

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 is present with the text 'Search for Name or ID'. Below the search bar, the name 'Smith, Katherine D.' is displayed, followed by '[Provider]' and 'DSDSID: 83269'. A row of buttons includes Details, Contacts, Medicaid Codes, Rates, Consumers, Agents, Agencies, Notes, Prev, and Next. The 'Agencies' button is highlighted. 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 search bar and provider information. At the bottom, a search bar is labeled 'Search for Name/Medicaid Code' and contains the text '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 is present with the text 'Search for Name or ID'. Below the search bar, the name 'Smith, Katherine D.' is displayed, followed by '[Provider]' and 'DSDSID: 83269'. A row of buttons includes Details, Contacts, Medicaid Codes, Rates, Consumers, Agents, Agencies, Notes, Prev, and Next. The 'Agencies' button is highlighted. Below this, a section titled 'Provider Agent' contains a 'Save' button and a 'Cancel' button. The form fields are: Provider (Job Ready Inc - Anchorage), Type (Care Coordinator), Agent (Smith, Katherine D.), Start Date (5/15/2009), and End Date (5/30/2010).