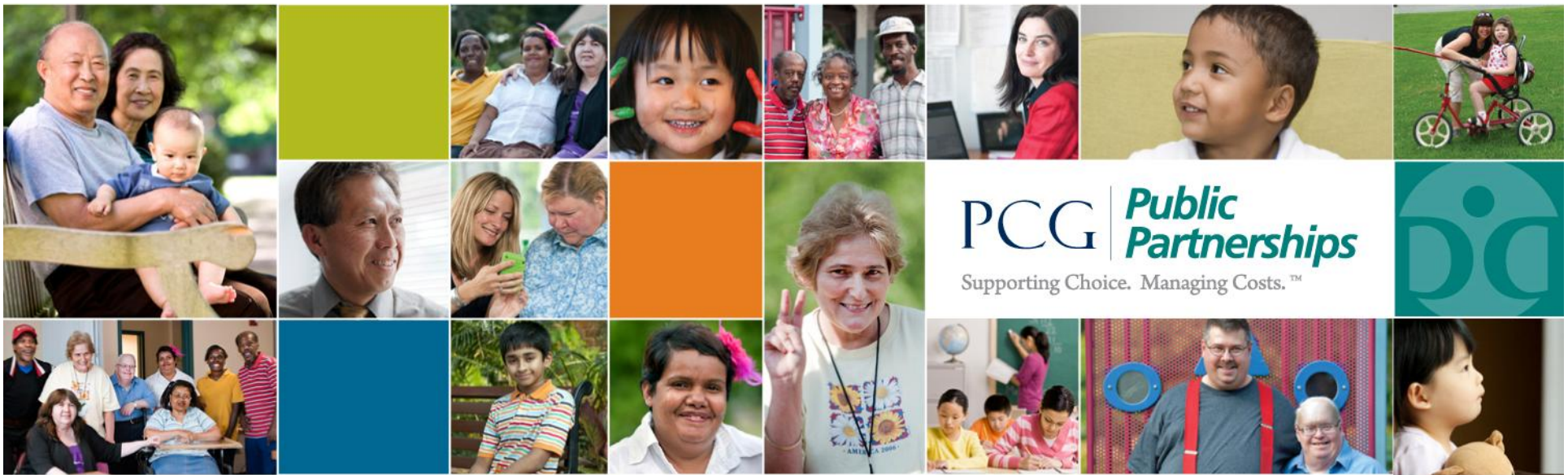


Commonwealth of Pennsylvania Vendor Fiscal/Employer Agent Financial Management Services

Training for Service Coordinators
PPL Web Portal





Training Agenda

- “ PPL Web Portal Training Overview
- “ The PPL Web Portal Training
- “ Process for Submitting Questions
- “ Next Steps

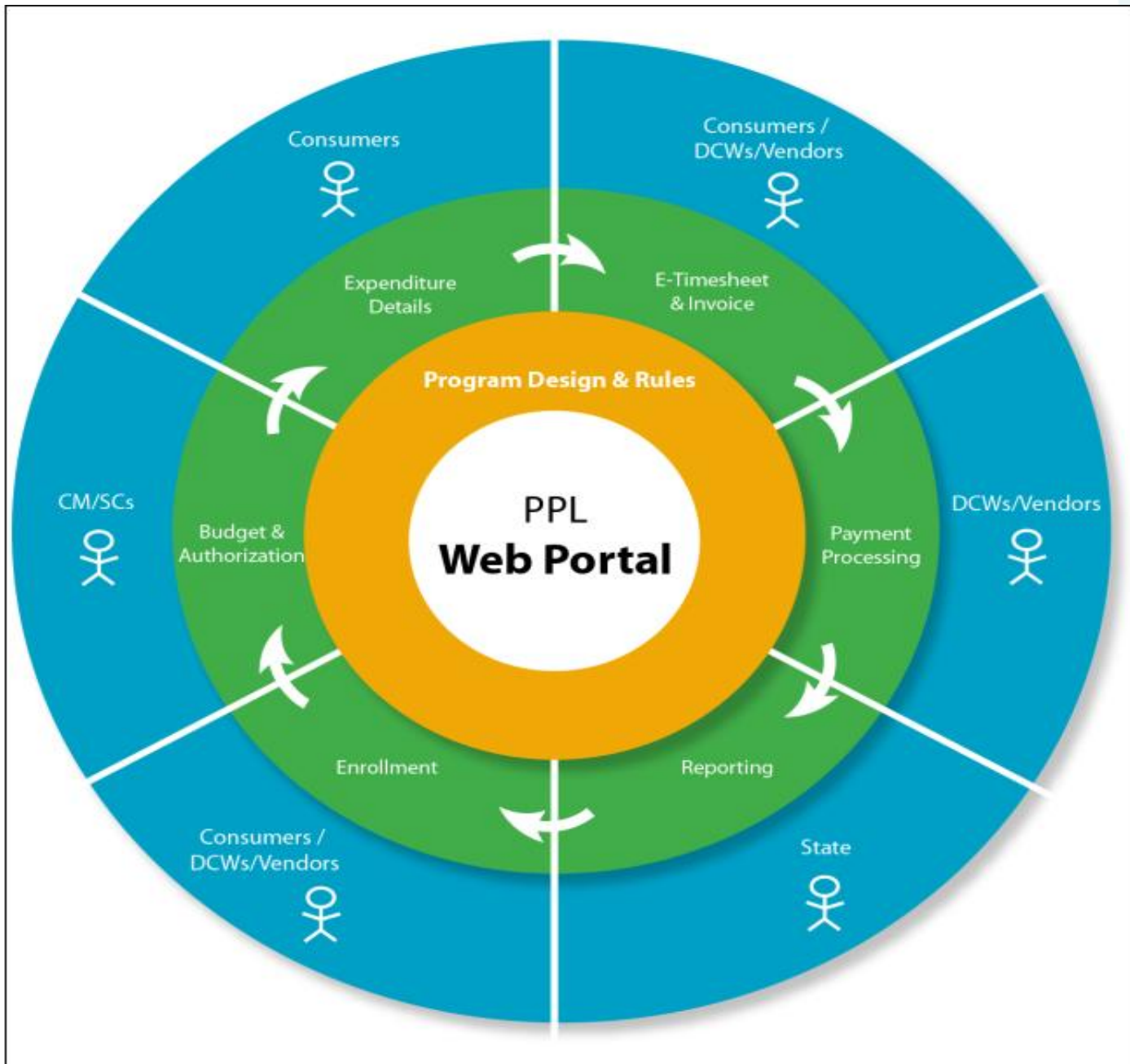


PPL Web Portal Training Overview

Today you will learn

- “ How to Enroll a New Participant
- “ How to Search, View and Edit a Participant's Profile
- “ How to View a Participant's Authorizations
- “ How to View an Associated Direct Care Worker
- “ How to View Timesheets

- “ **** Under Construction and Coming Soon!**
- “ How to View Invoices (*Services My Way participants only*)
- “ How to use the Reporting Tool



Participant Demographic Information



- " Key Demographic Information:
- " Medicaid ID
- " Participant Name
- " Participant Address (mailing address and physical address)
- " Gender
- " Primary Language
- " Common Law Employer/Name
- " Common Law Employer/ SSN
- " Common Law Employer/ Address and phone number
- " Common Law Employer/Relationship to Participant
- " Authorized Representative name, address, and phone (optional)
- " Emergency Contact name, address and phone (optional)
- " Service Coordinator name, phone, fax, and email

Portal Entry Reminders



- “ SCs will not need to enter Direct Care Worker (DCW) demographics into the PPL Web Portal; PPL will update the Portal for all Common Law Employers (CLEs) Direct Care Workers (DCWs).
- “ SCs should enter changes to Participant demographics (such as address changes) **at the time** they make changes in the SAMs or HCSIS systems.
- “ PPL will receive service authorizations for all waiver participants on a daily basis. SCs do not need to provide service authorizations to PPL.
- “ SCs should not enter Participant information for Participants who will be transferring from another FMS Provider to PPL on January 1, 2013. PPL is working with current F/EAs to receive this information.

“



Next Steps

PPL received a list of all Service Coordination Entities, SC Administrator, and Service Coordinators from The Office of Long Term Living.

PPL will provide a list to each Service Coordination Entity Administrator to identify Service Coordinators who should be assigned a user name and password.

PPL will receive this list and then provide a new list with the user name and password for Service Coordinators to the Administrator.

Service Coordinators may begin using the PPL Web Portal when they have their user name and password.

PPL will discontinue the short term manual process for accepting new participant referrals.



Questions?



Email: padpw-oltl@pcgus.com

PPL Web Portal \pm How ToqGuides will be posted on the:

"Information for Providers on the OLTL/Aging Website

"PPL PA Website

