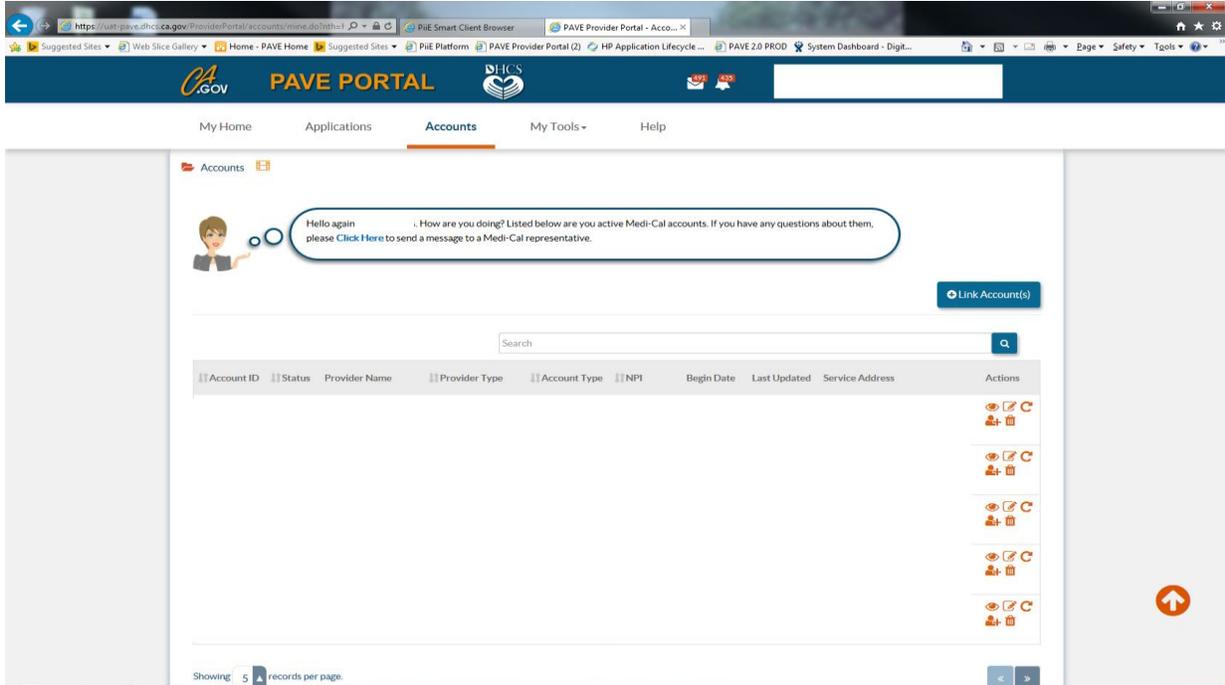
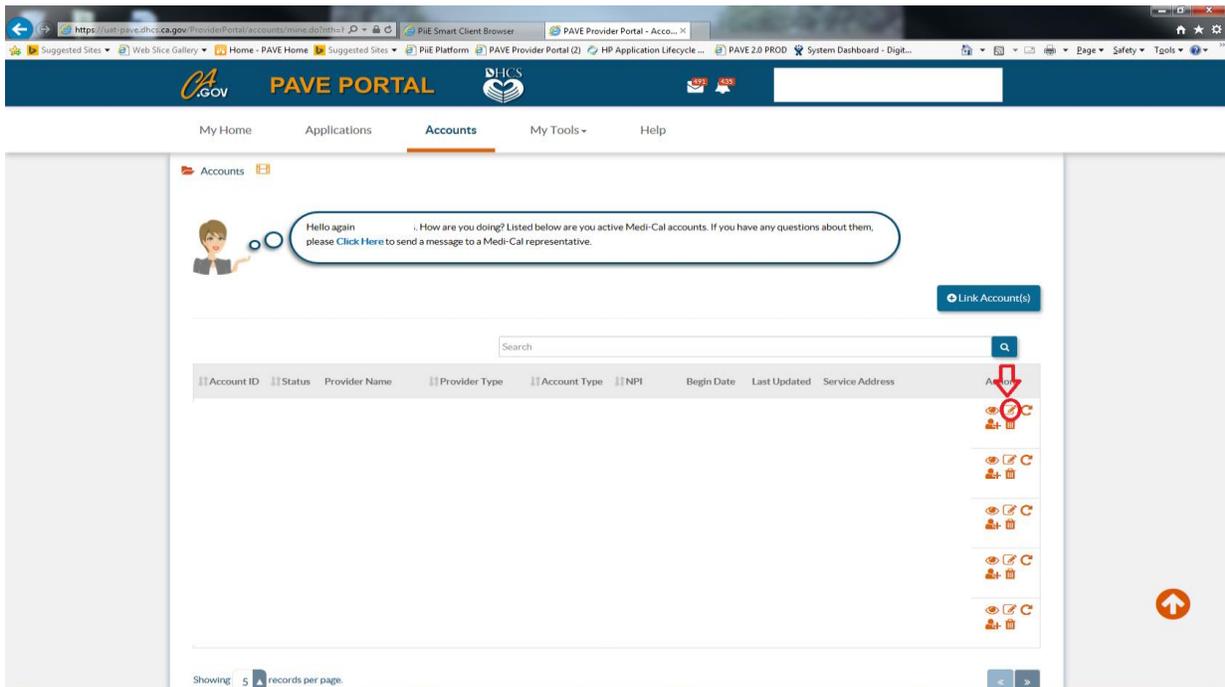


## Removing Delegated Officials in PAVE for Existing Provider

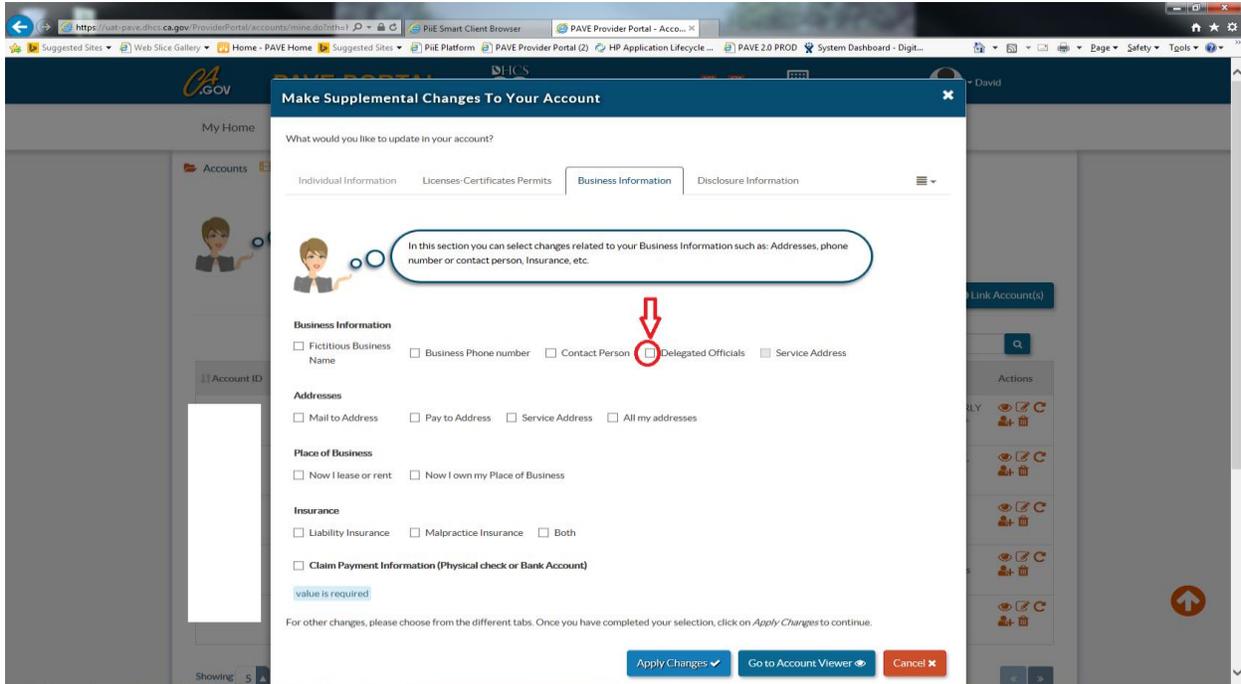
1. Log into PAVE and select Business Profile for entity/provider
2. Select Accounts tab from PAVE



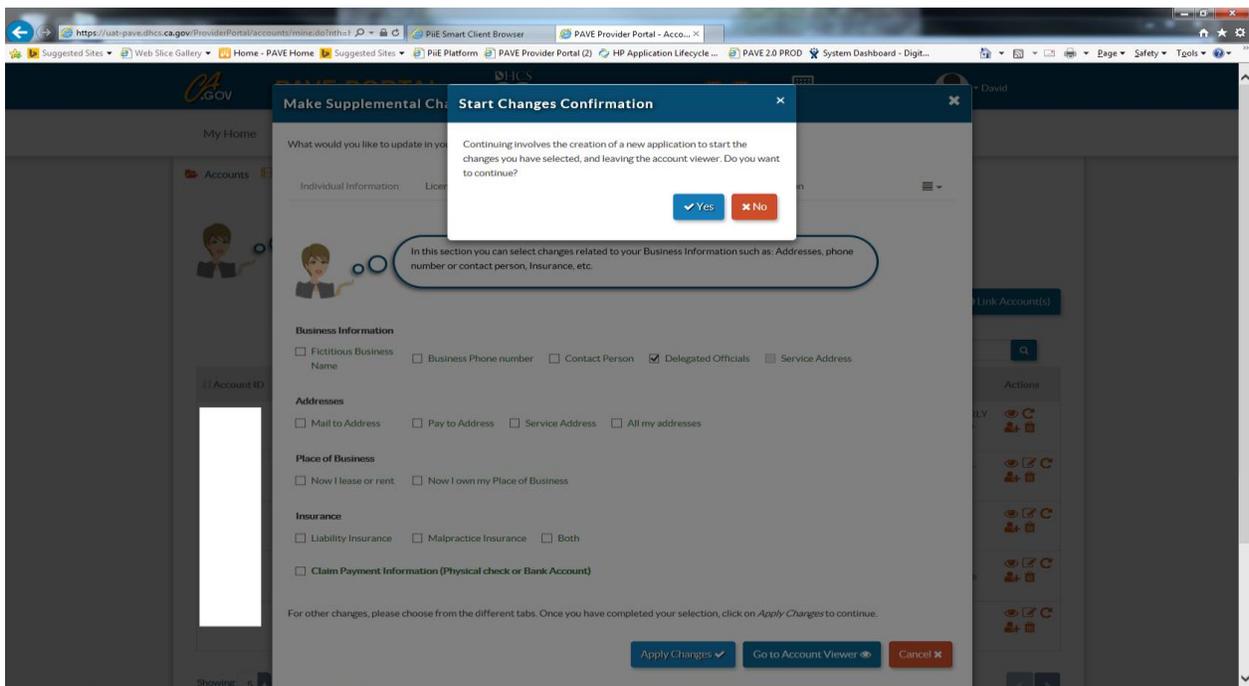
3. Select Update Account icon



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



7. Click Yes



8. Select Delegated Officials tab in the Business Information section
9. Click on the “trash can” icon

The screenshot shows the PAVE PORTAL interface. At the top, there is a navigation bar with the CA.GOV logo, the text 'PAVE PORTAL', and the DHCS logo. Below the navigation bar, there is a 'Submit Application' button. The main content area features a table with the following columns: Legal Name, Reported by, Added Date, Last Update, Status, and Actions. The table contains two entries: 'John Doe' and 'Peppermint Patty'. A red arrow points to the trash can icon in the Actions column for the 'Peppermint Patty' entry. Below the table, there is a section titled '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.' This is followed by three paragraphs of text explaining the role and responsibilities of a delegated official.

Legal Name	Reported by	Added Date	Last Update	Status	Actions
<a href="#">John Doe</a>	David Aarons	04/19/2017	04/19/2017	<span style="color: blue;">●</span>	  
<a href="#">Peppermint Patty</a>	David Aarons	04/14/2017	04/13/2017	<span style="color: red;">●</span>	  

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.

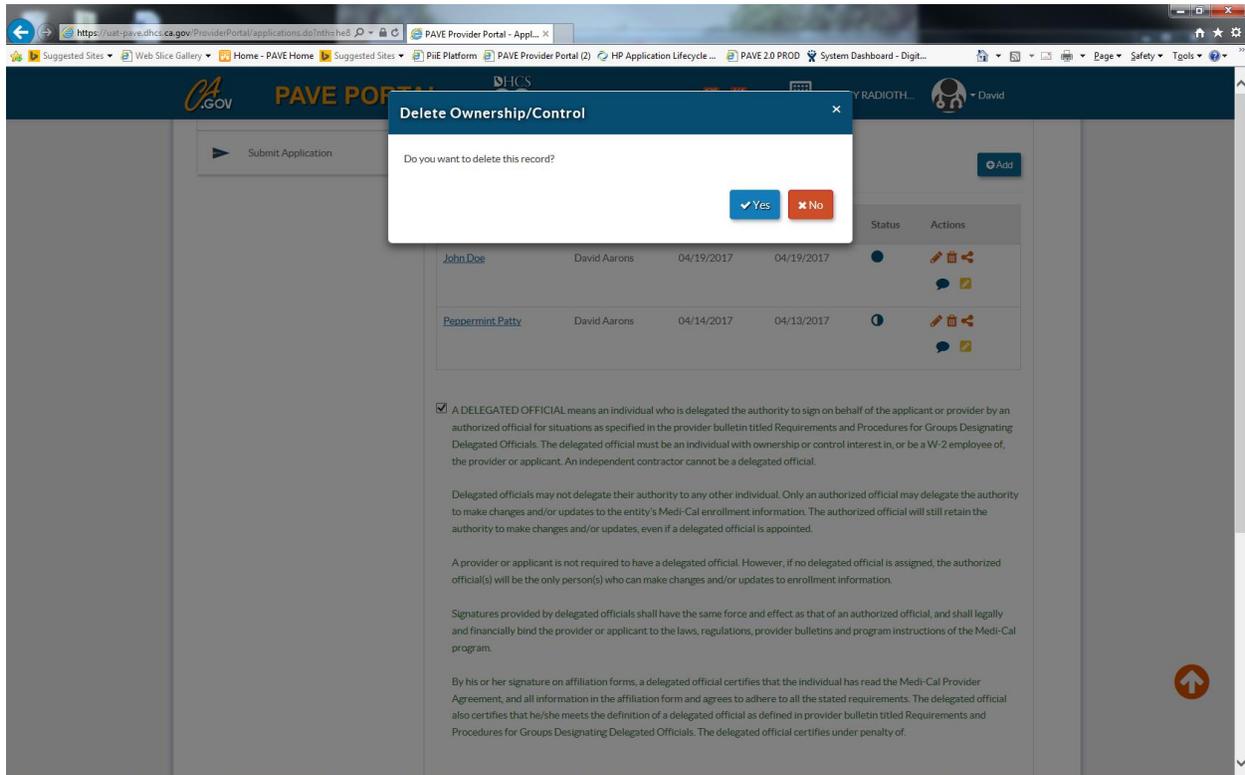
Delegated officials may not delegate their authority to any other individual. Only an authorized official may delegate the authority to make changes and/or updates to the entity's Medi-Cal enrollment information. The authorized official will still retain the authority to make changes and/or updates,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

A provider or applicant is not required to have a delegated official. However, if no delegated official is assigned, the authorized official(s) will be the only person(s) who can make changes and/or updates to enrollment information.

Signatures provided by delegated officials shall have the same force and effect as that of an authorized official, and shall legally and financially bind the provider or applicant to the laws, regulations, provider bulletins and program instructions of the Medi-Cal program.

By his or her signature on affiliation forms, a delegated official certifies that the individual has read the Medi-Cal Provider Agreement, and all information in the affiliation form and agrees to adhere to all the stated requirements. The delegated official also certifies that he/she meets the definition of a delegated official as defined in provider bulletin titled Requirements and Procedures for Groups Designating Delegated Officials. The delegated official certifies under penalty of.

## 10. Click “Yes” to remove delegated official



The screenshot shows a web browser window displaying the PAVE Provider Portal. A modal dialog box titled "Delete Ownership/Control" is open, asking "Do you want to delete this record?". Below the dialog, a table lists delegated officials. The first row shows "John Doe" with a status of "Active" and an "Add" button. The second row shows "Peppermint Patty" with a status of "Inactive" and an "Add" button. Below the table, there is a checkbox labeled "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." followed by several paragraphs of text explaining the role and responsibilities of a delegated official.

Name	Owner	Start Date	End Date	Status	Actions
John Doe	David Aarons	04/19/2017	04/19/2017	Active	[Add]
Peppermint Patty	David Aarons	04/14/2017	04/13/2017	Inactive	[Add]

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.

A provider or applicant is not required to have a delegated official. However, if no delegated official is assigned, the authorized official(s) will be the only person(s) who can make changes and/or updates to enrollment information.

Signatures provided by delegated officials shall have the same force and effect as that of an authorized official, and shall legally and financially bind the provider or applicant to the laws, regulations, provider bulletins and program instructions of the Medi-Cal program.

By his or her signature on affiliation forms, a delegated official certifies that the individual has read the Medi-Cal Provider Agreement, and all information in the affiliation form and agrees to adhere to all the stated requirements. The delegated official also certifies that he/she meets the definition of a delegated official as defined in provider bulletin titled Requirements and Procedures for Groups Designating Delegated Officials. The delegated official certifies under penalty of

11. Delegated Official is removed from the Delegated Official section of the Application.

The screenshot shows the PAVE Portal interface. At the top, there is a navigation bar with the CA.GOV logo, the text "PAVE PORTAL", and the DHCS logo. To the right of the logo, there are notification icons for 232 and 445, a "VALLEY RADIO" icon, and a user profile icon for "David". Below the navigation bar, on the left, is a "Submit Application" button. The main content area features a table of Delegated Officials with the following data:

Legal Name	Reported by	Added Date	Last Update	Status	Actions
John Doe	David Aarons	04/19/2017	04/19/2017	<span style="color: blue;">●</span>	    

Below the table, there is a checked checkbox and the following text:

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.

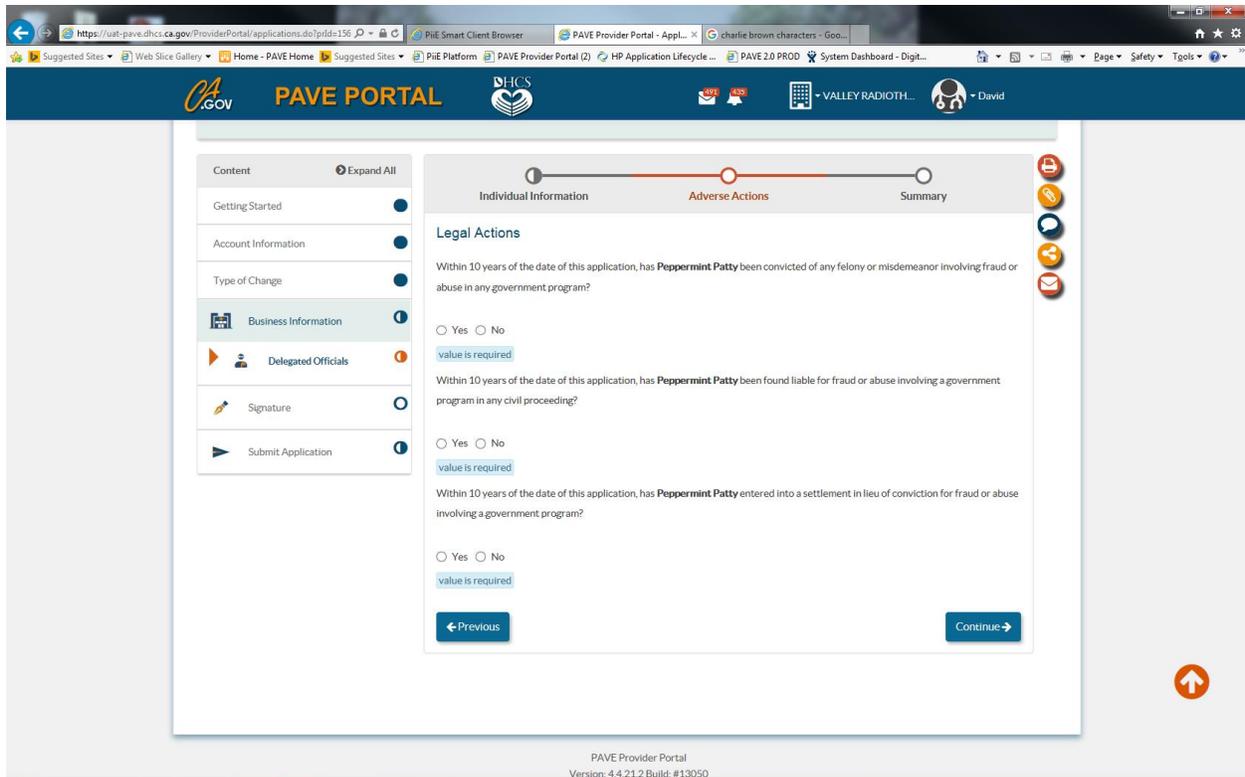
A provider or applicant is not required to have a delegated official. However, if no delegated official is assigned, the authorized official(s) will be the only person(s) who can make changes and/or updates to enrollment information.

Signatures provided by delegated officials shall have the same force and effect as that of an authorized official, and shall legally and financially bind the provider or applicant to the laws, regulations, provider bulletins and program instructions of the Medi-Cal program.

By his or her signature on affiliation forms, a delegated official certifies that the individual has read the Medi-Cal Provider Agreement, and all information in the affiliation form and agrees to adhere to all the stated requirements. The delegated official also certifies that he/she meets the definition of a delegated official as defined in provider bulletin titled Requirements and Procedures for Groups Designating Delegated Officials. The delegated official certifies under penalty of.

At the bottom of the page, there are "Previous" and "Continue" buttons. On the right side of the page, there is a red circular icon with a white upward-pointing arrow.

12. Answer Adverse Action questions
13. Click Continue



14. Delegated Official is added

15. Check box for "A Delegated Official" and click continue

Submit Application

Add

Legal Name	Reported by	Added Date	Last Update	Status	Actions
<a href="#">Peppermint Patty</a>	David Aarons	04/13/2017	04/13/2017	<span style="color: blue;">●</span>	   

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.

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