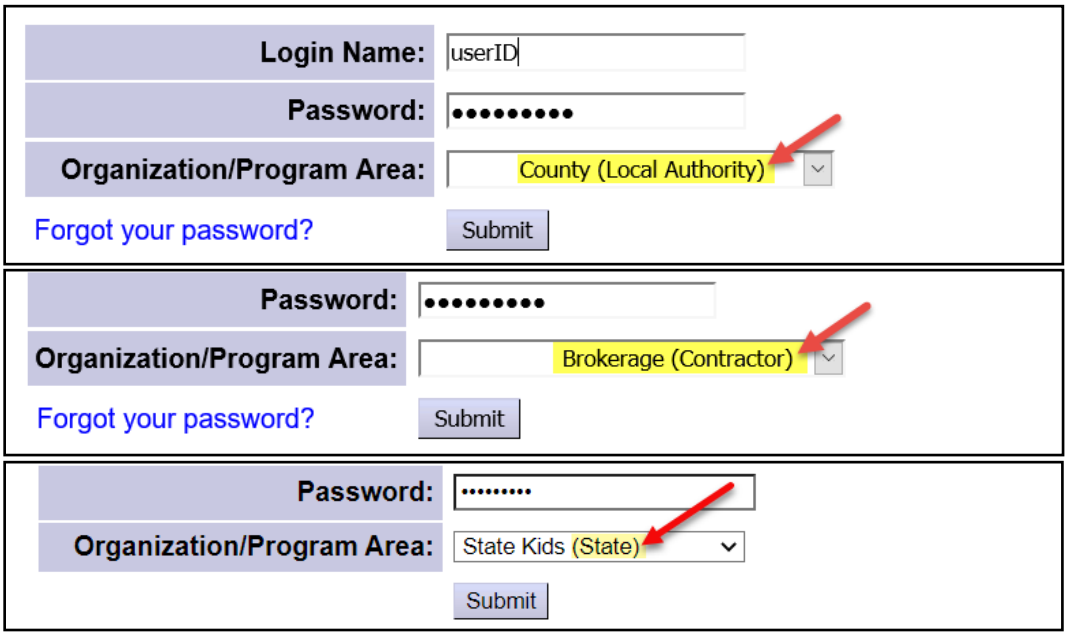
Procedure Code	Modifier Code
OR401 - Ind Sup Employment - Job Coaching	W5 - Initial
	W6 - Ongoing
	W4 - Maintenance
	S1 - Self Employed
	WV - Initial without VR Services
OR541 - Employment Path Svcs	W1 - Facility
	R1 - 1:1 facility
	ZH - 2:1 single provider facility
	ZF - 2:1 both 1 Agency facility
	W2 - Employment Path/Community
	RC - 1:1 community
	ZE - 2:1 single provider community
	ZC - 2:1 both 1 Agency community
	RS - 1:1 solo community
OR543 - Sm Grp Supp Emp	W2 - community
	RC - 1:1 community
	ZE - 2:1 single provider community
	ZC - 2:1 both 1 Agency community

CME users will need one of the following roles enter and update hours:

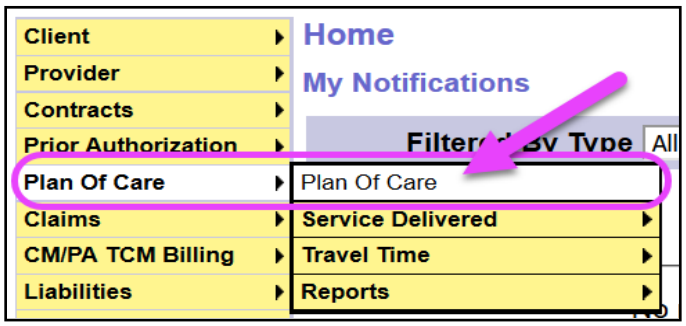
- **CDDPs:** Local Authority POC Manager or POC Super User
- **Brokerages:** Brokerage POC Manager or POC Super User
- **State Kids Services:** State Kids Svcs POC Manager or POC Super User

How to Access the Plan of Care:

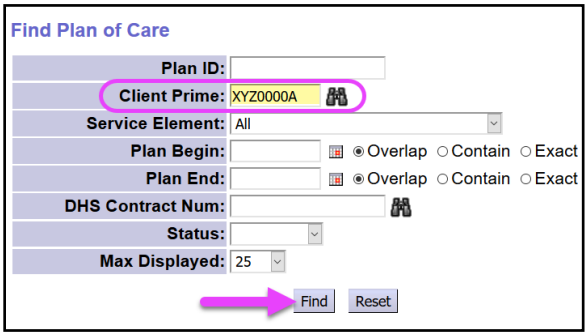
1) Login to eXPRS. If users have multiple login options, use the Local Authority (for CDDPs), Contractor (for Brokerage), or State for (State Kids).



2) Select **Plan of Care > Plan of Care**.

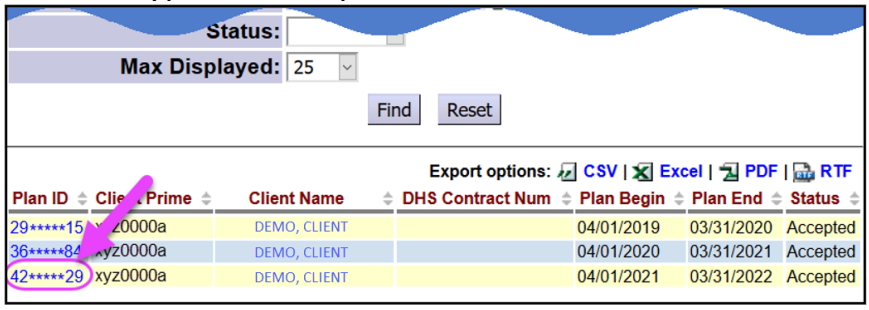


3) On the **Find Plan of Care** page, enter criteria and select **Find.**

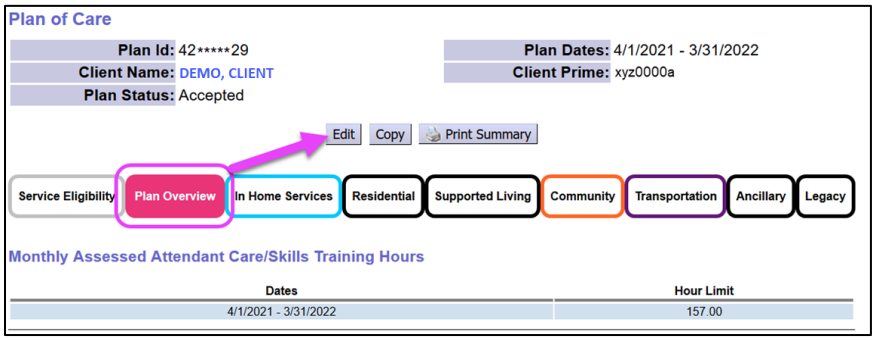


TIP: To find a specific individual's Plan of Care, search by their Client Prime.

4) Select the **Plan ID** hyperlink to open a POC.

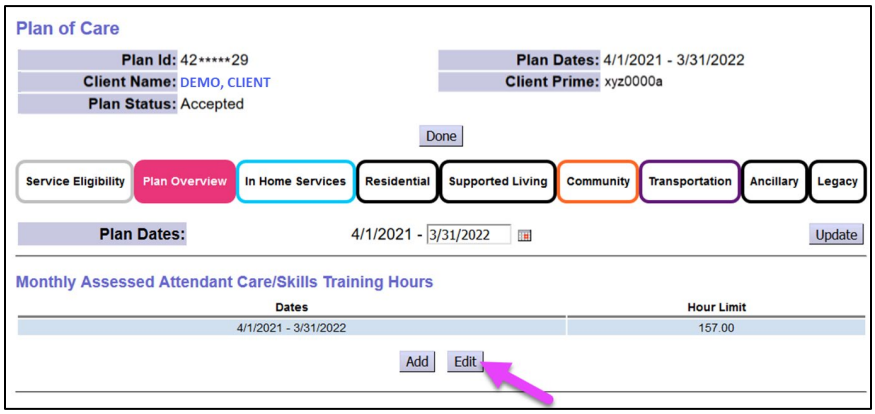


5) On the **Plan of Care > Plan Overview** tab, Select the **Edit** Button.

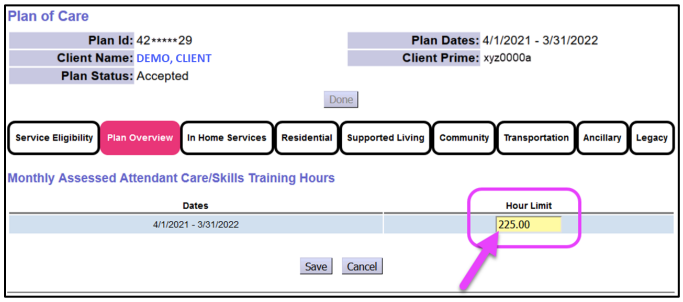


How to Enter and Update Monthly Attendant Care Hours:

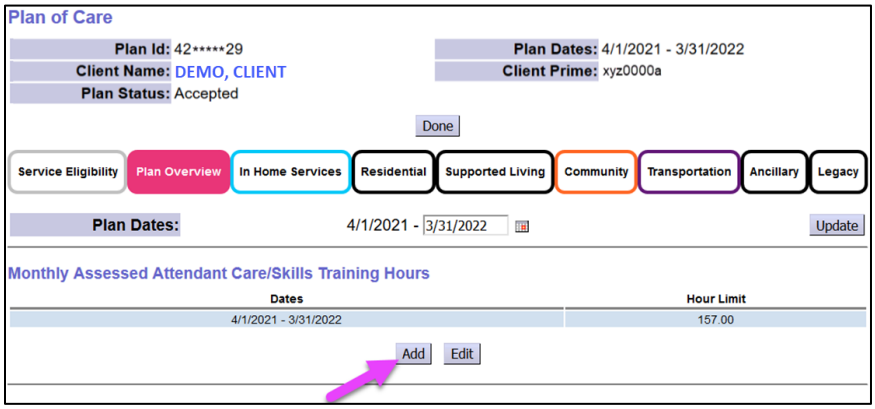
6) Select the **Edit** button in the **Monthly Assessed Attendant Care/Skills Training Hour** section to edit the hour limit for the current segment.



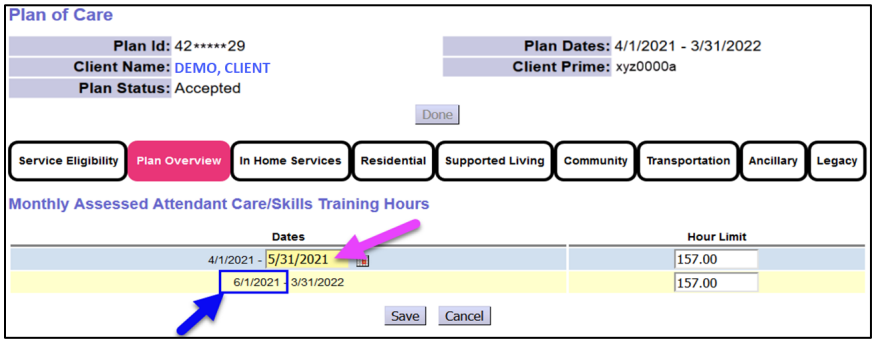
7) With the current Attendant Care Hour segment open, enter the new **Hour Limit** and select **Save**. Shown below, the hour limit was changed from **157** hours to **225** hours per month.



8) If updating an existing segment to add a new segment, Select the **Add** button.



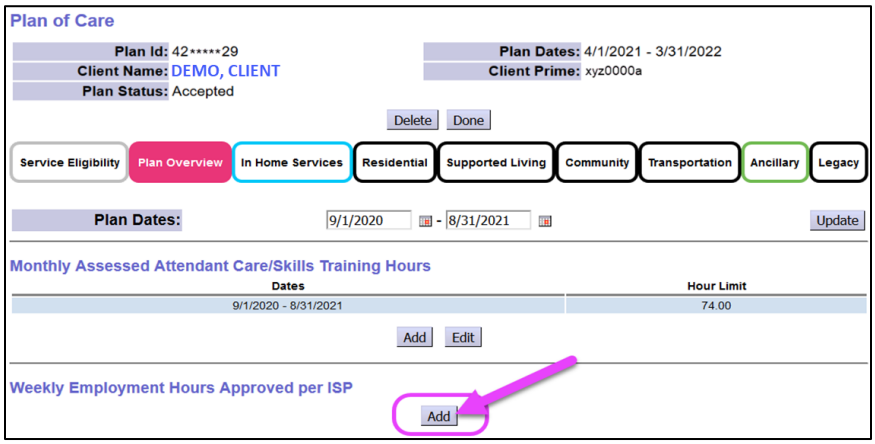
9) Enter an **End Date** for the original segment. The next segment will auto-populate based on the previous one.



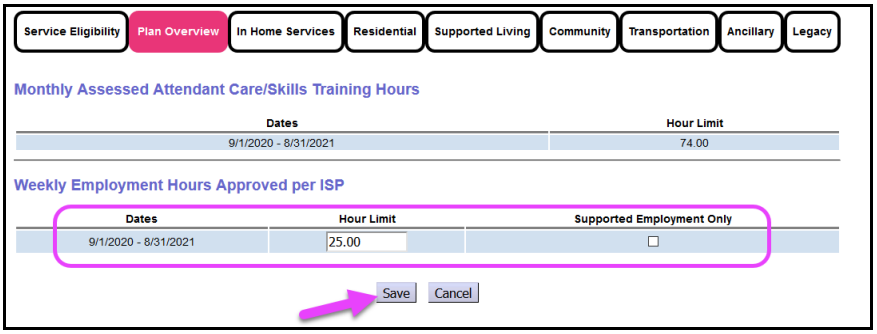
10) Update the **Hour Limit** fields that apply for the specific date ranges and select **Save**. Shown below, the new segment is updated to 225 hours per month.

How to Enter and Update Weekly Employment Hours:

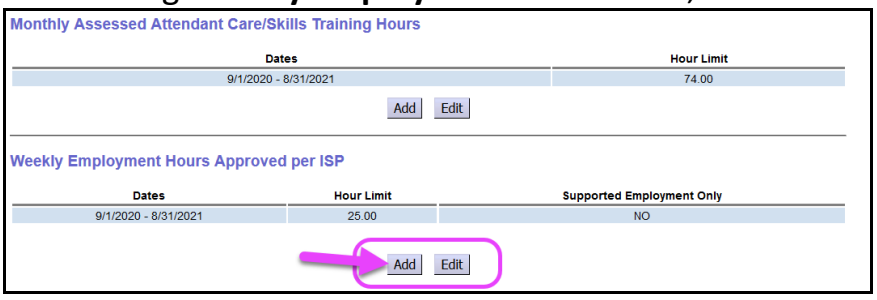
1) Select the **Add** button in the **Weekly Employment Hours Approved per ISP** section to add hours.



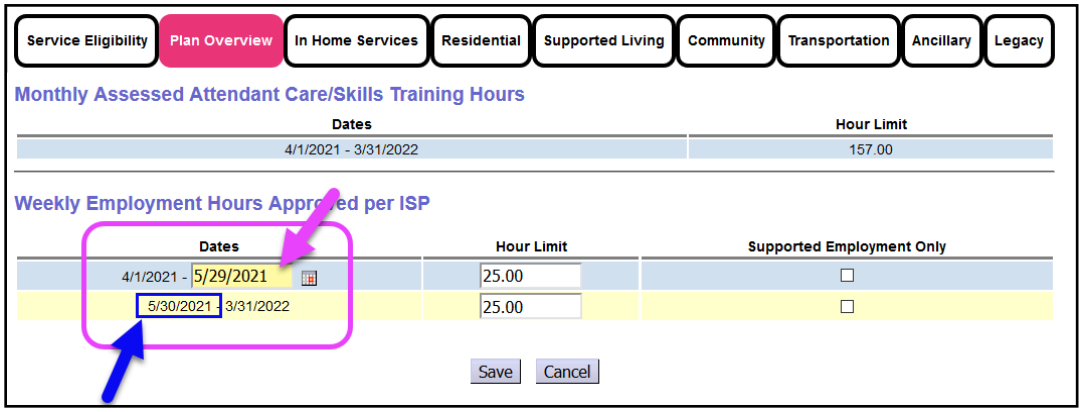
2) With the **Weekly Employment Hours** section open, enter the correct hours and then select **Save**. Shown below, 25 hours were added.



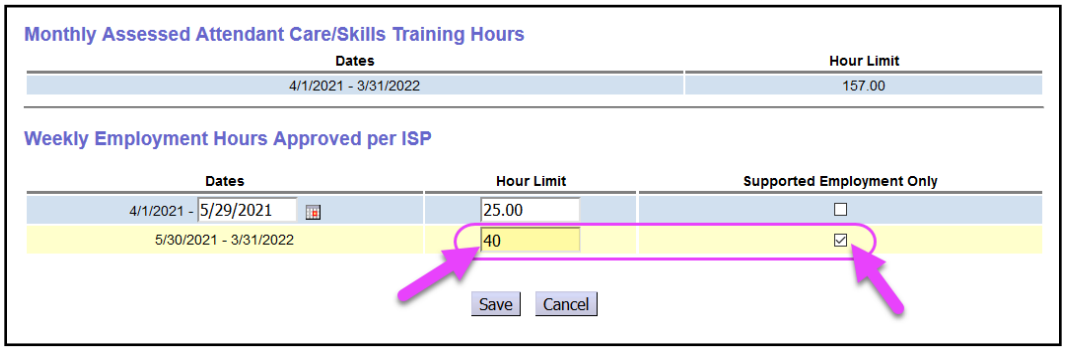
3) To update an existing **Weekly Employment Hours** limit, Select the **Add** button.



4) Enter an **End Date** for the original segment. The date entered **must** be a Saturday. The next segment will auto-populate based on the previous one, and the will auto-update to be the next day (Sunday).



5) Update the **Hour Limit** fields that apply to the specific date ranges and select **Save.** Shown below, the update is for 40 hours of Supported Employment Only.

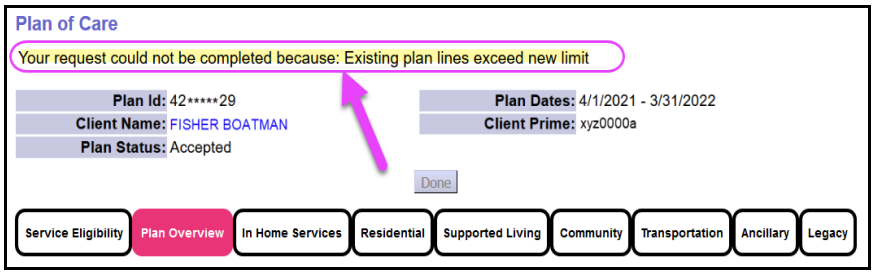


Plan Lines, SPAs and SD billings for the Employment and Attendant Care services listed on p.1 will read these updated limits for the applicable service date ranges.

APPENDIX A: Key Points for Entering Monthly Attendant Care Hours:

- Attendant Care hour segments can begin and end on any date. Although it is normally easiest to modify segments to coincide with the end or start of a new month, this is not required.

- When updating segments with a new hour limit that is lower than what currently exists, the following validation message may display: "***Your request could not be completed because: Existing plan lines exceed new limit***".



  This message occurs because the Hours limit cannot be lower than what has already been successfully billed for that date range. Corrections may be needed to the Plan Line units, SPA Units, or SD Billings before the reduced hour limit amount can be entered. See the guide **How to Edit-Correct-Void Services in a POC** for more information on corrections

- All Attendant Care Plan Lines & SPAs in a POC can list an amount equal to or less than the Hour Limit. This gives flexibility for the individual to receive a combination of services from multiple providers up to the limit. However, the combination of all Attendant Care services billed by all providers in a month cannot exceed the hours limit for that date range.

APPENDIX B: Key Points for Entering Weekly Employment Hours

- When entering or updating **Weekly Employment Hours** segments, the date range must begin on a Sunday and end on Saturday (to align with the calendar week). If the change is intended to occur on a date that does not align with this Saturday/Sunday break, analysis will be needed to determine which Saturday/Sunday dates will best support the change.

- All employment Plan Lines & SPAs in the POC can list an hour limit equal to or less than the **Weekly Employment Hours** limit. This gives flexibility for the individual to receive a combination of services from multiple providers. However, the combination of employment services billed by all providers for a week cannot exceed the **Weekly Employment Hours** limit on the Plan of Care.

- Some employment services may be allowed or disallowed based on the **Weekly Employment Hours** limit entered for that date range. This ensures that employment services in the POC align with the I/DD waiver specifications.
    - Limits of **25 hours per week or less** will allow authorization (alone or in combination) of any and all the following hourly employment services.
        - **OR401-Job Coaching**
        - **OR541-Employment Path**
        - **OR543-Small Group Employment**
    - Weekly Hours Limits of **26-40 hours per week** will allow for the authorization of **OR401-Job Coaching** only.

- **OR542-Day Support Activities** services may be authorized in conjunction with hourly employment services, but it does not reconcile to the **Weekly Employment Hours** limits. **OR542-DSA** is an attendant care service, and reconciles to the **Monthly Assessed Attendant Care** hours limit in the POC.

- When updating segments, the following validation message may display: "***Your request could not be completed because: New dates overlap existing plan line(s)***". This occurs when there are Plan Lines/SPAs for employment services that overlap the new date ranges.
    - To resolve this, navigate to the **Community** tab in the POC and update the existing Plan Lines/SPAs to end them as of the end date being entered on the existing **Weekly Employment Hours** segment.
    - Once complete, the updates can be completed to the **Weekly Employment Hours**, and new employment service Plan Lines/SPAs can be created. These will need to use the same start date as the new **Weekly Employment Hours** segment just entered.