

LV1 Three Year Period PAWS Scenario

Create a site

Select Create a New Site:

Name the site: Level One PAWS Exampl~~xx~~ (*xx= assigned training number*)

Site Effective date: 1/1/2013

Site End Date: 12/31/9999

COBD County: Erie

Management County: Erie

Move the Individual into the site:

Search and add: Lorix~~xx~~ Northwood~~xx~~ (*xx= assigned training number*)

Move in date: 1/1/2013

Move out date: 12/31/9999

Add Providers to the site:

Trinity Home Health LLC #2554892 – Start date: 1/1/2013

Inner-Circle Communities #2553295 – Start date: 1/1/2013

Add Services in Unscheduled area:

In the Waiver Span 4/23/2012 – 4/22/2013

Under “HPC & Transportation Services” tab click on ‘Add a Transportation Service’ link

Under Service Frequency select ‘Day’ in the dropdown

Enter Start date 01/01/2013

Enter End date 04/20/2013

Select Provider as ‘Inner Circle Communities’ in the dropdown

Select Service Sub category as ‘HPC Transportation – Emergency (LV1) in the drop down

Select Service unit Type as ‘Mile’

Select Service Ratio as ‘1:1’

Enter #Units as 70

Click on ‘Save’ button – Details should display

In the Waiver Span 4/23/2013 – 4/22/2014

Under “HPC & Transportation Services” tab click on ‘Add a Transportation Service’ link

Under Service Frequency select ‘Day’ in the dropdown

Enter Start date 07/01/2013

Enter End date 12/31/2013

Select Provider as ‘Trinity Home Health, LLC’ in the dropdown

Select Service Sub category as ‘HPC Transportation – Emergency (LV1) in the drop down

Select Service unit Type as ‘Mile’

Select Service Ratio as ‘1:1’

Enter #Units as 50

Click on ‘Save’ button – Details should display

In the Waiver Span 4/23/2014 – 4/22/2015

Under “HPC & Transportation Services” tab click on ‘Add a HPC Service’ link

Under Service Frequency select ‘Month’ in the dropdown

Enter Start date 07/01/2014
Enter End date 03/31/2015
Select Provider as 'Inner Circle Communities' in the dropdown
Select Service Sub category as 'Homemaker /Personal Care – On-Site/On-Call' in the drop down
Select Service unit Type as '15 Minute'
Select Service Ratio as '1:1'
Select 'HPC Provided on behalf of' in Reason
Enter #Units as 20
Click on 'Save' button – Details should display

Under "HPC & Transportation Services" tab click on 'Add a Transportation Service' link
Under Service Frequency select 'Day' in the dropdown
Enter Start date 01/01/2015
Enter End date 04/20/2015
Select Provider as 'Trinity Home Health, LLC' in the dropdown
Select Service Sub category as 'HPC Transportation – Emergency (LV1) in the drop down
Select Service unit Type as 'Mile'
Select Service Ratio as '1:1'
Enter #Units as 50
Click on 'Save' button – Details should display

Finalizing the cost projections:

Click on 'Manage Cost Projections' link
Click on 'Change' link and select the waiver year 4/23/2012 - 4/22/2013
Click on 'Get Waiver Cost Projection Details' button ----- details should display
Click on Expand link
Click on '+' next to Site name
View the service you entered in the cost projection
Click on 'Finalize Waiver Cost Projection' button ----- Finalization Success should display

Click on 'Change' link and select the waiver year 4/23/2013 - 4/22/2014
Click on 'Get Waiver Cost Projection Details' button ----- details should display
Click on Expand link
Click on '+' next to Site name
View the service you entered in the cost projection
Click on 'Finalize Waiver Cost Projection' button ----- Finalization Success should display

Click on 'Change' link and select the waiver year 4/23/2014 - 4/22/2015
Click on 'Get Waiver Cost Projection Details' button ----- details should display
Click on Expand link
Click on '+' next to Site name
View the service you entered in the cost projection
Click on 'Finalize Waiver Cost Projection' button ----- Finalization Success should display

Authorizing the Services:

Click on 'Service Payment Authorization' link
Select Individual County (Erie) in the County dropdown

Select Pending Authorization under Plan Status
Select Individual (Lorixx Northwoodxx) under Pending Authorization name list
Select Waiver span (4/23/2012 -4/22/2013) under Cost Projection Span – Finalization details should display
Click on Authorize Costs tab
PAWS Preview page should display with the Services details
Click on ‘Submit to PAWS’ button – Submission should be successful

Click on ‘Service Payment Authorization’ link
Select Individual County (Erie) in the County dropdown
Select Pending Authorization under Plan Status
Select Individual (Lorixx Northwoodxx) under Pending Authorization name list
Select Waiver span (4/23/2013 -4/22/2014) under Cost Projection Span – Finalization details should display
Click on Authorize Costs tab
PAWS Preview page should display with the Services details
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Click on ‘Service Payment Authorization’ link
Select Individual County (Erie) in the County dropdown
Select Pending Authorization under Plan Status
Select Individual (Lorixx Northwoodxx) under Pending Authorization name list
Select Waiver span (4/23/2014 -4/22/2015) under Cost Projection Span – Finalization details should display
Click on Authorize Costs tab
PAWS Preview page should display with the Services details
Click on ‘Submit to PAWS’ button

Emergency Three year Cap error message should display on the top:

“You are trying to authorize a combination of Emergency Level One Waiver services in the amount of \$9719.20 for the three year period of 4/23/2012 – 4/22/2015 and this exceed the \$8000.00 budget limitation.”