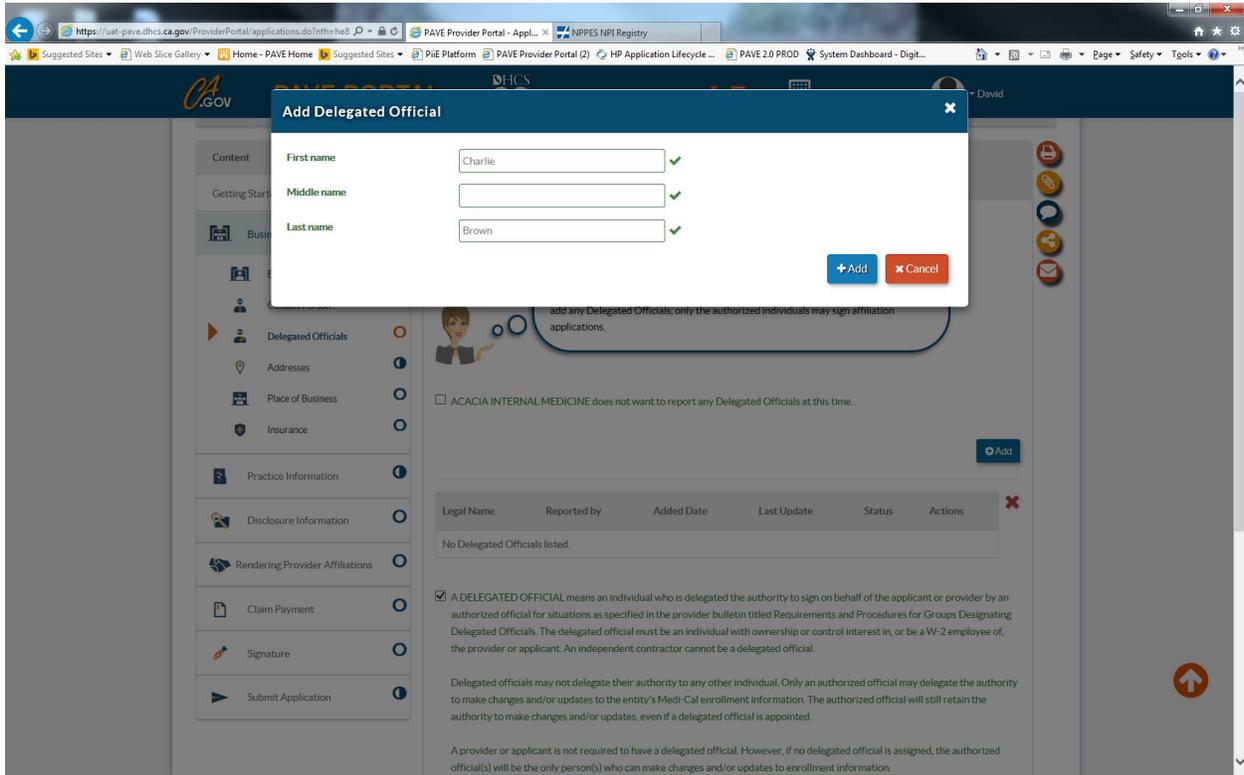


Adding Delegated Officials in PAVE for New Provider

1. Log into PAVE and create/open Business Profile for entity/provider
2. Select Applications tab and start a new application
3. Select the Delegated Officials tab in the Business Information section

The screenshot displays the PAVE Portal interface. The top navigation bar includes the CA.GOV logo, the text "PAVE PORTAL", the DHCS logo, and a user profile for "David". The left sidebar contains a "Content" menu with "Expand All" and various tabs: Getting Started, Business Information (selected), Business Profile, Contact Person, Delegated Officials (active), Addresses, Place of Business, Insurance, Practice Information, Disclosure Information, Rendering Provider Affiliations, Claim Payment, Signature, and Submit Application. The main content area is titled "Delegated Officials" and features a progress indicator with "Delegated Officials" and "Summary" tabs. A callout box explains that a Delegated Official is an individual with ownership or control interest, or a W-2 employee, authorized to sign Affiliation Applications. Below this, a checkbox is checked, indicating that "ACACIA INTERNAL MEDICINE does not want to report any Delegated Officials at this time." An "Add" button is visible. A table with columns for Legal Name, Reported by, Added Date, Last Update, Status, and Actions is shown, currently containing no data. A red 'X' icon is next to the table header. A scrollable text box provides a definition of a DELEGATED OFFICIAL and notes that they may not delegate their authority. A red arrow icon is located in the bottom right corner of the page.

4. Click on "Add" button
5. Input First, Middle and Last name for delegated official
6. Click on "Add" button again



7. Enter information in required fields and attach required document
8. Click Continue

The screenshot displays the PAVE PORTAL interface. On the left is a navigation menu with categories like Business Information, Practice Information, and Disclosure Information. The main content area is titled 'Individual Information' and contains a form with the following fields:

- First name: Charlie
- Middle name: (empty)
- Last name: Brown
- Primary Residence Address section:
 - 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)
 - Date of birth: (value is required)
- Age: (value is required) with a green checkmark next to it.

At the bottom right of the form area, there is a red circular button with a white upward-pointing arrow, which is the 'Continue' button mentioned in the instructions.

9. Answer Adverse Action questions

10. Click Continue

The screenshot shows a web browser window displaying the PAVE Portal. The browser's address bar shows the URL: <https://uat-pave.dhcs.ca.gov/ProviderPortal/applications.do?thehe8>. The page header includes the CA.GOV logo, the text "PAVE PORTAL", and the DHCS logo. A navigation bar at the top right contains icons for a home page, a user profile (labeled "David"), and a "PAVE 2.0 PROD" label.

The main content area is divided into a left sidebar and a central panel. The sidebar, titled "Content", lists various sections with progress indicators (blue dots for completed, orange dots for current, and grey dots for future steps):

- Getting Started (Completed)
- Business Information (Current) - Expanded
 - Business Profile (Completed)
 - Contact Person (Completed)
 - Delegated Officials (Current)
 - Addresses (Completed)
 - Place of Business (Completed)
 - Insurance (Completed)
- Practice Information (Completed)
- Disclosure Information (Completed)
- Rendering Provider Affiliations (Completed)
- Claim Payment (Completed)
- Signature (Completed)
- Submit Application (Completed)

The central panel shows a progress indicator at the top with three steps: "Individual Information", "Adverse Actions" (highlighted in red), and "Summary". Below this, the "Legal Actions" section contains three questions, each with "Yes" and "No" radio button options and a "value is required" message:

1. Within 10 years of the date of this application, has **Charlie Brown** been convicted of any felony or misdemeanor involving fraud or abuse in any government program?
 Yes No
value is required

2. Within 10 years of the date of this application, has **Charlie Brown** been found liable for fraud or abuse involving a government program in any civil proceeding?
 Yes No
value is required

3. Within 10 years of the date of this application, has **Charlie Brown** entered into a settlement in lieu of conviction for fraud or abuse involving a government program?
 Yes No
value is required

At the bottom of the central panel, there are two buttons: "Previous" (with a left arrow) and "Continue" (with a right arrow). On the right side of the page, there is a vertical toolbar with icons for print, save, share, and email. A red arrow icon is also visible in the bottom right corner of the page.

11. Delegated Official is added and the check box will need to be checked underneath the delegated official field.

The screenshot shows the PAVE PORTAL interface. The left sidebar contains a 'Content' menu with 'Delegated Officials' highlighted. The main content area is titled 'Delegated Officials' and includes a 'Summary' tab. A callout box explains that a Delegated Official is an individual with ownership or control interest, or a W-2 employee, authorized to sign Affiliation Applications. Below this, there is a checkbox labeled 'ACACIA INTERNAL MEDICINE does not want to report any Delegated Officials at this time.' A table lists one official: Charlie Brown, reported by David Aarons, added on 04/12/2017, and last updated on 04/12/2017. The 'Signature' menu item in the sidebar has a red arrow pointing to a checkbox next to its definition: '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.' Below this definition is another paragraph: '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.'