LOCD End Dates Matched to Provider Enrollment

1. Log into the Tech LOCD List Page – LOCD Tech-CFE or LOCD Tech-NF
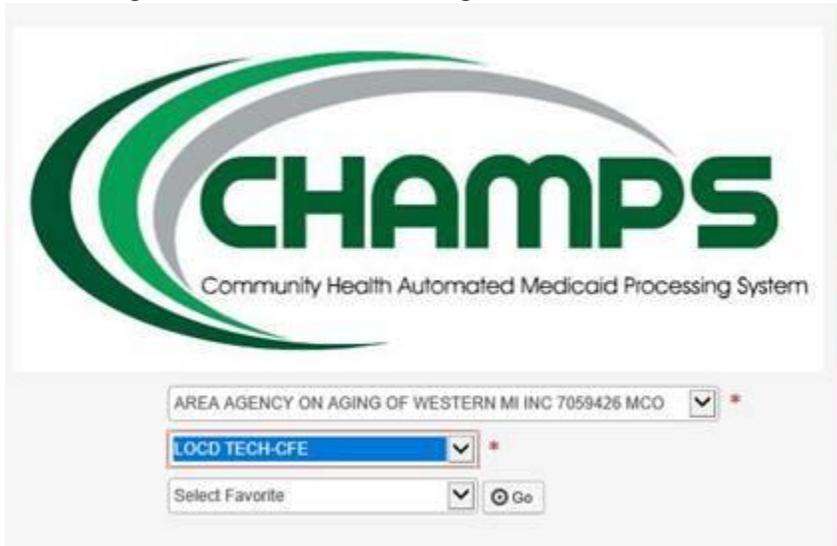
2. Go to the Member tab and select "Level of Care Determination"
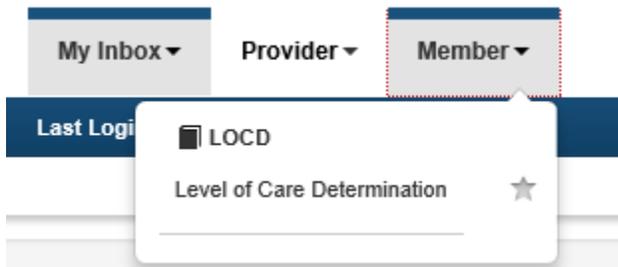
This will pull a full list of LOCDs matches when you have an enrollment end date greater than or equal to system date.

3. Click on the "Save to XLS" button on the near the bottom of the page

4. Next, click on the "Open" button
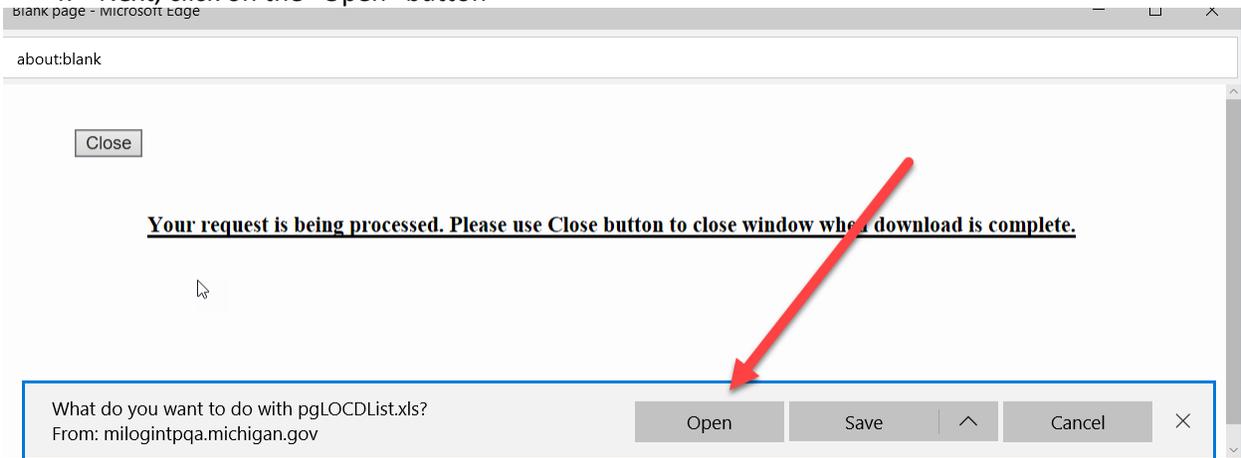
This loads the LOCDs in an Excel sheet

Next, put a Filter on the top row:

5. Click on the number 1 and select "Filter"
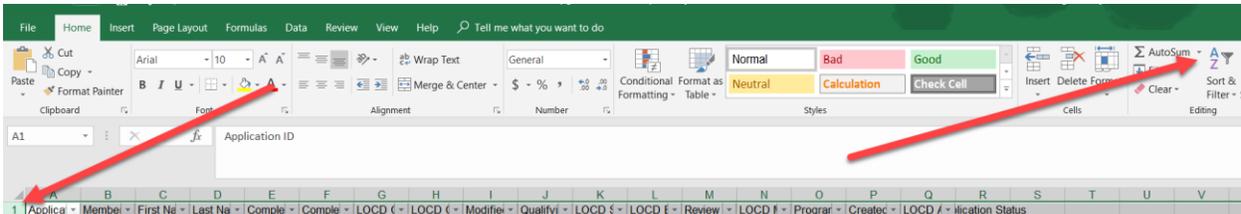
Note: some versions of Excel may look different.

Highlight column "L" with LOCD end date

On the Data Ribbon, click "Text to Column."
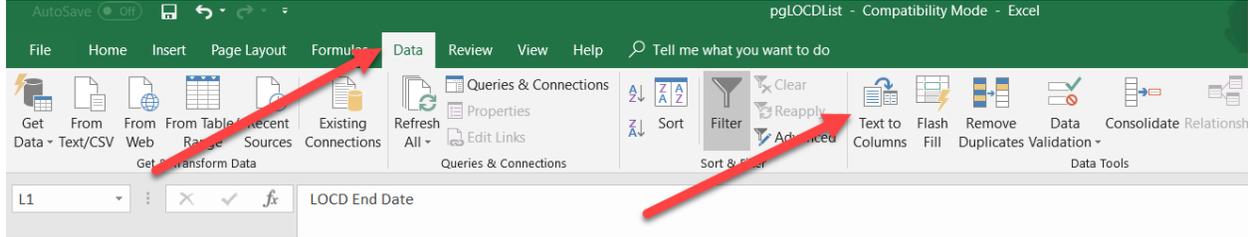
6. Make sure "Delimited" is selected and click "Next"
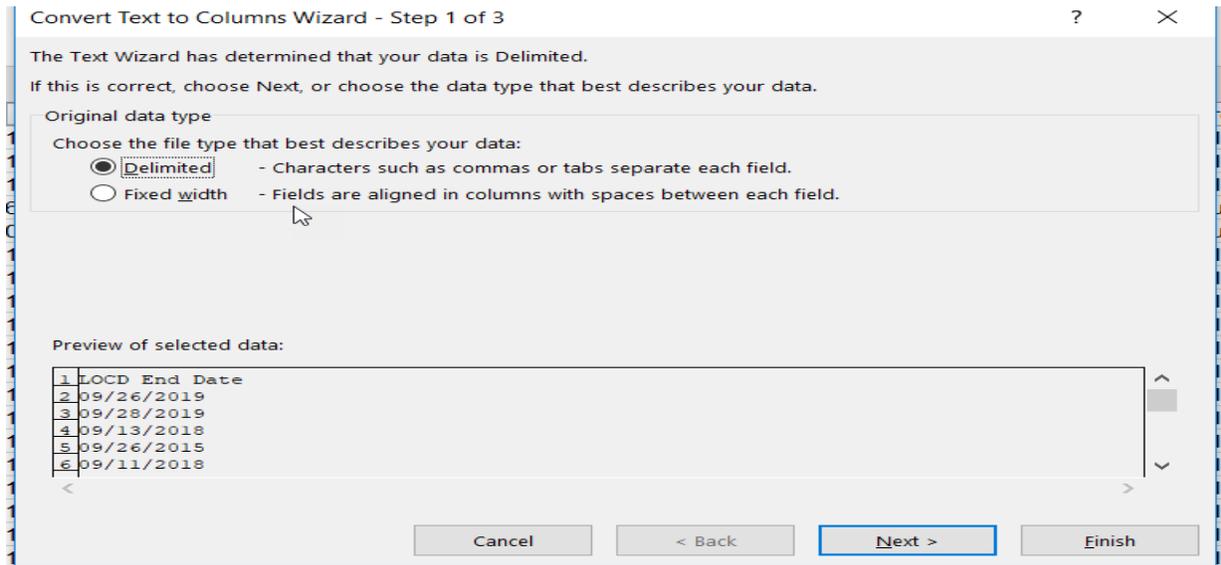
7. Make sure Tab is selected and click "Next"
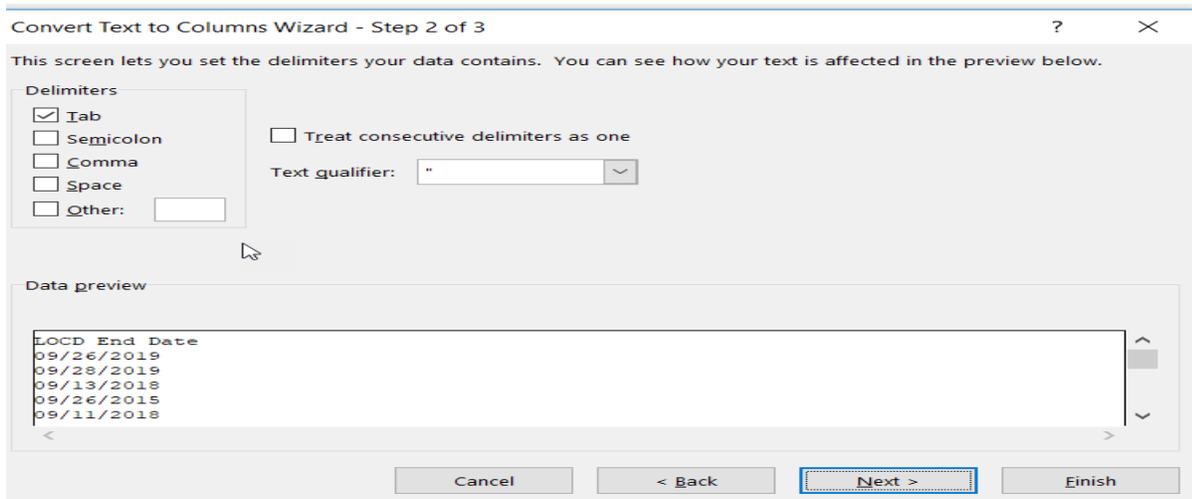
8. Change the selection to Date and use the format "MDY" then click "Finish"
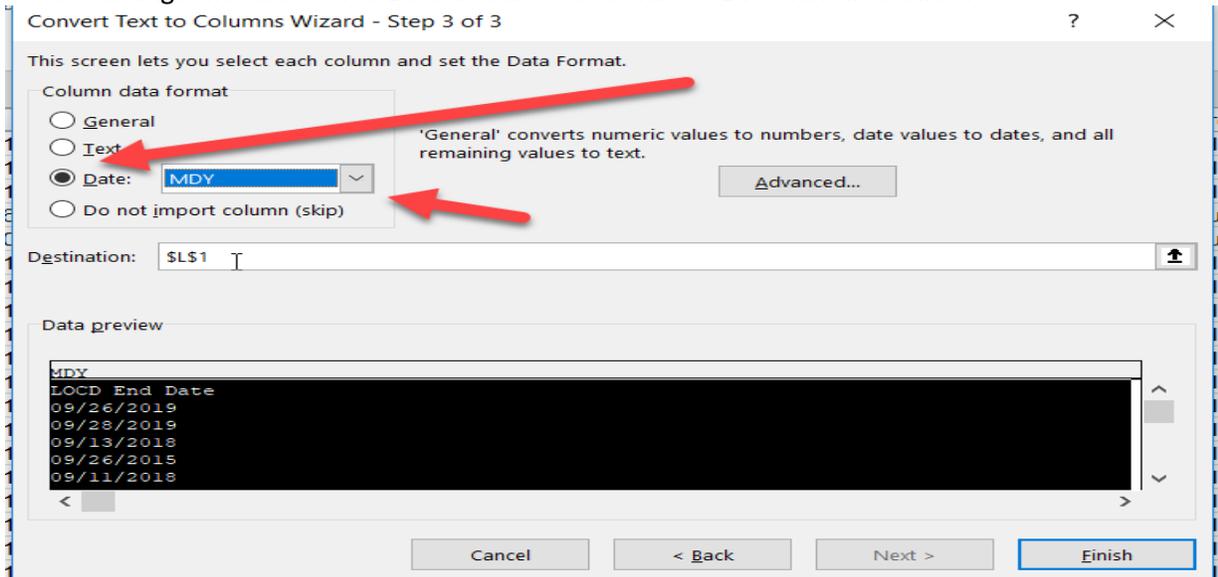
9. Click on LOCD End Date (column L) filter that you built
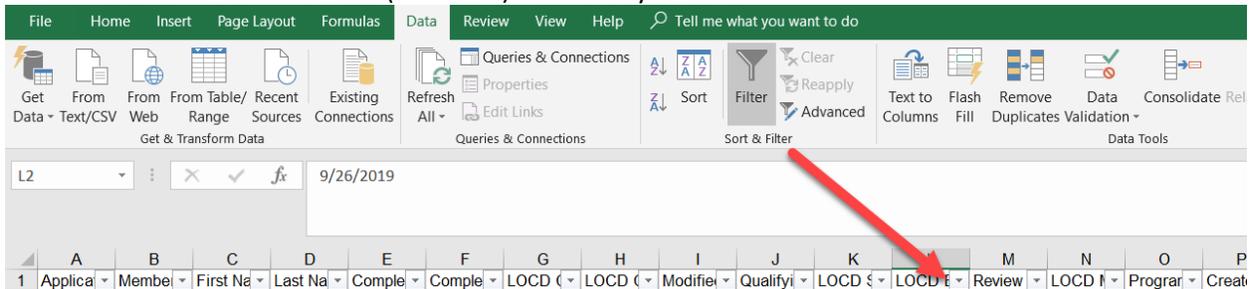
This opens a list of LOCDs sorted by the end date:
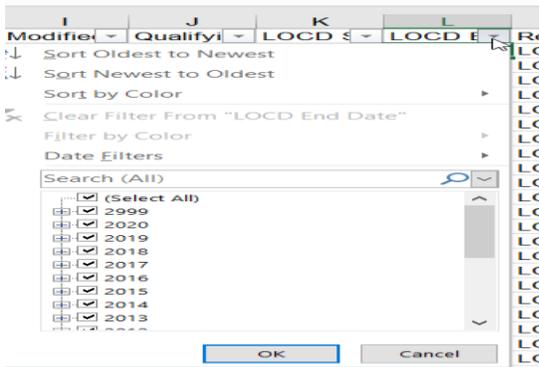
10. Click "Select All" to unselect everything and click the plus (+) sign of the year you want.
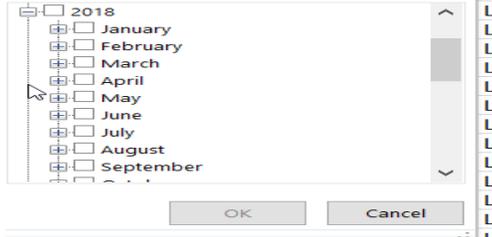
11. Next, select the months you want (most likely end dates in the next 30 to 60 days that are due).

This gives you a list of LOCD's that are due.

Applica	Membe	First Na	Last Na	Comple	Comple	LOCD (	LOCD (	Modifie	Qualifyi	LOCD §	LOCD End Date	Review	LOCD I	Progra	Created	LOCD /	olication Status
	7059421	NORTHEA	12/01/201	12/15/201	01/05/201	2		12/01/201	12/1/2018	LOCD	Face To F	MICHOICE	Hines,Jen	Completed
	7059421	NORTHEA	12/04/201	12/18/201	12/18/201	1		12/04/201	12/4/2018	LOCD	Face To F	MICHOICE	Selman,La	Completed
	7059421	NORTHEA	12/05/201	12/19/201	01/08/201	1		12/05/201	12/5/2018	LOCD	Face To F	MICHOICE	Sandhu,Br	Completed
	7059421	NORTHEA	12/05/201	12/19/201	01/05/201	7		12/05/201	12/5/2018	LOCD	Face To F	MICHOICE	Faylor,Jan	Completed
	7059421	NORTHEA	12/19/201	01/02/201	01/02/201	1		12/19/201	12/19/2018	LOCD	Face To F	MICHOICE	Mitchell,Ju	Completed
	7059421	NORTHEA	12/21/201	01/04/201	01/04/201	1		12/21/201	12/21/2018	LOCD	Face To F	MICHOICE	Connors,B	Completed
	7059421	NORTHEA	12/21/201	01/04/201	01/04/201	1		12/21/201	12/21/2018	LOCD	Face To F	MICHOICE	Munn,Jill	Completed
	7059421	NORTHEA	12/25/201	01/08/201	01/08/201	1		12/25/201	12/25/2018	LOCD	Face To F	MICHOICE	Steinke,Ca	Completed
	7059421	NORTHEA	12/27/201	01/10/201	01/10/201	1		12/27/201	12/27/2018	LOCD	Face To F	MICHOICE	Sandhu,Br	Completed