

DeAnna Hartwig

Authorized Signature

Number: SPD-IM-11-063

Issue Date: 9/19/2011

Topic: Developmental Disabilities

Subject: eXPRS SE 54 Daily Claims Training

Applies to (check all that apply):

- | | | | |
|-------------------------------------|-------------------------------|-------------------------------------|--|
| <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"/> | 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): eXPRS DD SE 54 Providers, DDSCU staff; SPD/DD Regional Coordinators, |

Message: Beginning October 1, 2011, eXPRS will implement a system change to allow for DAILY service authorization and claiming for Employment & Community Inclusion Services for DD (SE 54). This feature will change how services are authorized and how providers submit claims in eXPRS for SE 54 services.

Since this is new functionality for eXPRS and providers, SPD is holding special training sessions in October 2011 to assist providers in learning how to use this new daily service functionality for SE 54 service.

The training sessions will be two (2) hours, and will be held at the DHS Cherry Ave Training Center in Salem. There are multiple sessions available on each date, so select and register for only the session time you wish to attend. Each participant will have access to a computer to practice submitting claims with the new daily claims process and will need to bring their eXPRS user ID and password to the training to access eXPRS to practice.

There is a limited participant space in each session.

REGISTRATION IS REQUIRED

**To register for a eXPRS SE54 Daily Claims Training session,
please go to the DHS Learning Center website:**

<https://dhslearn.hr.state.or.us/>

If you have never registered for a course via the DHS Learning Center before, you will need to create a user profile to do this. Please go to the website above, and follow the instructions under “**Welcome to the DHS Learning Center**” on the main Learning Center login page.

Course title: eXPRS SE54 Daily Claims Training

Course #: C02711

Location: DHS Training Center
3414 Cherry Ave NE, Ste 150
Salem, OR 97301

Training Session Dates/Times:

Fri, Oct 7, 2011 – Wallowa Lake Room #120

- Session #1: 9:00 am – 11:00 am
- Session #2: 12:00 pm – 2:00 pm
- Session #3: 3:00 pm – 5:00 pm

Fri, Oct 14, 2011 - Wallowa Lake Room #120

- Session #4: 9:00 am – 11:00 am
- Session #5: 12:00 pm – 2:00 pm
- Session #6: 3:00 pm – 5:00 pm

Fri, Oct 21, 2011 - Wallowa Lake Room #120

- Session #7: 9:00 am – 11:00 am
- Session #8: 12:00 pm – 2:00 pm
- Session #9: 3:00 pm – 5:00 pm

Fri, Oct 28, 2011 – Discovery Room #121

- Session #10: 9:00 am – 11:00 am
- Session #11: 12:00 pm – 2:00 pm
- Session #12: 3:00 pm – 5:00 pm

If you have any questions about this information, contact:

Contact(s):	John Riordan, eXPRS Business Analyst		
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