

How to Run the Employer Relationships Report

CDDPs/Brokerages/CIIS

(updated 4/25/2017)

eXPRS has a report for CME staff to show which PSWs listed on their specific program's POC provider panel have an employment relationship association for the individuals they serve. This **employment relationship association**, or **ER**, was previously referred to as the "EOR" relationship link. The employment relationship association is shown in eXPRS when confirmation is received from the FMAS payroll vendor that the payroll enrollment packets **for both** the Employer and their PSW(s) has been fully completed.

POC Service Prior Authorizations (SPAs), Service Delivered (SD) billing entries and claims for PSWs cannot be successfully submitted/processed in eXPRS until this employment relationship association is confirmed complete.

The **Employer Relationship** report will show, for the PSW providers on a CME's POC provider panel, the individual(s) for whom the PSW has a confirmed employment relationship association.

Users must have one of the following roles to access this report:

- **Local Auth Provider Panel Viewer or Manager** (for CDDPs)
- **Brokerage Provider Panel Viewer or Manager** (for Brokerages)
- **State Kids Svcs Panel Viewer or Manager** (for CIIS Program)

To access the Client-Employer Relationships report:

1. Login to eXPRS. If users have more than one organization login option, they will need to be logged in as shown below:

- Local Authority (for CDDPs)

Login

Password accepted. Choose your organization and/or program area for this session.

You are in the User Acceptance environment

Login Name:	<input type="text" value="userID"/>
Password:	<input type="password" value="....."/>
Organization/Program Area:	<div style="border: 1px solid gray; padding: 2px; display: inline-block; background-color: #ffff00;"> <CDDP> (Local Authority) </div> <input type="button" value="v"/>

[Forgot your password?](#)

- Contractor (for Brokerages)

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: <Brokerage Name> Brokerage (Contractor)

[Forgot your password?](#)

- State Kids (State) (for CIIS Program)

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: State kids (State)

[Forgot your password?](#)

2. From the yellow left-hand navigational menu, click on **Provider** → **Reports** → **Employer Relationships**.

Client ▶ Home

Provider ▶ View Provider

Contracts ▶ Relate Providers

Prior Authorization ▶ Provider Panel

Plan Of Care ▶ **Reports** ▶ CHC and PEA Expiring

Claims ▶ Employer Relationships

CM/PA TCM Billing ▶ Provider Status

Liabilities ▶

Reports ▶

No matching notifications were fo

- Once in the **Employer Relationships** search page, CDDP and Brokerage staff can simply click **SUBMIT** to run the report and return PSW providers from their agency POC panel. Through the user login association, eXPRS already knows which CDDP or Brokerage the user is associated.

→ **CIIS Staff - must run this report using their eXPRS Organization**
Provider ID = 969036

- The report will return showing, for the CDDP, Brokerage for CIIS POC panel, the confirmed PSW employment relationship associations for the individual(s) they serve. (** font colors in graphic below are used to illustrate layout of data*).

eXPRS ID	SPD ID	PSW Provider Name	Expires	FMAS
1**2 CME County				
Prime				
Individual Name				
9****8	7****2	PSW X Last, First		
	aaa000a	A Last, First	12/31/2016	TNT
	bbb111b	B Last, First	12/31/2016	INI
	aaa000a	A Last, First		PFL
	bbb111b	B Last, First		PPL
PSW Y Last, First				
1****1	7****2	PSW Y Last, First		
	ccc2222c	C Last, First	3/31/2016	FPL
	ccc2222c	C Last, First	12/31/2016	TNT
1****1	7****2		12/31/2016	TNT
				TNT

→ **Expires** = the last date of service (or date worked for the PSW) the ER listed covers. If the Expires column is blank, that means the ER is valid and ongoing (has not expired).

➔ If a **PSW/Individual** combination is not listed on the CME's corresponding report, then no ER association has yet been confirmed for that PSW/Individual from the corresponding FMAS vendor.

5. When a PSW/Individual employer relationship association is confirmed and eXPRS has received that data back from the FMAS vendor, it will show on the report.

eXPRS receives updated employer relationship association data from the FMAS vendor each business day.

CDDP and Brokerage users may wish to run the report periodically to view updated ER information.