

How to Create Authorizations for State Plan Personal Care (SPPC) in eXPRS Plan of Care (CDDP/Brokerages)

eXPRS Plan of Care (POC) manages service authorizations and payment of State Plan Personal Care (SPPC) (previously known as PC20) for individuals with I/DD.

Important information to know about State Plan Personal Care:

- A.** The service procedure code of **OR502/NA** for SPPC is available in service elements SE49, 145 (in process), 149, 150 and 151.
- B.** Authorization for SPPC functions very similar to authorization of any attendant care type of service in POC.
- C.** The following provider types are enabled to be authorized for SPPC in eXPRS/POC under procedure code OR502/NA:
 - All **DD PSW provider** types (except PSW Job Coach; which is specific to employment Job Coaching)
 - **Supported Living** Endorsed Agencies (type 89-835)
 - **Community Living Supports** Endorsed Agencies (type 89-819)
 - DD approved **In-Home Care** Agencies (type 78-930)
 - **DD Comprehensive Service** Agencies (parent agency record type 93-943)
 - **DD Brokerage Agency Provider Org** (DPO record type 93-942)
- D.** Individuals with current/active POCs can have authorizations for OR502/NA – SPPC added to their current plan.
- E.** Individuals who will be receiving ONLY SPPC will need to have a POC created for them.
- F.** For individuals without an ANA/CNA, the **Monthly Assessed Attendant Care/Skills Training Hours** field in POC should be the monthly amount authorized on the SPPC authorization (typically 20).
- G.** For individuals that have an exception approved for more than 20 hours a month, the SC or PA will need to work with the ODDS Contracts Administration Unit to have those service Plan Lines and SPAs entered. There is currently a system edit that enforces a service cap that only allows

CDDP/Brokerage/CIIS staff to authorize up to 20 hours per month of OR502/NA.

- H. For someone with an ANA/CNA, any SPPC hours are included in the total hours available listed in the **Monthly Assessed Attendant Care/Skills Training Hours** field (the same monthly hours total that other Attendant care services authorized in the POC reconciles to).

→ **PLEASE NOTE**: the inclusion of SPPC into an existing POC where the individual has an ANA/CNA with monthly hours already listed for the POC **DOES NOT** add 20 hours to the ANA/CNA monthly hours available limit. OAR 411-450-0020(21) specifies that SPPC draws down from the individual's assessed service level.

- I. For SPPC authorized in SE150-Family Support, users may encounter errors related to exceeding the benefit limit if the SPPC – OR502 authorization puts the POC over the Family Support financial POC limit. If this occurs, please contact ODDS for guidance on a work around.

Additional ODDS Policy information on State Plan Personal Care (SPPC) can be found in other ODDS communications/transmittals.

To authorize SPPC in Plan of Care:

1. Login to eXPRS. Since this will be POC work, users should 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?](#)

or Contractor (for Brokerages) Organization role.

Login

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

You are in the User Acceptance environment

Login Name:

Password:

Organization/Program Area:

[Forgot your password?](#)

- If a new POC is needed, please see the assistance guide [How to Create a Plan of Care – General](#), for instructions on how to create a new Plan of Care. Then add the SPPC-OR502/NA services, as outlined below.

If just the addition of SPPC-OR502/NA to an existing POC is needed, simply search and find the individual’s POC that needs the SPPC-OR502/NA authorization included, and open it for editing.

- With the POC open (newly created or open for editing), be sure there is a numeric value in the **Monthly Assessed Attendant Care Hours** field to support the SPPC-OR502/NA service authorization.

****** See information in items **F**, **G**, and **H** above for instructions on what to add in this field.

Create Plan of Care

Plan Id: 1*****0 **Plan Dates:** 1/1/2017 - 12/31/2017

Client Name: <Client First Last> **Client Prime:** <prime #>

Plan Total: \$0.00 **Plan Status:** Draft

Monthly Assessed Attendant Care/Skills Training Hours

Dates	Hour Limit
1/1/2017 - 12/31/2017	20.00

Be sure there is a value here to support the SPPC authorization. Either the ANA/CNA assessed limit or the number of SPPC monthly hours if no assessment.

- With that value entered/saved, move down to the next section. Upload and add any documents, such as the SPPC assessment and authorization, or exception approval, as needed in the **Attachments Section**.

- In the **Plan Details** section, click **Add Plan Line** to add the SPPC-OR502/NA service information.

- With the Plan Line fields open, moving left to right, begin adding the information for SPPC-OR502/NA. Select the **SE** from the dropdown for the applicable service element, and then the **Procedure Code** OR502 for SPPC services from that dropdown menu. The **Modifier Code** will auto-populate.

- Add the **Units** information the individual will receive of this service (number of hours and the frequency). Most often this will be 20 hours per month.
 - ** See information in item **G** above if the client has an approved exception for more than 20 hours/month of SPPC.

- Complete the Plan Line information by adding the date range for the SPPC service. Click **SAVE** to save the Plan Line information.

*Units	*Dates	Status	Total
20 Hours / Month	1/1/2017 - 6/30/2017	Draft	

Buttons: Save, Split, Cancel

- With the Plan Line information saved, click **Add Provider** to add a provider SPA(s).

Plan Details

*SE	*Procedure Code	*Modifier	*Units	*Dates
49	OR502 - Personal Care	NA	20.00 Hours per Month	1/1/2017 -6/30/2017

Buttons: Add Provider

- With the SPA fields now open, work left to right completing the information to authorize a provider for this SPPC-OR502/NA service.

****** See information in item number **C** above for the types of providers that can be authorized for SPPC services in POC.

With all the SPA information added, click **SAVE** to save the SPA to **draft** status.

*Dates	Status	Total
1/1/2017 -12/31/2017	Draft	\$1,090.80

*Units	*Rate	Pay-To Provider	*Dates	Review?
20.00	\$27.27	Agency	1/1/2017 - 2/28/2017	<input type="checkbox"/>

Buttons: Save, Split, Cancel

- With the SPA now saved in **draft** status, click **SUBMIT** at the far right to submit the authorization.

*Units	*Dates	Status	Total
20.00 Hours per Month	1/1/2017 -12/31/2017	Draft	\$1,090.80

Provider	*Dates	Review?	Status	Amount
Agency	1/1/2017 - 2/28/2017	No	Draft	\$1,090.80

Buttons: Edit, Submit, Delete

12. Complete steps **#9 – 11** to add more provider authorizations, as needed.

13. Providers authorized for SPPC will bill against that service the same as for any other attendant care service authorized in POC.