

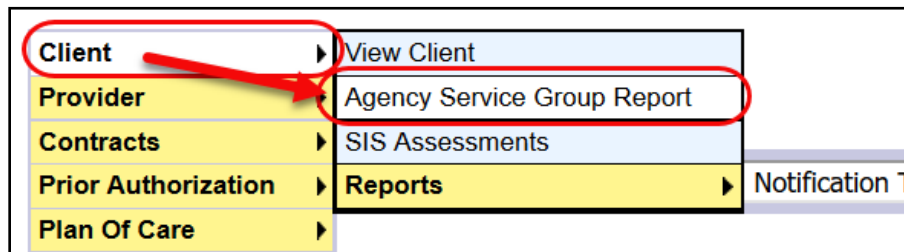
Viewing an Individual's Service Group

Agency Providers can view Service Group Information in eXPRS. Detailed information on Service Groups can be found on the ODDS website for Service Groups.

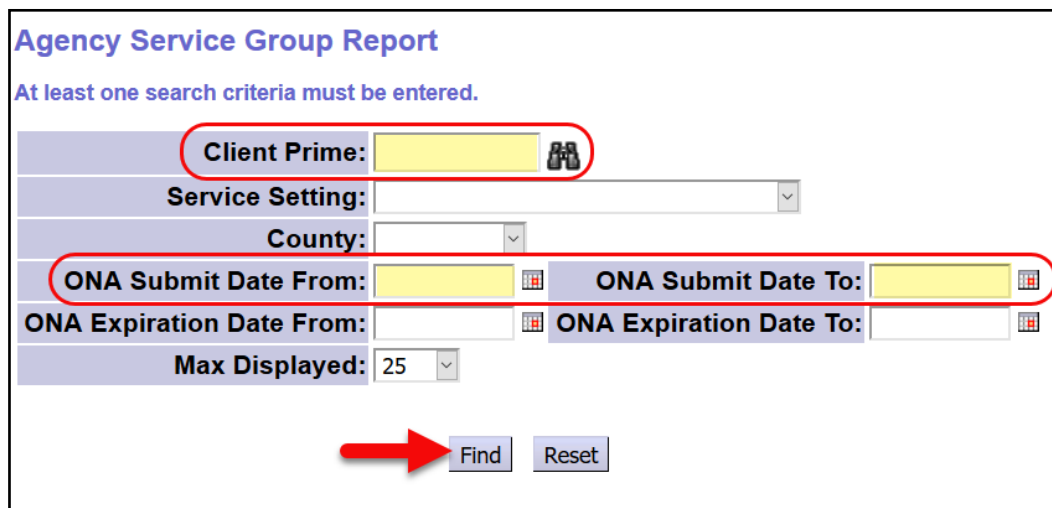
Agency Providers will need the **Provider Agency Claims Manager** to view this information.

Viewing Service Group Information


1. Log in to eXPRS and select **Client > Agency Service Group Report**.



2. Enter Search criteria and select **Find**.







Agency Service Group Report
At least one search criteria must be entered.

Client Prime: 

Service Setting:

County:

ONA Submit Date From:  ONA Submit Date To: 

ONA Expiration Date From:  ONA Expiration Date To: 

Max Displayed: 25

TIP: Using the **Client Prime** field limits the results to one individual. Or you can enter a date range in the **ONA Submit Date From** and the **ONA Submit Date To** fields to return a list of individuals receiving services from your Agency.

3. From the results list, service group information will be display in the far-right column.

ID	Status	Prime	Client Name	County	Service Setting	ONA Submit Date	ONA Expiration Date	Service Group
1*****-3	Approved	xyz000a	BOATMAN, FISHER	Washington	Children's In-Home Services (SE151)	6/29/2021	6/30/2022	5 - High to Very High
1*****-2	Approved	xyz000a	BOATMAN, FISHER	Multnomah	Children's In-Home Services (SE151)	10/13/2020	6/28/2021	5 - High to Very High
1*****-1	Approved	xyz000a	BOATMAN, FISHER	Multnomah	Children's In-Home Services (SE151)	10/25/2019	10/12/2020	5 - High to Very High
1*****	Approved	xyz000a	BOATMAN, FISHER	Washington	Children's In-Home Services (SE151)	6/12/2019	10/24/2019	5 - High to Very High

4. The result list can be exported using the options found at the top of the results list.

Agency Service Group Report

At least one search criteria must be entered.

Client Prime: xyz0000a

Service Setting: [dropdown]

County: [dropdown]

ONA Submit Date From: [calendar] ONA Submit Date To: [calendar]

ONA Expiration Date From: [calendar] ONA Expiration Date To: [calendar]

Max Displayed: 25

Find Reset

Export options: CSV | Excel | PDF | RTF

ID	Status	Prime	Client Name	County	Service Setting	ONA Submit Date	ONA Expiration Date	Service Group
1*****-3	Approved	xyz000a	BOATMAN, FISHER	Washington	Children's In-Home Services (SE151)	6/29/2021	6/30/2022	5 - High to Very High

Appendix A: Agency Service Group Report Results Criteria

1 ID	2 Status	3 Prime	4 Client Name	5 County	6 Service Setting	7 ONA Submit Date	8 ONA Expiration Date	9 Service Group
1*****-3	Approved	xyz000a	BOATMAN, FISHER	Washington	Children's In-Home Services (SE151)	6/29/2021	6/30/2022	5 - High to Very High
1*****-2	Approved	xyz000a	BOATMAN, FISHER	Multnomah	Children's In-Home Services (SE151)	10/13/2020	6/28/2021	5 - High to Very High
1*****-1	Approved	xyz000a	BOATMAN, FISHER	Multnomah	Children's In-Home Services (SE151)	10/25/2019	10/12/2020	5 - High to Very High
1*****	Approved	xyz000a	BOATMAN, FISHER	Washington	Children's In-Home Services (SE151)	6/12/2019	10/24/2019	5 - High to Very High

- ID:** The ID number assigned to the assessment by eXPRS.
- Status:** Status of the Oregon Needs Assessment
- Prime:** The individual's ODHS Prime Number
- Client Name:** The name of the individual being assessed
- County:** The individual's home county.
- Service Setting:** The individual's residential service setting at the time of the assessment.
- ONA Submit Date:** The date the assessment was submitted out of **draft** status.
- ONA Expiration Date:** The date the assessment expires.
- Service Group:** Service group category for the individual.