# 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.

- COMMUNITY SERVICE IOSCO COUNTY ME CARE FACILITY NORTHEAST MICHIGAN COMMUNITY SERVICES NORTHEAST MICHIGAN NORTHEAST MICHIGAN COMMUNITY SERVICES NORTHEAST MICHIGAN DETROIT AREA AGENCY ON AGING View Page: 2 🖸 Go 📄 📑 Page Count **C** Sa s
- 3. Click on the "Save to XLS" button on the near the bottom of the page

## 4. Next, click on the "Open" button

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Close <u>Your request is being processed. Please use Close br</u>	ntton to close window when download is complete.
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### This loads the LOCDs in an Excel sheet

	Α	В	С	D	E	F	G	H	1 I -	J	К	L	M	N	0	Р	Q	R	S
1	Application	Member	IE First Name	Last Name	Completed	Completed	LOCD Co	or LOCD Cre	Modified E	Qualifying	LOCD Sta	LOCD End	Review Ty	LOCD Me	et Program 1	Created B	LOCD App	lication Sta	itus
2	1				7059421	NORTHEA	09/26/20	1109/28/201	09/28/201	2	09/12/201	09/26/201	LOCD	Face To F	MICHOIC	Steinke,Ca	Completed		
3	1				7059421	NORTHEA	09/28/20	1109/28/201	09/28/201	1	09/14/201	09/28/201	LOCD	Face To F	MICHOIC	RiskeMille	Completed		
4	1				7059421	NORTHEA	05/09/20	1105/23/201	09/28/201	1	05/09/201	09/13/201	LOCD	Face To F	MICHOIC	RiskeMille	Completed		
5	1				182149626	Tendercar	10/28/20	1:11/11/201	09/28/201	1	09/23/201	09/26/201	LOCD	Face To F	Nursing F	Cummins,	Completed		
6	1				17604700 <sup>,</sup>	IOSCO CO	08/31/20	1108/31/201	09/28/201	1	08/17/201	09/11/201	LOCD	Face To F	Nursing F	Burr,Nicol	Completed		
7	1				7059421	NORTHEA	01/09/20	1 01/23/201	09/26/201	1	01/09/2018	09/10/201	LOCD	Face To F	MICHOIC	Munn, Jill	Completed		
8	1				7059421	NORTHEA	05/18/20	1106/01/201	09/26/201	1	05/04/201	05/18/201	LOCD	Face To F	MICHOIC	Maroney,	Completed		
9	1				7059421	NORTHEA	09/25/20	1:09/26/201	09/26/201	1	09/11/201	09/25/201	LOCD	Face To F	MICHOIC	Flinn,Lisa	Completed		
10	10000 120				7059421	NORTHEA	03/28/20	1:04/11/201	09/2 () 1	1	03/28/201	09/09/201	LOCD	Face To F	MICHOIC	Faylor, Jar	Completed		

## Next, put a Filter on the top row:

#### 5. Click on the number 1 and select "Filter"

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## Note: some versions of Excel may look different.

Highlight column "L" with LOCD end date

L	
LOCD E -	R€
09/26/201	LC
09/28/201	LC
09/13/201	LC
09/26/201	LC
09/11/201	LC
09/10/201	LC
05/18/2019	LC
09/25/201	LC
09/09/201	LC
09/25/201	LC
09/10/201	10
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## On the Data Ribbon, click "Text to Column."

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11	-		x	fr	LOCD End	Date													
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## 6. Make sure "Delimited" is selected and click "Next"

Convert Text to Column	s Wizard - Step 1 of 3			?	$\times$
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Original data type					
Choose the file type that	best describes your data:				
Delimited -	Characters such as commas or tabs s	eparate each field.			
○ Fixed <u>w</u> idth - I	Fields are aligned in columns with sp	aces between each field.			
Preview of selected data	u.				
1 LOCD End Date 2 09/26/2019 3 09/28/2019 4 09/13/2018					Î
509/26/2015 609/11/2018					~
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#### 7. Make sure Tab is selected and click "Next"

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LOCD End Date 09/28/2019 09/13/2019 09/13/2018 09/26/2015 09/11/2018		~										
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### 8. Change the selection to Date and use the format "MDY" then click "Finish"

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D <u>e</u> stination: Data <u>p</u> review	\$L\$1 T			<b>1</b>
MDY LOCD End 09/26/20 09/13/20 09/26/20 09/11/20	Date 19 19 18 18 15			^ ~ ~
		Cancel < <u>B</u> ack	Next > <u>F</u> in	ish

## 9. Click on LOCD End Date (column L) filter that you built

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## This opens a list of LOCDs sorted by the end date:

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1	Sort Oldest to Newest	15	LC
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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.

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С					7059421	NORTHEA	12/01/201	12/15/201	01/05/2018	2	12/01/201	12/1/2018	LOCD	Face To F	MICHOICI	Hines, Jeni	Completed	1	
7				2	7059421	NORTHEA	12/04/201	12/18/201	12/18/201	1	12/04/201	12/4/2018	LOCD	Face To F	MICHOICI	Selman,La	Completed		
3!					7059421	NORTHEA	12/05/201	12/19/201	01/08/2018	1	12/05/201	12/5/2018	LOCD	Face To F	MICHOICI	Sandhu,Br	Completed		
£.				(	7059421	NORTHEA	12/05/201	12/19/201	01/05/2018	7	12/05/201	12/5/2018	LOCD	Face To F	MICHOICI	Faylor, Jan	Completed		
R.				1	7059421	NORTHEA	12/19/201	01/02/201	01/02/201	1	12/19/201	12/19/2018	LOCD	Face To F	MICHOICI	Mitchell, Ju	Completed		
50				3	7059421	NORTHEA	12/21/201	01/04/201	01/04/201	1	12/21/201	12/21/2018	LOCD	Face To F	MICHOICI	Connors,B	Completed		
54					7059421	NORTHEA	12/21/201	01/04/201	01/04/201	1	12/21/201	12/21/2018	LOCD	Face To F	MICHOICI	Munn, Jill	Completed		
ŝŧ.				1	7059421	NORTHEA	12/25/201	01/08/201	01/08/201	1	12/25/201	12/25/2018	LOCD	Face To F	MICHOICI	Steinke,Ca	Completed		
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