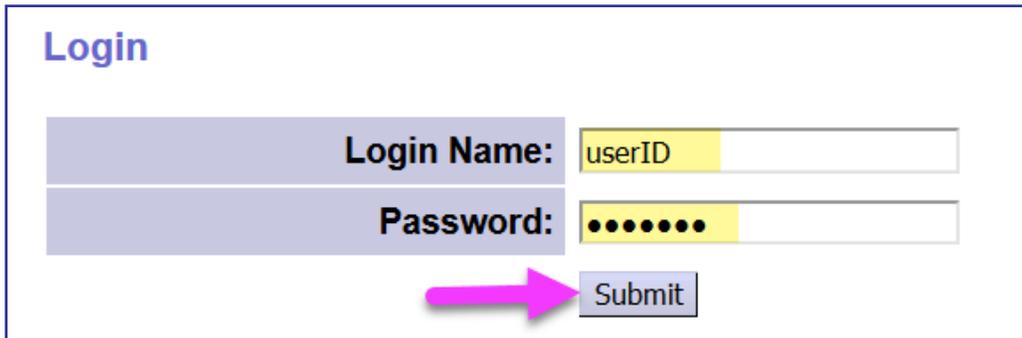# Running a Client Enrollment Report

(updated 1/2/2026)

As a provider of I/DD services authorized and paid via the eXPRS system, you will want to track your list of individuals who are authorized to receive your services, or your "client enrollment". You can do this by accessing the **Client Enrollment** report in eXPRS.
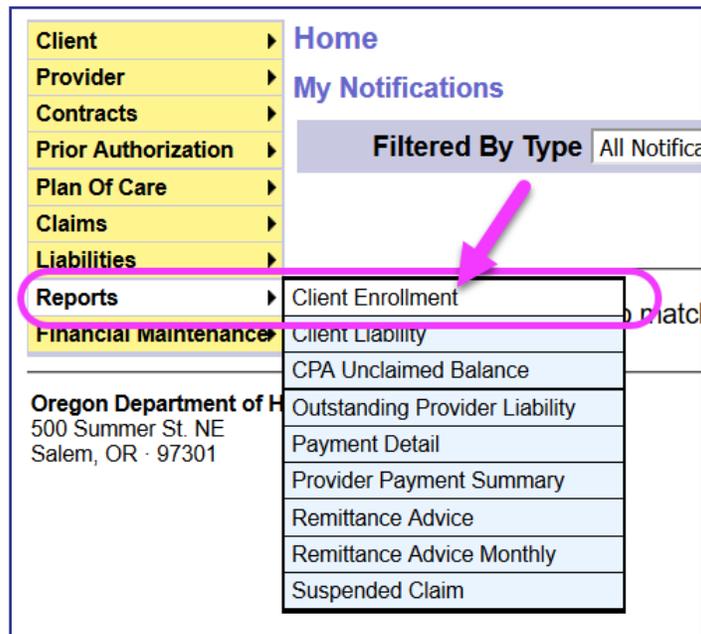
## To access the Client Enrollment report:

1.  Log in to eXPRS.

2.  From the left-hand navigation menu, click on **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.



- Red asterisk (**\***) notes a required data field to search.
- The date range defaults to the current month, 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), use the **Service Element** or **Procedure Code** dropdowns to run the report by a specific service, if you wish.
- With the search criteria entered, click **Submit.**

4. The system will then return a report listing the individuals enrolled in your program that match the criteria you selected in #3.

5. You can use the options from the report toolbar to save the report electronically (**Export**) or print the report (**Print now**), as you wish.