



Figure 1

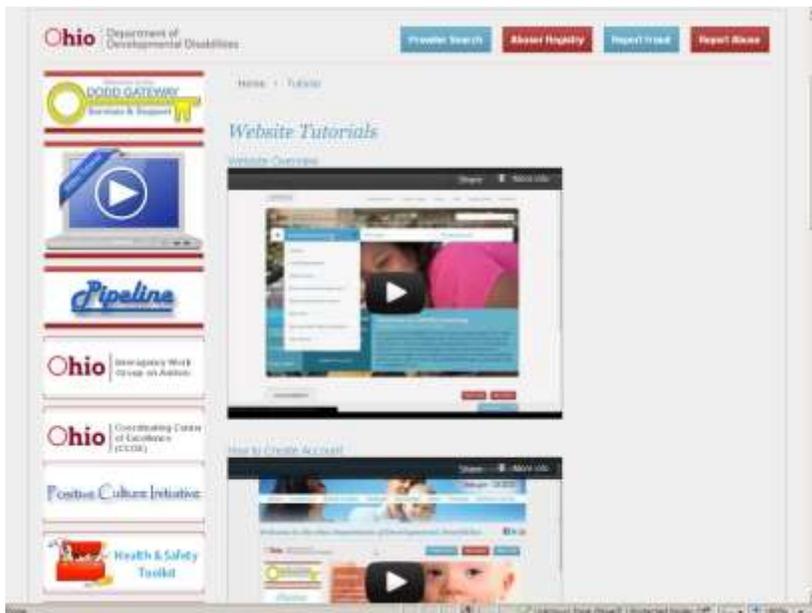


Figure 2

To view a Payment Authorization for Waiver Services [PAWS] go to [dodd.ohio.gov](http://dodd.ohio.gov) [Fig.1]

You can click on the 'Video Tutorial' link to view videos on how to set up an account, access applications, and more useful information. Click on the gold key marked 'DODD GATEWAY' to continue. [Fig.2]



Figure 3

From this screen, you will click on 'Login' to continue. [Fig. 3]

If you already have a username and password, you will enter it here. Otherwise, please see the online tutorial for information about setting up an account.[Fig. 4]



Figure 4



Figure 5

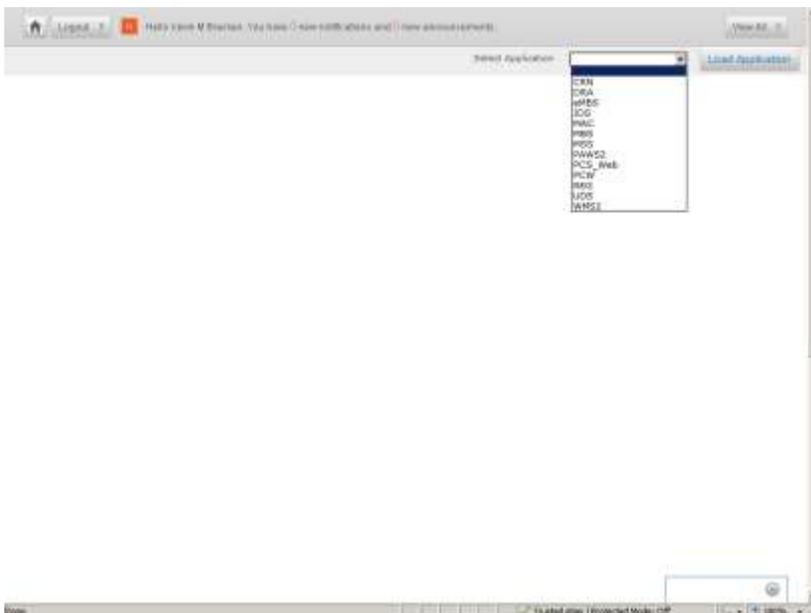


Figure 6

You should now be seeing a 'welcome' message at the top of your screen, as well as a new link marked 'Applications'.

Click on the 'Applications' link to continue. [Fig. 5]

Choose PAWS2 from the drop-down list on the upper right hand corner of your screen, and click 'Load Application'. [Fig. 6]

PAWS will open in a new window. You must have your web browser set to allow pop-ups from [dodd.ohio.gov](http://dodd.ohio.gov) in order for PAWS to work. PAWS is most compatible with Internet Explorer. If you are using a different web browser the functionality of PAWS might be affected.



Figure 7

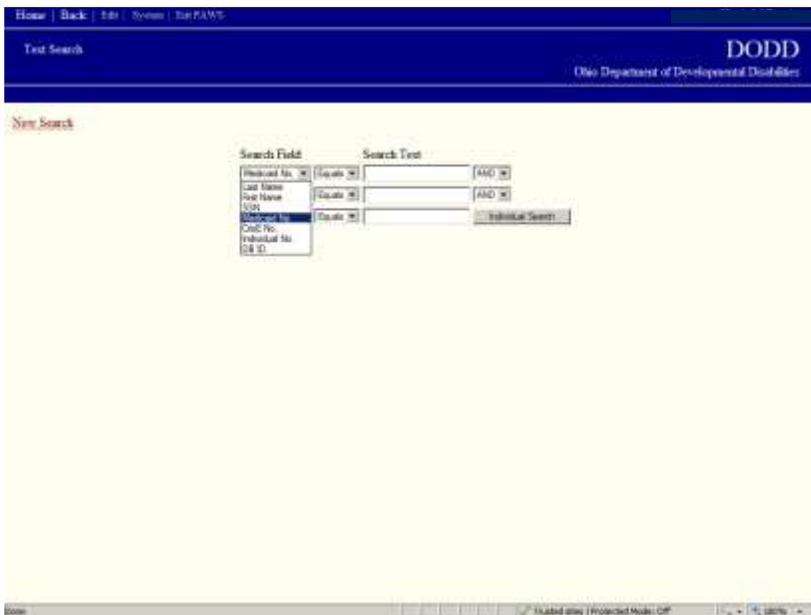


Figure 8

Click on 'Search' [Fig.7]

In the Search Field, select 'Medicaid No.' Enter the individual's Medicaid number in the 'Search Text' field. [Fig. 8]



Figure 9



Figure 10

Click on the blue line under 'Individual No. [Fig. 9]

Click on the 'Plan Begin Date' that you wish to view. [Fig. 10]

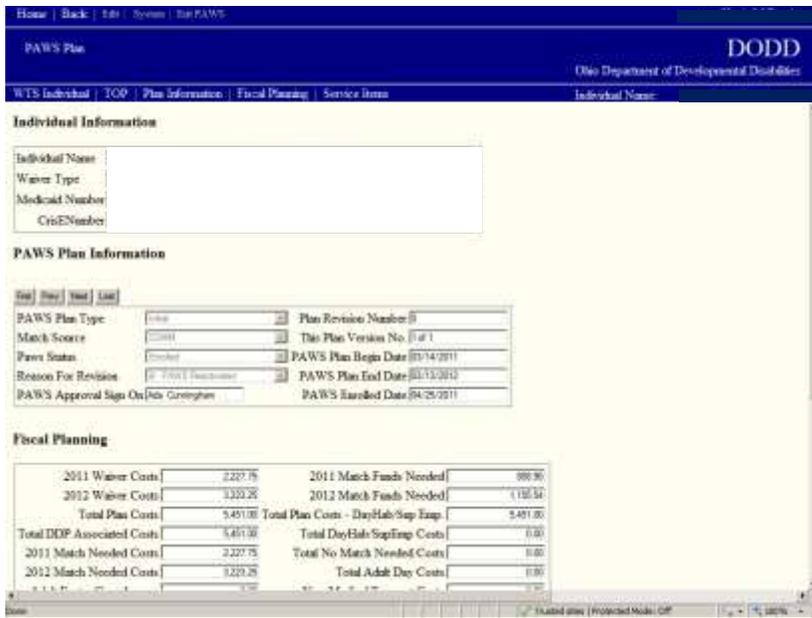


Figure 11

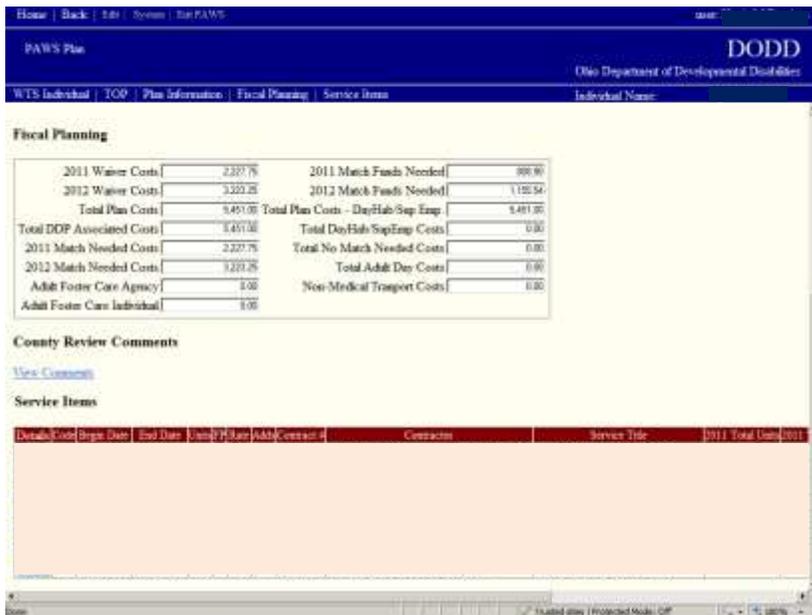


Figure 12

Check the 'PAWS Enrolled Date' to see if the PAWS has been enrolled. If the PAWS is not currently enrolled, the field will be labeled 'Date Last Modified'. The PAWS must be enrolled for you to be paid. [Fig. 11]

The 'Service Items' details the dates the services were authorized, who is authorized to provide services, and the amount [units] of services.

[Fig. 12]

Code	Begin Date	End Date	Units	FP	Rate	Adds	Contract #	Contractor	Service Title	2011 Total Units	2011 Total Cost
A22	11/15/2010	12/31/2010	914	S	0.00				+ HOMEMAK	914	4,432.90
A22	01/01/2011	03/31/2011	1749	S	0.00				+ HOMEMAK	1,749	8,482.65
A22	04/01/2011	06/30/2011	1769	S	0.00				+ HOMEMAK	1,769	8,579.65
A22	07/01/2011	09/30/2011	1788	S	0.00				+ HOMEMAK	0	0.00
A22	10/01/2011	11/14/2011	875	S	0.00				+ HOMEMAK	0	0.00

**Code:** Authorizes the *type* of service. This is an authorization code and is not necessarily, what you will submit for billing

**Begin/End date:** The *date span* services are authorized.

**Units:** Indicates the *number of units* authorized for the date span. Units can be 15 minute or daily units for Homemaker/Personal Care services, or it can indicate mileage or number of trips for transportation

**FP:** The *frequency period*. This can be 'S' for span, 'M' for monthly, 'W' for weekly, or 'D' for daily. The above example indicates that for the span (S) 11/15/2010-12/31/2010, 914 units of homemaker/personal care have been authorized.

**Rate:** This is no longer used

**Adds:** Indicates whether the county board has authorized a behavioral or medical add-on.

**Contract #, Contractor:** Individual or agency authorized to provide service.

**Service Title:** Title of *service* being authorized.

**Total Units:** Total *number of units* authorized for the span.

**Total Cost:** Total *dollars* authorized for the span.