

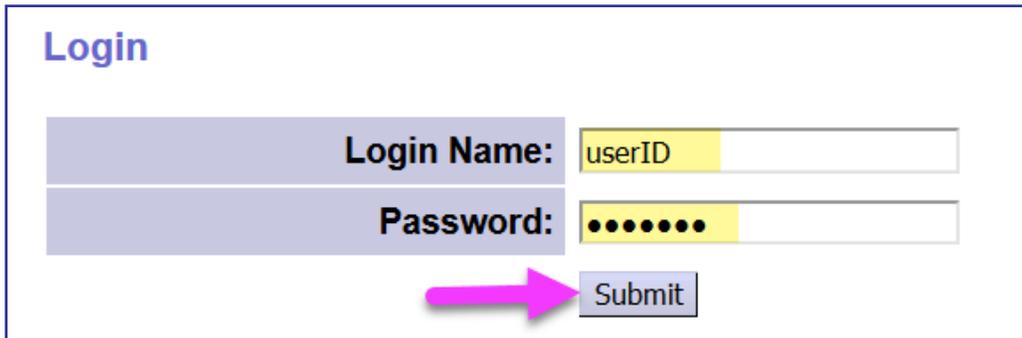
Running a Client Enrollment Report

(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.

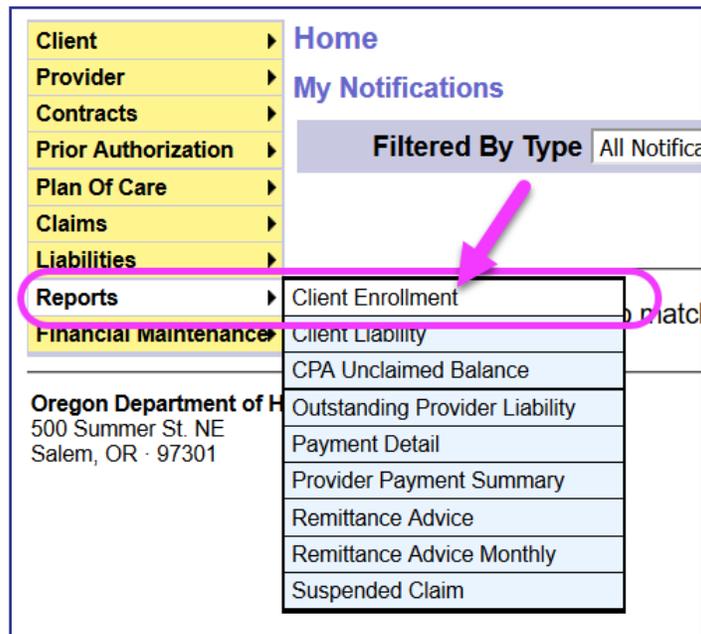
To access the Client Enrollment report:

1. Log in to eXPRS.



The screenshot shows the login interface. It has a title "Login" in blue. Below it are two input fields: "Login Name:" with the text "userID" and "Password:" with seven dots. A pink arrow points to a "Submit" button located below the password field.

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



The screenshot shows the left-hand navigation menu. The "Reports" item is highlighted with a pink circle and a pink arrow pointing to the "Client Enrollment" option in the dropdown menu. Other options in the dropdown include Client Liability, CPA Unclaimed Balance, Outstanding Provider Liability, Payment Detail, Provider Payment Summary, Remittance Advice, Remittance Advice Monthly, and Suspended Claim. The "Home" and "My Notifications" options are also visible in the main menu.

- In the report criteria window, enter the criteria needed to pull the report information you want.

Client Enrollment Report Criteria

Either DHS Contract Num, Provider ID or Service Element is required.

| | | | |
|---|------------------------------|------------|--|
| * | Start Date: | 10/01/2021 | |
| * | End Date: | 10/31/2021 | |
| * | DHS Contract Num: | | |
| | Provider ID: | 1****4 | |
| | Service Element: | | |
| | Procedure Code: | | |
| | Svc Modifier Cd: | | |
| | Authorization Status: | | |
| | Format: | HTML | |

➔
Submit
Close

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

File View Export << 1 of 2 >> Print now

Oregon Department of Human Services
Express Payment & Reporting System (eXPRS)

Client Enrollment
From 10/1/2021 to 10/31/2021

| Client | Gender | DOB | Provider | SE | Proc Code | Svc Mod Cd | Rate | Effective Date | End Date | Auth Status |
|------------------------------------|--------|----------------------------|----------------------------|----|-----------|------------|-------------|----------------|-----------|-------------|
| DHS Contract Number: 1****6 | | Oregon County | | | | | | | | |
| Provider: 1****4 | | Agency Provider Inc | | | | | | | | |
| PRIME LAST, FIRST | M | DOB | 1****4 AGENCY PROVIDER INC | 50 | ORAGH | All | \$14,187.55 | 7/1/2021 | 6/30/2023 | Accepted |
| PRIME LAST, FIRST | F | DOB | 1****4 AGENCY PROVIDER INC | 50 | ORAGH | All | \$7,429.24 | 7/1/2021 | 6/30/2023 | Accepted |
| PRIME LAST, FIRST | M | DOB | 1****4 AGENCY PROVIDER INC | 50 | ORAGH | All | \$6,444.78 | 7/1/2021 | 6/30/2023 | Accepted |
| PRIME LAST, FIRST | F | DOB | 1****4 AGENCY PROVIDER INC | 50 | ORAGH | All | \$6,444.78 | 7/1/2021 | 6/30/2023 | Accepted |
| PRIME LAST, FIRST | M | DOB | 1****4 AGENCY PROVIDER INC | 50 | ORAGH | All | \$12,098.63 | 8/18/2021 | 6/30/2023 | Accepted |
| PRIME LAST, FIRST | M | DOB | 1****4 AGENCY PROVIDER INC | 50 | ORAGH | All | \$7,429.24 | 7/1/2021 | 6/30/2023 | Accepted |

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.

