

Managing List Page with Excel

There are several things that you may wish to do after exporting to Excel.

Highlighted examples of what can be managed on Excel (list not exhaustive):

- A. Managing End Date
- B. Find Door 87 Records (passive redetermination could not establish eligibility)
- C. Find records that were selected for verification review
- D. Find records that State Contractor modified
- E. Find which records were updated via Passive Redetermination
- F. By LOCD Method

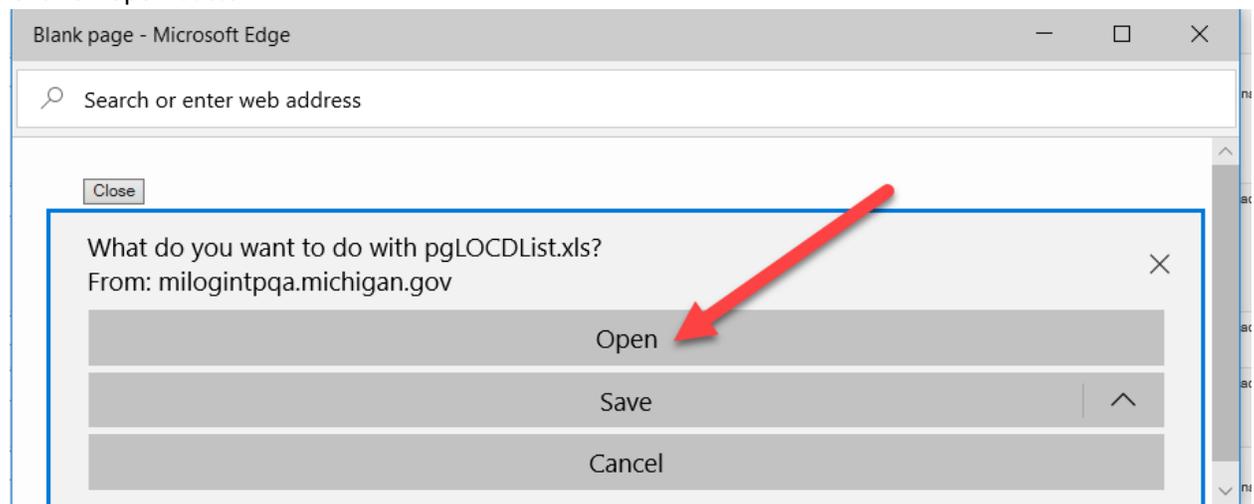
REMEMBER: you can filter by any other fields in Excel as well.

To pull a list into Excel and add filters follow these steps.

1. Click on the SavetoXLS button

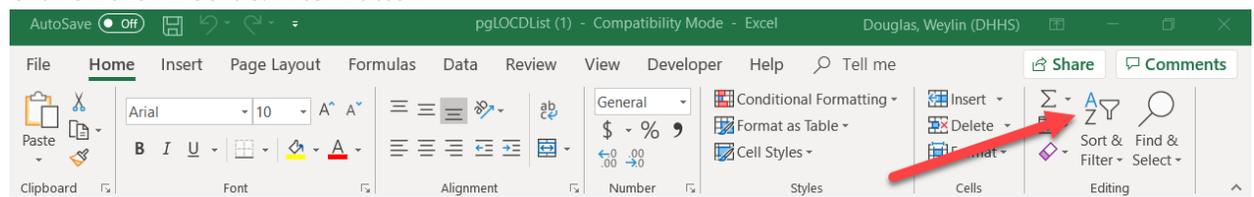


2. Click on open button

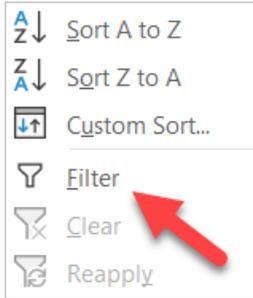


3. Click on the first row (1) and highlight the entire row

4. Click on the AZ Sort & Filter Button



5. Click on the filter dropdown



Now you have filters and click view whichever filter option you like

	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	Last Na	Provide	Provide	Door	Conduc	Created	Start Da	End Da	Created	Modifie	Prograr	LOCD I	Review	Applica	Verifica	n S
2		7059421	NORTHEA	1	03/07/2011	03/07/2011	03/07/2011	03/06/2021	locdmichoi	03/07/2011	MICHOICE	Desk Revi	Verificatio	Completed	Approved	
3		19523417	Heartland	1	01/24/2011	03/06/2011	01/24/2011	03/06/2011	Passive, R	03/07/2011	Nursing F	Passive R	LOCD	Completed	Not Selected	
4		7059421	NORTHEA	7	10/23/2011	10/23/2011	10/09/2011	03/04/2011	Douglas, V	03/06/2011	MICHOICE	Admin	LOCD	Completed	Not Selected	