

## 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

<b>Login Name:</b>	<input type="text" value="userID"/>
<b>Password:</b>	<input type="password" value="••••••••"/>
<b>Organization/Program Area:</b>	<input type="text" value="County (Local Authority)"/> ▼

[Forgot your password?](#)

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:**

**Password:**

**Organization/Program Area:**

[Forgot your password?](#)

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

Express Payment & Reporting System

- Client ▶ Home
- Provider ▶ My Notifications
- Contracts ▶
- Prior Authorization ▶
- Claims ▶
- CM/PA TCM Billing ▶
- Reports ▶ 90 Day Referral
- Financial** ▶ CHC and PEA Expiring
- Maintenance ▶ CM/PA Enrollment

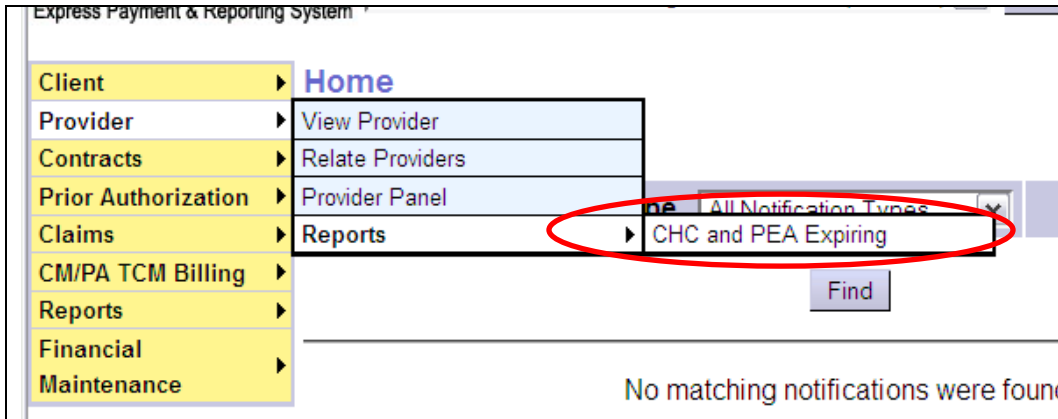
Filtered By Type: All Notification Types

No matching notifications were found.

Oregon Department of Health Services  
Express Payment and Reporting System  
500 Summer St. NE  
Salem, OR - 97301

For assistance contact  
Email: [dhs.s](mailto:dhs.s)

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.

### CHC and PEA Expiring Credentials Criteria

CHC and PEA Expiring Credentials - Search by Type, Specialty, CM Provider and Dates. Default for date range is today through End-Of-Month, 2 months out. Any expiring in this date range will display.

<b>* Start Date:</b>	<input type="text" value="06/01/2014"/>	📅	The provider's expiration (end) date falls within this date range.
<b>* End Date:</b>	<input type="text" value="07/31/2014"/>	📅	
<b>Rendering Provider:</b>	<input type="text"/>	👤	
<b>Type:</b>	<input type="text" value="CHC &amp; PEA Credential"/>		

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.

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

**eXPRS**  
Express Payment & Reporting System

**Criminal History Check Expiring**  
CHC only Expires 6/1/2014-7/31/2014  
Panel Member

Provider	Prov ID	Type Spec	Current Date Range
BEACH	#####	84-800 84-803	CHC 06/08/2012-06/30/2014
Hostetler,	#####	84-803	CHC 06/12/2012-06/30/2014
Hutson,	#####	84-803	CHC 06/29/2012-06/30/2014
LIKEWISE	#####	84-801 84-803	CHC 07/05/2012-07/31/2014
Lopez,	#####	84-803	CHC 07/26/2012-07/31/2014
Lyons,	#####	84-803	CHC 06/04/2012-06/30/2014
Mattson	#####	84-803	CHC 06/21/2012-06/30/2014
Pugh,	#####	84-803	CHC 06/16/2012-06/30/2014
Thomas	#####	84-803	CHC 07/05/2012-07/31/2014
Young,	#####	84-803	CHC 06/02/2012-06/30/2014

Reports Provider Type/Specialty: 74-712, 74-734, 75-751, 83-710, 83-711, 84-800, 84-801, 84-803

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.