# **Reviewing Draft Authorizations in Vendor Portal**

The step-by-step instructions below demonstrate the process of reviewing a **Draft Authorization in the AWARE Vendor Portal**, and the steps to accept, reject, or to leave comments for VR staff.

Note:

- Only Vendors with appropriate draft authorization permissions will have access to this process. If a new user needs to be configured, please email <u>VRSupport@nysed.gov</u>.
- Once the Draft Authorization is accepted or rejected by the Vendor, it will no longer appear in the Vendor Portal. In order to maintain a record of the submission, Vendors must download and save the attachment when opening the Draft Authorization in the vendor portal (step 1.3).
- Group authorizations (e.g., 1000X) do not currently display in the Vendor Portal, so these draft authorizations will be provided to vendors by email.

Vendor Portal: Check Draft, Accept or Deny Vendor Portal: See Updated Authorization

Activity Name Objective 1: Vendor Po comments.		ocedure Notes , downloads copy, the	n leaves response and adds
1.01 Items to Review		list the draft authorizat	ow see an <b>"Items to Review"</b> ions that are sent to the
	Vendor Information Vendor Name: Alligany Studen Counties Chapter NYSARC Vendor Number: Termit Email:  Items to Review Draf Authorizations Date Date Date Date Date Date Date Date	System Message Can be static or updateable for the vendor Can be static or updateable for the vendor	Most Recent Activity       Vendor Requested Payments       ID     Service       291     Benefits Counseling       299     Potentially Englise Pre-ETS       133     Other Services
	Items to Review Draft Authorizations 3063	Date 05/17/2023	
1.02 Select Draft Authorization	From the <b>Items t</b> Authorization.	view All	t a link to a drafted

Items to Review		
Draft Authorizations	Date	
<u>3063</u>	05/17/2023	
7	/iew All	
The <b>Draft Authorizatio</b> Customer's case inform		splay. This shows the
Home / Draft Authorizations / Draft /	Auth Review [Auth #3063]	
Participant/Case Informa Participant Name Catcher, Rain Address		
11 Garden Lane Saratoga NY, 12019		
Primary Phone (564) 343-2435 [Cell]		
<b>Primary Disability</b> General Physical Debilitation		
IPE Goal n/a		
Case ID 2839		
Primary Counselor Kane, Patrick		
Counselor Email patrick.kane@nysed.gov		
<b>Caseload</b> PatrickK		
Authorization Type Contract		
	d	

	Service Being Requested			
	Q Search			■ ⊝ ⊎
	Line Number Cristen Service	↓         ↓	Ç Rate ► <	Request Date
	1 Other Services	118X Entry Service II 1	\$185.66	12/13/2023
	H I F H 20 V items per pag	je		
	Vendor Review			
	Vendor Contact Email patrick.kane@nysed.gov			
	Review Response			
	Comments			
	Attachments to Review			
	Q Search			<b>₹</b> ⊖ <b>Ⅲ</b>
	File Name	Date Attached	🗘 Actions	¢
	Initial Comments on Vendor Requests issue .docx	12/13/2023	VIEW	→
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	Date	🗘 Name	🗘 Comment	¢
	12/13/2023	Kane, Patrick	Sending Test Draft	t A826943 12/13 8:10 am (Part ID 103834)
	I4 4 1 ► H 20 ▼ items per pag	je		
	- The worder wil			
		I review this informat	ion and then decid	de ir the authorization
	can be accepte	ed or not.		
.03 Download Attached	<ul> <li>Prior to accept</li> </ul>	ing or rejecting the <b>D</b>	aft Authorization	, the Vendor needs to
Authorization	save the attach	ned authorization file.	Once the Draft A	uthorization is
	accepted or re	<mark>jected, it will no long</mark>	<mark>er display in the V</mark>	<mark>/endor portal.</mark>
	<ul> <li>In the Attachm</li> </ul>	nents to Review section	on, select the <b>Viev</b>	<b>v</b> button.
	Attachments to Review			
	Q Search			
	File Name	Date Attached		Actions
	Auth A826958 (9).pdf	12/18/2023		VIEW
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### Reviewing Draft Authorizations in Vendor Portal

Reviewing Draft Authorizations in Vendor Portal

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	reco NOTE: If the	authorization were	e to get reject	t <mark>ed and re</mark>	submitter	d with updates, this
1.04 Accept or	<ul> <li>Belo</li> </ul>	w the Service Bein	g Requested	section, th	nere is a <b>V</b>	/endor Review
Reject Draft		ion with a "Review				
Authorization	Sect	IOII WILLI A REVIEW	Response u	iop down.		
	Service Being Requ	lested				
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	1	Other Services     118X E	Entry Service II 1	۶.	\$185.66	12/13/2023
		20 • items per page				
	Vendor Review					
	Vendor Contact Email					
	patrick.kane@nysed.gov					
	Review Response	<b>•</b>				
	•	Vendors will use th	is drop down	to decide	if the ser	vices are Accepted
		or <b>rejected.</b>	•			•
	Vendor	Review				
	Vied	e Freed				
	Vendor Contac					
	patrick.kan	e@nysed.gov				
	- Review Res	ponse				
	Accepted	by Vendor				
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		d by Vendor				
	Rejected	by Vendor				
	addi	e <b>Review Respons</b> tional drop-down f e different rejectior	ield will displ	ay titled, "	'Rejected	Reason", that will

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	Review Response						
	Rejected by Vendor 👻						
	- Rejected Reason						
	Unable to provide this service at this time						
	Clarification Needed						
	Other Reason						
	Unable to provide this service at this time						
	<ul> <li>In the Review Response field, if vendors approve of the services being drafted, they will select "Accepted by Vendor".</li> </ul>						
	Accepted by Vendor						
	Vendor's can leave a comment in the <b>Comments</b> field for VR staff to see.						
	Accepted by Vendor						
	Comments Looks Good please go ahead and issue						
1.05 Submit Vendor Review for Draft Authorization	• Once the authorization has been reviewed and the vendor is satisfied with their review, they can select <b>"Submit"</b> to submit their response back to the VR staff in Aware.						
	Vendor Review						
	Vendor Contact Email patrick.kane@nysed.gov						
	Review Response       Accepted by Vendor						
	Comments						
	Looks Good please go ahead and issue						
	Attachments to Review						
	Q Search						
	File Name Date Attached						
	DraftAuth.pdf 12/18/2023						
	H I FI 20 V items per page						
	SUBMIT						
	<ul> <li>Note: The Vendor's items to review are now updated and any drafts that</li> </ul>						
	they have reviewed and submitted <u>will no longer show on the home</u> screen or inside the vendor portal.						

# Reviewing Draft Authorizations in Vendor Portal

	Vendor Information	System Message	Most Recent Activity
	Vendor Name: Allegany-Steuben Counties Chapter NYSARC Vendor Number: Phone: Phone: Email:	Can be static or updateable for the vendor Can be static or updateable for the vendor	Vendor Requested Payments ID Service
			391 Benefits Counseling
			390 Potentially Eligible Pre-ETS
			133 Other Services
	Items to Review		
	No items requiring review		
Objective 2: Vendor F	Portal User Reviews Updated	d Draft or Open Authorizati	on
2.01 Resubmitted	If VR staff resubn	nit the draft with new comm	ents, the vendor will see it
Draft	in their draft iten	ns to review. Just as they did	on the first submission.
	Home Resources Authorizations Requested Payments Referral Service	e Request	
	Vendor Information	System Message	Most Recent Activity
	Vendor Name: Allegany-Steub	en Counties Chapter NYSARC Welcome to ACCES-VR's Aware	Vendor Portal. Vendor Requested Payments
	Vendor Number: Phone: Email:	Please contact <u>unsupport@nysed.gov</u> for a	ny questions or concerns. ID Service
		UPDATE: A new FAQ has been below. This provide more guid	
		Invoice Numbers and Uploading do not require pay	Monthly reports that
		https://www.acces.nysed.gov/site vr-vendor-portal-f	
	Items to Review		
	Draft Authorizations	Date	
	826946	12/13/2023	
	Vie	ew All	
	Inside of the Draft au	thorization, the vendor will	see any updated
		elect a new Review Respons	
		omit back to the VR staff.	
		aff have edited the authoriza	
		or MUST download and save	
2.02 Issued Auth		ment for their records (step	
2.02 Issued Auth		authorization, The vendor w	
		thorization search in the Ve Authorizations Requested Payments Referral	
		Authorization Search	
	Vendor Informa	Dpen Authorizations	stem Messa
		Closed Authorizations	
	Vendor Name: Allegar Vendor Number: 1000		Can be stat
	Phone:	Draft Authorizations	Can be static
	Authorizations		
	Q Search		± ⊖ ■
	Auth Number Contract Auth Number	Case ID Counselor Status	Balance Begin Date End Date I
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		open	