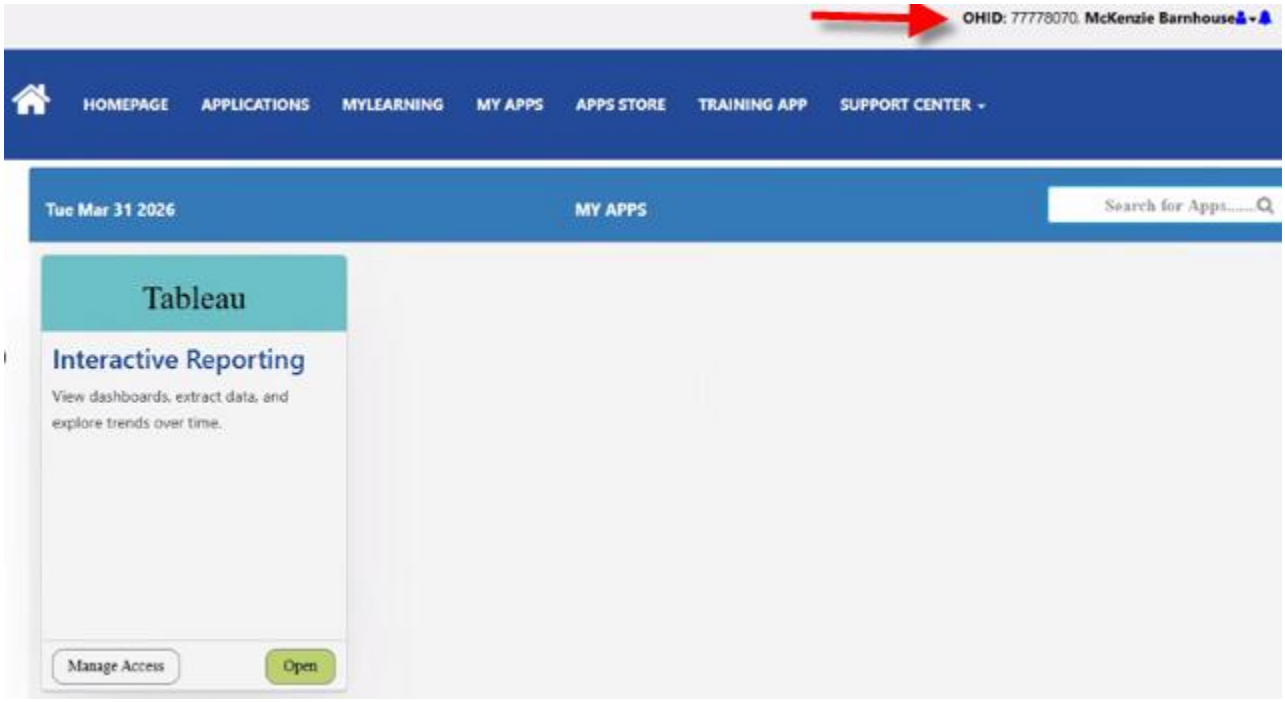
PAWS Import from DODD

DODD PAWS can be imported into Advisor, eliminating the need to manually add authorizations to the Service Authorization window.

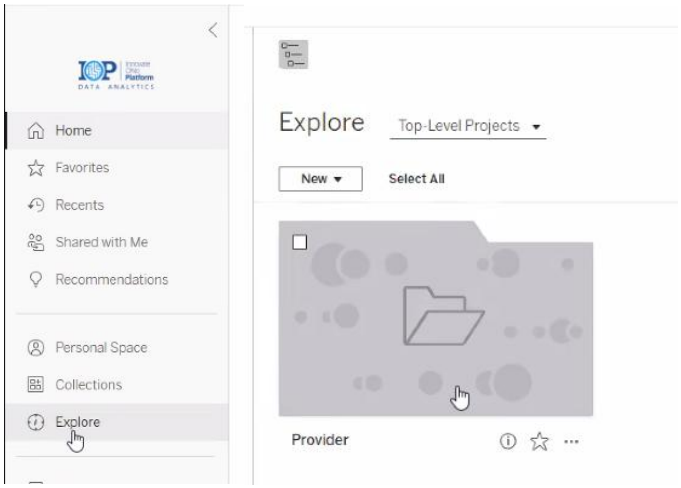
- Must request access to Tableau in the Apps Store

Steps for DODD

- Log in to dodd.ohio.gov with your OH|ID.
- On the menu bar, select Apps Store, then My Apps
- Click Open on Tableau
- Log in to Tableau using your OH|ID number



- Select Explore on the left navigation, then select the Provider folder



- Select the PAWS Confirmation Report tile

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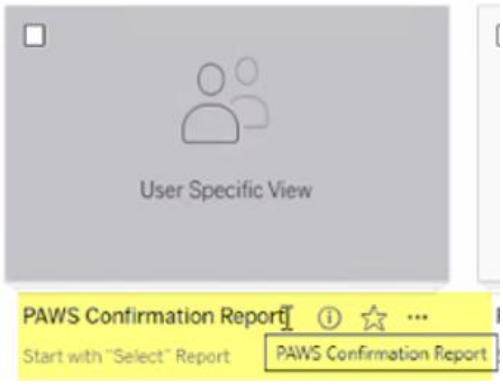
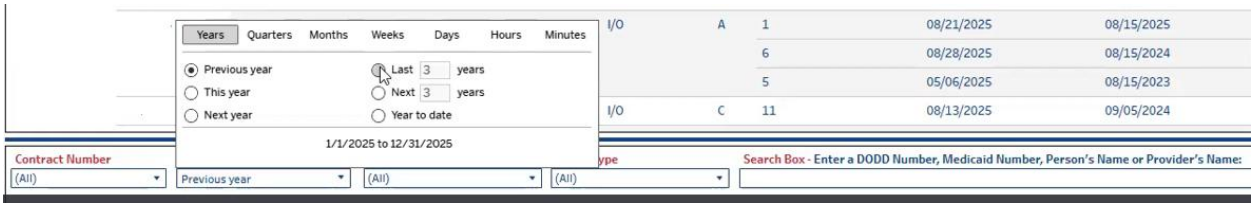
PAWS Import from DODD

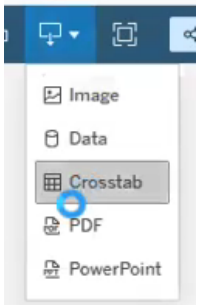


- At the bottom of the page, enter the search criteria to narrow the data.

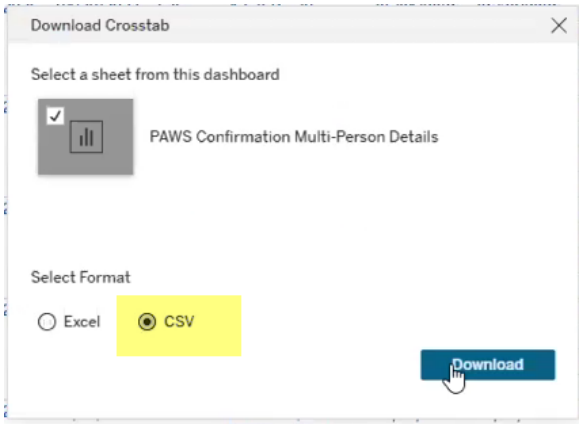


  - Once data is retrieved, click the PAWS Confirmation Multi-Person Detail button

  - Click the Download button and select Crosstab



  - Select format as CSV, Click Download



Tip: Clicking a star ☆ saves that tile to the Favorites in the left navigation.

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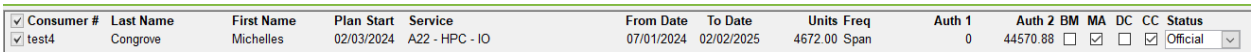
PAWS Import from DODD

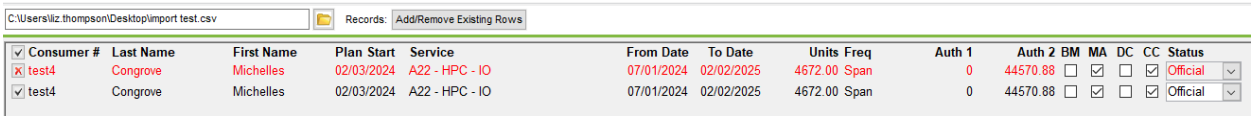
Steps for Advisor

- Log in to Advisor
- In navigation, expand the Billing folder, then open the Import Service Authorizations window.
- Click on the Folder Icon and navigate to where the file was saved.
- Highlight the file and click Open.
- The data from the file with be compared to the data in the Service Authorization window.
    - If no record in Advisor matches the service code and span from the file, the row will display in black (i.e. a new span).
        - The black row will be inserted into the Service Authorization window.



Consumer #	Last Name	First Name	Plan Start	Service	From Date	To Date	Units	Freq	Auth 1	Auth 2	BM	MA	DC	CC	Status
test4	Congrove	Michelles	02/03/2024	A22 - HPC - IO	07/01/2024	02/02/2025	4672.00	Span	0	44570.88	☐	☑	☐	☑	Official

    - If a record in Advisor matches the service code and span from the file, the row will display in red. Below the red row, is the new record from the file displayed in black.
        - The black row will replace the red row in the Service Authorization window.



C:\Users\liz.thompson\Desktop\import test.csv Records: Add/Remove Existing Rows

Consumer #	Last Name	First Name	Plan Start	Service	From Date	To Date	Units	Freq	Auth 1	Auth 2	BM	MA	DC	CC	Status
test4	Congrove	Michelles	02/03/2024	A22 - HPC - IO	07/01/2024	02/02/2025	4672.00	Span	0	44570.88	☐	☑	☐	☑	Official
test4	Congrove	Michelles	02/03/2024	A22 - HPC - IO	07/01/2024	02/02/2025	4672.00	Span	0	44570.88	☐	☑	☐	☑	Official

- Once the information has been reviewed, click the Add/Remove Existing Rows button

to update the Service Authorizations. A message box will display when the import process is complete.

Additional information:

- A user may choose to not add/remove specific rows by unchecking the Check Box next to the Consumer #.
- A user may choose to import the record as Pending instead of Official by changing the Status.
- An error can occur if the file contains an individual or service code that isn't in Advisor, or if a service needs additional setup.
    - There are multiple error reports in the Quick Print drop down.
    - Contact support@primarysolutions.net for help in resolving errors.

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