

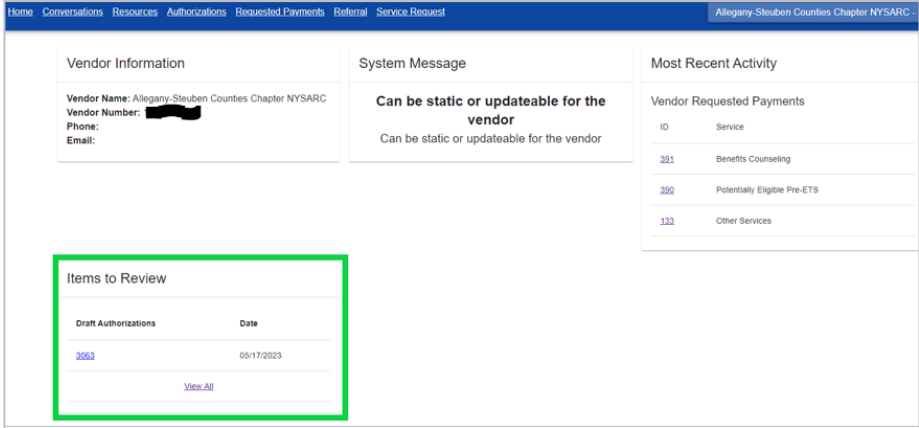
Reviewing Draft Authorizations in Vendor Portal

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 VRsupport@nysed.gov.**
- **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	Procedure Notes				
Objective 1: Vendor Portal – Vendor checks draft, downloads copy, then leaves response and adds comments.					
1.01 Items to Review	<ul style="list-style-type: none"> • Inside the Vendor Portal, vendors will now see an “Items to Review” section. This will list the draft authorizations that are sent to the vendor.  <p>The screenshot shows the Vendor Portal interface for 'Allegany-Steuken Counties Chapter NYSARC'. It includes sections for Vendor Information, System Message, and Most Recent Activity. The 'Items to Review' section is highlighted with a green box and contains a table with the following data:</p> <table border="1"> <thead> <tr> <th>Draft Authorizations</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>3063</td> <td>05/17/2023</td> </tr> </tbody> </table> <p>Below the screenshot is a zoomed-in view of the 'Items to Review' section, showing the same table structure and data.</p>	Draft Authorizations	Date	3063	05/17/2023
Draft Authorizations	Date				
3063	05/17/2023				
1.02 Select Draft Authorization	<ul style="list-style-type: none"> • From the Items to Review section, select a link to a drafted Authorization. 				

Items to Review	
Draft Authorizations	Date
3063	05/17/2023

[View All](#)

- The **Draft Authorization Review** page will display. This shows the Customer's case information.

[Home](#) / [Draft Authorizations](#) / [Draft Auth Review \[Auth #3063\]](#)

Participant/Case Information

Participant Name
Catcher, Rain

Address
11 Garden Lane
Saratoga NY, 12019

Primary Phone
(564) 343-2435 [Cell]

Primary Disability
General Physical Debilitation

IPE Goal
n/a

Case ID
2839

Primary Counselor
Kane, Patrick

Counselor Email
patrick.kane@nysed.gov

Caseload
PatrickK

Authorization Type
Contract

Service Being Requested

- At the bottom of the page, it also shows the **service being requested**, as well as any **attachments** and any **previous comments** that came through from the VR staff.

Reviewing Draft Authorizations in Vendor Portal

Service Being Requested

Line Number	Service	Description	Units	Rate	Request Date
1	Other Services	118X Entry Service II	1	\$185.66	12/13/2023

Vendor Review

Vendor Contact Email
patrick.kane@nysed.gov

Review Response

Attachments to Review

File Name	Date Attached	Actions
Initial Comments on Vendor Requests issue.docx	12/13/2023	VIEW

Comment History

Date	Name	Comment
12/13/2023	Kane, Patrick	Sending Test Draft A826943 12/13 8:10 am (Part ID 103834)

- The vendor will review this information and then decide if the authorization can be accepted or not.

1.03 Accept or Reject Draft Authorization

- Below the **Service Being Requested** section, there is a **Vendor Review** section with a “Review Response” drop down.

Service Being Requested

Line Number	Service	Description	Units	Rate	Request Date
1	Other Services	118X Entry Service II	1	\$185.66	12/13/2023

Vendor Review

Vendor Contact Email
patrick.kane@nysed.gov

Review Response

- Vendors will use this drop down to decide if the services are **Accepted** or **rejected**.

Vendor Review

Vendor Contact Email
patrick.kane@nysed.gov

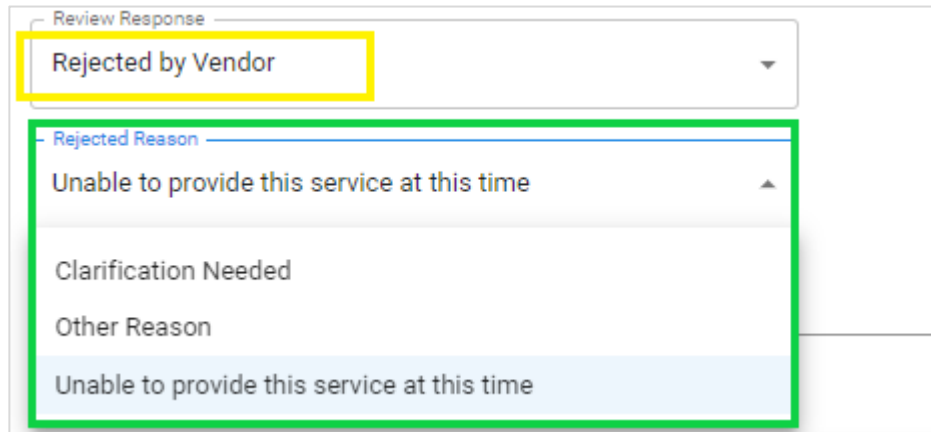
Review Response

- Accepted by Vendor
- Accepted by Vendor
- Rejected by Vendor

- In the **Review Response** field, if vendors select “Rejected by Vendor”, an additional drop-down field will display titled, “Rejected Reason”, that will

Reviewing Draft Authorizations in Vendor Portal

have different rejection options for the vendor to select.



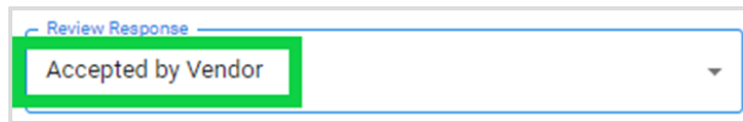
Review Response

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

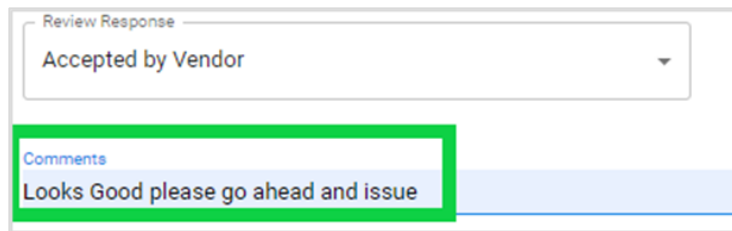
- In the **Review Response** field, if vendors **approve** of the services being drafted, they will select “Accepted by Vendor”.



Review Response

Accepted by Vendor

- Vendor’s can leave a comment in the **Comments** field for VR staff to see.



Review Response

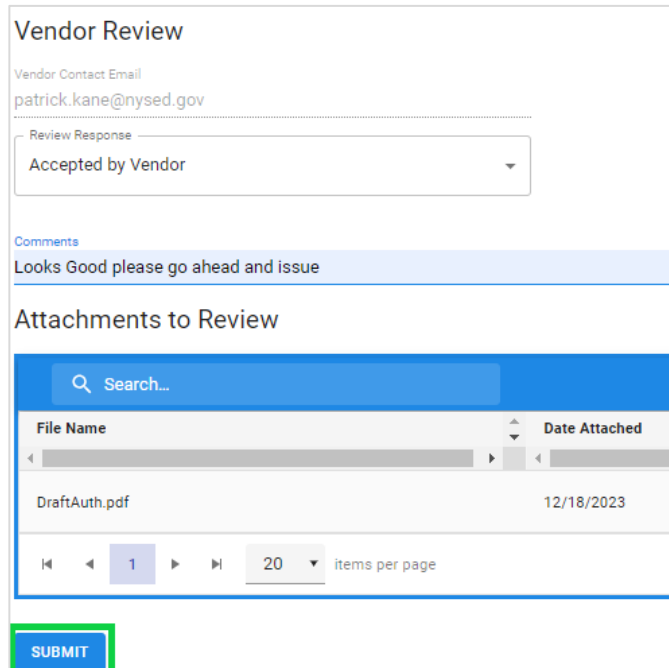
Accepted by Vendor

Comments

Looks Good please go ahead and issue

1.04 Submit Vendor Review for Draft Authorization

- Once the authorization has been reviewed and the vendor is satisfied with their review, they can select “**Submit**” 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

File Name	Date Attached
DraftAuth.pdf	12/18/2023

1 20 Items per page

SUBMIT

- These draft authorizations that have been reviewed, will continue to be

Reviewing Draft Authorizations in Vendor Portal

available in the **Draft Authorization** section.

ACCES Vocational Rehabilitation

Home Resources Authorizations Requested Payments Referral Service Request

- Authorization Search
- Open Authorizations
- Closed Authorizations
- Eligible for Payment
- Draft Authorizations**

Vendor Information

Vendor Name: TEST KLIJQIUPN BZIFCJG M

Vendor Number: 1100000624

Phone:

Email:

ACCES Vocational Rehabilitation

Home Resources Authorizations Requested Payments Referral Service Request Actual Service TEST KLIJQIUPN BZ

Home / Draft Authorizations

Draft Authorizations

Search

Auth Number	Name	Case ID	Counselor	Reporting Structure	Begin Date	End Date	Vendor Response
AB49252	Test Auth	344491	Hk2716, W02716	SOUTHERN TIER DISTRICT OFFICE	6/6/2024	12/31/2024	Accepted by Vendor
AB49268	Test Auth	344491	Hk2716, W02716	SOUTHERN TIER DISTRICT OFFICE	7/11/2024	12/31/2024	Not Completed

Objective 2: Vendor Portal User Reviews Updated Draft or Open Authorization

2.01 Resubmitted Draft

- If VR staff **resubmit the draft** with new comments, the vendor will see it in their draft items to review. Just as they did on the first submission.

Home Resources Authorizations Requested Payments Referral Service Request

Vendor Information

Vendor Name: Allegany-Steuben Counties Chapter NYSARC

Vendor Number: [REDACTED]

Phone: [REDACTED]

Email: [REDACTED]

System Message

Welcome to ACCES-VR's Aware Vendor Portal.

Please contact vrusers@nysed.gov for any questions or concerns.

UPDATE: A new FAQ has been posted at the link below. This provide more guidance on the use of Invoice Numbers and Uploading Monthly reports that do not require payment.

<https://www.acces.nysed.gov/sites/acces/files/vr/acces-vr-vendor-portal-faq.pdf>

Most Recent Activity

Vendor Requested Payments

ID	Service
5165	Job Search Assistance
8911	Supported Employment Servi

Items to Review

Draft Authorizations	Date
826846	12/13/2023

[View All](#)

- Inside of the Draft authorization, the vendor will see any updated comments and can select a new **Review Response**, add additional comments, and resubmit back to the VR staff.

Reviewing Draft Authorizations in Vendor Portal

Vendor Review

Vendor Contact Email
patrick.kane@mysed.gov

Review Response

Comments

Attachments to Review

Search...

File Name	Date Attached	Actions
No records available		

20 items per page

SUBMIT

Comment History

Search...

Date	Name	Comment
12/13/2023	Kane, Patrick	Added Additional Unit
12/13/2023	Kane, Patrick	
12/13/2023	Kane, Pat	Rejecting this draft auth request
12/13/2023	Kane, Patrick	Please review A826946

1 items per page

2.02 Issued Auth

- If VR staff **issues the authorization**, The vendor will find the Authorization within their **Open Authorization** search in the Vendor Portal.

Home Conversations Resources **Authorizations** Requested Payments Referral Service Request

Vendor Information

Vendor Name: Allegany
Vendor Number: 1000
Phone:
Email:

System Message

Can be static

Can be static

Authorizations

Search...

Auth Number	Contract Number	Name	Case ID	Counselor	Status	Balance	Begin Date	End Date
A826943	SED01-C0133...	[REDACTED]	300246	[REDACTED]	Open	\$185.66	12/13/2023	12/31/2023