

How to Read Your Authorizations Summary

1. Log in to the PPL Web Portal using your pre-assigned username and password
<https://fms.publicpartnerships.com/PPLPortal/login.aspx?>

2. Open the “Timesheet List” page.

Timesheet List

Timesheet Status: To improve the timesheet approval process, the default has been changed to Submitted.

Timesheet Start Date Range: -

Timesheet Submitted Date Range: -

Participant ID:

Consumer External ID:

Check Num:

+ Search with Direct Care Worker Name

3. Select the “Authorizations Summary” feature in the blue header bar.

Participant Profile Invoice **Authorizations Summary** Participant View Timesheet

Budget Detail For QA TESTTRAINING (ID#C000620)

Show/ Hide filter

Service Type: Status:

Creation Date Between: And

There are no authorizations for this participant.

4. After selecting the “Authorizations Summary” feature the page with your authorization information will appear:

- If PPL has not received your authorizations yet, then you will see a note that says “There are no authorizations for this participant”.
- If PPL has received at least one authorization for you, then you will see a screen similar to the one on the next page.

Budget Detail For QAFirstName03 QALastName03 (ID#C000356)

Show/ Hide filter

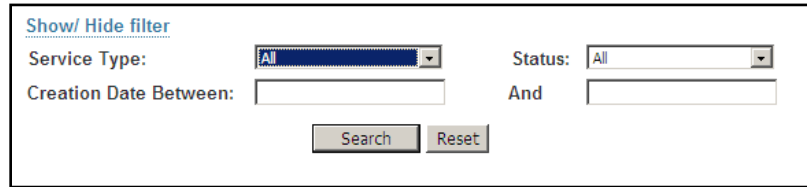
Service Type: Status:

Creation Date Between: And

Service	Authorization ID	Authorized By	Start Date	End Date	Units	Unit Increment	Authorization Amount	Total Units	Paid Units	Good To Play Units	Remaining Units	Paid Dollars	Invoiced	Balance	Note	Status
W1752: Personal Assistance Services %	A03.0000175	Date	9/20/12	10/5/2012	4.00	0.25	N/A	1.00	0.00	0.00	1.00	\$0.00	\$0.00	N/A		Approved
Total					4.00	0.25	\$1.00	N/A	0.00	0.00	1.00	\$0.00	\$0.00	\$1.00		

1-1 Show 10 records at a time

5. How to use the “Filter” feature:



The screenshot shows a filter interface with the following elements:

- A blue hyperlink labeled "Show/Hide filter".
- A "Service Type:" label followed by a dropdown menu showing "All".
- A "Status:" label followed by a dropdown menu showing "All".
- A "Creation Date Between:" label followed by a text input field.
- An "And" label followed by a text input field.
- "Search" and "Reset" buttons.

- By selecting the “Show/Hide filter” (blue hyperlink) you can hide this feature if you don’t want it visible.
 - The filter allows you to search your authorizations by service type; status, and creation date.
 - You may find the filter helpful if you have a lot of authorization lines and you don’t want to look at older authorizations.
 - You are not required to use this feature if you don’t want to.
- To use the filter feature, select one of the following search criteria options.
 - **Service Type:** This will be a list of service types you may be authorized for.
 - **Status:** This will be a list of authorization statuses.
 - **Creation Date Between:** _____ and _____ : These are the dates that PPL may have received the authorization from OLTL.
 - *This filter is helpful if you have received a lot of authorization updates and you only want to view the most recent ones.*
 - To search it the “**Search**” button.
 - To erase your previous filter selections and start over hit the “**Reset**” button.

6. How to read your **Budget Detail** page.

- You will see the following 17 columns in your budget detail page.
 - **Service Type:** This is the service type you have been authorized to receive.
 - **Start Date:** This is the first date that you are eligible use units/dollars for this service.
NOTE: You should not allow DCWs to work until they have been determined to be Good to Serve.
 - **End Date:** This is the last date that you are eligible use units/dollars authorized for this service.
 - **Unit Type:** This is a description of what the unit is based on (time/dollars).
 - **Authorization Amount:** This is the amount of authorized units or dollars for this service during this date span. This should correspond with your individual service plan (ISP).
 - **In Increments of:** This is how the units/dollars are broken down. For example: 1 unit = 15 minutes of service time.
 - **Total Authorized Amount:** This is the amount of hours/dollars of service authorized. This number comes from multiplying the “Authorized Amount” with the “In increments of” column.
 - It may be easier to use this column when determining how many hours of service you have to schedule.

- **Authorization Type:** This column tells you how long the time span is for this particular authorization.
- **Good to Pay Amount:** Units populate in this column when a DCW has submitted a timesheet. The timesheet passes all rules and is just waiting on PPL to pay it.
 - This column shows how much is going to be deducted from your budget before we make the payment.
- **Paid Amount:** This column will only have data in it if your service type is authorized in units. This column shows how many hours have been paid out to date.
- **Remaining Amount:** This column will only have data in it if your service type is authorized in units. This column shows how many hours of service you still have available to use.
- **(Services My Way only) Invoiced Dollars:** Dollars populate in this column when a vendor invoice has been submitted. The invoice passes all rules and is just waiting on PPL to pay it.
- **(Services My Way only) Paid Dollars:** This column will only have data in it if your service type is authorized in dollars. This column shows how much money has been paid out to date.
- **(Services My Way only) Dollar Balance:** This column will only have data in it if your service type is authorized in dollars. This column shows how much money you still have available to use for this service type.
 - **Authorization ID:** This is a unique ID number that PPL generates so that we can report on your authorization usage (*you do not need to worry about this number*).
 - **Status:** This is the status of your authorization. An authorization must be in “Approved” status for a timesheet or invoice to be paid.
 - **Action:** This column will have a “book/paper” icon in it. Select that icon to see the authorization detail page.

7. How to read your Authorization Detail Page.

- If you want you can see an even greater level of detail for each authorization.
- Select the icon in the “Action” column.
- This will display the authorization details.

Authorization Detail	
Authorization Details	
Authorization Id: AUL0008185	Unit Type: HOUR
Service Type: W1792: Personal Assistance Services	Units: 1,250.00
Participant Name: TestParticipantEH01 QA	Line Total: N/A
Participant Id: C000367	Invoiced: \$0.00
Date Range: 9/1/2012 - 9/30/2012	Paid: \$0.00
Last Modified: 10/12/2012 9:26:00 AM	Total Balance: \$1,250.00
Date Created: 10/12/2012 9:26:00 AM	
Created By: EHARRIS	
Notes:	
Referral Status: Approved	
Total Invoiced: \$0.00	
Total Paid: \$0.00	
Revision History: Show Revision	

- In the authorization detail page, you can see when the authorization was created and if it has been modified.
- You can also see all of the paid timesheet lines for this authorization.

- **Total Invoiced:** By right clicking over the “Show Detail” (blue hyperlink), you will bring up all of the timesheet lines which are waiting to be paid using this authorization.
 - This will show things such as:
 - TS ID Number
 - Direct Care Worker Name
 - Service Type
 - Service Date
 - Hours Provided
 - DCW Pay Rate
 - Billable Rate
 - Total Line Amount
- **Total Paid:** By right clicking over the “Show Detail” (blue hyperlink), you will bring up all of the timesheet lines which have been paid using this authorization.
 - This will show information such as:
 - TS ID Number
 - Direct Care Worker Name
 - Service Type
 - Service Date
 - Hours Provided
 - DCW Pay Rate
 - Billable Rate
 - The total line amount
 - Check number

NOTES:

1. PPL receives your approved authorizations through a file.
2. PPL may not change or edit your authorizations.
 - a. If you believe you need to increase or decrease your authorizations, please contact your Service Coordinator.
3. Your authorization information is displayed in “real time”.
 - a. This means, that as soon as a payment has been made, your authorization has already been deducted. You can see your utilization rate 24/7, anytime you’d like.

Please contact customer service if you have any questions.