

# A Care Coordinator's Guide to Approving Service Authorizations in the Web Portal

---

## Welcome to the PPL Web Portal!

***How do I register online?*** PPL will register you and you will receive your usernames and passwords shortly.

As a Care Coordinator user you will be able to create budgets and approve service authorization lines for participants. The purpose of this guide is to walk you through the process of approving authorization lines.

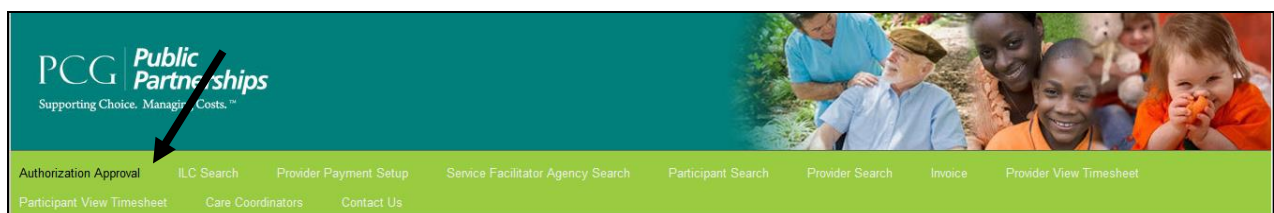
1. The first thing to do is type in the web address provided below into your browser: (we recommend saving this as a ***favorite***, so you don't have to keep typing it in).

<https://fms.publicpartnerships.com/PPLPortal/Login.aspx>

2. A log in screen will appear. Use this screen to log into the Web Portal.



3. Once in the Portal, you will see a toolbar at the top granting you access to several searches and access points in Portal.



# A Care Coordinator's Guide to Approving Service Authorizations in the Web Portal

- To view the status of the approvals, you can click on the "Authorization Approval" link from your options at the top of your screen. This will take to an Authorization Search page where you can look up the authorization lines that an Independent Living Counselor (ILC) has created for a specific participant, and view their status.

**PCG Public Partnerships**  
Supporting Choice. Managing Costs.™

Authorization Approval ILC Search Provider Payment Setup Service Facilitator Agency Search Participant Search Provider Search Invoice Provider View Timesheet  
Participant View Timesheet Care Coordinators Contact Us

### Authorization Search

Please approve or deny the following Authorization. You can also use the [filter](#) functionality to find the Authorization you are looking for.

Participant Last Name:  Participant First Name:   
Participant ID:  Service Type:   
Authorization ID:  Status:

- You may search by participant specific information, by service type, or by the line's status:

**PCG Public Partnerships**  
Supporting Choice. Managing Costs.™

Authorization Approval ILC Search Provider Payment Setup Service Facilitator Agency Search Participant Search Provider Search Invoice Provider View Timesheet  
Participant View Timesheet Care Coordinators Contact Us

### Authorization Search

Please approve or deny the following Authorization. You can also use the [filter](#) functionality to find the Authorization you are looking for.

Participant Last Name:  Participant First Name:   
Participant ID:  Service Type:   
Authorization ID:  Status:

- All
- Submitted
- Approved
- Denied
- Pending
- Pre Authorization Submitted
- Pre Authorization Approved

# A Care Coordinator's Guide to Approving Service Authorizations in the Web Portal

- After you select the Search button, you will be able to review all of the authorizations created for the participant that you chose.

**Authorization Search**

Please approve or deny the following Authorization. You can also use the [filter](#) functionality to find the Authorization you are looking for.

Participant Last Name:  Participant First Name:

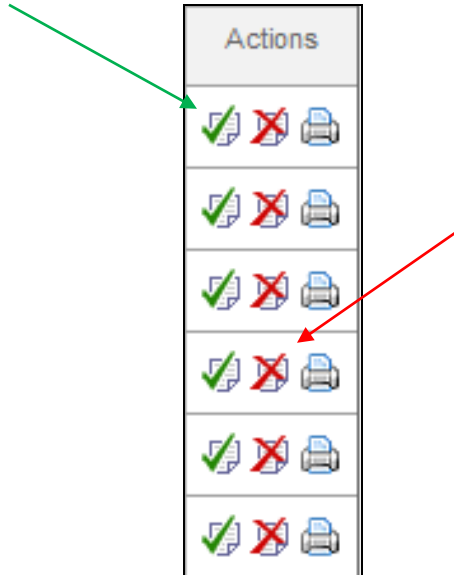
Participant ID:  Service Type:

Authorization ID:  Status:

There are 6 Authorization record(s) on this page.

Authorization id	Participant	Authorization Summary	Date of Service	Service	Rate	Unit Type	Allocated	Budget Amount	Create Date	Notes	Status	Pend Message	Actions
<a href="#">AUL0000082</a>	TESTCONSUMEREH QA	<a href="#">Budget Summary</a>	10/01/2013	PAS: Personal Assistant Services	1.00	Hour	\$3,000.00	\$3,500.00	9/24/2013 11:49:00 AM		Submitted		
<a href="#">AUL0000087</a>	TESTCONSUMEREH QA	<a href="#">Budget Summary</a>	10/01/2013	WORKSPRT: Employment support	1.00	Hour	\$250.00	\$3,500.00	9/24/2013 11:49:00 AM		Submitted		
<a href="#">AUL0000089</a>	TESTCONSUMEREH QA	<a href="#">Budget Summary</a>	10/01/2013	HOUSEKEEP: Housekeeping service	1.00	Dolar	\$150.00	\$3,500.00	9/24/2013 11:50:00 AM		Submitted		
<a href="#">AUL0000091</a>	TESTCONSUMEREH QA	<a href="#">Budget Summary</a>	10/01/2013	BACKGROUND: Background Checks	1.00	Dolar	\$30.00	\$3,500.00	9/24/2013 11:50:00 AM		Submitted		
<a href="#">AUL0000093</a>	TESTCONSUMEREH QA	<a href="#">Budget Summary</a>	10/01/2013	MONITORNS: Emergency monitoring instalat	1.00	Dolar	\$40.00	\$3,500.00	9/24/2013 11:50:00 AM		Submitted		
<a href="#">AUL0000095</a>	TESTCONSUMEREH QA	<a href="#">Budget Summary</a>	10/01/2013	MONITOR: Emergency monitoring	1.00	Dolar	\$30.00	\$3,500.00	9/24/2013 11:50:00 AM		Submitted		

- You can **individually** approve authorizations by selecting the green check mark (See green arrow). You can **individually** deny authorizations by selecting the red X (See red arrow).



# A Care Coordinator's Guide to Approving Service Authorizations in the Web Portal

8. You can approve **multiple authorizations at once** by checking the boxes of the authorizations that you wish to approve and clicking on the “Approve Selected” button.

**Authorization Search**

Please approve or deny the following Authorization. You can also use the [filter](#) functionality to find the Authorization you are looking for.

Participant Last Name:  Participant First Name:   
Participant ID:  Service Type:   
Authorization ID:  Status:

There are 6 Authorization record(s) on this page.

<input checked="" type="checkbox"/>	Authorization Id	Participant	Authorization Summary	Date of Service	Service
<input checked="" type="checkbox"/>	<a href="#">AUL0000082</a>	<a href="#">TESTCONSUMEREH QA</a>	<a href="#">Budget Summary</a>	10/01/2013	PAS: Personal Assistant Services
<input checked="" type="checkbox"/>	<a href="#">AUL0000087</a>	<a href="#">TESTCONSUMEREH QA</a>	<a href="#">Budget Summary</a>	10/01/2013	WORKSPRT: Employment support
<input checked="" type="checkbox"/>	<a href="#">AUL0000089</a>	<a href="#">TESTCONSUMEREH QA</a>	<a href="#">Budget Summary</a>	10/01/2013	HOUSEKEEP: Housekeeping service
<input checked="" type="checkbox"/>	<a href="#">AUL0000091</a>	<a href="#">TESTCONSUMEREH QA</a>	<a href="#">Budget Summary</a>	10/01/2013	BACKGROUND: Background Checks
<input checked="" type="checkbox"/>	<a href="#">AUL0000093</a>	<a href="#">TESTCONSUMEREH QA</a>	<a href="#">Budget Summary</a>	10/01/2013	MONITORINS: Emergency monitoring Instal
<input checked="" type="checkbox"/>	<a href="#">AUL0000095</a>	<a href="#">TESTCONSUMEREH QA</a>	<a href="#">Budget Summary</a>	10/01/2013	MONITOR: Emergency monitoring

9. Once the line's status is “Approved”, invoices and timesheets that correspond to those authorizations lines can be paid. You can deny an authorization that you previously approved by clicking on the red X next to it.

**Authorization Search**

Please approve or deny the following Authorization. You can also use the [filter](#) functionality to find the Authorization you are looking for.

Participant Last Name:  Participant First Name:   
Participant ID:  Service Type:   
Authorization ID:  Status:

There are 6 Authorization record(s) on this page.

Authorization Id	Participant	Authorization Summary	Date of Service	Service	Rate	Unit Type	Allocated	Budget Amount	Create Date	Notes	Status	Pend Message	Actions
<a href="#">AUL0000082</a>	<a href="#">TESTCONSUMEREH QA</a>	<a href="#">Budget Summary</a>	10/01/2013	PAS: Personal Assistant Services	1.00	Hour	\$3,000.00	\$3,500.00	9/24/2013 11:49:00 AM		Approved		<input checked="" type="checkbox"/> <input type="checkbox"/>
<a href="#">AUL0000087</a>	<a href="#">TESTCONSUMEREH QA</a>	<a href="#">Budget Summary</a>	10/01/2013	WORKSPRT: Employment support	1.00	Hour	\$250.00	\$3,500.00	9/24/2013 11:49:00 AM		Approved		<input checked="" type="checkbox"/> <input type="checkbox"/>
<a href="#">AUL0000089</a>	<a href="#">TESTCONSUMEREH QA</a>	<a href="#">Budget Summary</a>	10/01/2013	HOUSEKEEP: Housekeeping service	1.00	Dollar	\$150.00	\$3,500.00	9/24/2013 11:50:00 AM		Approved		<input checked="" type="checkbox"/> <input type="checkbox"/>
<a href="#">AUL0000091</a>	<a href="#">TESTCONSUMEREH QA</a>	<a href="#">Budget Summary</a>	10/01/2013	BACKGROUND: Background Checks	1.00	Dollar	\$30.00	\$3,500.00	9/24/2013 11:50:00 AM		Approved		<input checked="" type="checkbox"/> <input type="checkbox"/>
<a href="#">AUL0000093</a>	<a href="#">TESTCONSUMEREH QA</a>	<a href="#">Budget Summary</a>	10/01/2013	MONITORINS: Emergency monitoring Instal	1.00	Dollar	\$40.00	\$3,500.00	9/24/2013 11:50:00 AM		Approved		<input checked="" type="checkbox"/> <input type="checkbox"/>
<a href="#">AUL0000095</a>	<a href="#">TESTCONSUMEREH QA</a>	<a href="#">Budget Summary</a>	10/01/2013	MONITOR: Emergency monitoring	1.00	Dollar	\$30.00	\$3,500.00	9/24/2013 11:50:00 AM		Approved		<input checked="" type="checkbox"/> <input type="checkbox"/>

**Thank You** for using this guide to successfully approve authorizations for your WORK participants!