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Authorized Signature

Number: SPD-IM-11-015
Issue Date: 1/31/2011

Topic: Developmental Disabilities

Subject: How to find clients who will be turning 18 years old in eXPRS.

Applies to (check all that apply):

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| <input type="checkbox"/> All DHS employees | <input type="checkbox"/> County Mental Health Directors |
| <input type="checkbox"/> Area Agencies on Aging | <input type="checkbox"/> Health Services |
| <input type="checkbox"/> Children, Adults and Families | <input type="checkbox"/> Seniors and People with Disabilities |
| <input checked="" type="checkbox"/> County DD Program Managers | <input checked="" type="checkbox"/> Other (please specify): CDDP Service Coordinators; SPD DD Regional Coordinators; DDSCU staff; DDPTAU staff |

Message: There have been many questions received recently about how to quickly find clients who are due to turn 18 years old in the near future for adult DD Eligibility re-determination planning. CDDPs are able to find this information in eXPRS.

How to find clients who are due to turn 18 yrs old in eXPRS.

1. Log into eXPRS as your CDDP's Case Management Provider. You must have one or more of the following roles to access the report needed to do this: **CM/PA CPA Manager; CM/PA CPA Preparer; CM/PA Encounter Manager.**
2. From the yellow, left-hand menu go to: **Reports → CM/PA Enrollment report.** Run this report in Excel format; open and save as an Excel spreadsheet document.
3. Once you have this report open and saved as an Excel document:
 - a. Highlight all the rows of data, starting with the first name on the list, including all through the last name.
 - b. From the Excel menu bar click **DATA → SORT**
 - c. In the Sort details window, select the column for **Date of Birth**, either by that column header name (if listed as an option), or the Excel spreadsheet column number.
 - d. Click OK.
 - e. Now, with the spreadsheet sorted by Date of Birth, scroll down through the list

until you find the clients with dates of birth that will indicate they are soon to turn 18 yrs old (or any age you wish to find).

- i. **For example:** clients who will turn 18 yrs old in 2011 will have a birth date with the year 1993; clients who will turn 18 yrs old in the next 18 months will have birth dates ranging from 1/24/93 – 6/30/94; etc.

4. You now have a list of potential clients who will need adult DD Eligibility Re-determinations.
5. You can then look at each client's current DD Eligibility and Service Eligibility information by searching by that client's Prime number using **VIEW CLIENT** in eXPRS. Please see the information in "**How To View Client Information in eXPRS**" on the eXPRS Help Menu for assistance with this, if needed.

If you have any questions about this information, contact:

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