

Catherine A. Cooper

Authorized Signature

Number: SPD-AR-10-073

Issue Date: 08/26/2010

Topic: Developmental Disabilities

Service Element Prior Authorizations (SEPA) and Client Prior Authorizations

Subject: (CPA)

Applies to (check all that apply):

- | | |
|--|---|
| <input type="checkbox"/> All DHS employees | <input checked="" type="checkbox"/> County Mental Health Directors |
| <input type="checkbox"/> Area Agencies on Aging | <input type="checkbox"/> Health Services |
| <input type="checkbox"/> Children, Adults and Families | <input type="checkbox"/> Seniors and People with Disabilities |
| <input checked="" type="checkbox"/> County DD Program Managers | <input checked="" type="checkbox"/> Other (please specify): Contracts
Administration Unit, SPD Regional
Coordinators and DD Regional Crisis
Coordinators |

Action Required:

Service Elements 50, 51, and 54 are funded by DHS through the eXPRS system, Service Element Prior Authorization (SEPA). These funds are contracted by the ODDS Contracts Administration Unit upon receipt of a Contract Action Request Form (CARF), a ReBAR Conversion notification, legislative funding changes or during initial funding of a new biennium.

Reason for Action:

Recently there has been a few examples where CDDP's have been getting "insufficient fund" message when processing certain eXPRS actions. This has caused frustration and added workload to many in our respective systems. This transmittal provides certain information to help avoid this situation as well as a specific Action Requirement (see number 4 below) associated with this matter.

1. It is the responsibility of the contractor to initiate and submit in a timely manner Contract Action Request Forms when necessary.
2. It is the responsibility of the contractor to review the SEPA and accept the funding or notify their Funding Allocation Coordinator if they have concerns regarding any part of the SEPA.

3. Once a SEPA has been accepted Client Prior Authorizations (CPAs) can be authorized for the provider of services to the individual. The CPA indicates the effective dates, service rate and the provider allowed to serve and bill for Medicaid services.
4. Some CDDPs have created problems by shortening the end dates of CPA's in order to get individuals into the system prior to their funding approval. This is not an approved process and is now resulting in the CDDPs receiving "Insufficient Funds" notices. Ongoing practice may result in the county being liable for payments to providers that were assumed prior to the contract process.
5. As we prepare to reduce rates by 6% due to budget reductions, please be sure all CPAs have the contracted end date. If your CDDP has shortened any end dates as described in item 3 above, please edit the CPA to extend the correct end date for those ongoing individuals. If you have questions on this process please call the eXPRS help desk. This must be completed by September 8, 2010.

If you hit Insufficient Funds while correcting your end dates, review your SEPA's to ensure you have received and authorized the SEPA's required for payment. If you have submitted your CARF's, authorized all of your SEPA's, and continue to receive an "Insufficient Funds" error message, please notify your Regional Coordinator.

Field/Stakeholder review: Yes No

If yes, reviewed by:

If you have any questions about this information, contact:

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