

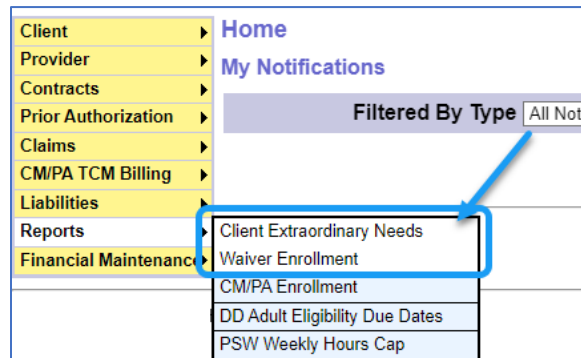
How to Run the Client Extraordinary Needs Waiver Enrollment Report

The **Client Extraordinary Needs Waiver Enrollment** form allows Case Management Entity (CME) staff to search for and see:

- 1) All children associated with their CME that have been referred to the Children’s Extraordinary Needs (CEN) Program.
- 2) The status of that child’s CEN eligibility
- 3) Whether the child is currently enrolled in the CEN Waiver, and if so, the start and end dates.

How to Run the Client Extraordinary Needs Waiver Enrollment Report:

- 1) Log into eXPRS and select **Reports > Client Extraordinary Needs Waiver Enrollment**¹.



- 2) Enter in at least one Search Criteria and select **Find**. Search Criteria are defined in **Appendix A**. In our example, we are entering a **Referral Date**.

Client Extraordinary Needs Waiver Enrollment

Search returns individuals on the waitlist for or enrolled in the Extraordinary Needs Waiver (ENW) eligibility type.

At least one search criterion must be entered. Criteria are cumulative. Results returned are limited to 20,000 rows. If criteria entered results in more than 20,000 rows, data returned will be truncated. You may need to narrow your search to return a smaller dataset.

ENW Start Date: <input type="text"/>	ENW End Date: <input type="text"/>
Referral Date: <input type="text" value="6/30/2024"/>	Waitlist End Date: <input type="text"/>
Medicaid Renewal Date From: <input type="text"/>	Medicaid Renewal Date To: <input type="text"/>
Waitlist Number From: <input type="text"/>	Waitlist Number To: <input type="text"/>
Preliminary Eligibility: <input type="text"/>	ENW Status: <input type="text"/>
DHS Contract Num: <input type="text"/>	LOC Type Code: <input type="text"/>
Client Prime: <input type="text"/>	Max Displayed: 25 <input type="text"/>

¹ This report can also be accessed by selecting **Client > Reports > Client Extraordinary Needs Waiver Enrollment**

3) From the results list, you can view the details for each row, and the data can be sorted or exported as needed.

Client Name	Client Prime	Client Birthdate	DHS Contract Num	Referral Date	Waitlist End Date	Preliminary Eligibility	Waitlist Num	ENW Start Date	ENW End Date	ENW Status	LOC Type Code	Medicaid Renewal Date
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	06/30/2024 12:00:00 PM	06/30/2024	Yes		07/01/2024	01/27/2026	Approved	ICF/IDD	02/28/2025
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	07/02/2024 07:50:00 AM	05/04/2036	Yes	12			Waitlist	ICF/IDD	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	07/02/2024 11:11:00 AM	11/10/2032	Yes	14			Waitlist	ICF/IDD	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	06/30/2024 12:00:00 PM	06/30/2024	Yes		07/01/2024	10/16/2027	Approved	ICF/IDD	12/31/9999

- TIP:** The search results pull Extraordinary Needs Eligibility, Waitlist Information and LOC Type Code information from the corresponding section on the child’s **View Client** page. Additionally, if there is more than one DHS Contract Number or LOC Type Codes during the search date range, the column will return both codes separated by a comma. For example: **ICF/IDD, HOS.**

APPENDIX A: Search Criteria Definitions

Client Extraordinary Needs Waiver Enrollment

Search returns individuals on the waitlist for or enrolled in the Extraordinary Needs Waiver (ENW) eligibility type.

At least one search criterion must be entered. Criteria are cumulative. Results returned are limited to 20,000 rows. If criteria entered results in more than 20,000 rows, data returned will be truncated. You may need to narrow your search to return a smaller dataset.

ENW Start Date:	<input type="text"/>		ENW End Date:	<input type="text"/>	
Referral Date:	<input type="text"/>		Waitlist End Date:	<input type="text"/>	
Medicaid Renewal Date From:	<input type="text"/>		Medicaid Renewal Date To:	<input type="text"/>	
Waitlist Number From:	<input type="text"/>		Waitlist Number To:	<input type="text"/>	
Preliminary Eligibility:	<input type="text"/>		ENW Status:	<input type="text"/>	
DHS Contract Num:	<input type="text"/>		LOC Type Code:	<input type="text"/>	
Client Prime:	<input type="text"/>		Max Displayed:	<input type="text" value="25"/>	

- **ENW Start Date:** Limits results to individuals with an ENW Start Date that is on or after the entered date
- **ENW End Date:** Limits results to individuals with an ENW End Date that is on or before the entered date
- **Referral Date:** Limits results to individuals who were referred to the program on or after the entered date
- **Waitlist End Date:** Limits results to individuals who have a Waitlist End Date that is on or after the entered date
- **Medicaid Renewal Date From:** Limits results to individuals who have a Medicaid Renewal Date that is on or after the entered date
- **Medicaid Renewal Date To:** Limits results to individuals who have a Medicaid Renewal Date that is on or before the entered date
- **Waitlist Number From:** Limits the results list to individuals with a waitlist number that is equal to or greater than the number entered
- **Waitlist Number To:** Limits the results list to individuals with a waitlist number that is equal to or less than the number entered
- **Preliminary Eligibility:** Limits the results list to individuals with a certain type of Preliminary Eligibility
- **ENW Status:** Limits the results list to individuals with a specific ENW status
- **DHS Contract Num:** Limits the results to individuals at a specific CME
- **LOC Type Code:** Limits the results list to individuals with the selected Level of Care Type
- **Client Prime:** Limits the results list to the individual whose prime is entered.
- **Max Displayed:** Controls the number of results displayed on a page

APPENDIX B: Result Set Column Definitions

Export options: [CSV](#) | [Excel](#) | [PDF](#) | [RTF](#)

Client Name	Client Prime	Client Birthdate	DHS Contract Num	Referral Date	Waitlist End Date	Preliminary Eligibility	Waitlist Num	ENW Start Date	ENW End Date	ENW Status	LOC Type Code	Medicaid Renewal Date
				06/30/2024 12:00:00 PM	06/30/2024	Yes		07/01/2024	01/27/2026	Approved	ICF/IDD	12/31/9999
				06/30/2024 12:00:00 PM	06/30/2024	Yes		07/01/2024	10/16/2027	Approved	ICF/IDD	12/31/9999

- **Client Name:** The first and last name of the individual
- **Client Prime:** The ODHS prime number assigned to the individual
- **Client Birthdate:** The individual's birthday
- **DHS Contract Num:** The ODHS Contract Number for the Case Management Entity serving the individual
- **Referral Date:** The date the individual was referred for the CEN Program
- **Waitlist End Date:** The date the individual will leave or has left the waitlist for the CEN Program
- **Preliminary Eligibility:** The individual's preliminary eligibility for the CEN Program, based on their application
- **Waitlist Number:** The individual's Waitlist Number
- **ENW Start Date:** The Start Date of the individual's ENW Eligibility
- **ENW End Date:** The End Date of the individual's ENW Eligibility
- **ENW Status:** The individual's current ENW Status
- **LOC Type Code:** The Individual's Level of Care Type Code
- **Medicaid Renewal Date:** The date that the individual's Medicaid Renewal is due