

## **Enroll PAWS Plan**

### **Part 2 – Color coding comparison**

After completing PART 1 you can follow these steps.

#### **Searching for your site by person:**

Go to 'Search for Site by person'

Enter Donnaxx Woodedgingxx and Hamilton County then hit search.

Go to the site by selecting the name of the site which is a blue link to the site.

#### **Update/Change Services:**

**Under the Unscheduled services area:**

##### **Updating HPC Services:**

Click on 'For One Individual' link

Select the span 8/1/2014 – 7/31/2015

Click on 'Edit Details' under 'Add a HPC Service'

Change the Service on 'Service Sub Category' (Homemaker/Personal care – On-Site/On-Call)

Select the Reason 'infrequent unscheduled services'

Click on 'Update' button'

##### **Updating Transportation Services:**

Click on 'Edit Details' button under 'Add a Transportation service'

Edit the Units 100 to 70

Edit the dates as 7/3/2015 – 7/25/2015

Click on Update button

##### **Updating Cost Projection Finalization:**

Click on 'Manage Cost Projections' link

Click on 'Change' link and select the waiver year 8/1/2014 – 7/31/2015

Click on 'Get Waiver Cost Projection Details' button

Cost projection details should display

Click on Expand link

Click on '+' next to Site name to view the cost projection drill down

Click on 'Finalize Waiver Cost Projection' button ----- Finalization Success should display

##### **Updating Service Authorization:**

Click on 'Service Payment Authorization' link

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 in cost projection

Click on Authorize Costs tab

PAWS Preview page should display with Services details with color coding

**Review of color coding to indicate changes between what is currently authorized in PAWS for the span and what you are going to change if you submit the new detail lines:**

- The Red shaded line indicates that these lines are in the current PAWS and will be deleted if you successfully submit the proposed PAWS. We changed A22 (HPC) to A44 (OSOC) so the A22 lines would be deleted.
- The Yellow shaded lines with Orange shaded fields indicate that there have been changes to this line that is in the currently enrolled PAWS. The orange fields are the items that were changed. The new line(s) that would be put in place are below the yellow line. Note we reduced the ATN from 3100 units and \$1395.00 to 2170 units and \$976.50.
- Blue shaded lines indicate lines that are in the existing enrolled PAWS and would not be changed if the proposed updates are successful.

**Submit Changes to PAWS:**

Select the Submit to PAWS button

Message should display telling you this was successfully submitted to PAWS.

Click on the 'Return to PAWS'

This should take you to the enrolled PAWS for that year

Note the version number is now 2.

**Reviewing old versions:**

Change the version from 2 to 1 using the drop down.

The Details should now show the HPC we originally approved.

Change the version back to version 2 and then choose the 'Compare Plans' link

You will now see the detail lines for version 2 and for version 1 in separate windows.