

## How to Find and View Agency Provider Records in eXPRS

As a CDDP or Brokerage who works with individuals who utilize agency providers for their in-home or community services, you will likely need to search the SPD provider database to find the Agency provider's service location record and add that record to the CDDP or Brokerage Provider Panel before services can be authorized using that agency provider.

Agency providers often have multiple records associated with their organization – an overall Agency (parent) record for the entire Agency organization and specific service location (child) records. CDDPs and Brokerages will need to select/add the correct provider record(s) to their panel for the specific service the provider will be utilized to provide. In most cases, it is these specific service location (child) provider records that will need to be added to your provider panel list.

One of the following user roles is needed for a user to VIEW agency provider records using eXPRS:

- Local Auth or Brokerage Provider Viewer
- Local Auth or Brokerage Provider Panel Manager

### To search and view Agency provider record using eXPRS:

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="Benton 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 left-hand yellow navigational menu, select **PROVIDER** → **VIEW PROVIDER** to take you to the **Find Provider** page.

The screenshot shows a left-hand navigation menu with the following items: Client, Provider, Contracts, Plan Of Care, Claims, Reports, Financial, and Maintenance. The 'Provider' item is highlighted in yellow, and a red oval is drawn around the 'View Provider' sub-item. To the right of the menu, there is a search area with a 'Find' button and a dropdown menu for 'Type' set to 'All Notification Types'. Below the search area, the text 'No matching notifications were' is visible.

- Now in the **Find Provider** page, enter the Agency's name in the **Last/Business/Tax Name** field, and click **FIND**.

→ **PRO TIP:** Using an asterisk (\*) as the first character then the name, the system will search for records where that name following the asterisk appears anywhere in the record name.

**For example:** If you search by just entering "community", then the system will only search records with names that **start** with the word "community". If you search by entering "\*community", then the system will search for records that contain the word "community" anywhere in the record name, not just starting.

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

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Express Payment & Reporting System

Client Find Provider

Provider  
Contracts  
Prior Authorization  
Plan Of Care  
Claims  
CM/PA TCM Billing  
Liabilities  
Reports  
Financial  
Maintenance  
Interfaces  
Administration

The agency's name goes here. Using an asterisk \* as the first character will search for more options.

Criteria must be entered. Prefix Last Name with \* to search for partials.

Word Type: All except contacts  eXPRS Only  Include Inactive

Provider ID:

Provider ID:   Include Service Locations

Last/Business/Tax Name: \*community

Last  Business  Tax  Soundex

First Name:

D.O.B.:

Tax ID Number:

Social Security Number:

Provider Type & Specialty: type to filter dropdown  
Select...

Verification Status: Select...

Max Displayed: 25

Find Reset

Click FIND to search

Oregon Department of Human Services  
Express Payment and Reporting System (eXPRS) v2-0-1-253  
500 Summer St. NE  
Salem, OR 97301

For assistance contact the DHS Service Desk  
Phone: (503) 945-5623  
TTY: (503) 947-5330  
Email: dhs.servicedesk@state.or.us

4. From the results list returned, select the agency's provider record **for the service** you need. This can be tricky, as agency providers will often have multiple provider records. You will want to select the correct agency provider record for **the type of service** the agency is providing for your clients.

**For example:**

- Provider records for employment services will have **SE54** and a **county** service area as part of that provider service record's name.
- Provider records to be used for in-home services (if provided by an agency's Supported Living program) will have **SE51** and a **county** service area as part of that provider service record's name.
- Provider records for transportation services by a DD Provider will have **SE53 TRFFS** and a **county** service area as part of that provider service record's name.

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Express Payment & Reporting System

Client Find Provider

Provider At least one search criteria must be entered. Prefix Last Name with \* to search for partials.

Contracts

Prior Authorization Record Type: All except contacts  eXPRS Only  Include Inactive

Plan Of Care SPD Provider ID:

Claims eXPRS Provider ID:   Include Service Locations

CM/PA TCM Billing Last/Business/Tax Name: \*community

Liabilities  Last  Business  Tax  Soundex

Reports First Name:

Financial D.O.B.:

Maintenance Tax ID Number:

Interfaces Number:

Administration Specialty: type to filter dropdown

Status: Select...

Days: 25

Find Reset

Export options: CSV | Excel | PDF | RTF

eXPRS Type	Prov ID	Prov ID	FSSN	Display Name	Prov Type & Specialty	Verification	Beds	Program Start	Program End	Program Status
EXL	154067	099416	93-0903773	CATHOLIC COMMUNITY SERVICES SE54 Linn		OMAP Number Issued		6/6/2003	12/31/9999	A
EXL	19276	099418	93-0903773	CATHOLIC COMMUNITY SERVICES SE54 Marion		OMAP Number Issued		7/1/2003	12/31/9999	A
EXL	19432	099420	93-0903773	CATHOLIC COMMUNITY SERVICES SE54 Polk		OMAP Number Issued		7/1/2003	12/31/9999	A
EXL	186556	099482	93-1146666	COMMUNITY ACCESS SERVICES II INC SE54 Clackamas		OMAP Number Issued		7/1/2003	12/31/9999	A

In the results list, be sure to select the correct provider record for the **SERVICE** you are wanting them to provide.

For example, click on the name to select this record for employment services provided in the Linn County area by this provider.

- You can also search for a provider's service record by adding the corresponding provider type/specialty number of the service you are searching provider records for, to help filter your search list further.

**For example:** With the agency name added in the **Last/Business/Tax Name** field, just add the corresponding provider type/specialty number in the **Provider Type & Specialty** field, highlight the appropriate option you need from the dropdown and click **FIND**. This will help further filter the results list.

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

Home My Account Change Password Help Log Out

Express Payment & Reporting System Logged in as test - All my Organizations and Program Areas

**Find Provider**

At least one search criteria must be entered. Prefix Last Name with \* to search for partials.

All except contacts   
 eXPRS Only   
 Include Inactive

Include Service Locations

**Last/Business/Tax Name:** \*community  
 Last     Business

**First Name:** \_\_\_\_\_  
**D.O.B.:** \_\_\_\_\_  
**Tax ID Number:** \_\_\_\_\_  
**Social Security Number:** \_\_\_\_\_

**Provider Type & Specialty:**

87-732  
**DD Employment & Inclusion**  
87-732 DD Facility Based Employment

**Verification Status:** Select...  
**Max Displayed:** 25

Click **FIND** to search       

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**Common agency provider types/specialties that will likely be used for in-home or community services for Plan of Care are listed below.**

This is not an exhaustive list.

<b>Provider Type/Specialty Number</b>	<b>Common Service Type Name</b>
87-732	DD Employment – Facility based services
87-733	DD Employment – Non-Facility based Crew/Enclave services
87-735	DD Employment – Supported Employment
87-738	DD Employment – Community Inclusion services
89-835	DD Supported Living – residential services
93-710	DD Agency Behavior Consultant <i>(new)</i>
93-711	DD Agency Social-Sexual Behavior Consultant <i>(new)</i>
93-942	DD Brokerage Certified Service Agency Provider Org
72-716	Non-Medical Transportation – Common Carrier
72-717	DD Non-Medical Transportation – DD Provider Agency/Org
70-837	Adult FC – Respite Services <i>(new)</i>
71-837	Child FC – Respite Services <i>(new)</i>
78-725	DD Service – APD Adult Day Service Provider <i>(new)</i>
78-850	DD Service – APD Specialized Living Services Provider <i>(new)</i>
78-930	DD Service – APD In-Home Care Agency Provider <i>(new)</i>