



User Enrollment Form (Local Authority)

User Name: (Last, First MI)	Phone:
Job Title:	Name of Organization:
Organization Address: (Street Address)	City, State Zip:
If you have an eXPRS login name, write it here:	E-mail Address:

User: eXPRS stores a short question and answer in each user account to use as a method of identifying an individual user if needed. Please provide a short **temporary** question and answer. You must change this information the first time you logon.

Temporary Question:	Temporary Answer:
----------------------------	--------------------------

INSTRUCTIONS: The authorizing manager must complete this form based on the employee's specific job duties. Check all that applies.

Add	Del	Role Name	Action Allowed and Information within eXPRS
<input type="checkbox"/>	<input type="checkbox"/>	Local Auth Claims Coordinator	<u>View:</u> <ul style="list-style-type: none"> • Claim • Client • Client Eligibility • Client Liability Account • Provider • Provider Liability Account • Rate • Waiver
<input type="checkbox"/>	<input type="checkbox"/>	Local Auth CPA Coordinator	<u>View:</u> <ul style="list-style-type: none"> • Client • Client Eligibility • Client Liability Account • Client Prior Auth • Contract • Provider • Provider Service Area • Provider Service Element • Provider Site

Add	Del	Role Name	Action Allowed and Information within eXPRS
			<ul style="list-style-type: none"> • Rate • Waiver
<input type="checkbox"/>	<input type="checkbox"/>	Local Auth CPA Manager	<p><u>View:</u></p> <ul style="list-style-type: none"> • Client Eligibility • Client Liability Account • Contract • Provider • Provider Service Area • Provider Service Element • Provider Site • Rate • Waiver <p><u>Create, View, Update:</u></p> <ul style="list-style-type: none"> • Client <p><u>Create, Delete, View, Submit, Update, Void, Withdraw:</u></p> <ul style="list-style-type: none"> • Client Prior Auth
<input type="checkbox"/>	<input type="checkbox"/>	Local Auth CPA Preparer	<p><u>View:</u></p> <ul style="list-style-type: none"> • Client • Client Eligibility • Client Liability Account • Provider • Provider Service Area • Provider Service Element • Provider Site • Rate • Waiver <p><u>Create, Delete, View, Update:</u></p> <ul style="list-style-type: none"> • Client Prior Auth <p><u>Create, View, Update:</u></p> <ul style="list-style-type: none"> • Client
<input type="checkbox"/>	<input type="checkbox"/>	Local Auth IGA Coordinator	<p><u>View:</u></p> <ul style="list-style-type: none"> • Budget Allocation Item • Budget Allocation Worksheet • Client • Contract • Program Area Limitation • Program Code • SEPA Approval Unit • SEPA Line Item • Service Element

Add	Del	Role Name	Action Allowed and Information within eXPRS
<input type="checkbox"/>	<input type="checkbox"/>	Local Auth IGA Manager	<p><u>View:</u></p> <ul style="list-style-type: none"> • Budget Allocation Item • Budget Allocation Worksheet • Client • Contract • Program Area Limitation • SEPA Line Item • Service Element • Program Code <p><u>Accept/Reject, View:</u></p> <ul style="list-style-type: none"> • SEPA Approval Unit
<input type="checkbox"/>	<input type="checkbox"/>	Local Auth PPA Coordinator	<p><u>View:</u></p> <ul style="list-style-type: none"> • Contract • Provider • Provider Liability Account • Provider Prior Auth • Provider Service Area • Provider Service Element • Provider Site • SEPA Approval Unit • SEPA Line Item
<input type="checkbox"/>	<input type="checkbox"/>	Local Auth PPA First Review	<p><u>View:</u></p> <ul style="list-style-type: none"> • Contract • Provider • Provider Liability Account • Provider Service Area • Provider Service Element • Provider Site • SEPA Approval Unit • SEPA Line Item <p><u>Create, Delete, First Review, View, Update, Void, Withdraw:</u></p> <ul style="list-style-type: none"> • Provider Prior Authorization (PPA)
<input type="checkbox"/>	<input type="checkbox"/>	Local Auth PPA Manager	<p><u>View:</u></p> <ul style="list-style-type: none"> • Contract • Provider • Provider Liability Account • Provider Service Area • Provider Service Element • Provider Site • SEPA Approval Unit • SEPA Line Item <p><u>Create, Update, Delete, Submit, View, Void, Withdraw:</u></p>

Add	Del	Role Name	Action Allowed and Information within eXPRS
			<ul style="list-style-type: none"> • Provider Prior Auth
<input type="checkbox"/>	<input type="checkbox"/>	Local Auth PPA Second Review	<p><u>View:</u></p> <ul style="list-style-type: none"> • Contract • Provider • Provider Liability Account • Provider Service Area • Provider Service Element • Provider Site • SEPA Approval Unit • SEPA Line Item <p><u>Second Review, View, Void, Withdraw:</u></p> <ul style="list-style-type: none"> • Provider Prior Auth

Signature		
Manager: (Print Name)	Phone Number: ()	Ext.:
Manager Title:	E-mail Address:	
Manager Signature:	Date: / /	

STATE SECURITY ADMINISTRATOR USE ONLY	
Name:	Date Completed: / /

Maintain form in local file for audit purposes.