**Habilitation Homes- New Homes and Updates at Certification Procedure**

**New Home Entry**

* Create DS3 entry
  + Convert a contact into a provider (Provider Conversion Sub-Procedure?)
  + Request a record merge if needed (Email RAU with a copy and paste list of records to merge and indicate which one to keep [DSDSResearchAnalysis@alaska.gov](mailto:DSDSResearchAnalysis@alaska.gov) )
  + Create a new provider from scratch (New Provider Procedure)
* Add Contact info
  + Name
  + Address
  + Phone number
  + License number
  + License end date
  + Contact names for administrator
* Add correct Medicaid Code
  + Based on application and certified types
  + Correct codes are
    - FAMHB ADLT
    - FAMHB CHLD
    - GRPHM
  + Add agency END DATE ONLY no start date
  + Status will be Active
* Connect to Main Agency
  + Open new DS3
  + Search for the Certified Agency
  + Go to Renderers tab
  + Add Rendering Agency
  + Search for new home
  + Connect it as the correct type
  + Enter AGENCY start and end date for certification
  + Save

**Recertification Updating**

* Check contact info
  + Update as needed
  + Update license end date
* Check Medicaid Code
  + Update end date to match agency
* Check connection with agency
  + Go to Agencies
  + Make sure correct agency shows
  + Click Agency name
  + Go to Renderers tab
  + Edit connected home
  + Enter updated AGENCY start and end date for certification
  + Save

**Error Corrections**

* Wrong Medicaid Code i.e. FAMHB ADLT instead of GRPHM
* Correct type on home
* Go to agency
* Disconnect (delete) home from renderers
  + Edit
  + Delete
  + Confirm
* Reconnect under correct home type (See connecting a new home)