

# How to Run the Eligibility Status Report in e2Fulton

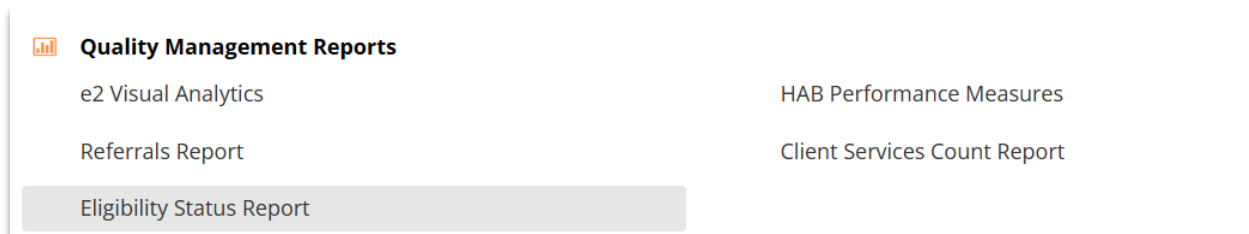
This guide is designed to be a high-level overview for agencies on the *Eligibility Status Report*. It includes sections on [running the report](#) as well as [interpreting the report](#).

This report allows you to look at your agency's clients by eligibility status. It is most useful for looking at clients with eligibility that will expire in the next 30 days.

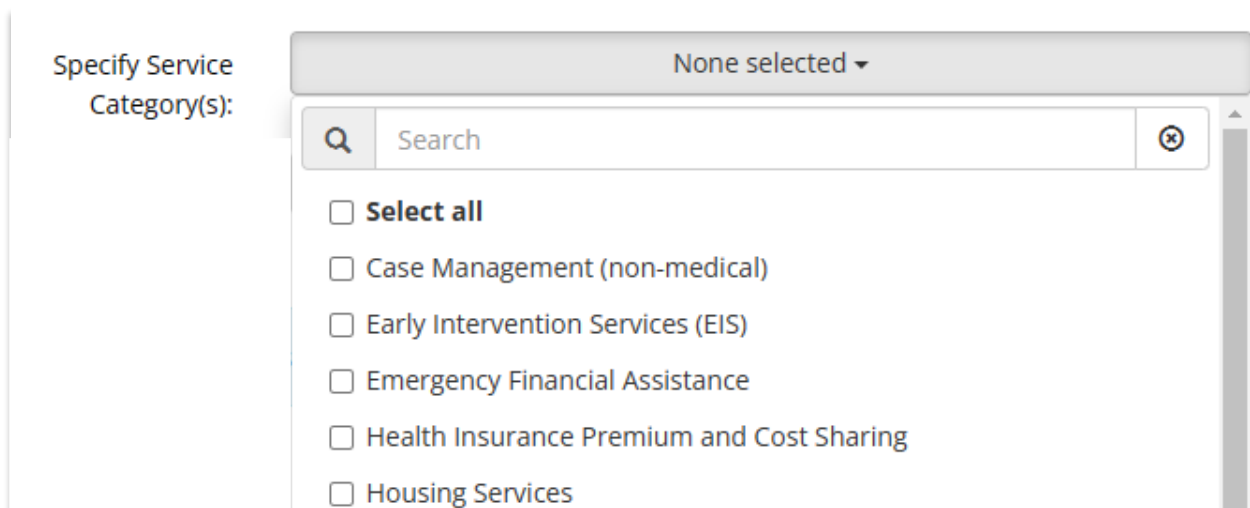
## Running the Report

### Step 1:

- Log in to e2Fulton
- Go to Reports
- Select *Eligibility Status Report*.



### Step 2: Specify Service Category



### Step 3: Select Service Date Range

Service Date Range: From Date:  To Date:  or Select:

### Step 4: Select Display Options

\* Display:

- - Please Select - -
- Full history
- Only current active eligibility periods
- Only upcoming recertification (within 30 days)
- Only expired eligibility periods
- Only recently expired eligibility clients (within last 60 days)
- Only future eligibility periods
- Only deleted clients

**Pro Tip:** Select *Only upcoming recertification (within 30 days)* to just see clients with expiring eligibility.

### Step 5: Run the Report

You have the option to export to excel or view in the browser.

## Interpreting the Report

The Report will generate the eligibility for all clients served in the service date range. The records are grouped by clients' e2IDs, then sorted with the latest eligibility period on top (a client may have multiple eligibilities listed). The report will appear similar to the below:

e2ID	Last Name	First Name	Start Date	End Date	Plan	FPL	County	Recert. Due
ABC123	Doe	John	4/1/2022	3/31/2023	Part A, Part B, Part C	227%	Carroll	3 days
ACD345	Doe	Jane	9/22/2021	4/21/2022	Part A, Part B, Part C, Part D	252%	DeKalb	Ineligible
BSH56	Doe	Jack	2/1/2023	1/31/2024	Part A, Part B, Part C	0%	DeKalb	Active
RDE29	Doe	Jean	5/17/2022	4/27/2023	Part A, Part B, Part C, Part D	168%	DeKalb	30 days
RDE29	Doe	Jean	2/17/2022	5/17/2022	Part A, Part B, Part C, Part D	168%	DeKalb	

The eligibilities for each client are color-coded:

White	Future eligibility period
Green	Current active eligibility period
Yellow	Current active period expiring within 30 days
Gray	Expired eligibility period
Red	Deleted client

**Pro-tip:** You can use this report to focus in on clients with expiring eligibility (yellow highlighted clients). You can do this in one of several ways:

- by selecting *Only upcoming recertification (within 30 days)* as illustrated in Step 4
- sorting by *Recert. Due* column to sort by the number of days until recertification is due.