

Enroll PAWS Plan

Part1

Regular Individual Options Waiver Site

Create an IO site

Select Create a New Site:

Name the site: PAWS Examplexx (*xx= assigned training number*)

Site Effective date: 1/1/2010

Site End Date: 12/31/9999

COBD County: Hamilton

Management County: Hamilton

Move the Individual into the site:

Search and add: Donnaxx Woodedgingxx (*xx= assigned training number*)

Move in date: 1/1/2010

Move out date: 12/31/9999

Add Providers to the site:

RESCARE / VOCA CORP #2500387 - Start date: 1/1/2010

Add Services:

Add HPC:

In the Unscheduled area go to 'For One Individual'

Click on 'Change' link next to Waiver

Select the waiver 8/1/2014 – 6/30/2015

Under "HPC & Transportation Services" tab click on 'Add a HPC Service' link

Under Service Frequency select 'Month' in the dropdown

Enter Start date 08/01/2014

Enter End date 07/31/2015

Select Provider as 'RESCARE / VOCA CORP' in the dropdown

Select Service Sub category as 'Homemaker/Personal Care- Routine' in the drop down

Select Service unit Type as '15 minute'

Select Service Ratio as '1:1'

Enter Reason as 'HPC provided on behalf of'

Enter #Units as 100

Click on 'Add' button – Details should display

Add Transportation:

Under "HPC & Transportation Services" tab click on 'Add a Transportation Service' link

Under Service Frequency select 'Day' in the dropdown

Enter Start date 07/01/2015

Enter End date 07/31/2015

Select Provider as 'RESCARE / VOCA CORP' in the dropdown

Select Service Sub category as 'HPC Transportation' in the drop down

Select Service unit Type as 'Mile'

Select Service Ratio as '1:1'
Enter #Units as 100
Click on 'Add' button – Details should display

Cost projection and finalization:

Click on 'Manage Cost Projections' link
Click on 'Get Waiver Cost Projection Details' button ----- details should display
Click on Expand link
Click on '+' next to Site name
Click on 'Finalize Waiver Cost Projection' button ----- Finalization Success should display
Click on 'Service Payment Authorization' link

Authorization:

Select Individual County (Hamilton) in the County dropdown
Select Pending Authorization under Plan Status
Select Individual (Donnaxx Woodedgingxx) under Pending Authorization name list
Select Waiver span 8/1/2014 – 7/31/2015 under Cost Projection Span
Finalization details should display as they did at cost projection
Click on Authorize Costs tab
System will take you to the PAWS Preview page with services details displayed

PAWS Submission:

Review the detail lines
Click on 'Submit to PAWS' button
Message should display saying that – “PAWS Plan created successfully for the individual”
Click on 'Return to PAWS' button
Click on link for the span 8/1/2014 – 7/31/2015 to see details you just submitted and the system approved for enrollment.

The plan is enrolled and you can move to PAWS Enroll Plan – Part 2