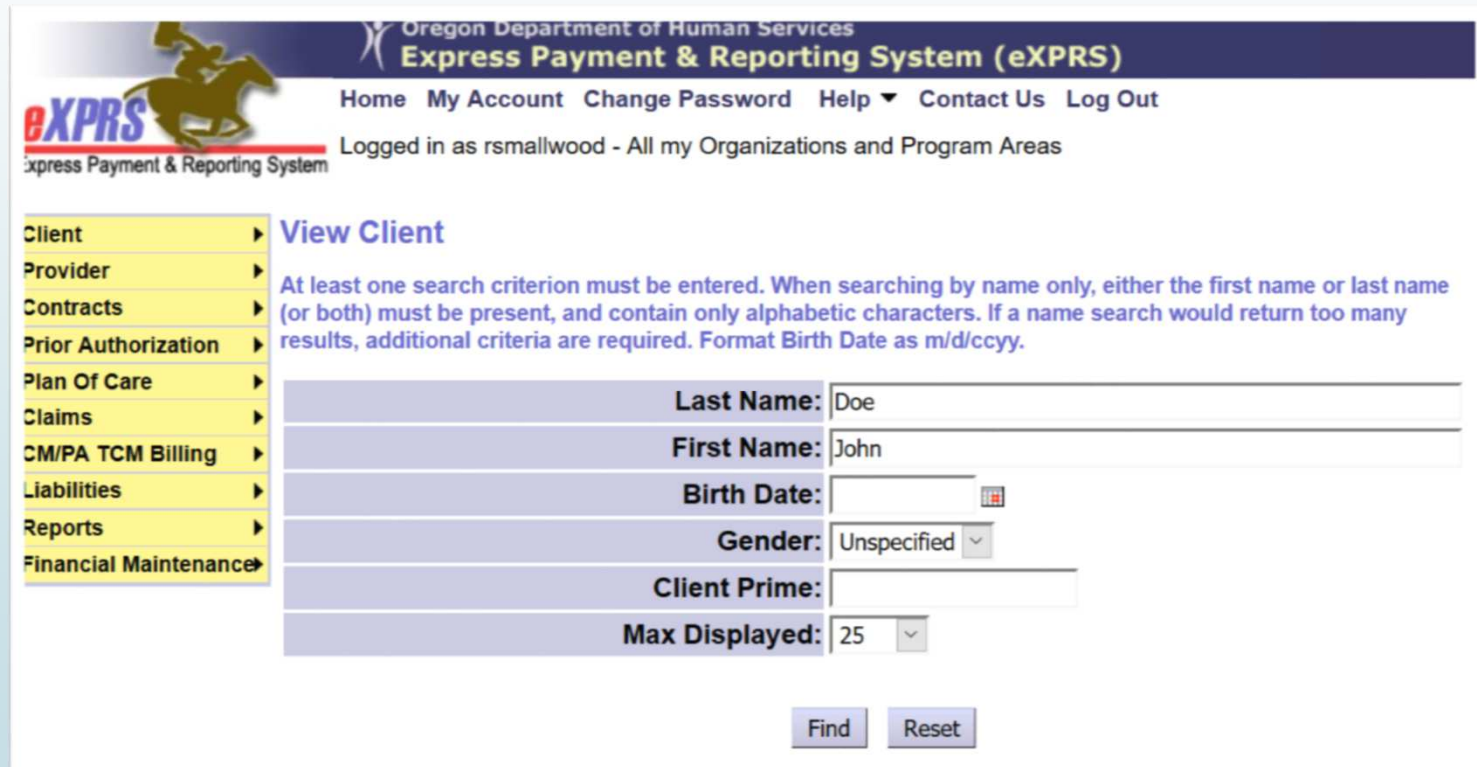




eXPRS Eligibility and Enrollment

DHS ODDS eligibility entry and verification of ICF/IDD Level of Care

1. Search for individuals in View Client



The screenshot shows the eXPRS web application interface. At the top, there is a header with the Oregon Department of Human Services logo and the system name 'Express Payment & Reporting System (eXPRS)'. Below the header, a navigation bar contains links for 'Home', 'My Account', 'Change Password', 'Help', 'Contact Us', and 'Log Out'. A status message indicates the user is logged in as 'rsmallwood' and shows the current organization and program areas. On the left side, there is a vertical menu with options: 'Client', 'Provider', 'Contracts', 'Prior Authorization', 'Plan Of Care', 'Claims', 'CM/PA TCM Billing', 'Liabilities', 'Reports', and 'Financial Maintenance'. The 'Client' option is selected, and the 'View Client' page is displayed. The page contains a search form with fields for 'Last Name', 'First Name', 'Birth Date', 'Gender', 'Client Prime', and 'Max Displayed'. The 'Last Name' field is filled with 'Doe', the 'First Name' field with 'John', and the 'Max Displayed' dropdown is set to '25'. There are 'Find' and 'Reset' buttons at the bottom of the form.

Oregon Department of Human Services
Express Payment & Reporting System (eXPRS)

Home My Account Change Password Help Contact Us Log Out

Logged in as rsmallwood - All my Organizations and Program Areas

Client View Client

At least one search criterion must be entered. When searching by name only, either the first name or last name (or both) must be present, and contain only alphabetic characters. If a name search would return too many results, additional criteria are required. Format Birth Date as m/d/ccyy.

Last Name: Doe

First Name: John

Birth Date:

Gender: Unspecified

Client Prime:

Max Displayed: 25

Find Reset

2. If no eligibility information is found for matching name, DOB, Prime#– Add new eligibilitiy

View Client

Legal Last Name:
Legal First Name:
Legal Middle Initial:
Legal Title:
Preferred Last Name: AAAAAAA
Preferred First Name: BBBB
Preferred Middle Initial: R
Preferred Title:
Birth Date: 1/8/2011
Deceased: No
Date of Death:
Gender: Female
Client Prime: ZZ111Z1Z
Prime Type: P

Aliases

DD Eligibility
Nothing found to display.

Deleted DD Eligibility

SIIM
XPDEMO_T / scs
9/1/2017 10:59:23 AM F

Add new client

2.a. If eligibility info is found, select

Client Prime: AA111A1A

Prime Type: P

CDDP Page

Aliases

DD Eligibility

only the CDDP logged or current SE48/248 CPA can edit their own CDDP lines

Termination CDDP	Intake Date	Intake Status	Determination Status	Notice Date	Termination Date	Termination Code	Primary Diagnosis	
0329	7/17/2017	Draft						<div>Edit</div> <div>View</div>
1029	2/25/2010	Completed	Approved	3/2/2010	5/15/2014	MOS	GDD	<div>View Details</div>

dd

Deleted DD Eligibility

nothing found to display.

Level of Care

nothing found to display.

dd

Deleted Level Of Care

Service Eligibility

3. Adding a new client

JD Eligibility Add

Client Name: MICKEY MOUSE	Client Prime: [REDACTED]
Client Birthdate: 4/11/1980	Initial Eligibility Date: 4/5/2018

Determination CDDP: 0129 **Intake Date:** **Intake Status:** Draft **Determination Status:** Select...

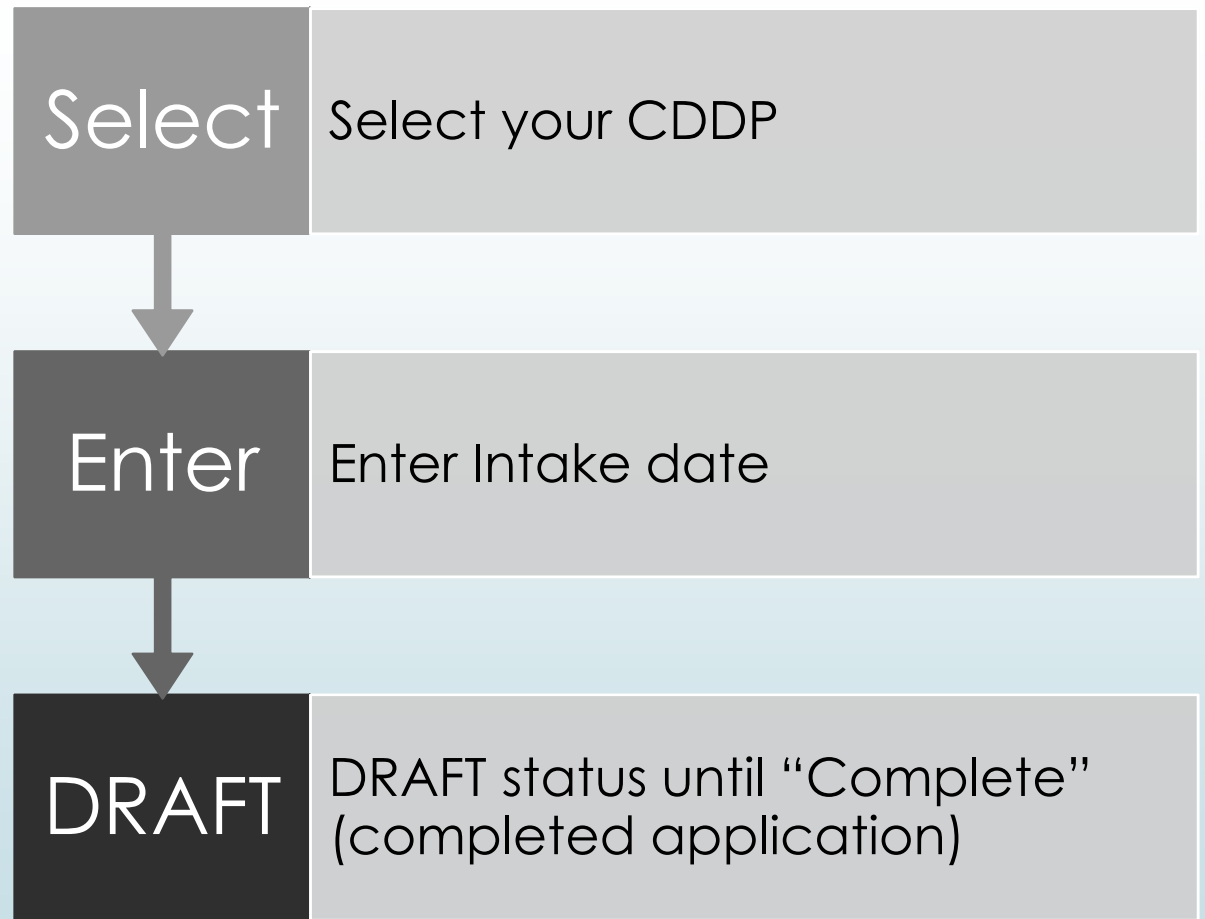
Notes:

Eligibility Specialist: Unknown ☒ Active Only

Attach Type: ☒ Eligibility Notice ☐ Other

Attach File: No file chosen File size must not exceed 4 MB

**For all eligibility
determinations:**



Drop Down Menus

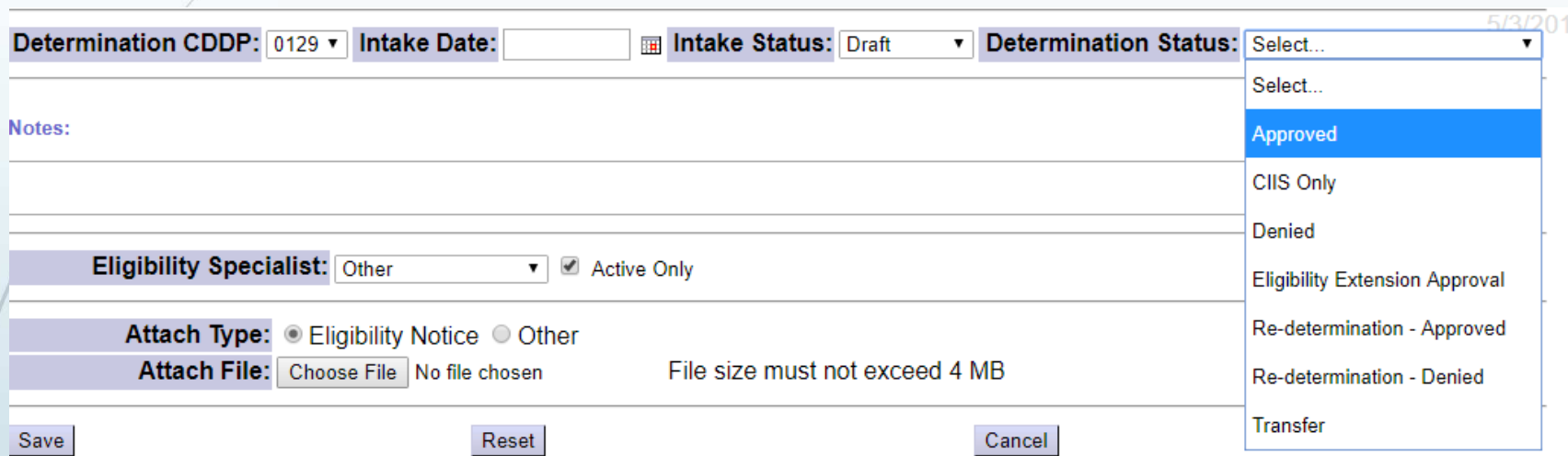
Eligibility References

- [eXPRS Eligibility Determination Summary Instructions](#)
- [eXPRS Eligibility Summary](#)
- [Eligibility and Enrollment](#)
- [DD Procedural Codes for Admin Exams v.5](#)
- [County-to-County Transfer Guidelines](#)
- [DD Worker Guide 2016](#)

- Find information on the staff tools page: <http://www.dhs.state.or.us/spd/tools/dd/cm/>
- Find drop downs in the Instructions:
<http://www.dhs.state.or.us/spd/tools/dd/cm/eXPRS-2017-Eligibility-Determination-Summary-Instructions.pdf>
- Use the LOC to view drop downs: https://aix-xweb1p.state.or.us/es_xweb/FORMS/index.cfm?fuseaction=FORMS.myCfGridNew
 - For Example: Determination Status:

Part I: Eligibility determination summary	
Determination CCDP: <input type="text"/>	
Initial intake date: <input type="text"/>	Intake status: Choose one
Determination status: Choose one	
If denied: Choose one	
Other: <input type="text"/>	
Eligibility: <input type="text"/>	Type of eligibility: Choose one
Primary: <input type="text"/>	
Full scale: <input type="text"/>	Other (if OHI or OGC): <input type="text"/>
Additional qualifying diagnosis	
Choose one	Choose one
Choose one	Choose one

Determination Status



The screenshot shows a web form titled "Determination Status". At the top right, the date "5/3/2018" is visible. The form contains several fields: "Determination CDDP:" with a dropdown menu showing "0129", "Intake Date:" with a calendar icon, "Intake Status:" with a dropdown menu showing "Draft", and "Determination Status:" with a dropdown menu that is currently open. The open dropdown menu lists the following options: "Select...", "Select...", "Approved" (highlighted in blue), "CIIS Only", "Denied", "Eligibility Extension Approval", "Re-determination - Approved", "Re-determination - Denied", and "Transfer". Below these fields is a "Notes:" section with a text area. Further down is the "Eligibility Specialist:" field with a dropdown menu showing "Other" and a checked "Active Only" checkbox. Below that is the "Attach Type:" section with radio buttons for "Eligibility Notice" (selected) and "Other". The "Attach File:" section includes a "Choose File" button, the text "No file chosen", and a note "File size must not exceed 4 MB". At the bottom of the form are three buttons: "Save", "Reset", and "Cancel".

Determination CDDP: 0129 Intake Date: Intake Status: Draft Determination Status: Select...

Notes:

Eligibility Specialist: Other ☒ Active Only

Attach Type: ☒ Eligibility Notice ☐ Other

Attach File: Choose File No file chosen File size must not exceed 4 MB

Save Reset Cancel

Determination Status dropdown options:

- Select...
- Select...
- Approved
- CIIS Only
- Denied
- Eligibility Extension Approval
- Re-determination - Approved
- Re-determination - Denied
- Transfer

CIIS only will only be used by the CIIS program; "re-determination – approved" will work just as "approved," and "re-determination – denied" will work just as "denied." State user roles the only ones who can save with "extension approval."

Transfer is not required at this time, but can be used to indicate that someone is eligible and continues to be eligible but reason for decision has changed. For instance, determined originally in Multnomah as ID, new eval shows IQ is 80 but individual has

eXPRS eligibility entry for all denials

The screenshot shows a web-based form for entering eligibility information. At the top, client details are displayed: Client Name: MICKEY MOUSE, Client Birthdate: 4/11/1980, Client Prime: [REDACTED], and Initial Eligibility Date: 4/5/2018. The form is divided into several sections. The 'Determination CDDP' is set to 0129. The 'Notice Date' is 04/16/2018. The 'Intake Date' is 04/16/2018, and the 'Intake Status' is 'Completed'. The 'Termination Date' is 12/31/9999, and the 'Termination Code' is 'Select...'. The 'Determination Status' is 'Denied'. A dropdown menu for 'Denial Reason' is open, showing options: 'Select...', 'Does not require supports similar', 'No DD/ID', 'No impairment due to DD/ID', 'No significant impairment', and 'Other'. The 'Eligibility Spec' section has a radio button for 'Eligibility Notice' selected. The 'Attach File' section shows 'Choose File' and 'No file chosen', with a note 'File size must not exceed 4 MB'. At the bottom, there are 'Save', 'Reset', and 'Cancel' buttons.

Client Name: MICKEY MOUSE
Client Birthdate: 4/11/1980
Client Prime: [REDACTED]
Initial Eligibility Date: 4/5/2018

Determination CDDP: 0129
Notice Date: 04/16/2018
Intake Date: 04/16/2018
Intake Status: Completed
Termination Date: 12/31/9999
Termination Code: Select...
Determination Status: Denied

Denial Reason: Select...
Does not require supports similar
No DD/ID
No impairment due to DD/ID
No significant impairment
Other

Eligibility Spec: Eligibility Notice (selected)
Attach File: Choose File No file chosen File size must not exceed 4 MB

Save Reset Cancel

- Change Intake Status to "COMPLETE"
- Determination Status to "DENIED"
- Enter Notice Date

If you enter “Other”
-Will need to include reason

DD Eligibility Add

Client Name: MICKEY MOUSE Client Prime: [REDACTED]
Client Birthdate: 4/11/1980 Initial Eligibility Date: 4/5/2018

Determination CDDP: 0129 Intake Date: 04/16/2018 Intake Status: Completed Determination Status: Denied
Notice Date: 04/16/2018 Termination Date: 12/31/9999 Termination Code: Select...
Denial Reason: Other
Other Denial Reason:

Notes:

UAI
XPUAT_T / Q2SYS
4/16/2018 1:36:02 PM PD

Termination Date/Termination Code

Determination CDDP:	0129 ▼	Intake Date:	04/16/2018	Intake Status:	Completed ▼	Determination Status:	Approved ▼
Notice Date:	04/16/2018	Termination Date:	12/31/9999	Termination Code:	Select... ▼		
Type of Eligibility:	School Age ▼						
Primary Diagnosis:	Select... ▼			Full Scale IQ:			
Additional Qualifying Diagnosis:	Adult ▼			Select... ▼			
	Early Childhood Eligibility ▼			Select... ▼			
Significant impairment	School Age ▼	Select... ▼					

- Will automatically populate based on “Type of Eligibility.”
- If “Adult” is selected with any primary diagnosis, termination date will end in “9999” to show that it is not anticipated to terminate.
- If “School age” is selected with an ID primary diagnosis, termination date will end at age 18 for “redetermination” as the termination reason.
- If “School age” is selected with DD as a primary diagnosis,

Termination for reason other than re-determination

Termination CDDP: 0129 ▾ Intake Date: 04/16/2018 Intake Status: Completed ▾ Deter

Notice Date: 04/16/2018 Termination Date: 12/31/9999 Termination Code: Select... ▾

Type of Eligibility: School Age ▾

Primary Diagnosis: Select... ▾ Full Sc

Additional Qualifying Diagnosis: Select... ▾ Select...

Significant impairment in adaptive behavior: Select... ▾ Select...

id Test

ill Areas:

Socialization ☐ Community Use

Self-Care ☐ Self-direction

Health and safety ☐ Mobility

Work ☐ Home/school living

main Areas:

Communication ☐ Motor Skills

Conceptual ☐ Practical

Daily Living Skills

Termination Code dropdown options:

- Select...
- Adult Eligibility Determination
- Client Refuses Services
- Deceased
- Ineligible for DD Services
- Involuntary Withdrawal - No Contact/Unavailable
- Moved Out of State
- Other
- Prime Number Updated
- Re-determine Eligibility - not because of age
- Re-determine needed prior to age 7/9/18/22
- Transferred to APD
- Transferred to MH
- Voluntary Withdrawal by Parent / Guardian
- Voluntary Withdrawal-Dissatisfied w/ Services

Communication

al acad

ation

tes:

Termination can occur for several reasons. For instance, “DEC” stands for “deceased,” and “INE” stands for “ineligible.”

The auto population will be based on age and re-determination requirements.

Diagnosis – School Age and Adult

- Primary Diagnosis:
 - If “ID 1-4” is selected – Full Scale IQ will be required
 - If “Other Health Impairment (OHI)” or “Other Genetic Condition (OGC)” is selected, the diagnosis will have to be written in and verified by a D&E.
 - Primary diagnosis will drive re-determination date.
- Additional Qualifying Diagnosis:
 - Can select up to 4
 - Cannot have multiple ID diagnoses

Type of Eligibility:	School Age	
Primary Diagnosis:	Select...	Full Scale IQ: <input type="text"/>
Additional Qualifying Diagnosis:	Select...	Select...
	Select...	Select...

Primary Diagnosis – ID (School Age and Adult)

- Put in qualifying (or most recent, if many qualifying) FSIQ score
 - Remember can use GAI or Index Score if Qualified Professional says it is the most valid score
 - IQ must be in the range selected (if Mild is selected must be between 55-75)
 - Choose range based on diagnosis – if not given in diagnosis, go with highest possible range (i.e., if someone has a 55 may be “moderate,” or “mild,” go with “mild.”)
 - If determined IQ too low to test – enter it as ID4 Profound and put the FSIQ as 20.

Type of Eligibility:	Adult ▼	
Primary Diagnosis:	Intellectual Disability Mild(ID1: 55-75) ▼	Full Scale IQ: <input type="text"/>
Additional Qualifying	Select... ▼	Select... ▼
Diagnosis:	Select... ▼	Select... ▼

Primary Diagnosis – DD (School Age and Adult)

- Must write in diagnosis of “other” is selected for primary or additional diagnosis.
- FSIQ will still be on the scale, but is not required if no ID diagnosis given as “primary” or “additional.”

Type of Eligibility:	Adult ▼	
Primary Diagnosis:	Other Genetic Condition(OGC) ▼	Full Scale IQ: <input type="text"/>
Additional Qualifying Diagnosis:	Select... ▼	Select... ▼
	Select... ▼	Select... ▼
If 'Other' is selected as Primary or additional Diagnosis, type in other DD that meets criteria as addressed in 411-320-0080(4)		
<input type="text"/>		

Adaptive Impairment

Adaptive impairment information is required for School Aged and Adult eligibility. It will not be available for Early Childhood/Less than 7 eligibility.

It is required that the reason they meet the criteria for “significant impairment” in OAR 411-320-0080 is listed, as well as the Skill Areas/Domain Areas based on their formal adaptive test.

Testing information (Name of Test) should also be provided.

The screenshot shows a web form for assessing adaptive impairment. At the top, there is a label "Significant impairment in adaptive behavior:" followed by a dropdown menu currently showing "Select...". Below this, there is a small blue square icon and another "Select..." dropdown. To the left, there is a button labeled "Add Tests". Below the button, the form is divided into two sections: "Skill Areas:" and "Domain Areas:". Each section contains a list of checkboxes for various categories. The "Skill Areas" list includes Socialization, Self-Care, Health and safety, and Work. The "Domain Areas" list includes Communication, Conceptual, and Daily Living Skills. To the right of these lists, there are three columns of checkboxes for specific skills: Community Use, Self-direction, Mobility, Home/school living, Motor Skills, and Practical in the first column; Communication, Functional academics, and Leisure in the second column; and Socialization and Social in the third column. A dropdown menu is also visible, showing options: "Select...", "Assessment completed", and "Assessment not required - IQ less than 65".

Significant impairment in adaptive behavior: Select...

Select...

Add Tests

Skill Areas:

- ☐ Socialization
- ☐ Self-Care
- ☐ Health and safety
- ☐ Work

Domain Areas:

- ☐ Communication
- ☐ Conceptual
- ☐ Daily Living Skills

☐ Community Use

☐ Self-direction

☐ Mobility

☐ Home/school living

☐ Motor Skills

☐ Practical

☐ Communication

☐ Functional academics

☐ Leisure

☐ Socialization

☐ Social

Select...

Assessment completed

Assessment not required - IQ less than 65

Assessment not required – IQ less than 65

- Will not work on primary DD diagnosis
- Will not work for IQ 66 or higher
- Must enter “NA” in the test requirement

Significant impairment in adaptive behavior: Assessment not required - IQ less than 65 ▾
NA ▾

Add Test

Skill Areas:

- ☐ Socialization
- ☐ Self-Care
- ☐ Health and safety
- ☐ Work

- ☐ Community Use
- ☐ Self-direction
- ☐ Mobility
- ☐ Home/school living

- ☐ Communication
- ☐ Functional academics
- ☐ Leisure

Domain Areas:

- ☐ Communication
- ☐ Conceptual
- ☐ Daily Living Skills

- ☐ Motor Skills
- ☐ Practical

- ☐ Socialization
- ☐ Social

Adaptive – Assessment Completed

The screenshot shows a web-based form for recording assessment data. At the top, a label 'Significant impairment in adaptive behavior:' is followed by a dropdown menu currently set to 'Assessment completed'. Below this, on the left, is an 'Add Test' button and two sections of checkboxes: 'Skill Areas' (Socialization, Self-Care, Health and safety, Work) and 'Domain Areas' (Communication, Conceptual, Daily Living Skills, Motor Skills, Practical, Socialization, Social). On the right, there are additional checkboxes for 'Communication', 'Functional academics', 'Leisure', 'Socialization', and 'Social'. In the center, a second dropdown menu is open, showing options: 'NA', 'Select...', '2 or more domains of 70 or below', '2 or more skill areas of 4 or below on ABAS', 'Composite score of 70 or below', and 'NA' (highlighted in blue).

Adaptive information should be entered based on the reason the individual is eligible.

- If 2 or more domains, 70 or below is selected- 2 domain areas must be checked.
- If 2 or more skill areas 4 or below on ABAS is selected- ABAS should be the test, and at least two Skill Areas must be selected.
- If Composite score 70 or below is selected, the skill areas or domain areas should indicate how to get to composite score.

Adaptive Impairment – 2 or more skill areas 4 or below on ABAS

Type of Eligibility: Adult ▼

Primary Diagnosis: Intellectual Disability Mild (ID1: 55-75) ▼ **Full Scale IQ:** 60

Additional Qualifying Diagnosis: Select... ▼ Select... ▼

Significant impairment in adaptive behavior: Assessment completed ▼
2 or more skill areas of 4 or below on ABAS ▼

Skill Areas:

- ☒ Socialization
- ☒ Self-Care
- ☒ Health and safety
- ☒ Work
- ☐ Community Use
- ☐ Self-direction
- ☐ Mobility
- ☐ Home/school living
- ☐ Communication
- ☐ Functional academics
- ☐ Leisure

Domain Areas:

- ☐ Communication
- ☐ Conceptual
- ☐ Daily Living Skills
- ☐ Motor Skills
- ☐ Practical
- ☐ Socialization
- ☐ Social

Early Childhood Eligibility

Type of Eligibility: Early Childhood Eligibility ▼

Primary Diagnosis: Early Childhood Assessment(ECA) ▼ **Full Scale IQ:**

Additional Qualifying Diagnosis: Select... ▼ Select... ▼

Data for Eligibility Determination:

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

Add Test

Area(s) of Delay:

- ☐ Early Childhood Assessment With two areas of significant delays
- ☐ Medical Statement(D.O., M.D., N.D., N.P., P.A., licensed Ph.D. or Psy.D.)
- ☐ Motor or gross and fine motor
- ☐ Social or social-emotional

Other:

Notes:

There are two options for ECA:

1. Assessment with 2 areas of delay (areas of delay must be checked)
2. Medical Statement (areas indicated by the qualified professional)

Early Childhood – Physicians Statement

Type of Eligibility:	Early Childhood Eligibility ▼		
Primary Diagnosis:	Cerebral Palsy(CPY) ▼	Full Scale IQ:	<input type="text"/>
Additional Qualifying Diagnosis:	Select... ▼	Select... ▼	Select... ▼
	Select... ▼	Select... ▼	Select... ▼

Data for Eligibility Determination:

Early Childhood Eligibility: Medical Statement(D.O., M.D., N.D., N.P., P.A., licensed Ph.D. or Psy.D.) ▼

Add Test


Area(s) of Delay:	<input checked="" type="checkbox"/> Adaptive, self-care, self-direction	Other: <div><input type="text"/></div>
	<input checked="" type="checkbox"/> Communication or receptive and expressive language	
	<input type="checkbox"/> Global intelligence, knowledge, learning or cognition	
	<input type="checkbox"/> Motor or gross and fine motor	
	<input type="checkbox"/> Social or social-emotional	

Notes:

Tests available for ECA

Data for Eligibility Determination:

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

Test Date: 04/16/2018  **Test Name:** Select...

Add Test

Area(s) of Delay:

- ☐ Adaptive, self-help
- ☐ Communication
- ☐ Global intellectual
- ☐ Motor or gross motor
- ☐ Social or self

Notes:

Eligibility Specialist: Unknown

Attach Type: ☒ Eligibility Note

Attach File: Choose File No

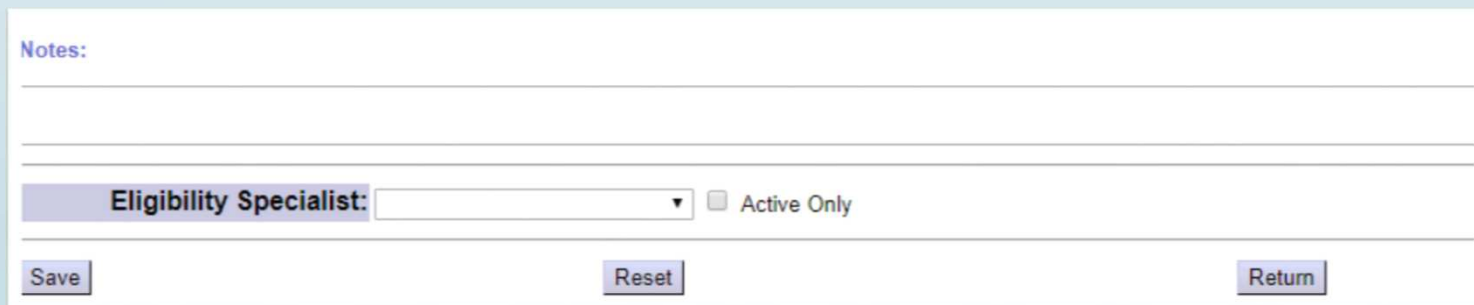
Save

Test List:

- Select...
- Battelle Developmental Inventory (0:1 - 7:0)
- Developmental Assessment of Young Children (0:1 - 7:0)
- Bayley Scales of Infant and Toddler Development (0:1 - 3:6)
- Mullen Scales of Early learning (0:1 - 5:8)
- Developmental Profile (0:1 - 7:0)
- Clinical Evaluation of Language Fundamentals (3:0 - 6:0)
- Preschool Language Scale (0:1 - 7:0)
- Peabody Developmental Motor Scales (0:1 - 5:0)
- Test of Early Language Development (2:0 - 7:0)
- Wechsler Preschool and Primary Scale of Intelligence(2:6 - 7:0)
- Differential Abilities Scale (2:6 - 7:0)
- Leiter International Performance Scale (3:0 - 7:0)

Finalizing Information

- Any notes may be entered
- Eligibility Specialists will be in a drop-down based on enrollment as a user in eXPRs
- There is a place to “upload” so a notice can be uploaded
- “Save” is what will check the work that has been entered and keep the information available.



The screenshot shows a web form with a light blue header and a white body. At the top left, there is a dark blue arrow pointing right. The form contains a 'Notes:' section with three horizontal lines for text entry. Below this is an 'Eligibility Specialist:' label followed by a dropdown menu and a checkbox labeled 'Active Only'. At the bottom of the form, there are three buttons: 'Save', 'Reset', and 'Return'.

Notes:

Eligibility Specialist: ☐ Active Only

Save Reset Return



When to use notes

- Notes can be used for several reasons:
 - Share general information
 - Write in a test when “other” test is selected
 - Write in reason for denial when “other” is selected