eXPRS
Express Payment & Reporting System

How to Access/Run the CHC and PEA Expiring Report

As a CDDP and Brokerage who assists in the credential and enrollment process for PSW and IC-PSW providers, knowing when a Criminal History Check (CHC) or Provider Enrollment Application & Agreement (PEAA) for a PSW or IC-PSW associated with the CDDP or Brokerage's provider panel expires is essential. Per ODDS policy, the PSW and IC-PSW providers must to have their CHC and PEAA renewed every 2 years to continue to be valid Medicaid providers "approved to work" and provide services.

Access to this report is available to users that have one of the below user roles:
- Local Auth Provider Panel Manager
- Brokerage Provider Panel Manager

To access the CHC and PEA Expiring report:

1. Login to eXPRS. If users have more than one organization login option, they will need to be logged in under the Local Authority (for CDDPs shown below)

Login

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

You are in the User Acceptance environment

Login Name:	userID
Password:	••••••••
Organization/Program Area:	County (Local Authority)

Forgot your password?   Submit

or Contractor (for Brokerages) Organization role.

Login

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

You are in the User Acceptance environment

Login Name:	userID
Password:	••••••••
Organization/Program Area:	Brokerage (Contractor)

Forgot your password?   Submit

2. From the yellow left-hand navigational menu, click on **REPORTS → CHC and PEA Expiring.**

The report is also accessible from the Provider menu option by clicking **PROVIDER → REPORTS → CHC and PEA Expiring**.
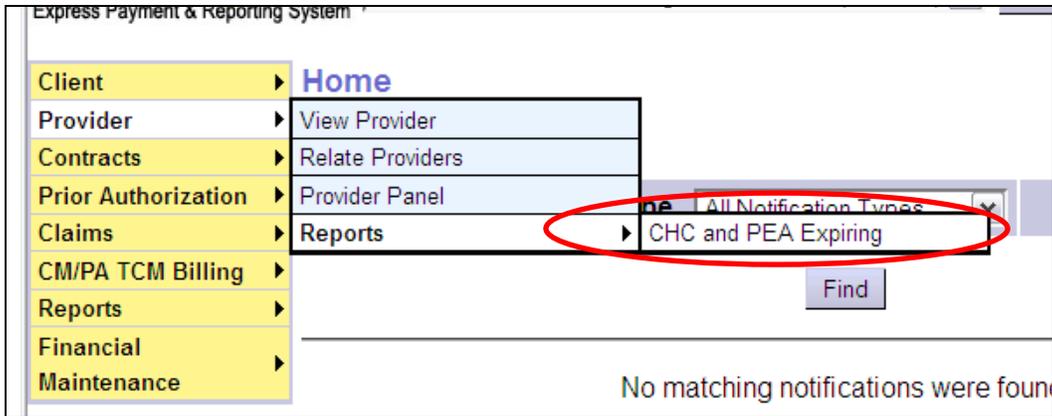
3. In the **CHC and PEA Expiring Credentials Criteria** page, enter the following data to search for a list of PSW and/or IC-PSW providers with their expiration dates.

The **Start Date** and **End Date** of the report will return all providers associated with your organizations provider panel that have a CHC and/or PEA that has an end date (ie: expires) within that date range entered. The report defaults with dates starting the first day of the month, 60 days from the current date. **Users can change the default start and end dates to be any date range they wish.**

- **Start Date** = the first date the provider's expiration date will fall within.
- **End Date** = the last date the provider's expiration date will fall within.

- **Rendering Provider** = the SPD provider ID number for a specific PSW or IC-PSW (leave this blank if you want a list of all providers within the date range selected).
- **Type** = select from the dropdown of what expiration dates you wish to view; CHC only, PEA only, or CHC + PEA together.

  With all the criteria entered, click **SUBMIT** to run the report.

4. When the report results are returned, you will be able to see the providers who have expiring credentials (CHC, PEAA, or both) that fall within the date range used in the report criteria.

These are the providers CDDPs and Brokerages will need to coordinate with to get the providers' credentials renewed, such as a new Criminal History Check approval and/or a new PEAA signed, to continue to be "approved to work" beyond the end date shown.