

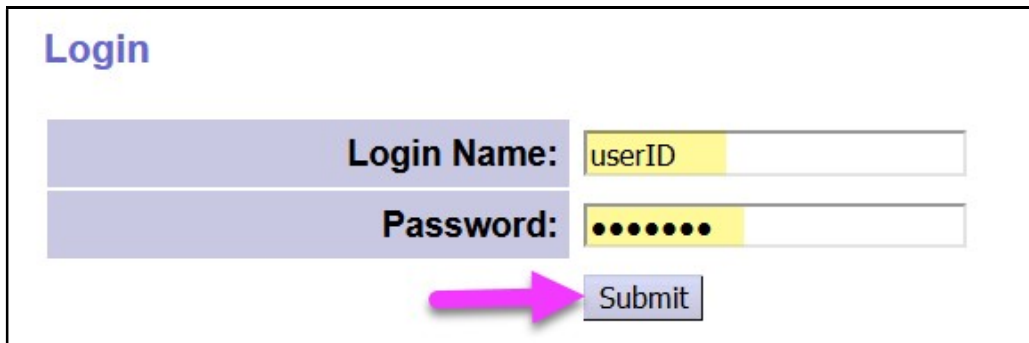
How to Run a Client Enrollment Report

(updated 10/14/2021)

As a provider of I/DD services authorized and paid via the eXPRS system, you will want to track your list of individuals who are authorized to receive your services, or your “client enrollment”. You can do this by accessing the **Client Enrollment** report in eXPRS.

To access the *Client Enrollment* report:

1. Log in to eXPRS.

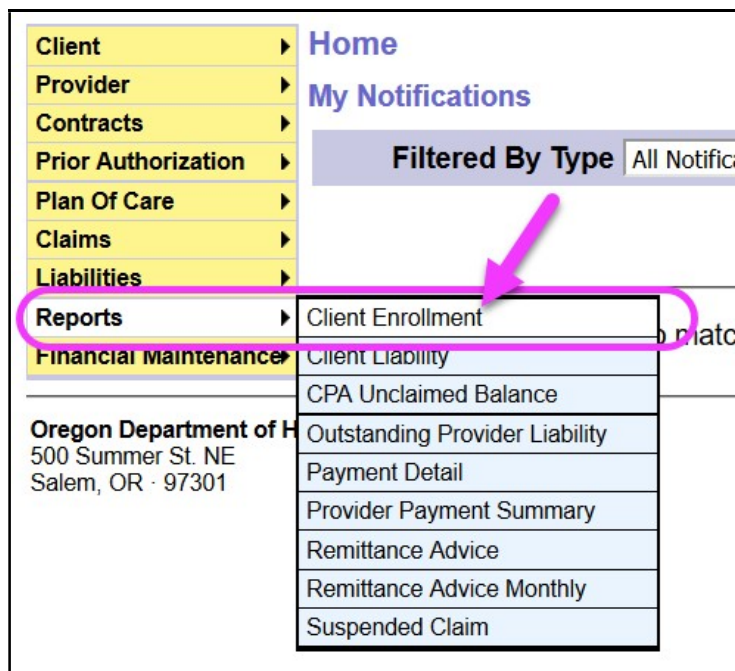


Login

Login Name:

Password:

2. From the left-hand navigation menu, click on **REPORTS** → **CLIENT ENROLLMENT**. This will take you to the report criteria window.



Client ▶ Home

Provider ▶ My Notifications

Contracts ▶

Prior Authorization ▶

Plan Of Care ▶

Claims ▶

Liabilities ▶

Reports ▶ Client Enrollment

Financial Maintenance ▶ Client Liability

CPA Unclaimed Balance

Outstanding Provider Liability

Payment Detail

Provider Payment Summary

Remittance Advice

Remittance Advice Monthly

Suspended Claim

- In the report criteria window, enter the criteria needed to pull the report information you want.

Client Enrollment Report Criteria

Either DHS Contract Num, Provider ID or Service Element is required.

*	Start Date:	10/01/2021	📅
*	End Date:	10/31/2021	📅
*	DHS Contract Num:	<input type="text"/>	🔍
	Provider ID:	1****4	🔍
	Service Element:	<input type="text"/>	
	Procedure Code:	<input type="text"/>	
	Svc Modifier Cd:	<input type="text"/>	
	Authorization Status:	<input type="text"/>	
	Format:	HTML	

➔

- Red asterisk (*) notes a required data field to search.
- The date range defaults to the current month, but you can change the dates to any date range you wish.
- If you are a provider of more than one type of DD service (*for example:* residential and employment), use the **Service Element** or **Procedure Code** dropdowns to run the report by a specific service, if you wish.
- With the search criteria entered, click **Submit**.

- The system will then return a report listing the individuals enrolled in your program that match the criteria you selected in #3.

Client	Gender	DOB	Provider	SE	Proc Code	Svc Mod Cd	Rate	Effective Date	End Date	Auth Status
DHS Contract Number: 1****6			Oregon County							
Provider: 1****4			Agency Provider Inc							
PRIME LAST, FIRST	M	DOB	1****4 AGENCY PROVIDER INC	50	ORAGH	All	\$14,187.55	7/1/2021	6/30/2023	Accepted
PRIME LAST, FIRST	F	DOB	1****4 AGENCY PROVIDER INC	50	ORAGH	All	\$7,429.24	7/1/2021	6/30/2023	Accepted
PRIME LAST, FIRST	M	DOB	1****4 AGENCY PROVIDER INC	50	ORAGH	All	\$6,444.78	7/1/2021	6/30/2023	Accepted
PRIME LAST, FIRST	F	DOB	1****4 AGENCY PROVIDER INC	50	ORAGH	All	\$6,444.78	7/1/2021	6/30/2023	Accepted
PRIME LAST, FIRST	M	DOB	1****4 AGENCY PROVIDER INC	50	ORAGH	All	\$12,098.63	8/18/2021	6/30/2023	Accepted
PRIME LAST, FIRST	M	DOB	1****4 AGENCY PROVIDER INC	50	ORAGH	All	\$7,429.24	7/1/2021	6/30/2023	Accepted

5. You can use the options from the report toolbar to save the report electronically (**Export**) or print the report (**Print now**), as you wish.

