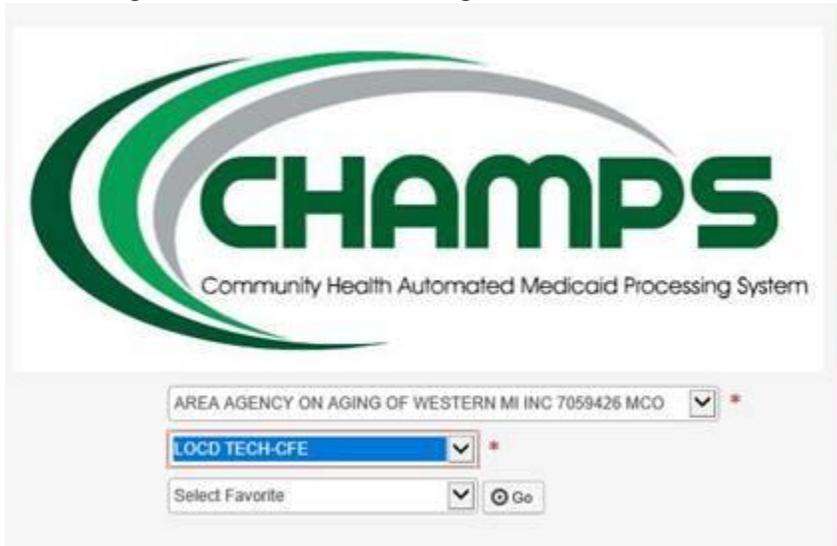
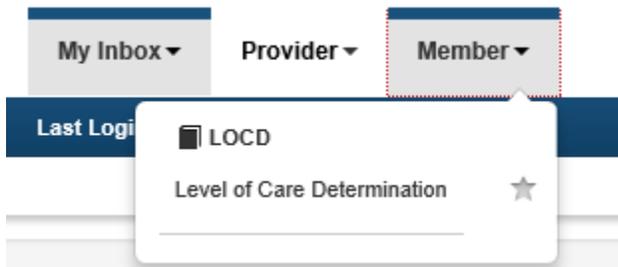


LOCD End Dates Matched to Provider Enrollment

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”

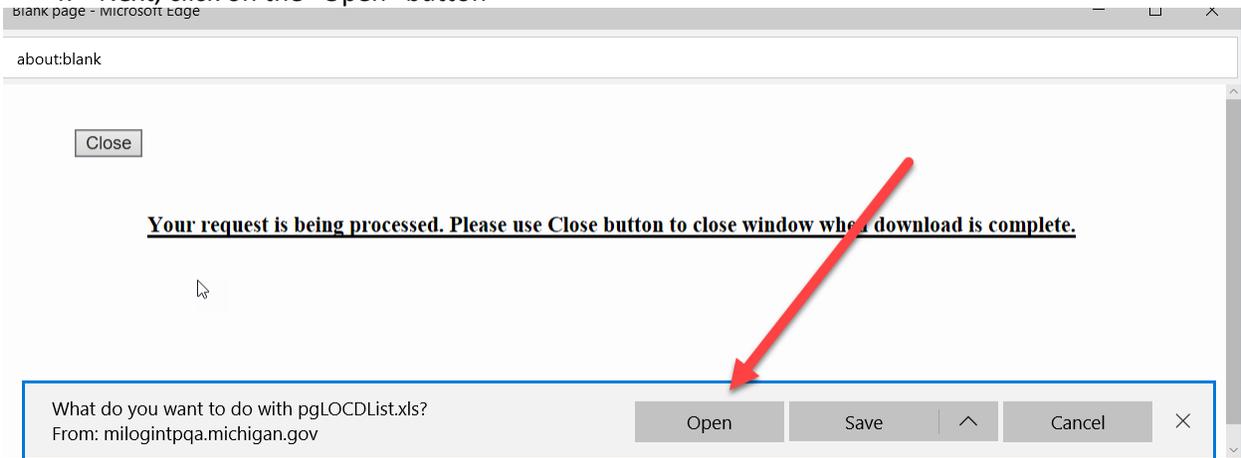


This will pull a full list of LOCDs matches when you have an enrollment end date greater than or equal to system date.

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



4. Next, click on the “Open” button

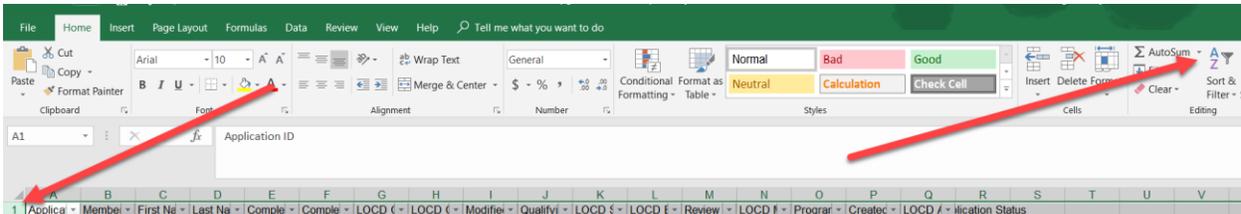


This loads the LOCDs in an Excel sheet

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	Applicator	Member IC	First Name	Last Name	Completed	Completed	LOCD Cor	LOCD Cre	Modified	Qualifying	LOCD Sta	LOCD Enc	Review Ty	LOCD Met	Program T	Created B	LOCD Application	Status	
2					7059421	NORTHEA	09/26/2011	09/28/2011	09/28/2011	2	09/12/2011	09/26/2011	LOCD	Face To F	MICHOICE	Steinke, C	Completed		
3					7059421	NORTHEA	09/28/2011	09/28/2011	09/28/2011	1	09/14/2011	09/28/2011	LOCD	Face To F	MICHOICE	RiskeMiller	Completed		
4					7059421	NORTHEA	05/09/2011	05/23/2011	09/28/2011	1	05/09/2011	09/13/2011	LOCD	Face To F	MICHOICE	RiskeMiller	Completed		
5					18214962	Tendercar	10/28/2011	11/11/2011	09/28/2011	1	09/23/2011	09/26/2011	LOCD	Face To F	Nursing Fe	Cummins, J	Completed		
6					17604700	IOSCO CC	08/31/2011	08/31/2011	09/28/2011	1	08/17/2011	09/11/2011	LOCD	Face To F	Nursing Fe	Burr, Nicol	Completed		
7					7059421	NORTHEA	01/09/2011	01/23/2011	09/28/2011	1	01/09/2011	09/10/2011	LOCD	Face To F	MICHOICE	Munn, Jill	Completed		
8					7059421	NORTHEA	05/18/2011	06/01/2011	09/26/2011	1	05/04/2011	05/18/2011	LOCD	Face To F	MICHOICE	Maroney, H	Completed		
9					7059421	NORTHEA	09/25/2011	09/26/2011	09/26/2011	1	09/11/2011	09/25/2011	LOCD	Face To F	MICHOICE	Flinn, Lisa	Completed		
10					7059421	NORTHEA	03/28/2011	04/11/2011	09/21/2011	1	03/28/2011	09/09/2011	LOCD	Face To F	MICHOICE	Faylor, Jan	Completed		

Next, put a Filter on the top row:

5. Click on the number 1 and select “Filter”

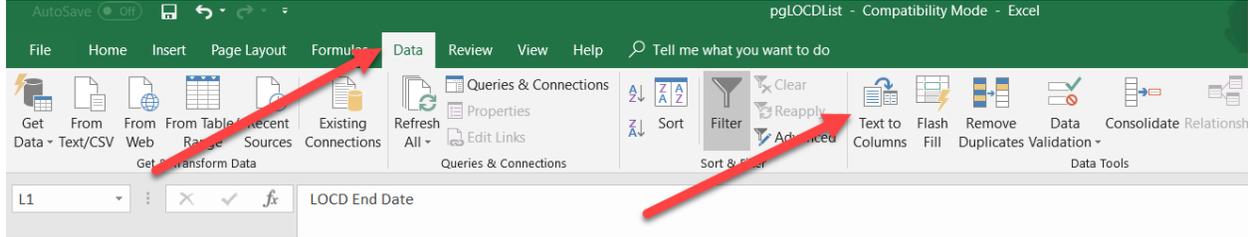


Note: some versions of Excel may look different.

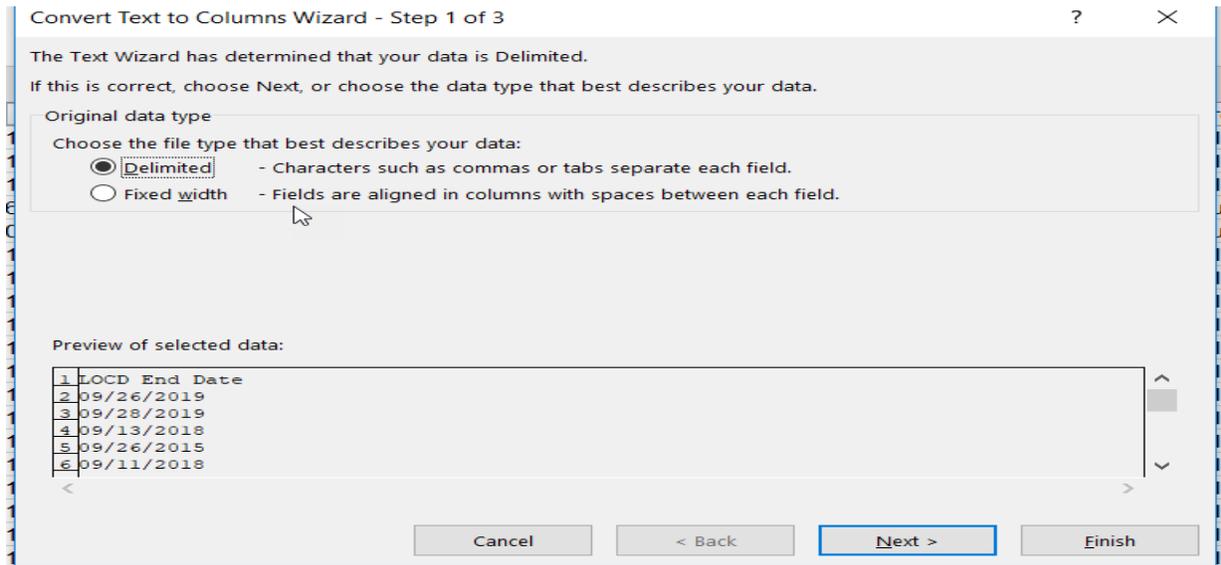
Highlight column “L” with LOCD end date

	L	R
1	09/26/2011	LC
1	09/28/2011	LC
1	09/13/2011	LC
1	09/26/2011	LC
1	09/11/2011	LC
1	09/10/2011	LC
1	05/18/2011	LC
1	09/25/2011	LC
1	09/09/2011	LC
1	09/25/2011	LC
1	09/10/2011	LC

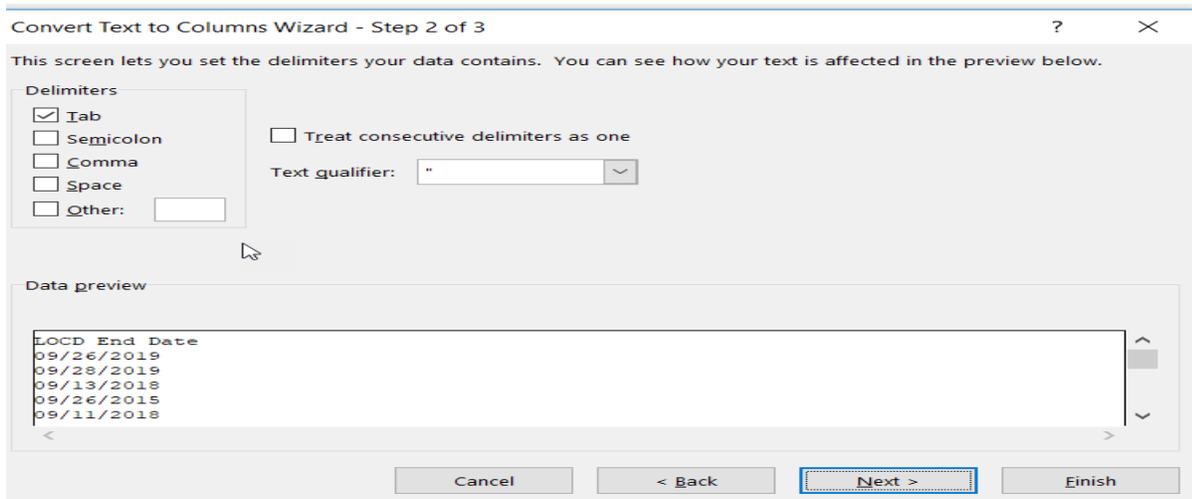
On the Data Ribbon, click “Text to Column.”



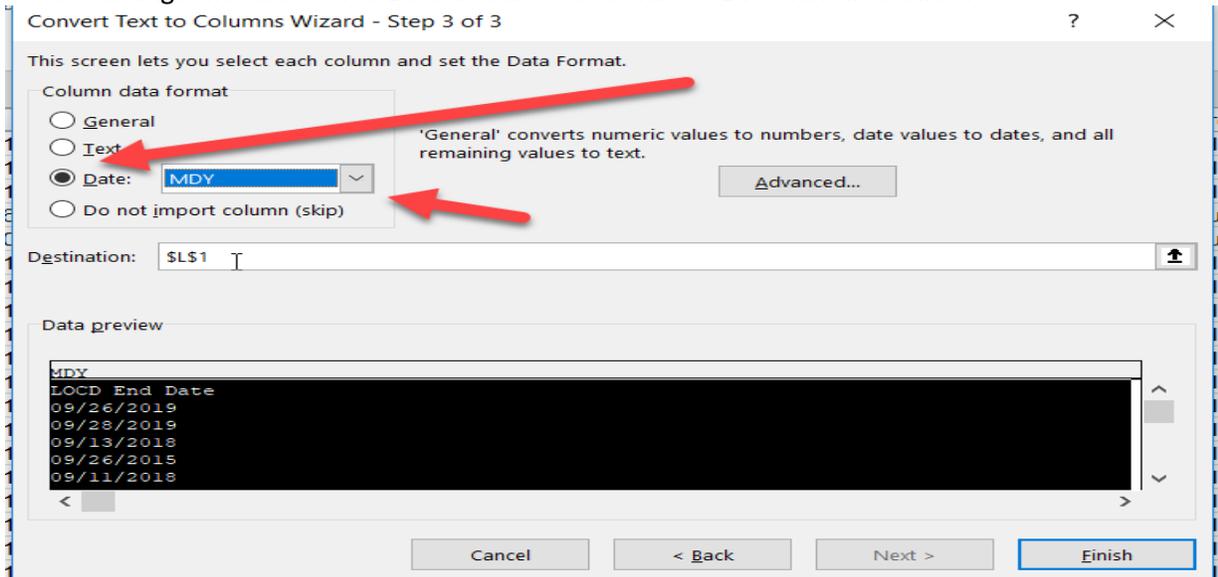
6. Make sure “Delimited” is selected and click “Next”



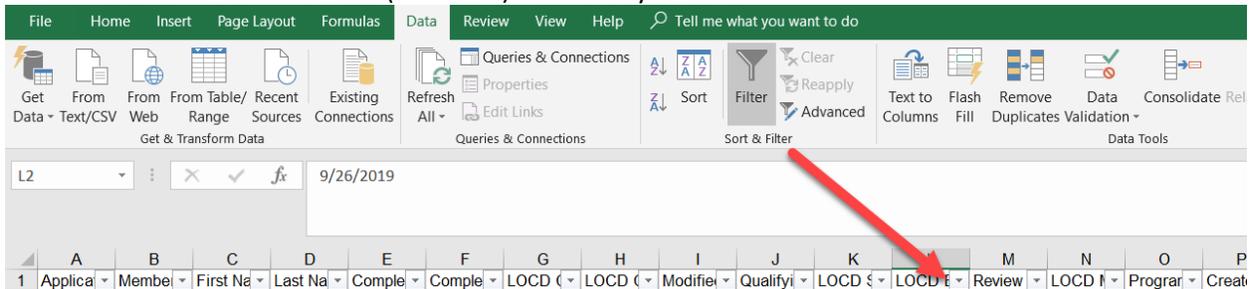
7. Make sure Tab is selected and click “Next”



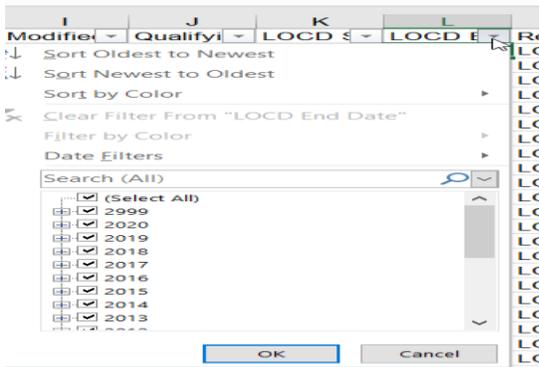
8. Change the selection to Date and use the format "MDY" then click "Finish"



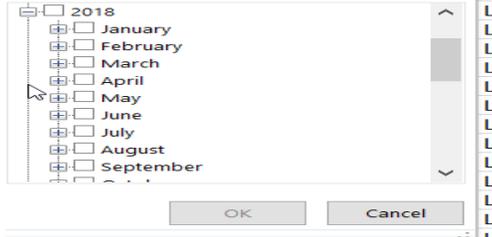
9. Click on LOCD End Date (column L) filter that you built



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.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
	Applicat	Member	First Na	Last Na	Comple	Comple	LOCD	LOCD	Modifie	Qualify	LOCD	LOCD End Date	Review	LOCD	Prograr	Created	LOCD	lication	Status
6					7059421	NORTHEA	12/01/201	12/15/201	01/05/201	2	12/01/201	12/1/2018	LOCD	Face To F	MICHOICE	Hines, Jem	Completed		
7					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		
8					7059421	NORTHEA	12/05/201	12/19/201	01/08/201	1	12/05/201	12/5/2018	LOCD	Face To F	MICHOICE	Sandhu, B	Completed		
9					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		
10					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		
11					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		
12					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		
13					7059421	NORTHEA	12/25/201	01/08/201	01/08/201	1	12/25/201	12/25/2018	LOCD	Face To F	MICHOICE	Steinke, C	Completed		
14					7059421	NORTHEA	12/27/201	01/10/201	01/10/201	1	12/27/201	12/27/2018	LOCD	Face To F	MICHOICE	Sandhu, B	Completed		