PAY RATES IN PPL PORTAL

Check Off Service Codes

1. **Use the Provider Search function to find the provider and click 'Edit' to the left of the provider's name.**

2. **Click 'Next' at the bottom of the page until you navigate to the Services page.**

Check Off Service Codes (cont.)

Edit Provider (Provider ID E018140)

Please enter the following information. All fields are required for good to go, unless otherwise specified. * fields are required to save the form.

Provider ID   E018140
Provider Type   Employee ⌄   Help

Step 2: Select Services

Services

C 5300 - Non-Waiver Services		Service Group Checklist

	Service Code	Service Description
☑	5300	Non waiver financial services
☐	5300AUTO	Auto Non-Waiver Financial Services
☐	5300M2AUTO	Auto_Transportation
☐	5300P	Education and Train. Institutions

E 5400 - Non-Waiver Financial Services		Service Group Checklist

	Service Code	Service Description
☑	5400	Non-Waiver Services
☐	5400AUTO	Auto Non-Waiver Services
☐	5400B2AUTO	Auto_Personal Stipend - Household bills
☐	5400C2AUTO	Community Activities Stipend (Auto)
☐	5400E2AUTO	Auto_Food Stipend
☐	5400H2AUTO	Auto_Rent

3. Click the blue service code categories to open a dropdown of services codes. Check off the appropriate service code. Doing so will allow the provider to supply services under these service codes.

4. Click 'Next' at the bottom of the page until you navigate to the final screen where you will click 'Submit' to save.

PPL

View Associated Staff

1. To view associated staff, navigate to the participant profile and click 'Associated Providers' at the top of the page.

2. On the association screen, all staff who work for the participant will appear.

View Associated Staff (cont.)

Associate Providers to Participant (C001165 - TEST1 TEST1)

Provider ID	Provider Name	Phone Number	Provider Type	Disassociate Provider	Participant - Provider Checklist*	Good to Go*	Services
E015330	QA TestProviderQA01		IP	Disassociate Provider	Checklist	Complete: No	No	Services

*Checklist Complete and Good to Go assume a work date of 10/28/2020. A different work date may yield a different result.

Show Disassociated Providers

Back to Participant Profile

Participant Provider Services

Services

	Service Name	Service Description	Service Code	Maximum Rate	Minimum Rate	Actual/Desired Rate	Rates Count
☑	Individualized Home Supports	Individualized Home Supports	5703	32.92	12.75	$15.00	Rates [1]

CANCEL

CLOSE

From the 'Associated Providers' screen, you have the ability to:

- Disassociate the staff if they no longer work for the participant
- View the checklist of items required prior to service initiation
- View the services each provider is supplying, as well as the rate of pay

Associate Staff to a Participant

Provider Search

Provider Agency/Vendor Name   [   ]

Provider First Name   [QAs]

Provider Last Name   [   ]

Provider ID   [   ]

SEARCH

Your search found 1 record(s). Click the Provider Name to associate the Provider.

Provider Name	Provider ID
QAs TestProviderQA01s	E015330

From the 'Associated Providers' screen, you also have the ability to search for and associate providers:

1. **Search for the provider using either the name or provider ID.**
2. **Click the provider's name that you would like to associate.**

Establish Rate of Pay

DDS staff also have the ability to establish a rate of pay directly in the portal.

Steps to establish rate of pay:

1. Once at the participant-staff association page, click the 'Services' button next to the staff you wish to establish the rate of pay for.

2. Check off the service which will be provided on the left-hand side

3. On the same screen, click the 'Rates' button on the right-hand side of the screen.

Establish Rate of Pay (cont.)

Step 4: Click 'Add New Rate'

Please note: If there is an existing rate of pay previously established (which is the case in the image to the right), you will need to end date the previous rate before entering a new one. To do so, click 'edit' next to the previous rate and simply put an end date in the 'End Date' field

Add/Update Employee Service Rates

Employee Service Rates

	Employee No	Service Code	Rate	Start Date (mm/dd/yyyy)	End Date (mm/dd/yyyy)
Edit	E015330	5400	24	06/26/2014	

ADD NEW RATE

CLOSE

Add/Update Employee Service Rates

Employee Service Rates

	Employee No	Service Code	Rate	Start Date (mm/dd/yyyy)	End Date (mm/dd/yyyy)
Update Cancel	E015330	5400	24	06/26/2014	06/30/2022

CLOSE

Establish Rate of Pay (cont.)

Step 5: Enter the new rate of pay and the start date of that pay rate. The end date is optional.

Step 6: Click 'Update' on the left side of the screen

Step 7: Click 'Close' on the bottom of the screen
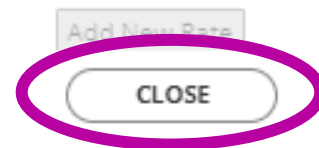
Step 8: Click the orange 'Submit' button to save

Add/Update Employee Service Rates

	Employee No	Service Code	Rate	Start Date (mm/dd/yyyy)	End Date (mm/dd/yyyy)
Edit	E015330	5400	24	06/26/2014	06/30/2022
Update Cancel	E015330	5400	1	07/01/2022	

Add New Rate

CLOSE

PPL