



PROVIDER LICENSING

USER GUIDE

FUNCTIONALITY ADDRESSED:

Licensing supports the documentation and approval of licensing processes for Person Providers and Organization Providers.

The activities documented in this Licensing include - Type of License, Effective Dates, and Approval for the License, Licensed Capacity and Changes to the License Status.

LEARNING OBJECTIVES:

Upon completion of this course, the student will demonstrate the ability to:

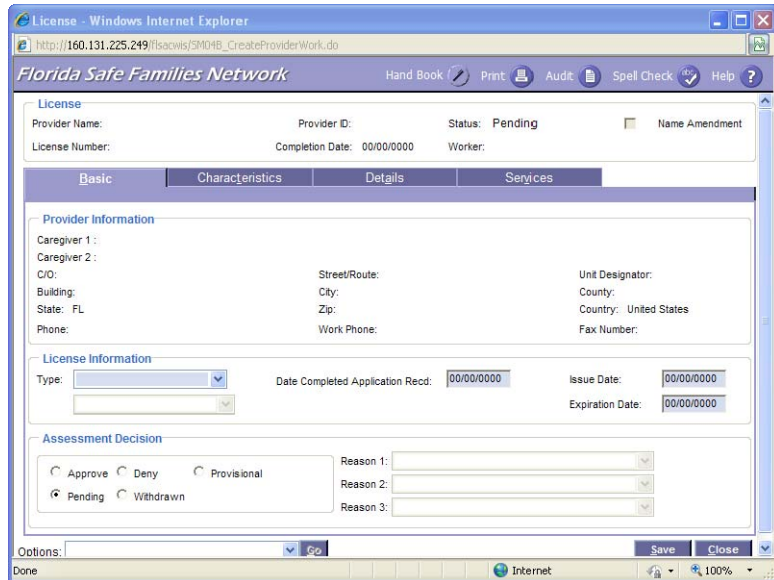
- Create Original License from the Desktop.
- To document actions taken with regard to a license after approval of the license,.
- Ability to generate forms or notices sent to the provider.
- Re-license a provider when the license needs renewal.
- Ability to Edit Licensed Services.



CREATE PROVIDER WORK

Select the appropriate provider from the list of providers.

From the Create Provider Work menu a worker can also make changes to the "Licensed" name by creating a Name Amendment and following the same steps as for relicensing



LICENSE PAGE

2. The system will populate the License group box with the Provider information.

Once a provider is created then the provider id becomes a link. When you select this link it opens the person provider in edit mode. The hyperlinked Provider ID conditionally displays once the user has saved the page and when the user is editing a License, The ID displays up until the License is "frozen"; otherwise, just display the ID as text

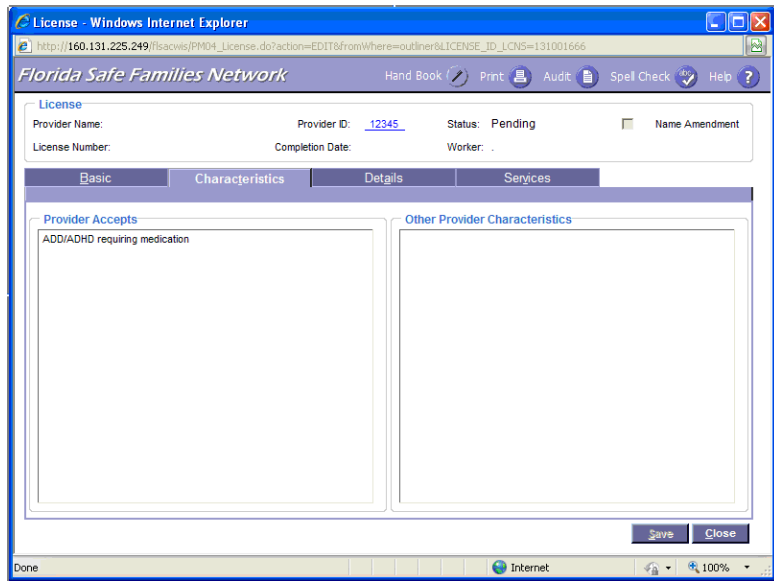
LICENSE PAGE BASIC TAB

3. In the Provider Information group box from Type dropdown list select Traditional Foster Care

4. Enter a date in the Date Completed Application Received field.

5. Enter a date in the Issue Date Field.

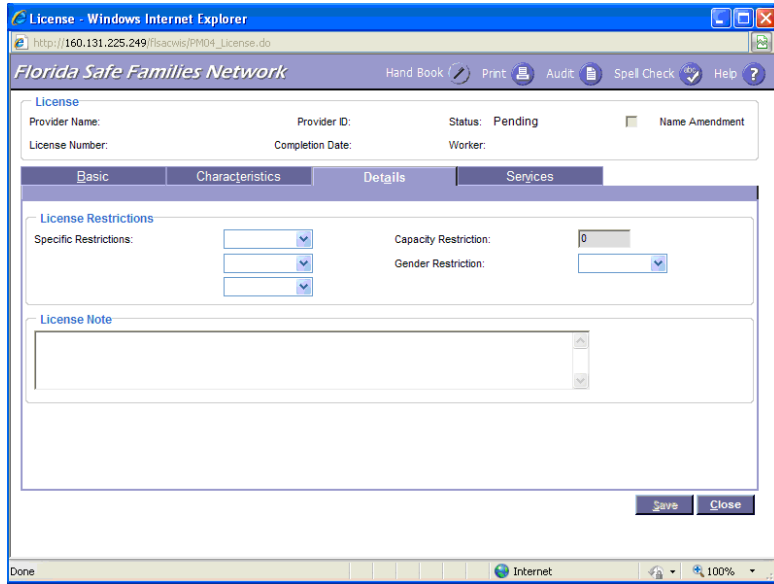
6. Enter a date in the Expiration Date field.



LICENSE PAGE CHARACTERISTICS TAB

7. Select the **Characteristics** tab. This tab will display any Characteristics that the Provider Accepts.

All information on the Characteristics Tab is view only when accessed via the Provider Licensing page. This information gets updated on the person provider page.

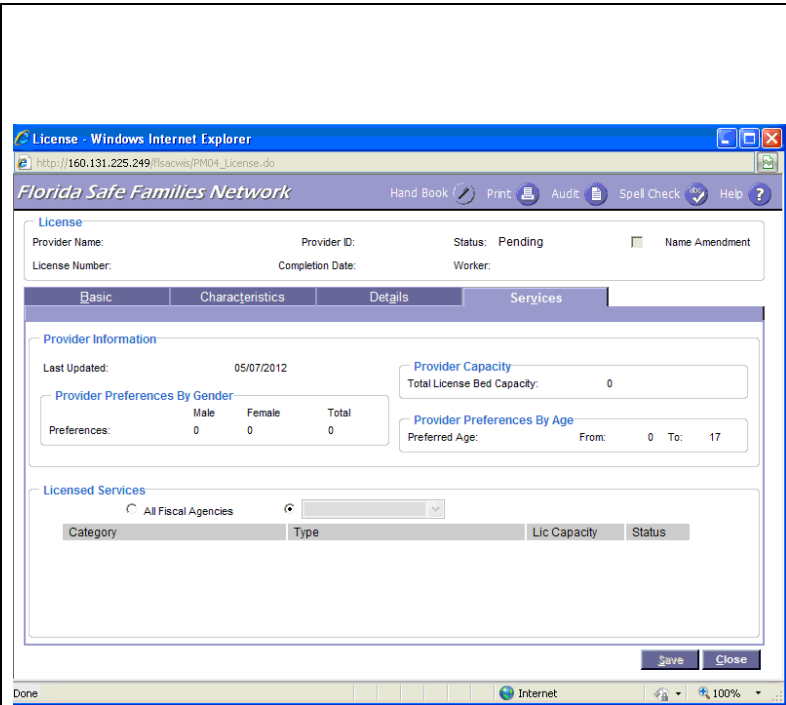


DETAILS TAB

8. Select the Details tab. In the License Restrictions group box, select Specific Restrictions from the dropdown list select:
**Child Specific
 Medical Only
 Therapeutic**

9. Enter the Capacity Restriction if not pre-populated.

10. Select the Gender Restriction from the dropdown menu If, the



SERVICES TAB

<p>provider has restrictions.</p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p>11. Select the Services tab.</p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p>12. The Provider Information group box is prefilled with date the License was last updated.</p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p>13. The Provider Capacity Group box is prefilled with the information that was entered on the details tab.</p>	<p>This information can also be prefilled if it is entered on the Person Provider Services tab.</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p>14. The Provider Preferences by Gender group box is prefilled from the Person Provider Services tab.</p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p>15. The Provider Preferences by Age group box is prefilled from the Person Provider Services tab.</p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p>16. The Licensed Services group box can be updated on the page.</p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

APPROVAL HISTORY PAGE

BASIC TAB/ADDITIONAL LICENSING

19. From the Basic tab select from the Options Dropdown list, **Additional Licensing Actions**.

After final approval of the License the Additional Licensing Actions page can be launched.

If an approved active license exists, FSFN automatically ends the license on the Additional Licensing Actions page as follows:

- Sets the **Actions** field to 'Close'.
- Sets the **Effective Date** to be the system date.
- Sets the **Reason 1** field to be 'Duplicate Provider Clean-up'.

FSFN auto approves the page with the name of the worker 'inactivating' the provider and using the system date.

20. Click on **Insert** button.

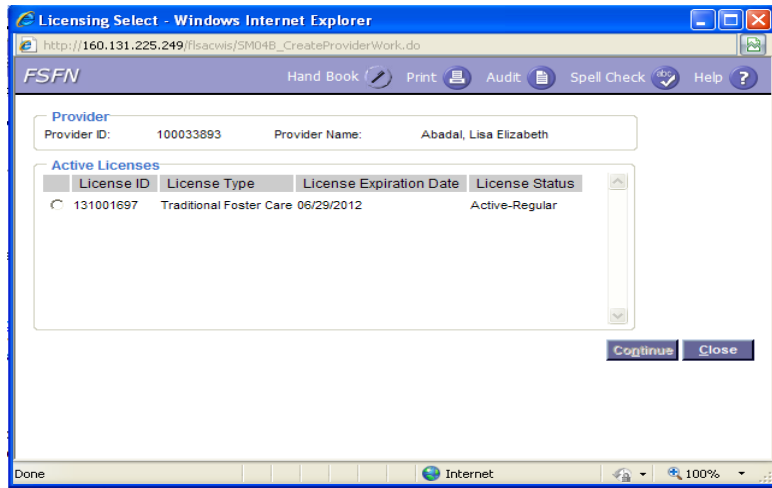
21. In the **Licensing Actions** group box, from the dropdown list select **Placed On Hold**.

22. In the **Effective from** field enter a date.

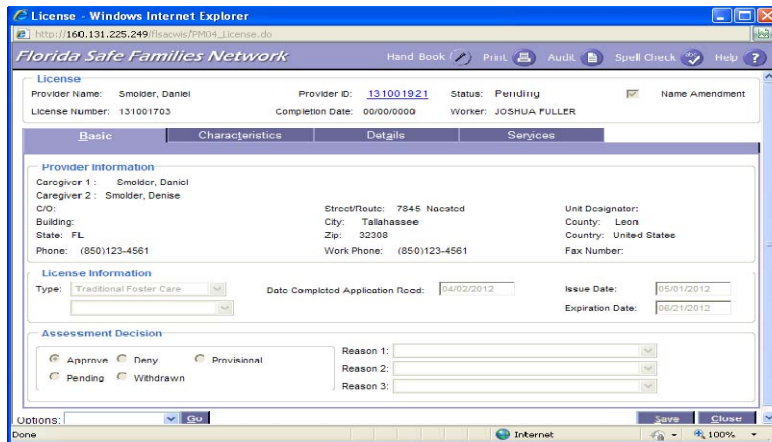
23. From the dropdown list for **Reason 1** select **Other**

24. From the dropdown list for **Reason 2** select **Inadequate Finances**.

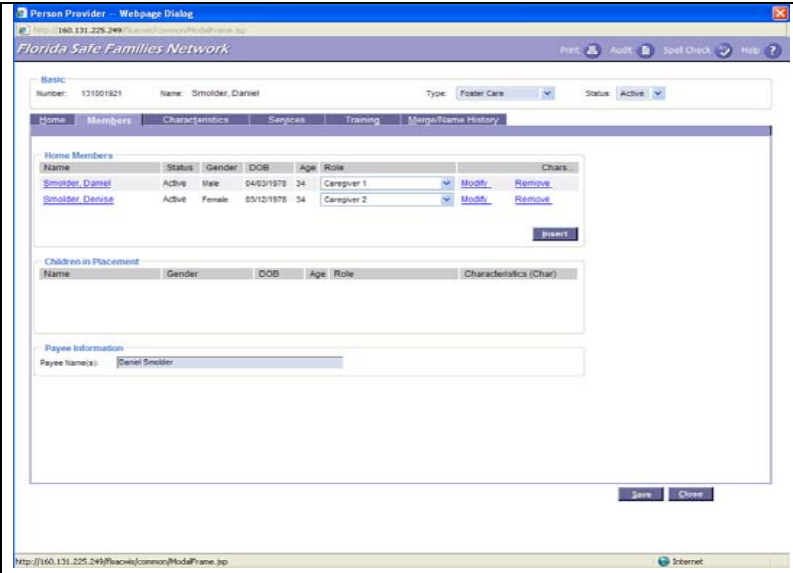
25. From the dropdown list for **Reason 3** select **No Longer Interested**



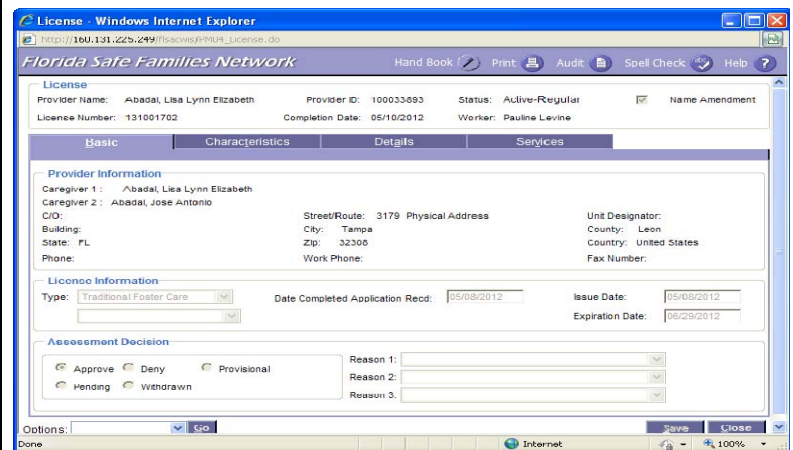
NAME AMENDMENT - SELECT LICENSE



41. From the create Provider Work select Name Amendment from the License dropdown
42. Select the Provider
43. Select the Radio button and click continue
44. Click Save The Provider ID hyperlink displays
45. Select the hyperlink and the Person Provider page displays



PERSON PROVIDER – MEMBERS TAB



LICENSE – BASIC TAB

46. Select the hyperlink for the provider	
47. Change the name and click Save and Close	
48. Click Close on the person Provider	
49. Approve the Name Amendment	
50. Click Close on the License	The Name Amendment will display under the License Icon on the Desktop
51. The Name Amendment check box is checked	

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