How to Find & View the Service Group (SG) Information from an Individual's Oregon Needs Assessment (ONA)
Agency Providers
(updated 7/19/2021)

The eXPRS permissions for Agencies to view the Service Group (SG) information from an individual's Oregon Needs Assessment (ONA) have been updated. DD Agency Providers can now view SG information in eXPRS.

Detailed information on Service Groups can be found on the ODDS website for Service Groupings here: https://www.oregon.gov/dhs/SENIORS-DISABILITIES/DD/Pages/Service-Groupings.aspx

DD Agency Provider users will need to be assigned the below user role to view the ONA Service Group information:

- **Provider Agency Claims Manager**

To Find & View the SG Information from an ONA:

1. Log in to eXPRS. Users will need to select the **(Provider)** log in option from the **Organizational/Program Area** dropdown (if dropdown is present).
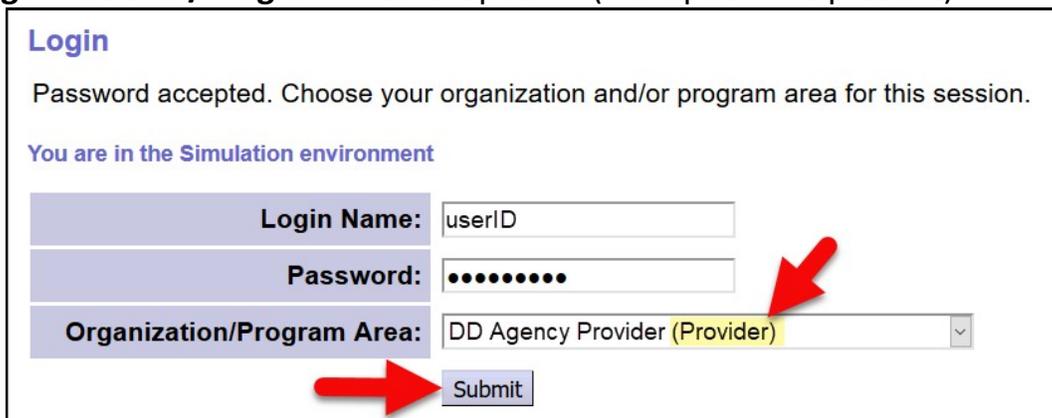
Login

Password accepted. Choose your organization and/or program area for this session.

You are in the Simulation environment

Login Name:	userID
Password:	••••••••
Organization/Program Area:	DD Agency Provider (Provider)

Submit

2. From the left-hand menu, click on *Client* → *Agency Service Group Report*.
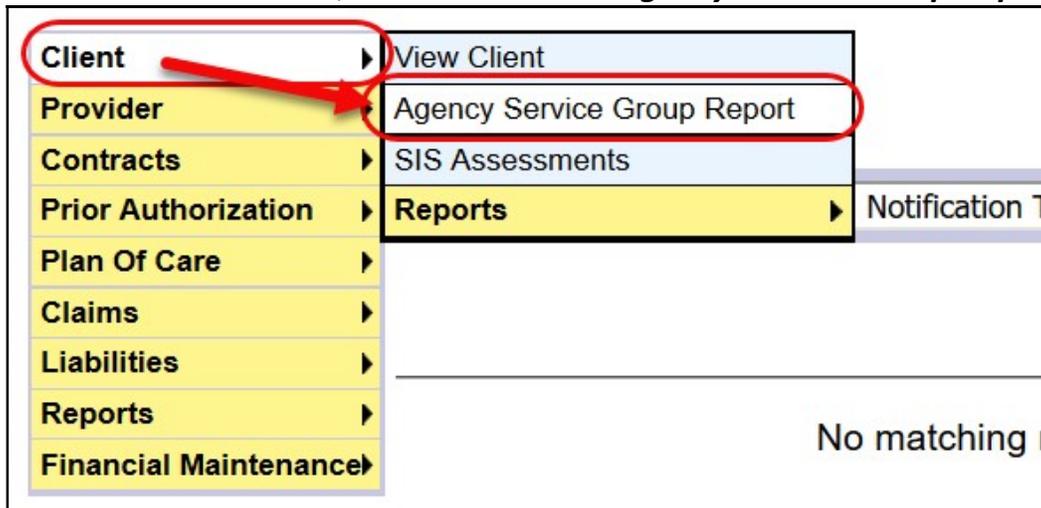
3. In the Agency Service Group Report page, enter the criteria needed to find the desired individual's Service Group (SG) information.

   Search Tips:
   - To search for SG information for a specific individual, enter their prime number in the **Client Prime** field.
   - To search for a current list of individuals receiving services from your Agency, enter a current date range *(ex: 1/1/2021 – 6/30/2021)* in the **ONA Submit Date From** and the **ONA Submit Date To** fields.

   With the criteria entered, click **Find** to search.
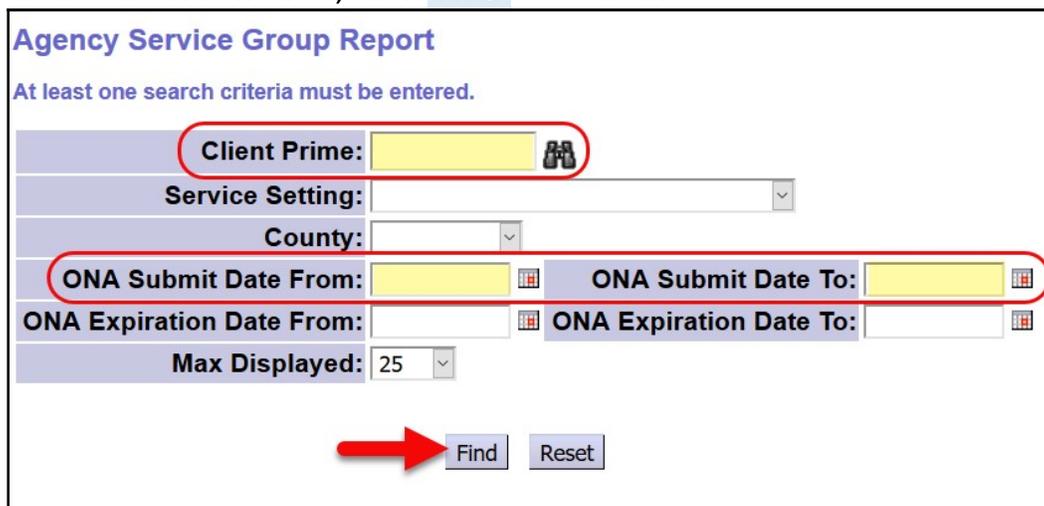
4. A results list will populate below the search criteria fields. The service group information will be listed in the far-right column. *The results list columns are defined in Appendix A, on page 4 of this guide.*

5. The result list can be exported if desired. Simply use the export options found at the top of the results list.

APPENDIX A:

Agency Service Group report search results list columns defined:

① ID	② Status	③ Prime	④ Client Name	⑤ County	⑥ Service Setting	⑦ ONA Submit Date	⑧ ONA Expiration Date	⑨ Service Group
1******-3	Approved	xyz000a	BOATMAN, FISHER	Washington	Children's In-Home Services (SE151)	6/29/2021	6/30/2022	5 - High to Very High
1******-2	Approved	xyz000a	BOATMAN, FISHER	Multnomah	Children's In-Home Services (SE151)	10/13/2020	6/28/2021	5 - High to Very High
1******-1	Approved	xyz000a	BOATMAN, FISHER	Multnomah	Children's In-Home Services (SE151)	10/25/2019	10/12/2020	5 - High to Very High
1******	Approved	xyz000a	BOATMAN, FISHER	Washington	Children's In-Home Services (SE151)	6/12/2019	10/24/2019	5 - High to Very High

1. **ID** = the ONA ID number assigned to the assessment by eXPRS.

2. **Status** = status of the Oregon Needs Assessment

3. **Prime** = the individual's DHS Prime Number

4. **Client Name** = the name of the individual being assessed

5. **County** = the indivdiual's home county.

6. **Service Setting** = the individual's residential service setting at the time of the assessment.

7. **ONA Submit Date** = the date the assessment was submitted out of *draft* status.

8. **ONA Expiration Date** = the date the assessment expires.

9. **Service Group** = service level group category for the individual, based on their assessed support needs.