

Topic:	Expectations of providers of Service Elements 50, 51 and 142 to report absences
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Overview

Description: This guide clarifies the standards and practices for providers of Service Elements 50, 51 and 142 to report overnight absences in accordance with the [Standards and Procedures](#).

Purpose/Rationale:

It is important that Service Coordinators understand what is expected of providers and how to provide accurate technical assistance. It is the provider's responsibility to accurately report overnight absences by using the correct claim modifiers in **eXPRS** for each overnight the individual is absent from the home or residence. When it comes to the attention of the Service Coordinator that an individual was away from their home or residence overnight, the provider must assure that this has been accurately recorded in eXPRS. Medicaid TXIX funding can only be utilized during dates/overnights the individual was receiving authorized services delivered by the provider in accordance with the individual's ISP.

*** Note: Claims made during a time when an individual is traveling away from their setting with their provider accompanying them and providing authorized services do not fall under this policy.

Applicability: Providers must accurately claim in eXPRS the time that they are responsible for the individual and providing authorized services. When it is brought to the attention of the Service Coordinator that the provider's claim is inconsistent with the authorized ISP, the Service Coordinator must follow up with the provider to have the claim corrected. If an individual is absent from the setting overnight, the CDDP/Service Coordinator does not need to complete an Eligibility and Enrollment form (0337) to report absences when a return to placement is planned. However, if it comes to the attention of the Service Coordinator that an individual was away from their home overnight they must assure that this has been accurately recorded in eXPRS.

In instances when the CDDP and the provider are unable to resolve a claim, the CDDP must complete a DD Eligibility and Enrollment submission (DDEE) through eXPRS and submit to the Technical Assistance Unit (TAU).

Procedure(s):

Each instance of an absence must be accurately reported by the provider, including: absent without leave, vacation, family visits, jail, and hospital including medical, psychiatric, convalescence. Instructions for doing so are located as follows:

<http://apps.state.or.us/exprsDocs/HowToCreateSubmitRegularClaims.pdf>

<http://apps.state.or.us/exprsDocs/HowToCreateSubmitAbsenceClaims.pdf>

<http://apps.state.or.us/exprsDocs/ProviderClaimModifierCodes.pdf>

Form(s) that apply:

<http://apps.state.or.us/exprsDocs/HowToCreateSubmitRegularClaims.pdf>

<http://apps.state.or.us/exprsDocs/HowToCreateSubmitAbsenceClaims.pdf>

<http://apps.state.or.us/exprsDocs/ProviderClaimModifierCodes.pdf>

[Standards and Procedures](#)

Frequently Asked Questions:

- Q.** What if the individual has an ISP which identifies that they have frequent visits to their family home? Does the provider need to report each night of absence in eXPRS?
- A.** Yes. Each instance of an absence must be accurately reported in eXPRS using the correct modifier.
- Q.** What if an individual is admitted to the hospital and there is a plan for that individual to return to the provider? Does the provider need to report each night of absence in eXPRS?
- A.** Yes. Each instance of an absence must be accurately reported in eXPRS using the correct modifier.
- Q.** What if an individual wants to take an impromptu weekend holiday with the provider accompanying them to provide for the ADL/IADL supports? Does the provider need to report this as an absence in eXPRS?
- A.** No, when the provider continues to deliver the individual's ADL/IADL supports within the guidelines in accordance with the ISP and outlined by Department policy the provider should use the code REG in eXPRS.
- Q.** What does "overnight" consist of?
- A.** This may vary depending on each individual's schedule. Generally "overnight" should be interpreted as where the individual sleeps during a 24 hour period.

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