



Navigating Service Authorizations in PPL@Home

Walk-Me Guide | California SDP



As a participant, all your essential authorization information including budgets, current usage, and remaining funds are shown in an easy to understand, visual way in PPL@Home.

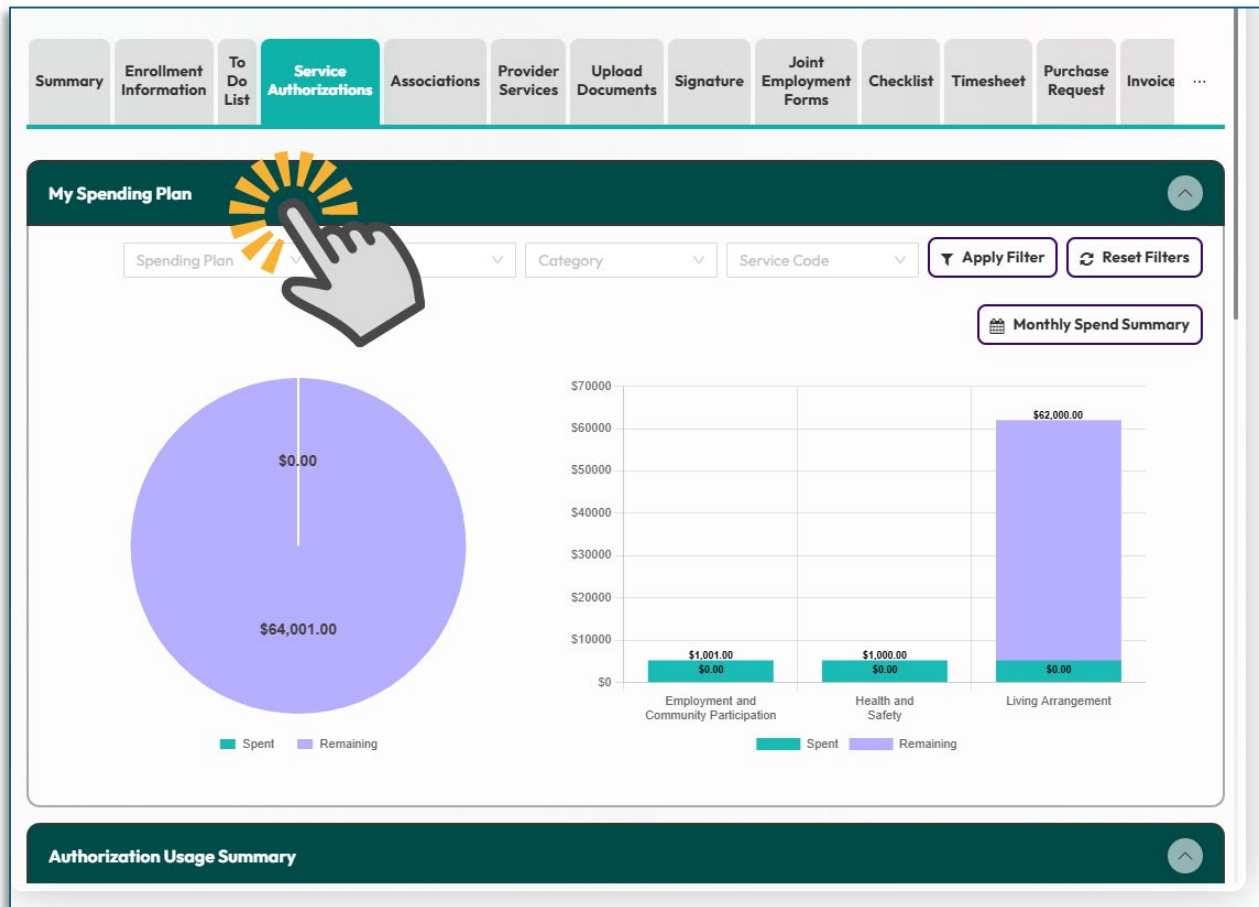
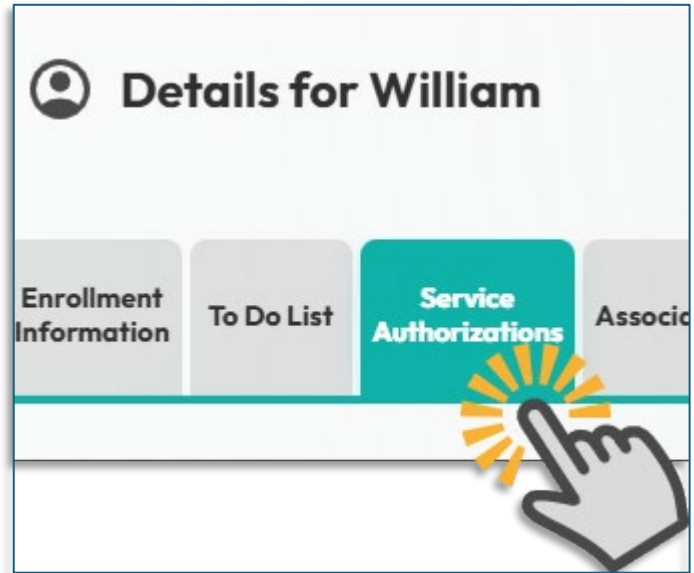
Certain association roles can also see participant authorizations by using the **'Manage Participant' button** under their **'Associated Participants' tab** next to each participant line.

1

To view your authorization information, from your PPL@Home profile, click on the **'Service Authorizations' tab**.

Here you will see three accordion menus: **My Spending Plan, Authorization Usage Summary, and Approved Authorizations.**

Each of these accordions can be expanded or collapsed by clicking on the dark green title bar.



My Spending Plan

The 'My Spending Plan' accordion menu lets you filter your current budget to specific authorizations, providers, and service codes.

The screenshot shows the 'My Spending Plan' interface. Callout 1 points to the filter section with dropdown menus for 'Spending Plan', 'Provider', 'Category', and 'Service Code', along with 'Apply Filter' and 'Reset Filters' buttons. Callout 2 points to a pie chart showing a total of \$64,001.00, with \$0.00 spent and \$64,001.00 remaining. Callout 3 points to a bar chart showing spending and remaining amounts for three categories: Employment and Community Participation, Health and Safety, and Living Arrangement. Callout 4 points to a 'Monthly Spend Summary' button.

1

Spending Plan Provider

Category Service Code

Apply Filter Reset Filters

2

Monthly Spend Summary

4

3

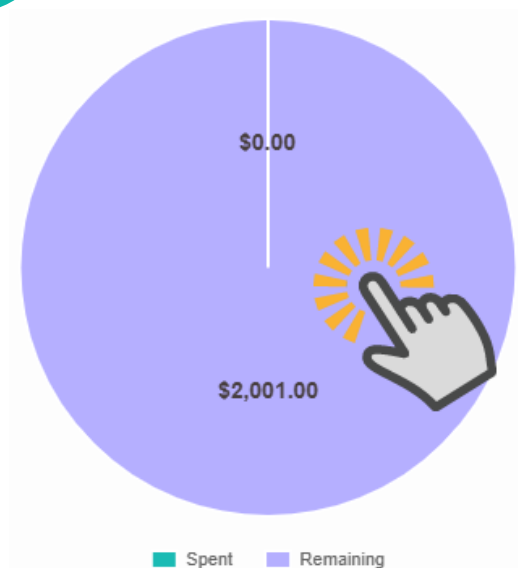
Category	Spent	Remaining
Employment and Community Participation	\$1,001.00	\$0.00
Health and Safety	\$1,000.00	\$0.00
Living Arrangement	\$0.00	\$62,000.00

1

You can view specific information by using the drop downs, like your current spending by any combination of Service Plan, Provider, Category, and Service code. When you are ready to view the information, click on the **'Apply Filter'** button. You can reset the filters by clicking on the **'Reset Filters'** button.

The screenshot shows a filter interface with four dropdown menus: 'Spending Plan', 'Provider', 'Category', and 'Service Code'. Below the dropdowns are three buttons: 'Apply Filter' (with a funnel icon), 'Reset Filters' (with a refresh icon), and 'Monthly Spend Summary' (with a calendar icon).

2



Shows your filters as a pie chart of your spending.

3

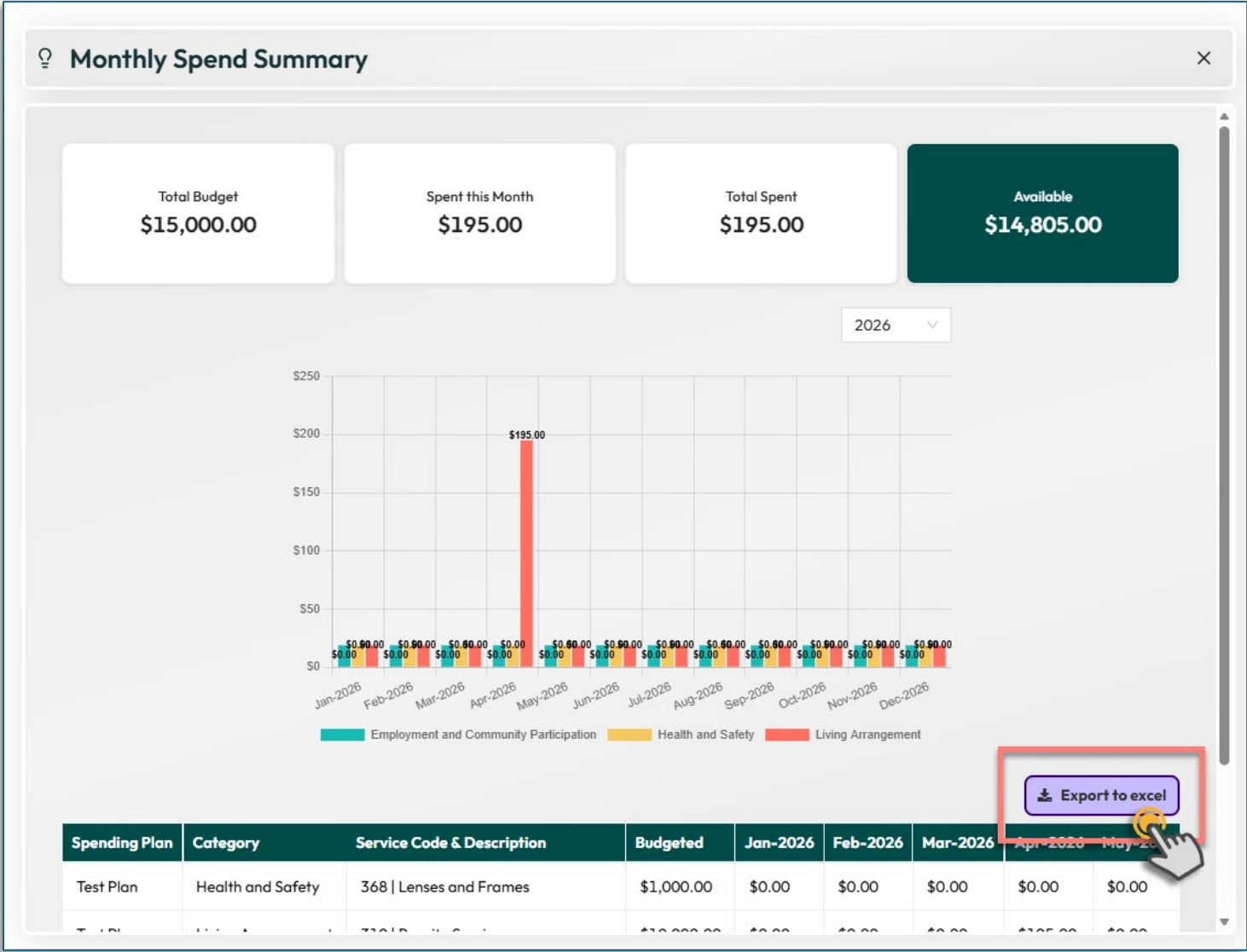
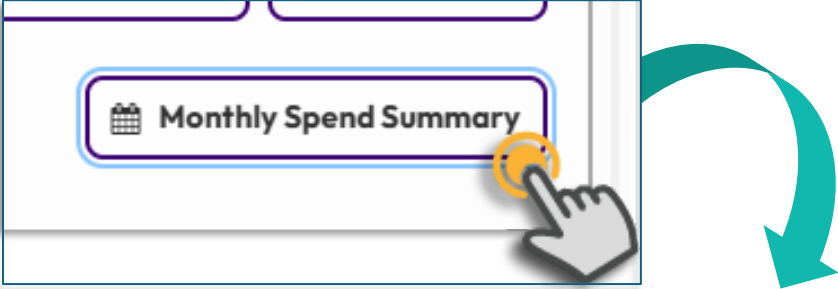


Shows your filters as a bar graph of your spending for each category.

You can click on and filter either chart to get additional information about your current budget and spending.

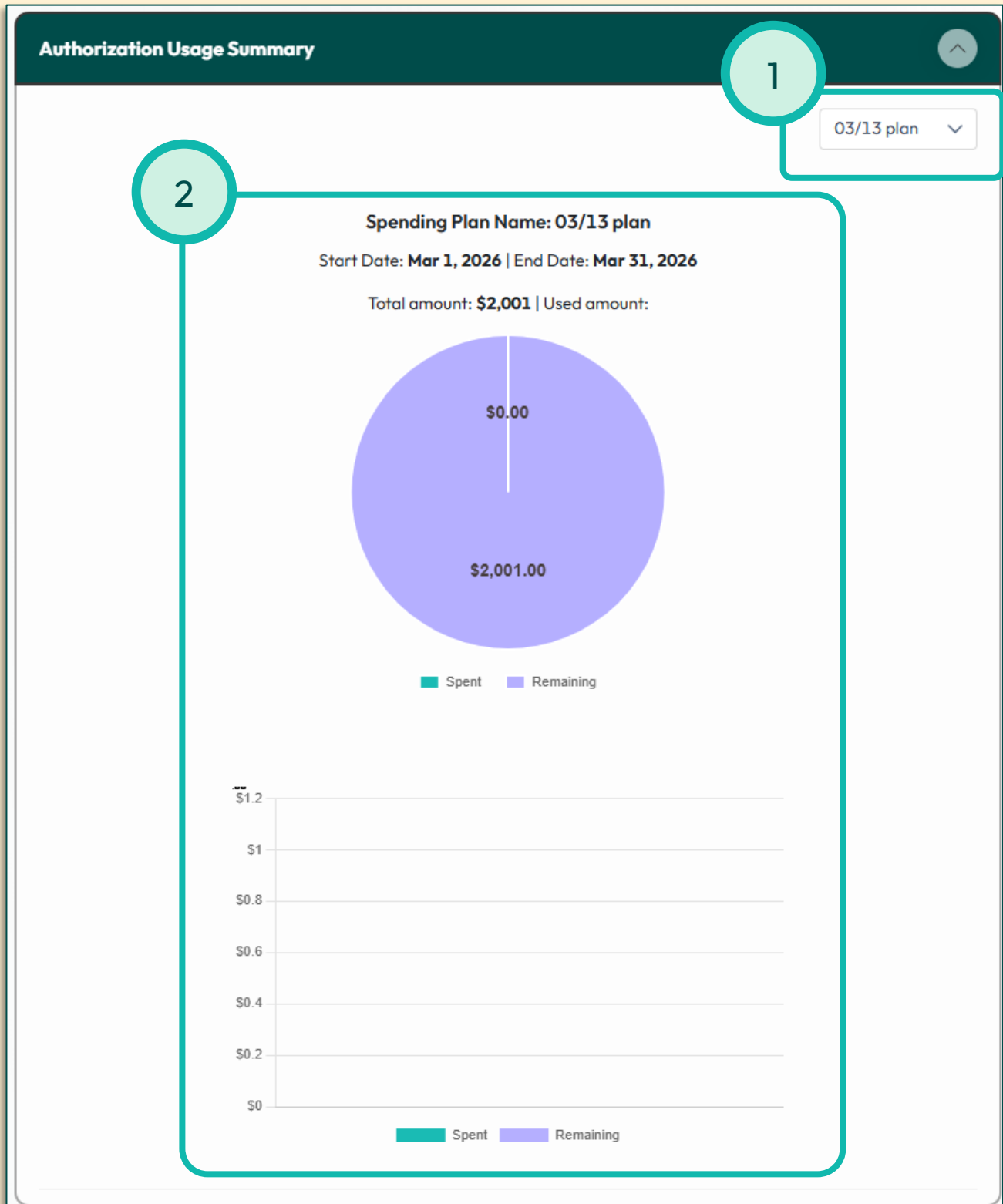
4

Monthly Spend Summary shows a graph view of all authorizations broken down by category and can be pulled into an Excel spreadsheet.



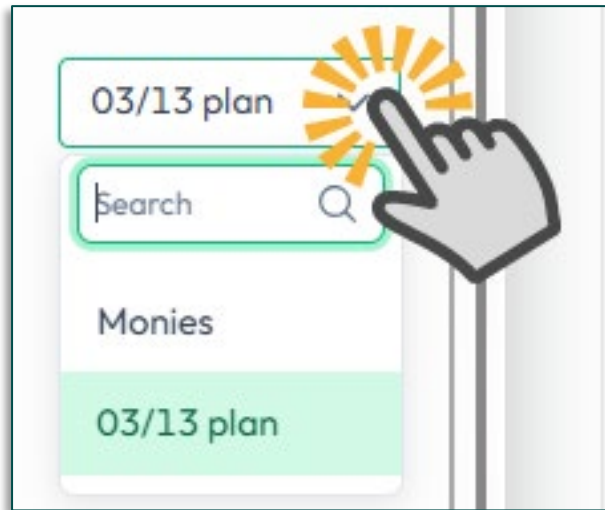
Authorization Usage Summary

The 'Authorization Usage Summary' accordion menu shows a summary of your current service authorization budget.

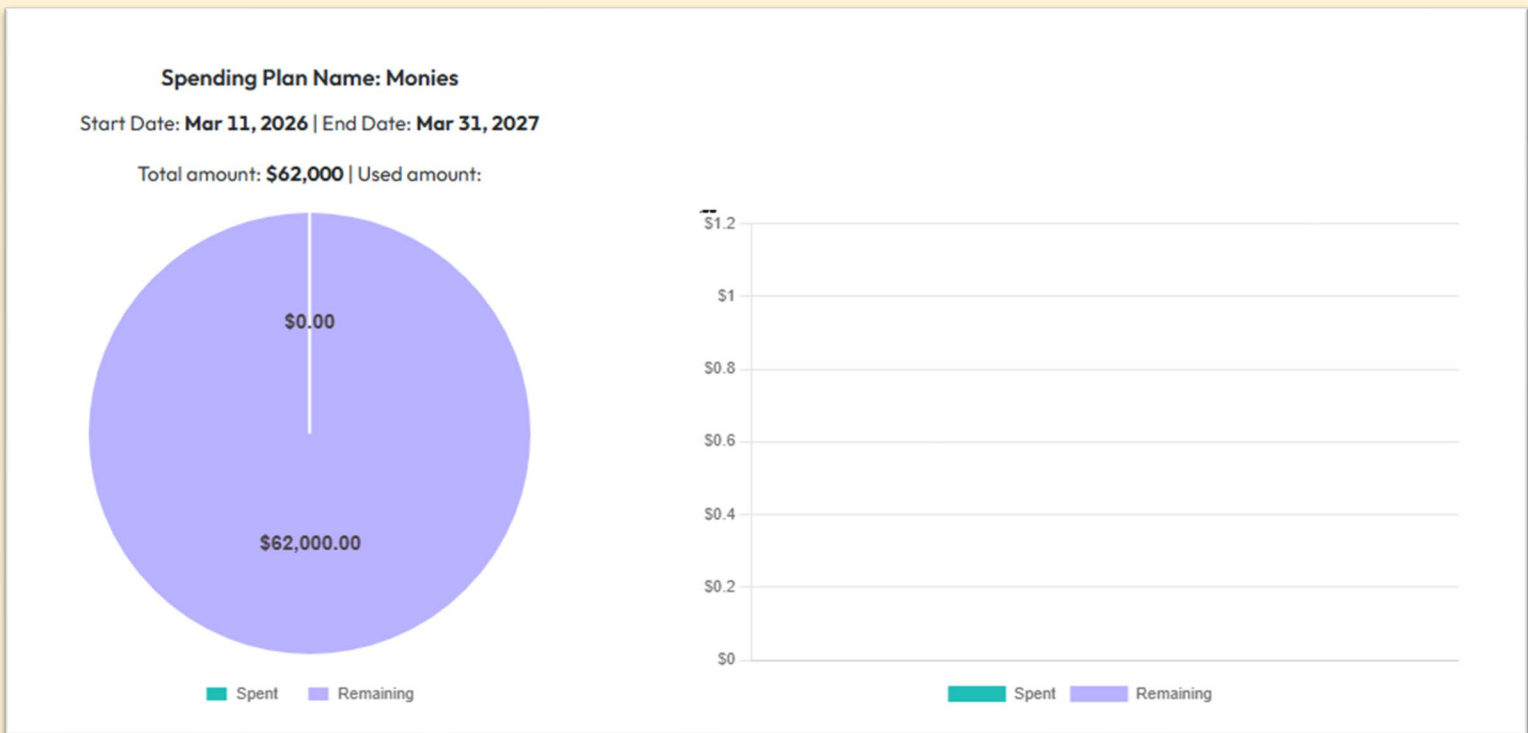


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Choose the plan name by clicking the drop-down menu in the top right of the accordion menu.



2



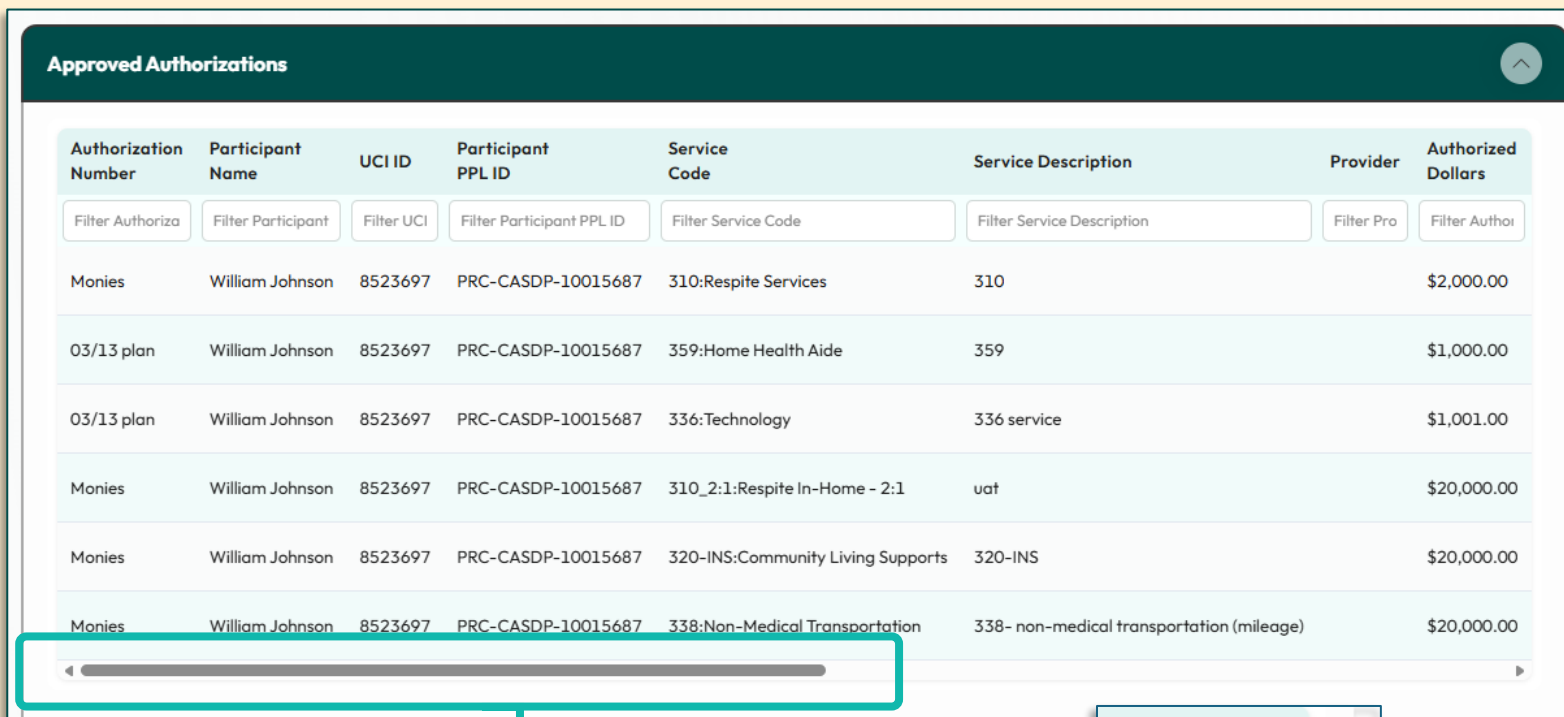
The selected plan budget will show as a pie chart and a bar graph.

Approved Authorizations

The **'Approved Authorizations'** accordion menu shows you a list of all your approved authorizations in your spending plan.

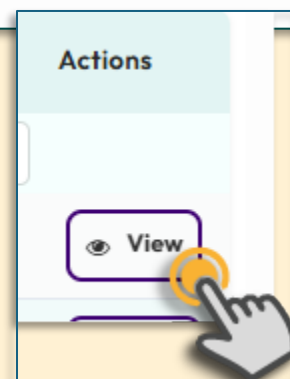
Each column shows unique information for that authorization. You can see new authorizations in **'Approved Authorizations'**.

You can also see further details by clicking the **'View'** button to the far right of each authorization line under the Actions column.



The screenshot shows a table titled "Approved Authorizations" with the following columns: Authorization Number, Participant Name, UCI ID, Participant PPL ID, Service Code, Service Description, Provider, and Authorized Dollars. Below the columns are filter buttons for each. The table contains six rows of data. A scroll bar is visible at the bottom of the table, and a red box highlights it. A callout box on the right shows a "View" button being clicked.

Authorization Number	Participant Name	UCI ID	Participant PPL ID	Service Code	Service Description	Provider	Authorized Dollars
Monies	William Johnson	8523697	PRC-CASDP-10015687	310:Respite Services	310		\$2,000.00
03/13 plan	William Johnson	8523697	PRC-CASDP-10015687	359:Home Health Aide	359		\$1,000.00
03/13 plan	William Johnson	8523697	PRC-CASDP-10015687	336:Technology	336 service		\$1,001.00
Monies	William Johnson	8523697	PRC-CASDP-10015687	310_2:1:Respite In-Home - 2:1	uat		\$20,000.00
Monies	William Johnson	8523697	PRC-CASDP-10015687	320-INS:Community Living Supports	320-INS		\$20,000.00
Monies	William Johnson	8523697	PRC-CASDP-10015687	338:Non-Medical Transportation	338- non-medical transportation (mileage)		\$20,000.00



To view all columns, drag the scroll bar at the bottom of the list from left to right.

Call or email your Support Broker or Enrollment Specialist if you have any questions.



YOUR LIFE
YOUR CARE
YOUR PEOPLE