eXPRS Eligibility and Enrollment

DHS ODDS eligibility entry and verification of ICF/IDD Level of Care
1. Search for individuals in View Client
2. If no eligibility information is found for matching name, DOB, Prime#—Add new eligibility.
2.a. If eligibility info is found, select
3. Adding a new client

![Client Information Form]

- **Client Name:** MICKEY MOUSE
- **Client Birthdate:** 4/11/1980
- **Client Prime:** [Redacted]
- **Initial Eligibility Date:** 4/5/2018
- **Determination CDDP:** 0129
- **Intake Status:** Draft
- **Determination Status:** Select...
- **Eligibility Specialist:** Unknown
- **Attach Type:** Eligibility Notice
- **Attach File:** Choose File
- **File size must not exceed 4 MB**

[Form Fields Include:] Notes, Initial Eligibility Date, Determination CDDP, Intake Status, Determination Status, Eligibility Specialist, Attach Type, Attach File, Save, Reset, Cancel.
For all eligibility determinations:

1. **Select** Select your CDDP
2. **Enter** Enter Intake date
3. **DRAFT** DRAFT status until “Complete” (completed application)
## Drop Down Menus

- Find information on the staff tools page: [http://www.dhs.state.or.us/spd/tools/dd/cm/](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](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](https://aix-xweb1p.state.or.us/es_xweb/FORMS/index.cfm?fuseaction=FORMS.myCfGridNew)

- For Example: Determination Status:

<table>
<thead>
<tr>
<th>Part I: Eligibility determination summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Determination CCPD:</td>
</tr>
<tr>
<td>Intake date:</td>
</tr>
<tr>
<td>Determination status: Choose one</td>
</tr>
<tr>
<td>If deny: Approved</td>
</tr>
<tr>
<td>Other: Denial</td>
</tr>
<tr>
<td>Eligibility: Choose one</td>
</tr>
<tr>
<td>Primary: Re-determination approved</td>
</tr>
<tr>
<td>Full name: Other (if OHI or OGC):</td>
</tr>
<tr>
<td>Additional qualifying diagnosis: Choose one</td>
</tr>
</tbody>
</table>
Determination Status

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 Autism dx.

Transfer
eXPRS eligibility entry for all denials

- Change Intake Status to “COMPLETE”
- Determination Status to “DENIED”
- Enter Notice Date
If you enter “Other”
-Will need to include reason
Termination Date/Termination Code

- 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 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
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.
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.”
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.
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
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
Early Childhood Eligibility

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

<table>
<thead>
<tr>
<th><strong>Type of Eligibility:</strong></th>
<th>Early Childhood Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Primary Diagnosis:</strong></td>
<td>Cerebral Palsy (CPY)</td>
</tr>
<tr>
<td><strong>Additional Qualifying Diagnosis:</strong></td>
<td>Select...</td>
</tr>
</tbody>
</table>

## 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.)

### Area(s) of Delay:
- Adaptive, self-care, self-direction
- Communication or receptive and expressive language
- Global intelligence, knowledge, learning or cognition
- Motor or gross and fine motor
- Social or social-emotional

### Notes:
Tests available for ECA
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.
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