

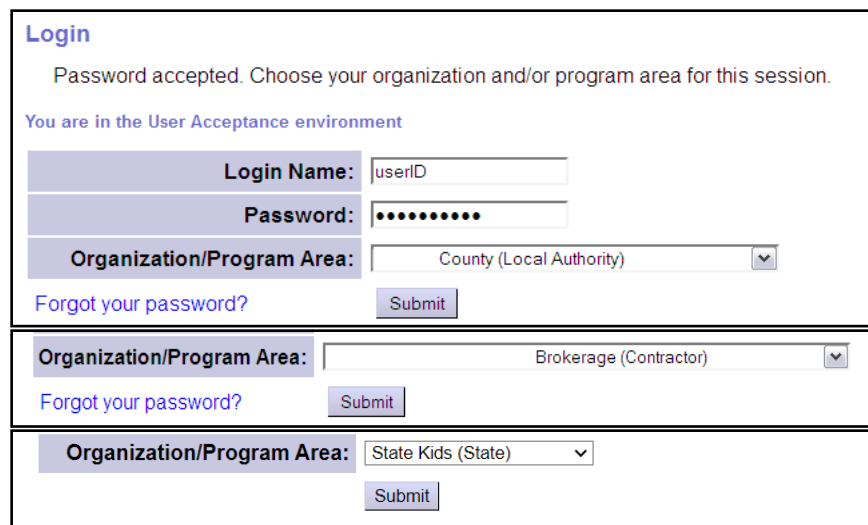
## How to Run the Provider Status Report in eXPRS

Case Management Entities can use the Provider Status Report to track the credential status of Personal Support Workers on their Provider Panel. This report contains more detail than the **CHC & PEAA Expire**<sup>1</sup> report, including:

- The email addresses on both their provider record and eXPRS user account.
- The status of their provider record.
- Their credential information (including whether it is missing).
- The last time the PSW accessed eXPRS.

### To Access and Use the Provider Status Report:

- 1) Log in to eXPRS under either the **Local Authority** (for CDDPs), **Contractor** (for Brokerages), or **State Kids (State)** 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:**

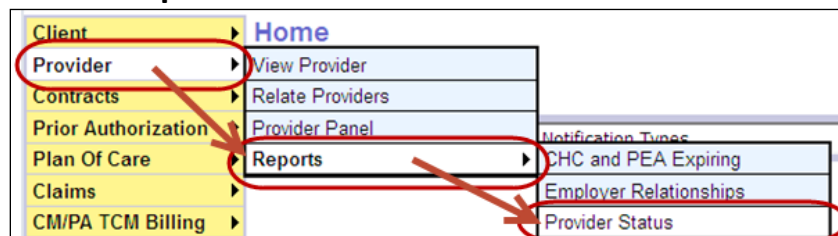
[Forgot your password?](#)

**Organization/Program Area:**

[Forgot your password?](#)

**Organization/Program Area:**

- 2) Select **Provider > Reports > Provider Status**.



<sup>1</sup> CDDP and Brokerage users who have permissions to access the CHC/PEAA Expire report will also have permissions to access to the **Provider Status report**.

3) Enter search criteria (including **End Date** and **eXPRS ID**), and select **Submit**:

**TIP:** When completing the **eXPRS ID** field, enter the eXPRS ID for your Case Management Entity (or use the binoculars to search for your CME). This will return a list of all the providers on your CME’s Provider Panel.

4) Review the report.

Name	SPD ID	eXPRS ID	Email	Specialty	ACA or SSA/MF	CHC	PEA	Credential	User Login																				
Ad.			7@outlook.com	803		12/31/2020	12/31/2020	12/31/2020	10/29/2019																				
<table border="0"> <tr> <td><b>Client Prime</b></td> <td><b>Client Name</b></td> <td><b>Confirmation Date</b></td> <td><b>Expiration Date</b></td> <td><b>FMAS</b></td> </tr> <tr> <td>DO</td> <td>AD</td> <td>5/30/2017</td> <td></td> <td>PPL</td> </tr> <tr> <td>JG</td> <td>AD</td> <td>9/1/2016</td> <td>12/31/2016</td> <td>TNT</td> </tr> <tr> <td>JG</td> <td>AD</td> <td>10/25/2016</td> <td>12/4/2020</td> <td>PPL</td> </tr> </table>										<b>Client Prime</b>	<b>Client Name</b>	<b>Confirmation Date</b>	<b>Expiration Date</b>	<b>FMAS</b>	DO	AD	5/30/2017		PPL	JG	AD	9/1/2016	12/31/2016	TNT	JG	AD	10/25/2016	12/4/2020	PPL
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DO	AD	5/30/2017		PPL																									
JG	AD	9/1/2016	12/31/2016	TNT																									
JG	AD	10/25/2016	12/4/2020	PPL																									
Ad.				803		3/31/2018	2/28/2019	3/31/2018																					
An.				803		8/31/2017	5/31/2019	8/31/2017	2/28/2017																				
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RMOC	ST	10/25/2016		PPL																									
RMOC	ST	9/1/2016	12/31/2016	TNT																									

- **Name:** The provider’s name hyperlink. Click to open the provider record.
- **Email:** Shows the provider’s email address on their record.
- **CHC, PEA & Credential:** Displays the expiration date of the corresponding item. If blank, the data is missing from the provider record. If “Incomplete” displays in the Credential field, then the credential is not finalized and not in “Approved to Work” status.

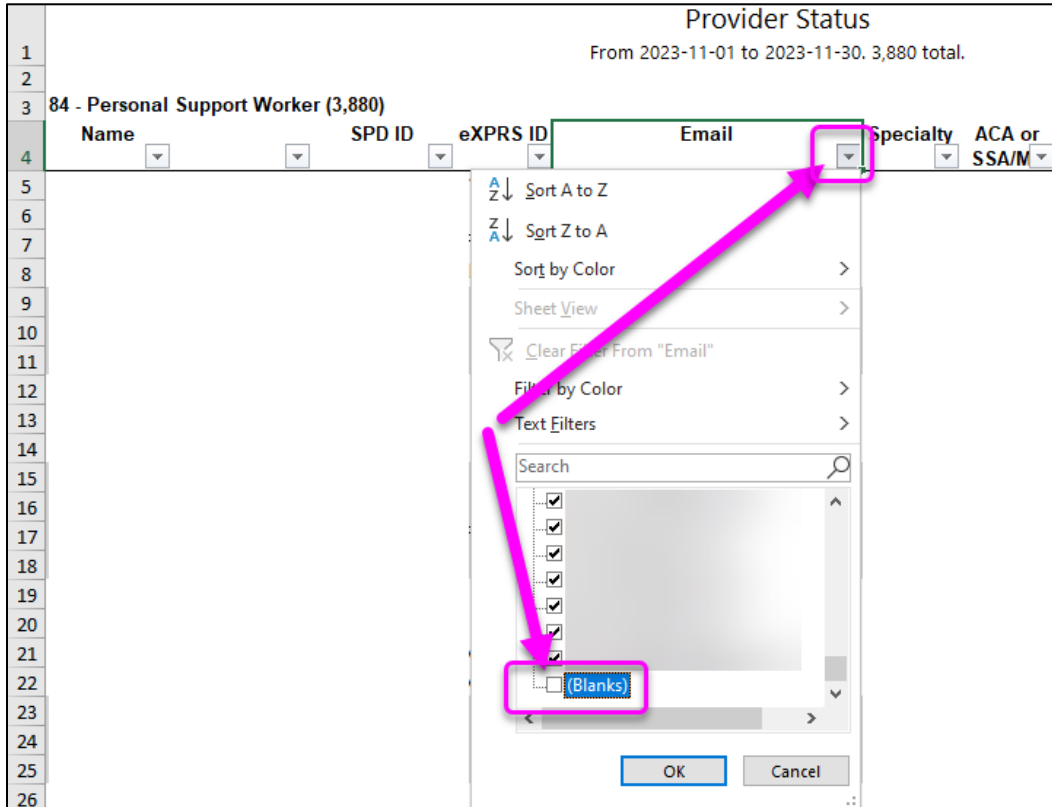
5) Export the report to your desired format for use.

The screenshot shows the Oregon Department of Human Services eXPRS system. The main report is titled "Provider Status" and covers the period from 2023-11-01 to 2023-11-30, with a total of 148 providers. The report is displayed as a table with columns for eXPRS ID, Email, Specialty, ACA or SSA/MF, CHC, PEA, Credential, and User Login. An "Export" dropdown menu is open, showing options for Microsoft Excel (.xlsx), PDF (.pdf), Accessible PDF (.pdf), Comma Separated Values (.csv), Microsoft PowerPoint (.pptx), Microsoft Word (.docx), Web Archive (.mhtml), and XML (.xml).

eXPRS ID	Email	Specialty	ACA or SSA/MF	CHC	PEA	Credential	User Login
	...@outlook.com	803		12/31/2020	12/31/2020	12/31/2020	10/29/2019
			<b>Confirmation Date</b>	<b>Expiration Date</b>	<b>FMAS</b>		
			5/30/2017		PPL		
			9/1/2016	12/31/2016	TNT		
			10/25/2016	12/4/2020	PPL		
		803		3/31/2018	2/28/2019	3/31/2018	
		803		8/31/2017	5/31/2019	8/31/2017	2/28/2017
			<b>Confirmation Date</b>	<b>Expiration Date</b>	<b>FMAS</b>		
			10/25/2016		PPL		
			9/1/2016	12/31/2016	TNT		



- 3) Click the Email Filter Dropdown, scroll to the bottom of the list and uncheck the "Blanks" box.



- 4) All providers with email accounts associated to their record remain.

The screenshot shows the 'Provider Status' report for the period 'From 2023-11-01 to 2023-11-30, 3,880 total.' The report title is '84 - Personal Support Worker (3,880)'. The columns are 'Name', 'SPD ID', 'eXPRS ID', 'Email', and 'Specialty'. The 'Email' column is highlighted with a pink box. A list of providers is shown, with the 'Email' column highlighted. The providers listed are:

Name	SPD ID	eXPRS ID	Email	Specialty
AB			NE@GMAIL.COM	803
Ab			7@gmail.com	803
Ab			16@comcast.net	803
Ab			0@gmail.com	803
Ab			d@gmail.com	803
Ab			i7@gmail.com	803

## Appendix B: Search Field Definitions

- **Start Date:** A field allowing a user to enter a start date as the criteria for the report. This field is not currently operational.
- **End Date:** A required field that defaults to the last date of the current month. This is the date the system will use to determine if the provider records are **Valid** or **Invalid**. For example, if 01/31/2023 is entered, the report will return any provider records on your CME's provider panel that have no "**Approved to Work**" status as of that date, or their "**Approved to Work**" has expired or will expire by that date.
- **eXPRS ID:** A required field. Users can enter their CME's Organization ID (or use the binoculars to search for it). When entered, eXPRS will return a full list of the providers on the CME's Provider Panel that meets the remaining search criteria.
- **Provider Type and Specialty:** Allows the user to select a specific type of Provider Type and Specialty, limiting the results to only those types of providers.
- **Show Valid:** When checked, the results will include all non-expiring records in the results, and the report will return with data in 2 sections: **Invalid** and **Valid** records.
- **Show Organizations and/or Contacts:** Checkbox indicating whether to show additional information on the report. This functionality is not currently operational.
- **Format:** Dropdown containing options that the report can be exported to. Regardless of selection made, the report will load in HTML first, and then export to the selected status.