

How to Authorize Ancillary Services in POC for Individuals in Residential Placements

(CDDPs)

(2/12/2018)

Effective Jan 1, 2018, Ancillary Services for individuals in residential placements were added to eXPRS Plan of Care under SE257. This includes 2:1 services, behavior consultation/professional behavior supports, transportation to/from work, etc. Use of SE257 will begin with individuals in Foster Care placements, per ODDS direction. Other residential placements will transition into using SE257 in the future.

Additional ODDS Policy information regarding the transition of Foster Care & Ancillary 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](#))

Foster Care and Agency provider records MUST BE added to the CDDP's POC provider panel before Ancillary services for them can be successfully authorized in POC.

To authorize Ancillary Services for I/DD individuals in POC:

1. Login 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)

Login

Password accepted. Choose your organization and/or program area for this session.

You are in the User Acceptance environment

Login Name:	<input type="text" value="userID"/>
Password:	<input type="password" value="••••••••"/>
Organization/Program Area:	<input type="text" value="County (Local Authority)"/> ▼

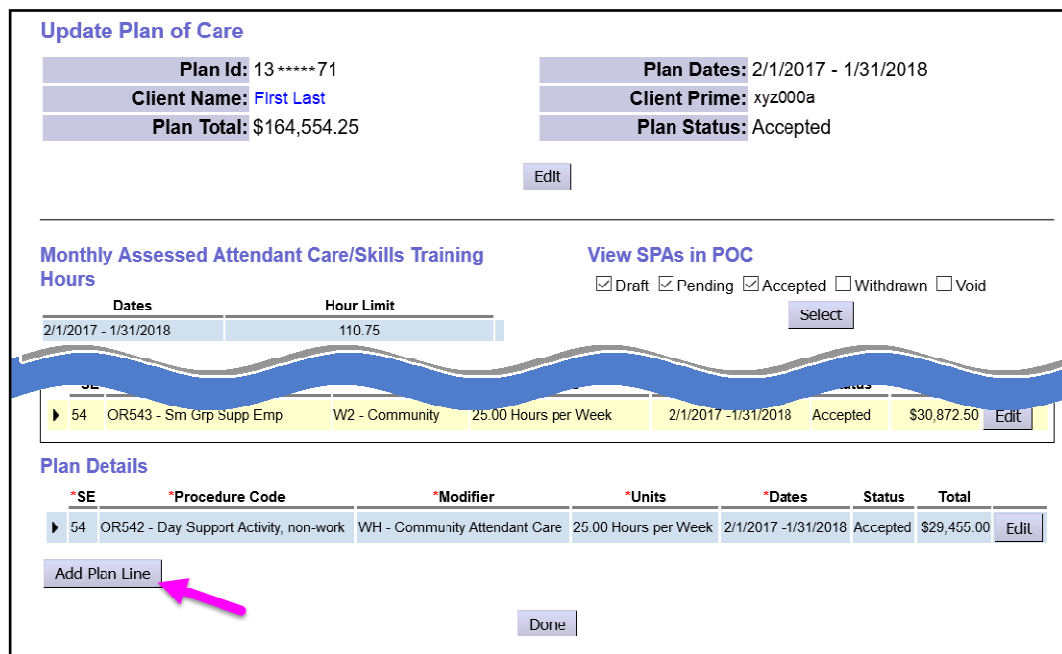
[Forgot your password?](#)

- Many adults in residential placements 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 SE257 Ancillary services.

From the left-hand yellow navigational menu click on **Plan of Care** → **POC** → **Update POC** to find the POC that needs to have FC services added.



- In the current or newly created POC, open it for editing and click on **Add Plan Line**.

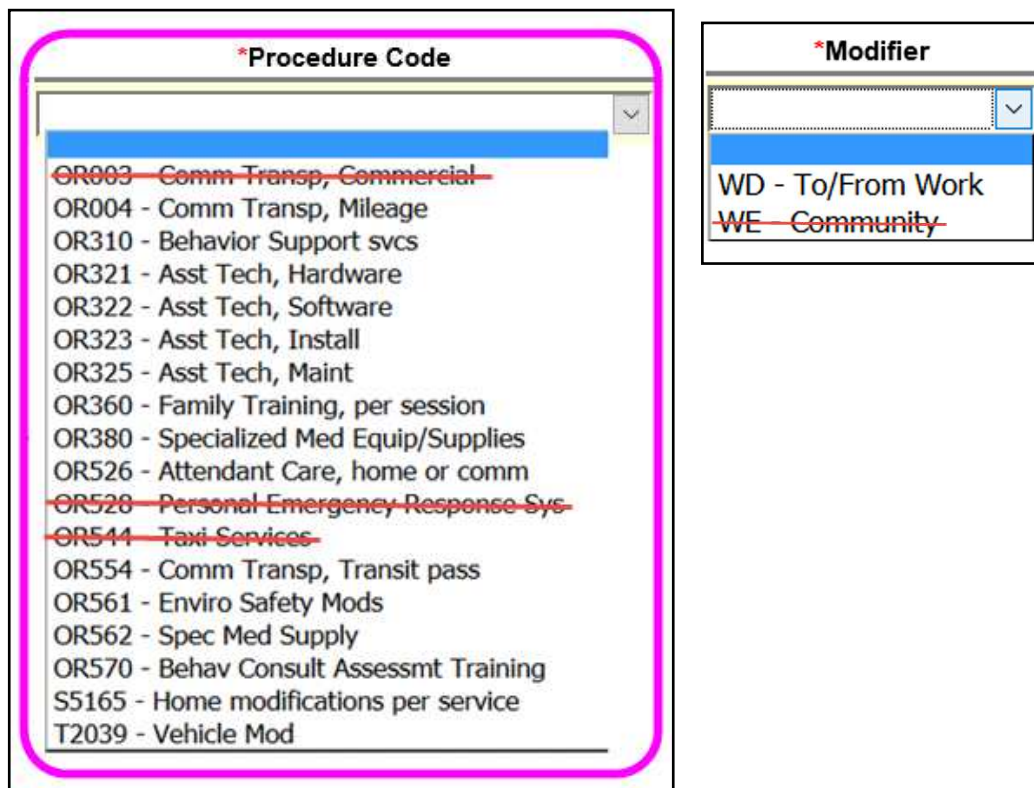


- In the open Plan Line row, work from left to right, adding the service information.
 - In the ***SE** dropdown, select service element **SE257 – Ancillary Services** option.



- In the ***Procedure Code** dropdown, select the appropriate proc code for the ancillary service to be authorized.

→ **IMPORTANT:** There may be some procedure and/or modifier codes listed in the Ancillary Services dropdown menus **that are not yet active/useable**. Those disabled codes are shown below **lined out in red**. If selected, users will receive error messages and the authorizations will not save. These codes have been added to the dropdown now for future implementation.



- Continue to complete the Plan Line & SPA information, and then save/submit as you would for any other type of POC service.