

## How to Find and View Agency Provider Records




Case Management Entity (CME) staff may need to search eXPRS to find Agency provider records, such as when reviewing provider credentials or adding a service location record to their Provider Panel. Agency providers may have an overall Agency record for the entire organization (a.k.a. the parent record) and Service Location records (a.k.a. the child records). CME staff need to be able to search for and find the correct provider record for their work.

A CME user will need one of the following roles to view agency provider records:

- **Local Auth or Brokerage Provider Viewer**
- **Local Auth or Brokerage Provider Panel Manager**

### How to Find and View Agency Provider Records:

1) Login to eXPRS. If users have multiple login options, use the Local Authority (for CDDPs), Contractor (for Brokerage), or State for (State Kids)

<p><b>Login Name:</b> <input type="text" value="userID"/></p> <p><b>Password:</b> <input type="password" value="....."/></p> <p><b>Organization/Program Area:</b> <input type="text" value="County (Local Authority)"/> </p> <p><a href="#">Forgot your password?</a> <input type="button" value="Submit"/></p>
<p><b>Login Name:</b> <input type="text" value="userID"/></p> <p><b>Password:</b> <input type="password" value="....."/></p> <p><b>Organization/Program Area:</b> <input type="text" value="Brokerage (Contractor)"/> </p> <p><a href="#">Forgot your password?</a> <input type="button" value="Submit"/></p>
<p><b>Login Name:</b> <input type="text" value="userID"/></p> <p><b>Password:</b> <input type="password" value="....."/></p> <p><b>Organization/Program Area:</b> <input type="text" value="State Kids (State)"/> </p> <p><input type="button" value="Submit"/></p>

2) Select **Provider > View Provider**

<b>Client</b>	▶	<b>Home</b>
<b>Provider</b>	▶	View Provider
<b>Contracts</b>	▶	Relate Providers
<b>Prior Authorization</b>	▶	Provider Panel
<b>Plan Of Care</b>	▶	<b>Reports</b> ▶

3) On the **Find Provider** page, enter search criteria (e.g. Names/IDs etc.) and select **Find**.

**Find Provider**

At least one search criteria must be entered. Prefix Last Name with \* to search for partials.

<b>Record Type:</b>	All except contacts	<input checked="" type="checkbox"/> eXPRS Only	<input type="checkbox"/> Include Inactive
<b>SPD Provider ID:</b>	<input type="text"/>		
<b>eXPRS Provider ID:</b>	<input type="text"/>	<input type="checkbox"/> Include Service Locations	
<b>Last/Business/Tax Name:</b>	*Community	<input checked="" type="checkbox"/> Last	<input checked="" type="checkbox"/> Business <input type="checkbox"/> Tax <input type="checkbox"/> Soundex
<b>First Name:</b>	<input type="text"/>		
<b>D.O.B.:</b>	<input type="text"/>		
<b>Provider Type &amp; Specialty:</b>	type to filter dropdown		
<b>Verification Status:</b>	Select...		
<b>Email Address:</b>	<input type="text"/>		
<b>Phone:</b>	<input type="text"/>		
<b>Max Displayed:</b>	25		

**TIP:** Use an asterisk (\*) as the first character in the **Last/Business/Tax Name** field to search for records where the name following the asterisk appears anywhere in the name. For example, searching by “community” will only return records with names that start with the word “community”. However, searching by “\*community”, will return records that contain the word “community” anywhere in the record name.

- 4) Select the **Display Name** hyperlink to open the agency provider record. Remember that an agency provider may have multiple provider records, so be sure to select correct record.

Type	eXPRS Prov ID	SPD Prov ID	Display Name	Prov Type & Specialty	Verification	Beds	Program Start	Program End	Program Status	Primary Email	Secondary Email	Phone Number
Service Location			<a href="#">Work EMP SE54 ALL</a>	DD Employment & Inclusion - DD Community Inclusion Services	OMAP Number Issued		7/1/2020	12/31/9999	A			(503) 641-5820
Service Location			<a href="#">Employment SE56</a>	DD Allotment - DD Rent Subsidy	OMAP Number Issued		6/1/2021	12/31/9999	A			(503) 641-5820

**TIP:** Use the **Provider Type & Specialty** field to search by a specific Provider Type & Specialty. For example, enter a name in the **Last/Business/Tax Name** field and then add a Provider Type & Specialty by highlighting the appropriate option from the dropdown. The results list will only include providers that match the those two criteria.

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

Home My Account Change Password Help Customer Service Log Out

Express Payment & Reporting System cddpdemo1 - Oregon County B (Local Authority)

**Client** Find Provider

**Provider** At least one search criteria must be entered. Prefix Last Name with \* to search for partials.

**Contracts**

**Prior Authorization**

**Plan Of Care**

**Claims**

**CM/PA TCM Billing**

**Liabilities**

**Reports**

**Financial Maintenance**

**Record Type:** All except contacts

eXPRS Only  Include Inactive

**SPD Provider ID:**

**eXPRS Provider ID:**   Include Service Locations

**Last/Business/Tax Name:**

Last  Business  Tax  Soundex

**First Name:** Community

**D.O.B.:**

**Provider Type & Specialty:** 87-732  
Select...  
DD Employment & Inclusion  
**87-732 DD Facility Based Employment**

**Verification Status:** Select...

**Email Address:**

**Phone:**

**Max Displayed:** 25

Appendix A: Common Provider Types & Specialties used for Plan of Care Services (not an exhaustive list)

<b>Provider Type/Specialty Number</b>	<b>Common Service Type Name</b>
87-732	DD Facility Based Employment
87-733	DD Non-Facility Employment Crew/Enclave
87-735	DD Supported Employment
87-738	DD Community Inclusion Services
89-819	DD Community Living Supports (CLS) - Employer Agency
89-821	DD Community Living Supports (CLS) - Standard Agency
89-835	Supported Living DD
89-825	Residential Care DD Adult GH
89-826	Residential Care DD Child GH
70-701	Foster Care – Adult DD
71-703	Foster Care – Child DCR
71-704	Foster Care – Child DCW
93-710	DD Agency Behavior Consultant
72-717	DD Non-Medical Transportation – DD Provider Agency/Org
70-837	Adult FC Respite/Relief Care Svcs
71-837	Child FC Respite/Relief Care Svcs
78-725	DD Service – APD Adult Day Service Provider
78-930	DD Service – APD In-Home Care Agency Provider
93-943	DD Comprehensive Service Agency