

8. To link a Care Coordinator to an Agency go to the Agencies tab (applies ONLY to Care Coordinators)

a. Click "Link to Provider"

b. Search by Agency Number and choose Care Coordinator

The screenshot shows the DSDS Providers page. At the top, there are tabs for DSDS, Providers, APS, PCA, Waiver Programs, Assessments, and Options. A search bar labeled 'Search for Name or ID' is present. Below the tabs, the name 'Smith, Katherine D.' is displayed with '[Provider]' and 'DSDSID: 83269'. A navigation bar includes links for Details, Contacts, Medicaid Codes, Rates, Consumers, Agents, Agencies, Notes, Prev, and Next. Below this, a section titled 'Providers Listing Smith, Katherine D. as an Agent' contains a '+ Link to Provider' button. The page then shows the same top navigation and search bar. Below, the name 'Smith, Katherine D.' is shown again. At the bottom, a search bar is populated with 'Job Ready Inc - Anchorage' and 'as Care Coordinator'.

9. This will take you to the next screen automatically where you enter the Certification Start and End dates

The screenshot shows the 'Provider Agent' form. At the top, there are tabs for DSDS, Providers, APS, PCA, Waiver Programs, Assessments, and Options. A search bar labeled 'Search for Name or ID' is present. Below the tabs, the name 'Smith, Katherine D.' is displayed with '[Provider]' and 'DSDSID: 83269'. A navigation bar includes links for Details, Contacts, Medicaid Codes, Rates, Consumers, Agents, Agencies, Notes, Prev, and Next. Below this, a section titled 'Provider Agent' contains a 'Save' button and a 'Cancel' button. The form fields are as follows:

Provider	Job Ready Inc - Anchorage
Type	Care Coordinator
Agent	Smith, Katherine D.
Start Date	6/15/2009
End Date	6/30/2010