Oregon Department of Human Services
Express Payment & Reporting System (eXPRS)

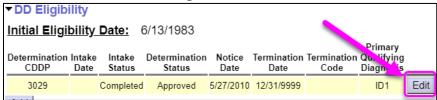# How to Enter a DD Eligibility Termination on the DD Eligibility Add Page

eXPRS allows CDDPs to directly enter intake and DD eligibility information for an individual by using the **DD Eligibility Add** page[1]. This guide explains the steps for entering a Termination of DD Eligibility. When completing an Eligibility Redetermination, the active Eligibility Line must be Terminated, and then a new line can be entered with the results of the Redetermination.

To do the work in the guide, the user must have one of the following roles:
- **CDDP Eligibility Specialist**
- **CDDP Eligibility Specialist Processor**
- **CDDP Eligibility Termination Processor**

How to Enter a DD Eligibility Termination:

1) Login and search for the individual's record using the **View Client** page[2], then select the **DD Eligibility > Edit** Button on the Line being terminated.
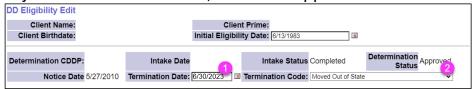

2) On the **DD Eligibility Add** page, adjust the **Termination Date** as follows**:**
- If the individual's eligibility is being redetermined due to reaching an age milestone, then enter the **Termination Date** as the day before the redetermination was completed. Otherwise, manually enter the Notice of Planned Action Effective Date for this termination.

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[1] For more information, see the guide: **Overview of the DD Eligibility Add Page**
[2] For steps, see the guide and video: **How to use the View Client Page in eXPRS**

3) Adjust the **Termination Code** as follows:
   - If the individual's eligibility is being redetermined due to reaching an age milestone, do not adjust this field. Otherwise, select the applicable reason for Termination.

4) After the save, you will be returned to the **View Client** page and can see the Terminated eligibility line.

If you entered this termination in order to complete an eligibility redetermination, then follow the steps in the appropriate How-to Guide:
   - **How to Enter Early Childhood DD Eligibility**
   - **How to Enter School Age DD Eligibility**
   - **How to Enter Adult DD Eligibility**