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Number: APD-AR-15-014
Issue date: 3/20/2015

Topic: Developmental Disabilities

Due date: 4/15/2015

Subject: eXPRS DD eligibility and enrollment updates; changes to replace part of the 4111 process and permit Brokerages to enter service enrollment information for Brokerage clients

Applies to (check all that apply):

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| <input type="checkbox"/> All DHS employees | <input type="checkbox"/> County Mental Health Directors |
| <input type="checkbox"/> Area Agencies on Aging | <input type="checkbox"/> Health Services |
| <input type="checkbox"/> Aging and People with Disabilities | <input checked="" type="checkbox"/> Office of Developmental Disabilities Services(ODDS) |
| <input type="checkbox"/> Self Sufficiency Programs | <input type="checkbox"/> ODDS Children’s Intensive In Home Services |
| <input checked="" type="checkbox"/> County DD Program Managers | <input type="checkbox"/> Stabilization and Crisis Unit (SACU) |
| <input type="checkbox"/> ODDS Children’s Residential Services | <input checked="" type="checkbox"/> Other (<i>please specify</i>): Brokerage/CDDP eXPRS processors/users/Brokerage Directors |
| <input type="checkbox"/> Child Welfare Programs | |

Reason for action:

To expedite the service enrollment and client service eligibility coding process for individuals enrolled with a Brokerage, eXPRS has been updated to support Brokerage use of the DD Eligibility Enrollment pages. Specifically, for individuals enrolled with their agency, the eXPRS updates enable Brokerages to submit service enrollment information directly to the DHS Information Technology Business Support Unit (DHS/ITBSU). Prior to these eXPRS updates, after the CDDP enrolled an individual and the individual entered a Brokerage, Brokerages had to communicate service changes by sending a 4111 form to CDDPs.

The new eXPRS updates eliminate the need for Brokerages to send a 4111 to a CDDP when there is a change with an individual’s service(s). Brokerages still need to promptly send a 4111 to CDDPs for other changes, such as a change to the individual’s impairment, contact information, including when an individual transfers, exits Brokerage services, or if the individual moves out of Oregon.

Once Section 3 of the eXPRS enrollment page has an “Authorized Brokerage,” indicated by the CDDP (the same requirement for Section 4 CPMS Information), Brokerage staff with the Brokerage Eligibility Enrollment Processor role will be able to view DDEE forms for their brokerage. The Brokerage Eligibility Enrollment Processor role will also permit the user to enter and update service enrollment information in Section 3a of the form, and to submit this information directly back to the DHS/ITBSU. Brokerage staff with this assigned role will also receive notifications in eXPRS that there is a DDEE form for a Brokerage individual that needs to be completed. These eXPRS updates also now allow Brokerages to search and open existing forms if a CDDP has assigned a Brokerage. For more information, see the eXPRS how to guide titled: “How to Find & Update a DD Eligibility Enrollment (DDEE) Form in eXPRS (Brokerages).”

Brokerages will submit new service enrollment changes through eXPRS beginning on April 15, 2015. During the transition to using this new process in eXPRS, Brokerages may not yet have a form for an individual that designates the Brokerage (which allows the Brokerage to view/update forms for individuals). If a form for an individual is not found after searching, contact the individual’s CDDP and request that they send a form through that identifies your Brokerage. Once that has been done, your Brokerage will receive a “notification” that a new form is waiting on your Home page. Brokerage users can then complete the service enrollment update information by using the assistance guide “How to Submit DD Eligibility Enrollment Information in eXPRS”.

Action required:

1. Effective 4/1/2015, when creating/updating a DD Eligibility Enrollment form for individuals receiving Brokerage services, CDDPs must assign a Brokerage in the appropriate field in Section 3 of the DD Eligibility Enrollment Forms.
2. On the spreadsheet form (to be provided under a separate communication no later than 3/25/2014), Brokerage staff must inform the DHS/ITBSU which current eXPRS users at the Brokerage will have the “Brokerage Eligibility Enrollment Processor” role. New Brokerage staff that are not yet users in eXPRS will need to complete and submit a signed eXPRS User Enrollment form, per the enrollment process. The person assigned will be able to access, view and update applicable DD Eligibility Enrollment Form information for their clients. Eligibility Enrollment form notifications will be sent to users at your organization with the Brokerage Eligibility Enrollment Processor role. All Brokerages should notify DHS/ITBSU of the person at the Brokerage that has the enrollment processor by April 3, 2015.
3. Beginning April 15, 2015, Brokerages will report service enrollment information to DHS/ITBSU using Section 3a of the DD Eligibility Enrollment Form pages in eXPRS.

For additional information and assistance please review the following:

How to Find-Update Eligibility Enrollment Record – Brokerage

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

How to Submit Eligibility Enrollment Record – Brokerage

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

Field/stakeholder review: Yes No

If yes, reviewed by: CDDP and Brokerage staff.

If you have any questions about this action request, contact:

Contact(s):	For policy questions – Mike Paul – 503-945-5865 For technical assistance questions – TAU Unit – 503-945-6192		
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Email:	Michael.p.paul@state.or.us		