How to Run a Client Enrollment Report

As a provider of DD client services authorized and paid via the eXPRS system, you will want to track your list of clients 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. Login to eXPRS. You must have Provider Claims or Provider CPA Coordinator permissions to access this report.

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

3. In the report criteria window, enter the criteria needed to pull the report information you want.
   - The date range defaults to the current biennium, 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), you can run the report by the type of service, or for your entire provider agency.
   - You can also select the format you wish the report to be returned to you.
     - ► HTML
     - ► Excel
     - ► PDF
     - ► Word/RTF

4. With the search criteria entered, click ***SUBMIT.*** The system will then bring back a report that matches the criteria you selected in #3, listing the clients in your program.

5. You can save the report electronically or print the report, as you wish.