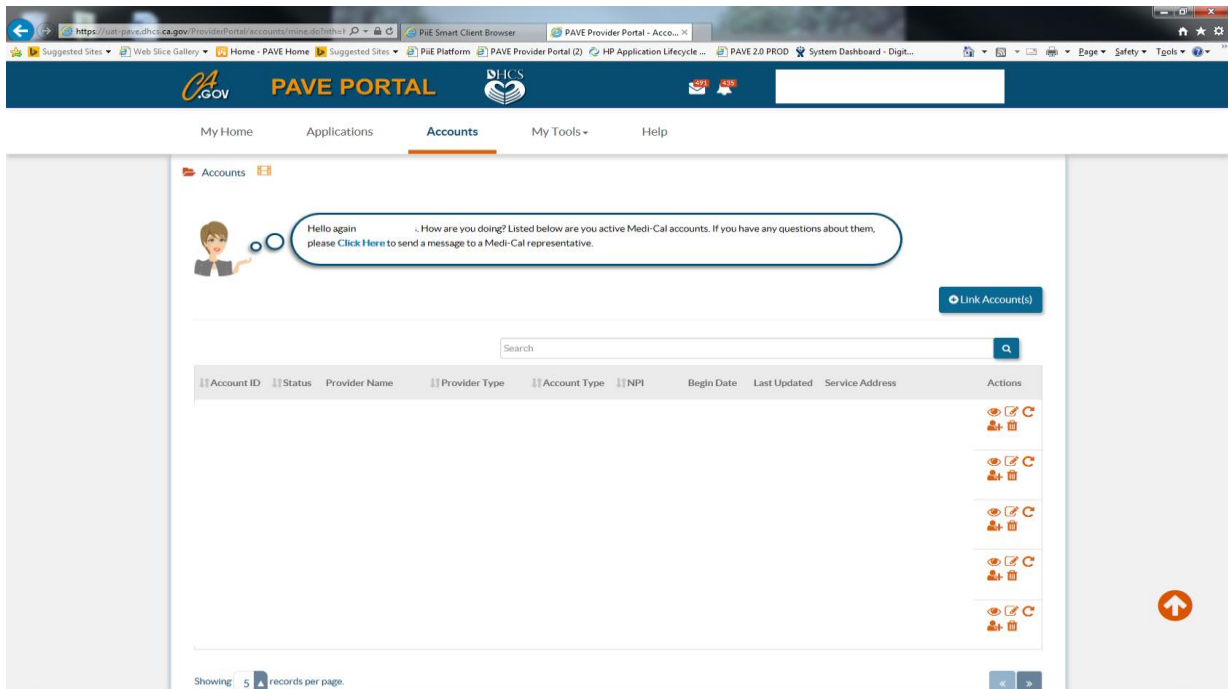

	<h1>PAVE PRESS</h1>
Title: Adding Delegated Officials in PAVE for Existing Provider	Date: April 24, 2017
Volume #: PAVE Press 2017-006	

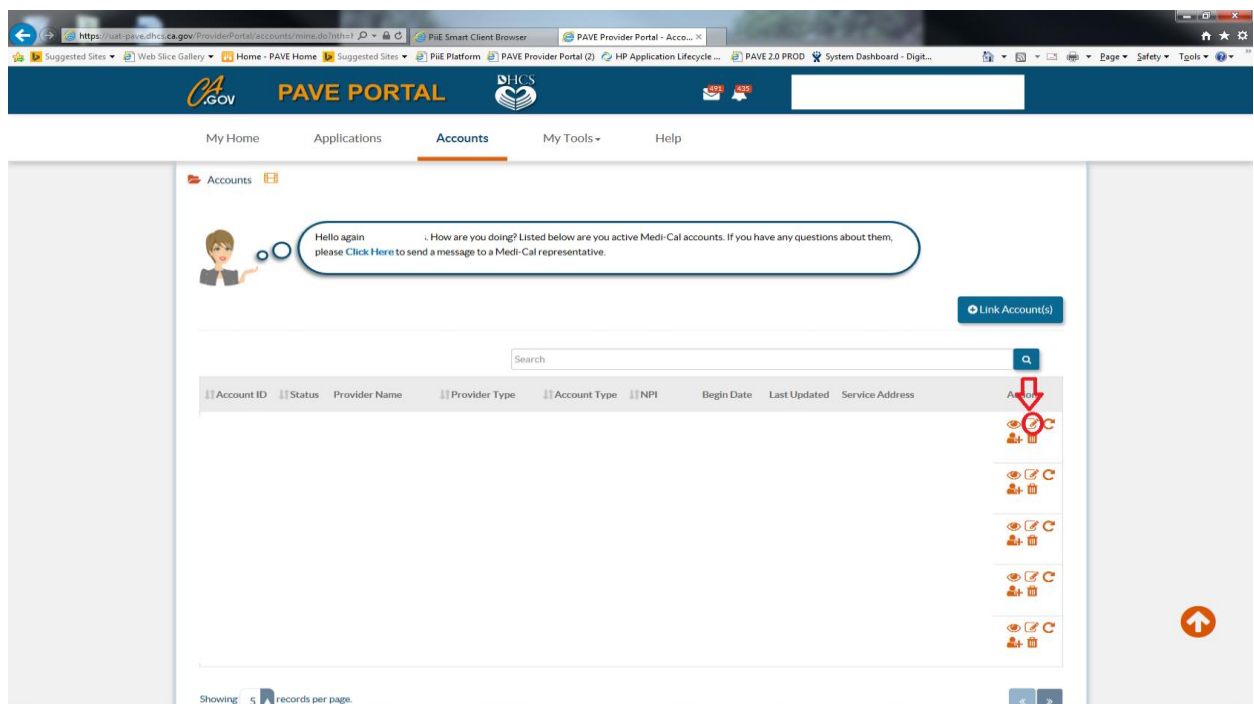
Adding Delegated Officials in PAVE for Existing Provider


1. Log into PAVE and select Business Profile for entity/provider
2. Select Accounts tab from PAVE



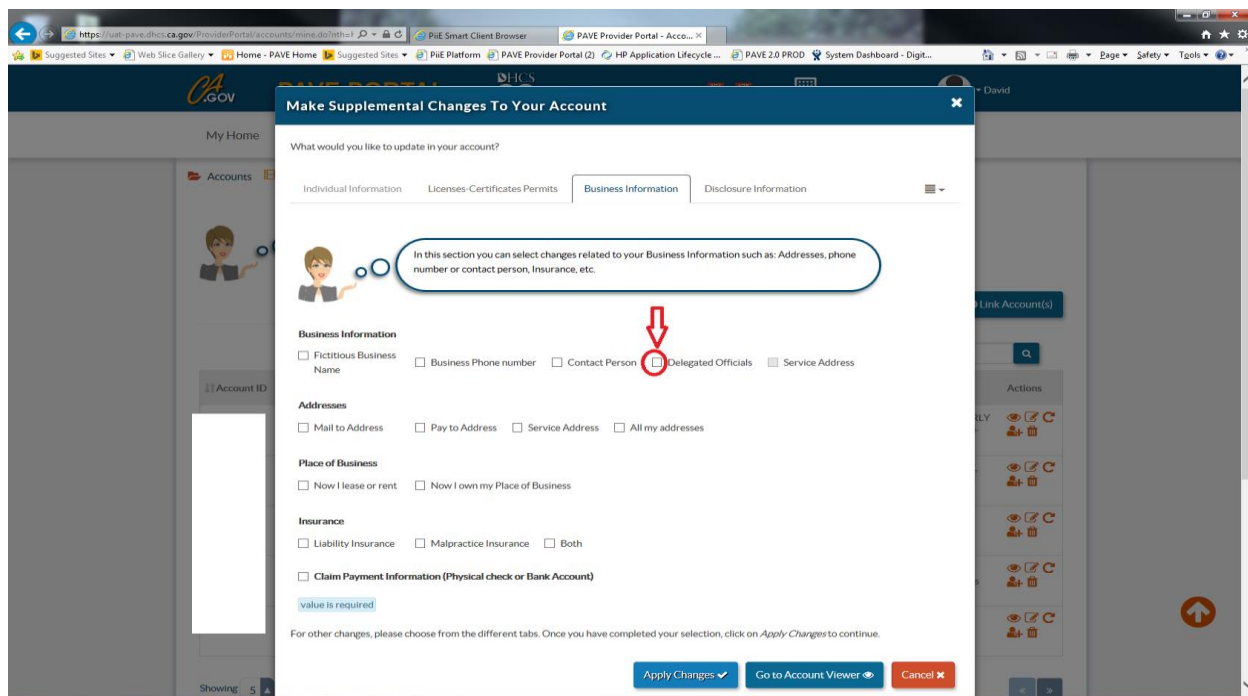
	<h1>PAVE PRESS</h1>
<p>Title: Adding Delegated Officials in PAVE for Existing Provider</p>	<p>Date: April 24, 2017</p>
<p>Volume #: PAVE Press 2017-006</p>	

3. Select Update Account icon



	<h1>PAVE PRESS</h1>
<p>Title: Adding Delegated Officials in PAVE for Existing Provider</p>	<p>Date: April 24, 2017</p>
<p>Volume #: PAVE Press 2017-006</p>	

4. Select Business Information tab
5. Check Delegated Officials box
6. Click Apply Changes



Make Supplemental Changes To Your Account

What would you like to update in your account?

Individual Information | Licenses-Certificates Permits | **Business Information** | Disclosure Information

In this section you can select changes related to your Business Information such as: Addresses, phone number or contact person, Insurance, etc.

Business Information

☐ Fictitious Business Name ☐ Business Phone number ☐ Contact Person ☒ **Delegated Officials** ☐ Service Address

Addresses

☐ Mail to Address ☐ Pay to Address ☐ Service Address ☐ All my addresses

Place of Business

☐ Now I lease or rent ☐ Now I own my Place of Business

Insurance


☐ Liability Insurance ☐ Malpractice Insurance ☐ Both

☐ Claim Payment Information (Physical check or Bank Account)

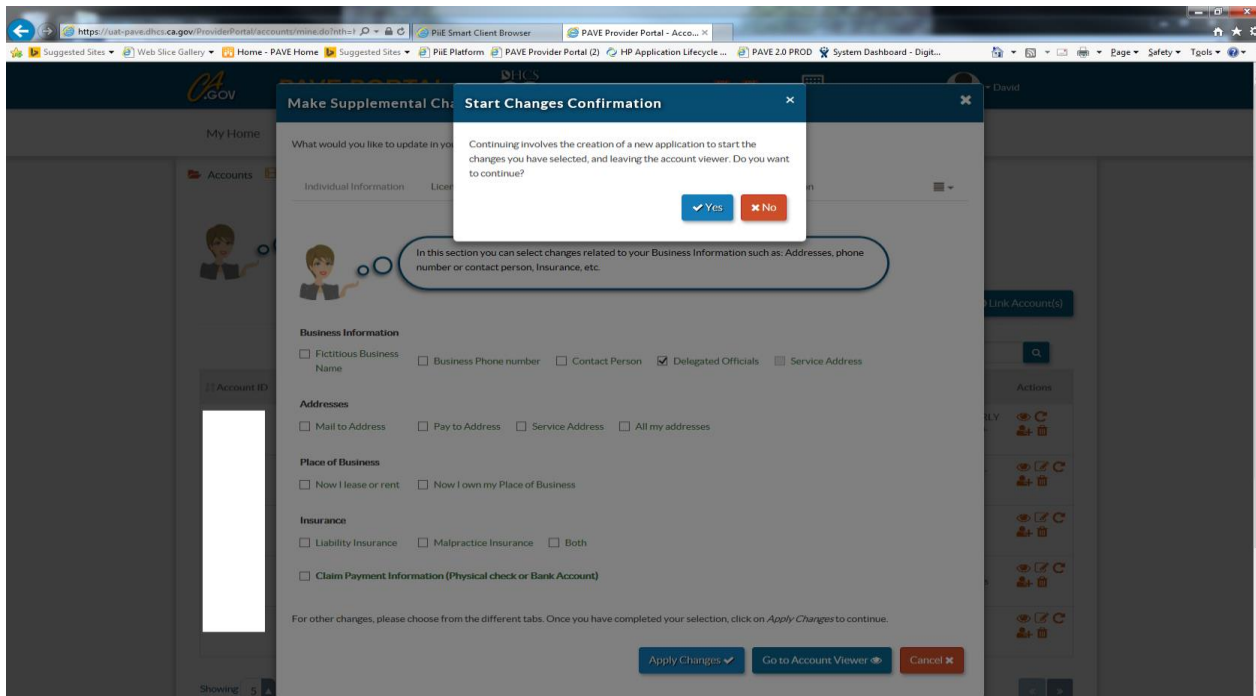
value is required


For other changes, please choose from the different tabs. Once you have completed your selection, click on *Apply Changes* to continue.

[Apply Changes](#) [Go to Account Viewer](#) [Cancel](#)

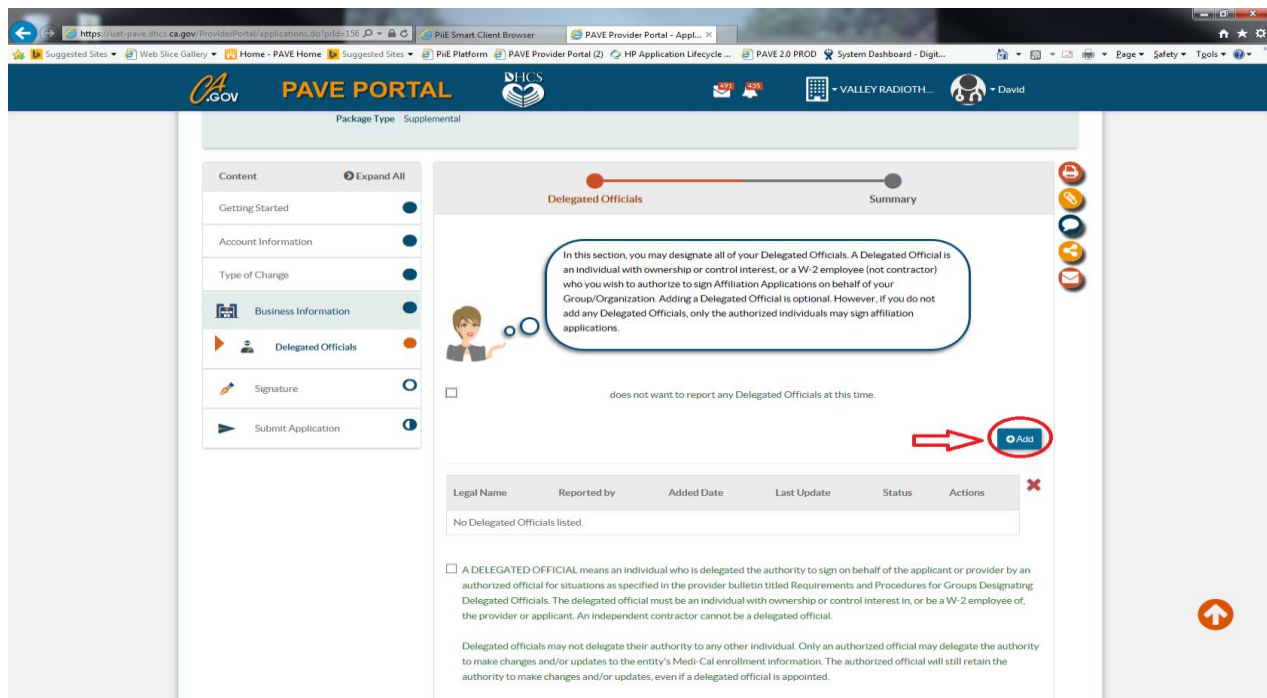
	<h1>PAVE PRESS</h1>
<p>Title: Adding Delegated Officials in PAVE for Existing Provider</p>	<p>Date: April 24, 2017</p>
<p>Volume #: PAVE Press 2017-006</p>	

7. Click Yes



	<h1>PAVE PRESS</h1>
Title: Adding Delegated Officials in PAVE for Existing Provider	Date: April 24, 2017
Volume #: PAVE Press 2017-006	

8. Select Delegated Officials tab in the Business Information section
9. Uncheck box for does not want to report any Delegated Officials at this time.
10. Click Add



Package Type Supplemental

Content Expand All

- Getting Started
- Account Information
- Type of Change
- Business Information
- Delegated Officials
- Signature
- Submit Application

Delegated Officials Summary

In this section, you may designate all of your Delegated Officials. A Delegated Official is an individual with ownership or control interest, or a W-2 employee (not contractor) who you wish to authorize to sign Affiliation Applications on behalf of your Group/Organization. Adding a Delegated Official is optional. However, if you do not add any Delegated Officials, only the authorized individuals may sign affiliation applications.


☐ does not want to report any Delegated Officials at this time.

[Add](#)

Legal Name	Reported by	Added Date	Last Update	Status	Actions
No Delegated Officials listed.					

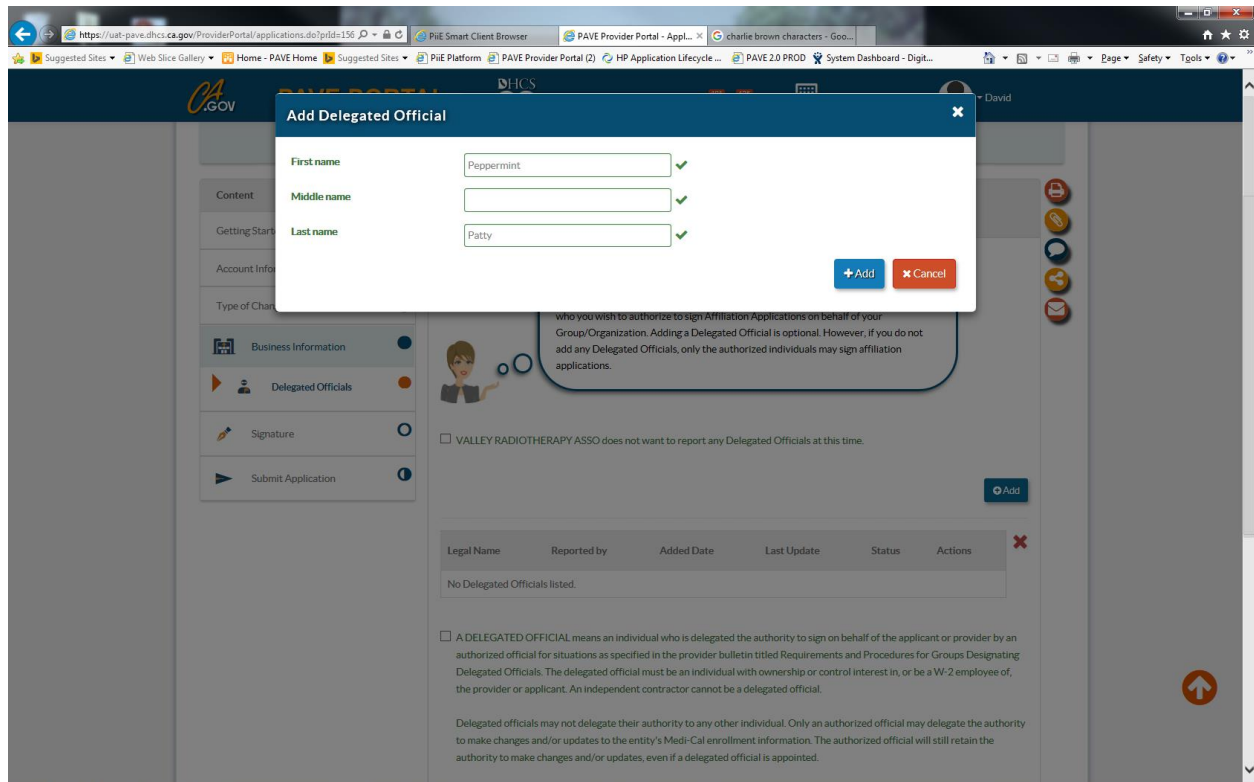
☐ A DELEGATED OFFICIAL means an individual who is delegated the authority to sign on behalf of the applicant or provider by an authorized official for situations as specified in the provider bulletin titled Requirements and Procedures for Groups Designating Delegated Officials. The delegated official must be an individual with ownership or control interest in, or be a W-2 employee of, the provider or applicant. An independent contractor cannot be a delegated official.

Delegated officials may not delegate their authority to any other individual. Only an authorized official may delegate the authority to make changes and/or updates to the entity's Medi-Cal enrollment information. The authorized official will still retain the authority to make changes and/or updates, even if a delegated official is appointed.

	<h1>PAVE PRESS</h1>
<p>Title: Adding Delegated Officials in PAVE for Existing Provider</p>	<p>Date: April 24, 2017</p>
<p>Volume #: PAVE Press 2017-006</p>	


11. Enter in name for Delegated Official

12. Click Add

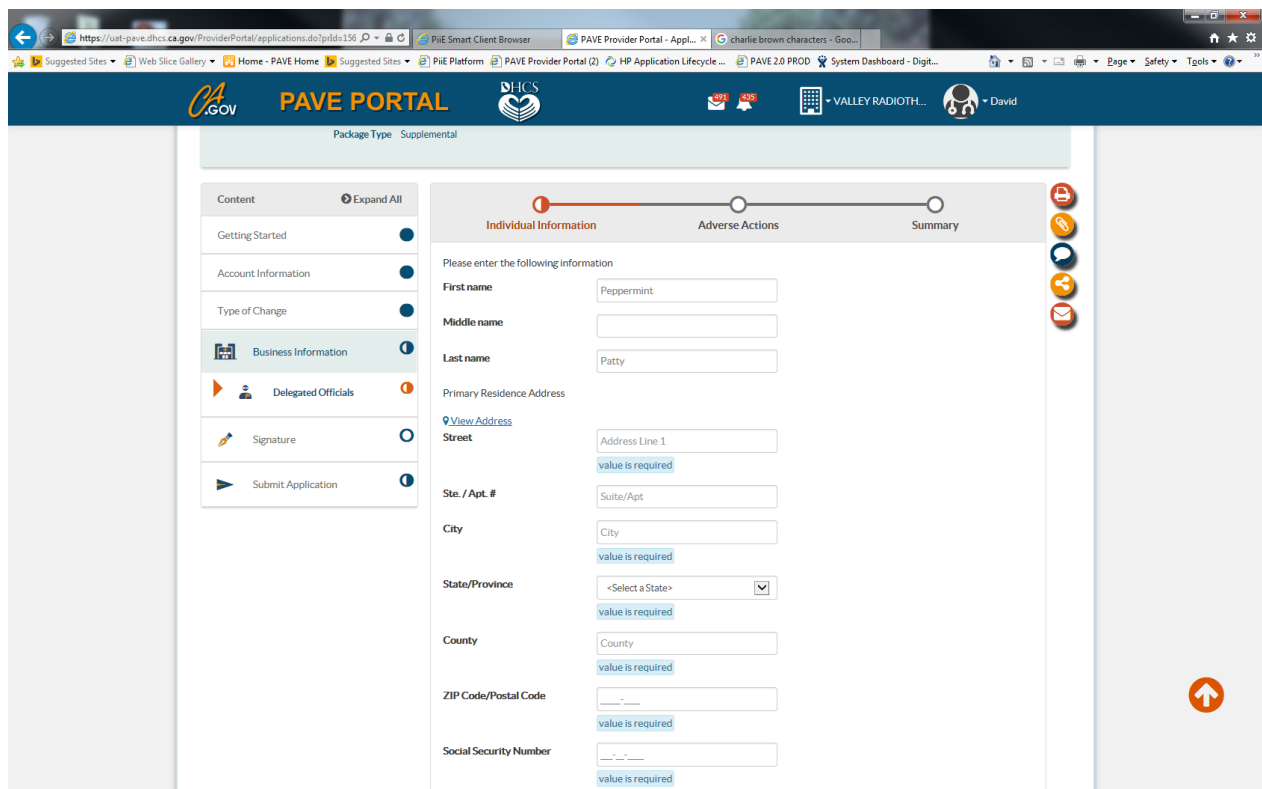


The screenshot shows the PAVE Provider Portal interface. A modal window titled "Add Delegated Official" is open, allowing the user to add a new official. The form includes three input fields: "First name" (containing "Peppermint"), "Middle name" (empty), and "Last name" (containing "Patty"). Each field has a green checkmark to its right, indicating successful validation. At the bottom right of the modal are two buttons: a blue "+ Add" button and a red "Cancel" button.

In the background, the main portal content is visible. On the left is a sidebar menu with options: Content, Getting Started, Account Information, Type of Change, Business Information, Delegated Officials (selected), Signature, and Submit Application. The main area shows a message about authorizing signatories for Affiliation Applications. Below this is a checkbox labeled "VALLEY RADIOTHERAPY ASSO does not want to report any Delegated Officials at this time." with an "Add" button. At the bottom, there is a table header for "Delegated Officials" with columns: Legal Name, Reported by, Added Date, Last Update, Status, and Actions. The table currently shows "No Delegated Officials listed." Below the table is a detailed definition of a Delegated Official and a note about the delegation of authority.

		<h1>PAVE PRESS</h1>
Title: Adding Delegated Officials in PAVE for Existing Provider	Date: April 24, 2017	
Volume #: PAVE Press 2017-006		


13. Enter information in required fields and attach required document
14. Click Continue



The screenshot shows the PAVE Portal web application. The top navigation bar includes the CA.GOV PAVE PORTAL logo, the DHCS logo, and a user profile for 'David'. The main content area is titled 'Package Type Supplemental' and features a sidebar with a 'Content' menu. The 'Delegated Officials' option is selected, indicated by a red circle. The main form area is titled 'Individual Information' and contains the following fields:

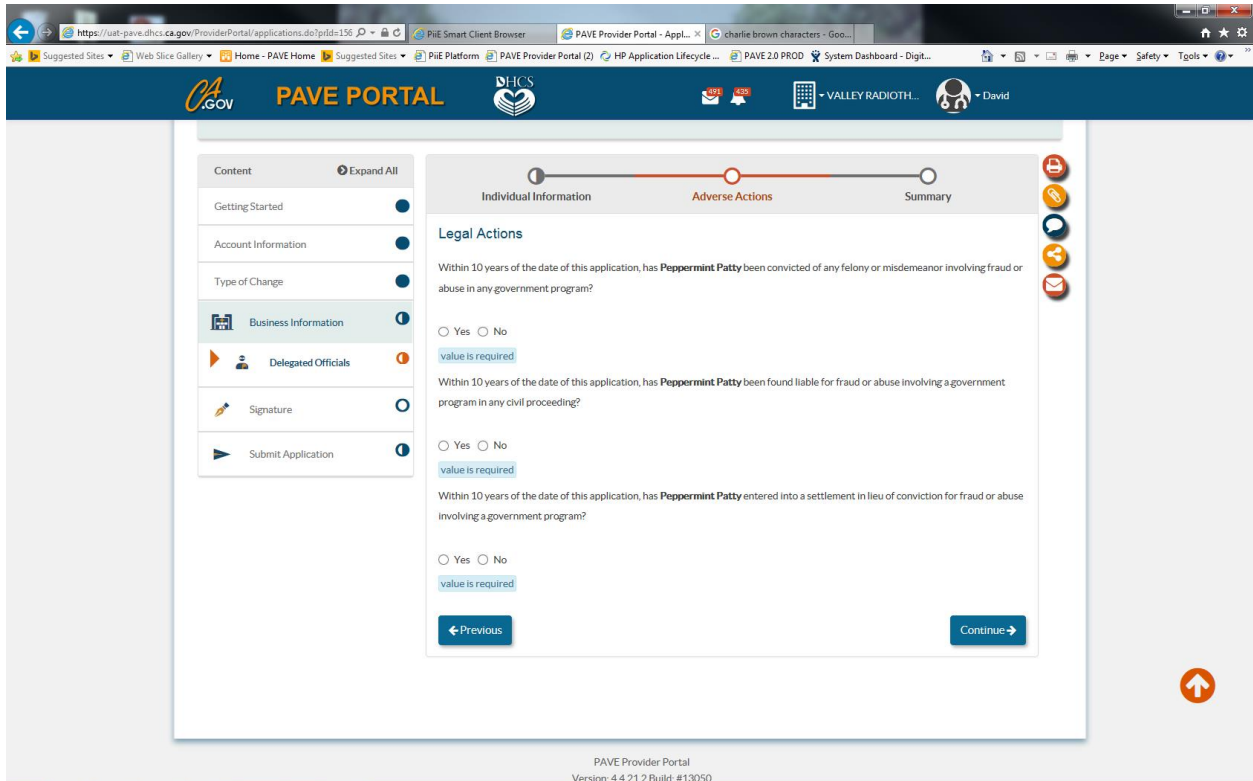
- First name:** Peppermint
- Middle name:** (empty)
- Last name:** Patty
- Primary Residence Address:**
 - [View Address](#)
 - Street:** Address Line 1 (value is required)
 - Ste. / Apt. #:** Suite/Apt (value is required)
 - City:** City (value is required)
 - State/Province:** <Select a State> (value is required)
 - County:** County (value is required)
 - ZIP Code/Postal Code:** (value is required)
 - Social Security Number:** (value is required)

The form also includes a 'Content' sidebar with options like 'Getting Started', 'Account Information', 'Type of Change', 'Business Information', 'Delegated Officials', 'Signature', and 'Submit Application'. The 'Delegated Officials' option is currently selected.

	<h1>PAVE PRESS</h1>
<p>Title: Adding Delegated Officials in PAVE for Existing Provider</p>	<p>Date: April 24, 2017</p>
<p>Volume #: PAVE Press 2017-006</p>	

15. Answer Adverse Action questions


16. Click Continue



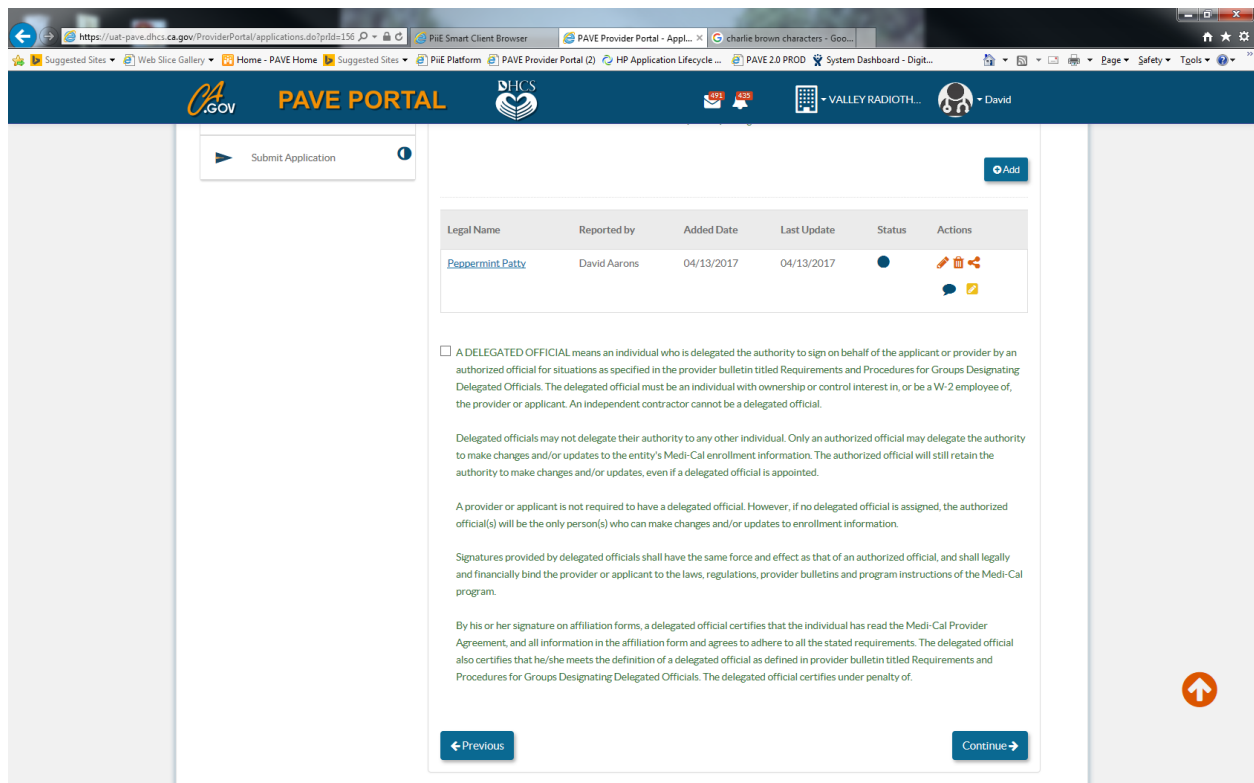
The screenshot shows the PAVE Provider Portal application form. The left sidebar contains a 'Content' menu with options: Getting Started, Account Information, Type of Change, Business Information (selected), Delegated Officials, Signature, and Submit Application. The main content area is titled 'Legal Actions' and is part of a multi-step process (Individual Information, Adverse Actions, Summary). The 'Adverse Actions' section contains three questions about legal actions involving 'Peppermint Patty' within 10 years of the application date. Each question has radio buttons for 'Yes' and 'No', and a 'value is required' message. The 'Continue' button is visible at the bottom right of the form.

PAVE Provider Portal
Version: 4.4.21.2 Build: #13050





17. Delegated Official is added

		<h1>PAVE PRESS</h1>
Title: Adding Delegated Officials in PAVE for Existing Provider	Date: April 24, 2017	
Volume #: PAVE Press 2017-006		

18. Check box for A Delegated Official and click continue



The screenshot shows the PAVE PORTAL interface. At the top, there's a navigation bar with the CA.GOV PAVE PORTAL logo, DHCS logo, and user profile (David). Below the navigation bar, there's a sidebar with a 'Submit Application' button. The main content area displays a table of existing providers:

Legal Name	Reported by	Added Date	Last Update	Status	Actions
Peppermint Patty	David Aarons	04/13/2017	04/13/2017	●	   

Below the table, there's a checkbox labeled 'A DELEGATED OFFICIAL' with a detailed explanation of the role. The text states that a delegated official is an individual authorized to sign on behalf of the applicant or provider for specific situations, must have ownership or control interest, and cannot be an independent contractor. It also mentions that delegated officials cannot delegate their authority to others and that their signatures have the same force and effect as those of authorized officials.

At the bottom of the form, there are two buttons: 'Previous' and 'Continue'.