

# Running the Criminal History Check and Provider Enrollment Agreement (CHC and PEA) Expiring Report

The **CHC and PEA Expiring** report provides Case Management Entity Staff with information that is helpful for the credential and enrollment process for Providers. Per ODDS policy, an Individual Provider (such as a Personal Support Worker) must renew their CHC and PEAA every 2 years in order to continue to provide services.

To access this report, users must have the **Provider Panel Manager** role.

## Running the CHC and PEA Expiring report:

1. Login to eXPRS under the option that allows you to work with provider records, and then select **Report > CHC and PEA Expiring**<sup>1</sup>.

<b>Plan Of Care</b>	▶	
<b>Claims</b>	▶	
<b>CM/PA TCM Billing</b>	▶	
<b>Liabilities</b>	▶	
<b>Reports</b>	▶	CHC and PEA Expiring
<b>Financial Maintenance</b>	▶	Client Enrollment
		Client Liability
		CPA Unclaimed Balance

<sup>1</sup> This report can be also be found under **Provider > Reports > CHC and PEA Expiring**.

2. Enter Search Criteria and select **Submit**. The report defaults with dates starting the first day of the month, 60 days from the current date. **Users can change these dates.**

**CHC and PEA Expiring Credentials Criteria**

CHC and PEA Expiring Credentials - Search by Type, Specialty, CM Provider and Dates. Default for date range is today through End-Of-Month, 2 months out. Any expiring in this date range will display.

\*  **Start Date:** 07/01/2026

\*  **End Date:** 12/31/2026

**CDDP/Brokerage Provider Panel:**

**Type:** CHC & PEA Credential

**Format:** HTML

3. The report will return all providers who have expiring credentials (CHC, PEAA, or both) that fall within the date range entered.

File Home View

Export

Oregon Department of Human Services  
**Express Payment & Reporting System (eXPRS)**  
CHC and PEA Expiring Credentials  
Expires 7/1/2026 - 12/31/2026

Provider	Prov Id	Type Spec	Current Date Range
BL/	84-800	CHC	9/6/2024-9/30/2026
	84-801		
	84-803		
Bul	84-803	PEA	10/23/2021-10/31/2026
He	84-800	CHC	8/30/2024-8/31/2026
	84-801		
	84-803		
Ne	84-800	CHC	12/31/2024-12/31/2026
	84-803		
Ret	84-800	CHC	12/10/2024-12/31/2026
	84-803		
Sch	84-801	CHC	12/24/2024-12/31/2026
	84-803		

Reports Provider Type/Specialty: 74-712, 74-734, 75-751, 83-710, 83-711, 84-800, 84-801, 84-803  
Report Date: 5/13/2026 9:03:55 AM

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These are the providers that will need to have their credentials renewed, in order to continue to be "Approved to Work" beyond the end date shown.

## Appendix A: Search Criteria Definitions

- **Start Date:** The first date the provider's expiration date will fall within.
- **End Date:** The last date the provider's expiration date will fall within.
- **CDDP/Brokerage Provider Panel:** The eXPRS ID number for the Case Management Entity's Provider Panel you want the report to search.
- **Type:** Dropdown allowing users to filter which type of expiration they wish to view.
- **Format:** Allows the user to select how they would like the report to generate. The report will always generate in HTML, regardless of the option selected. If an option other than HTML is selected, the user's browser will begin downloading the report in that format after the report is run.