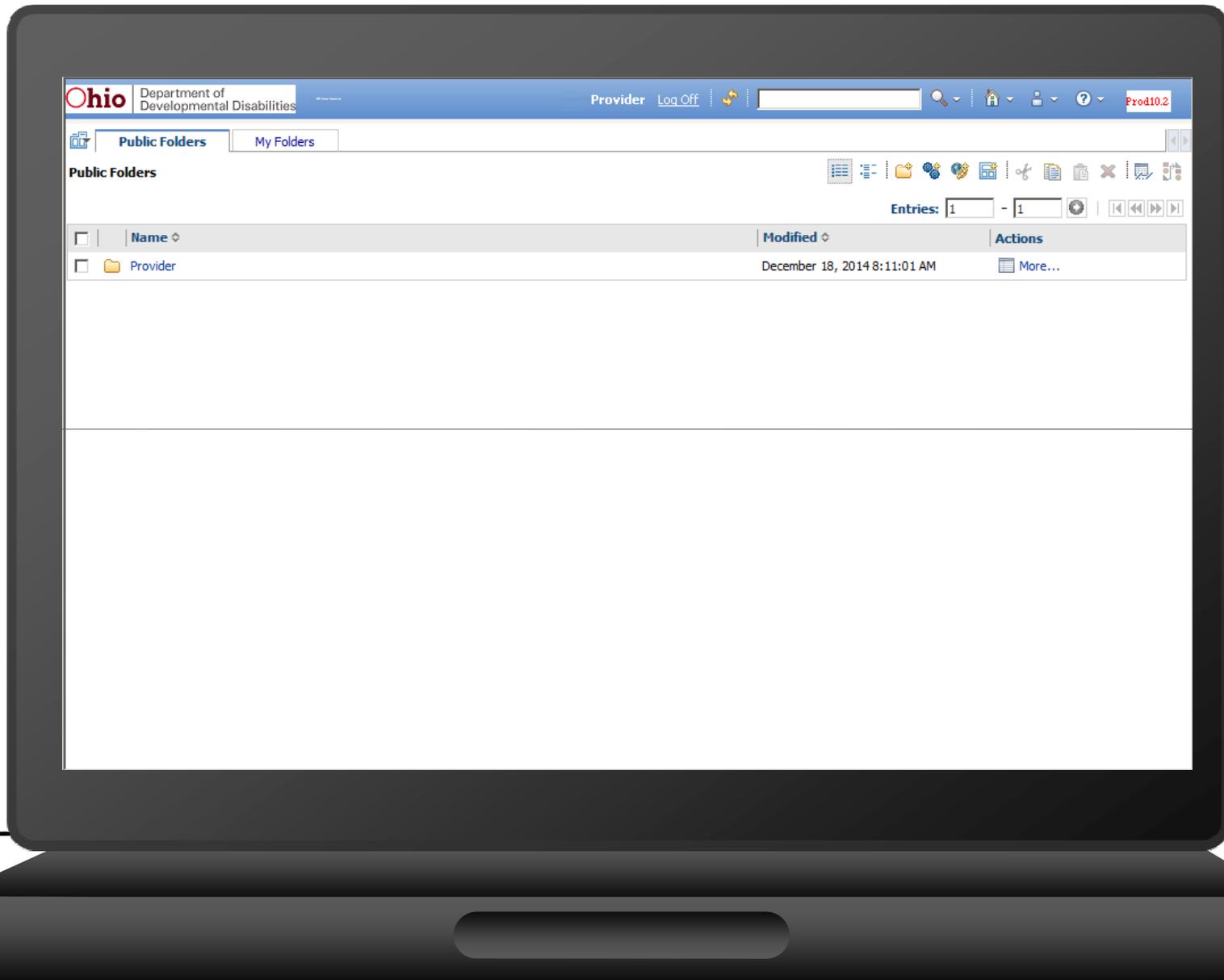
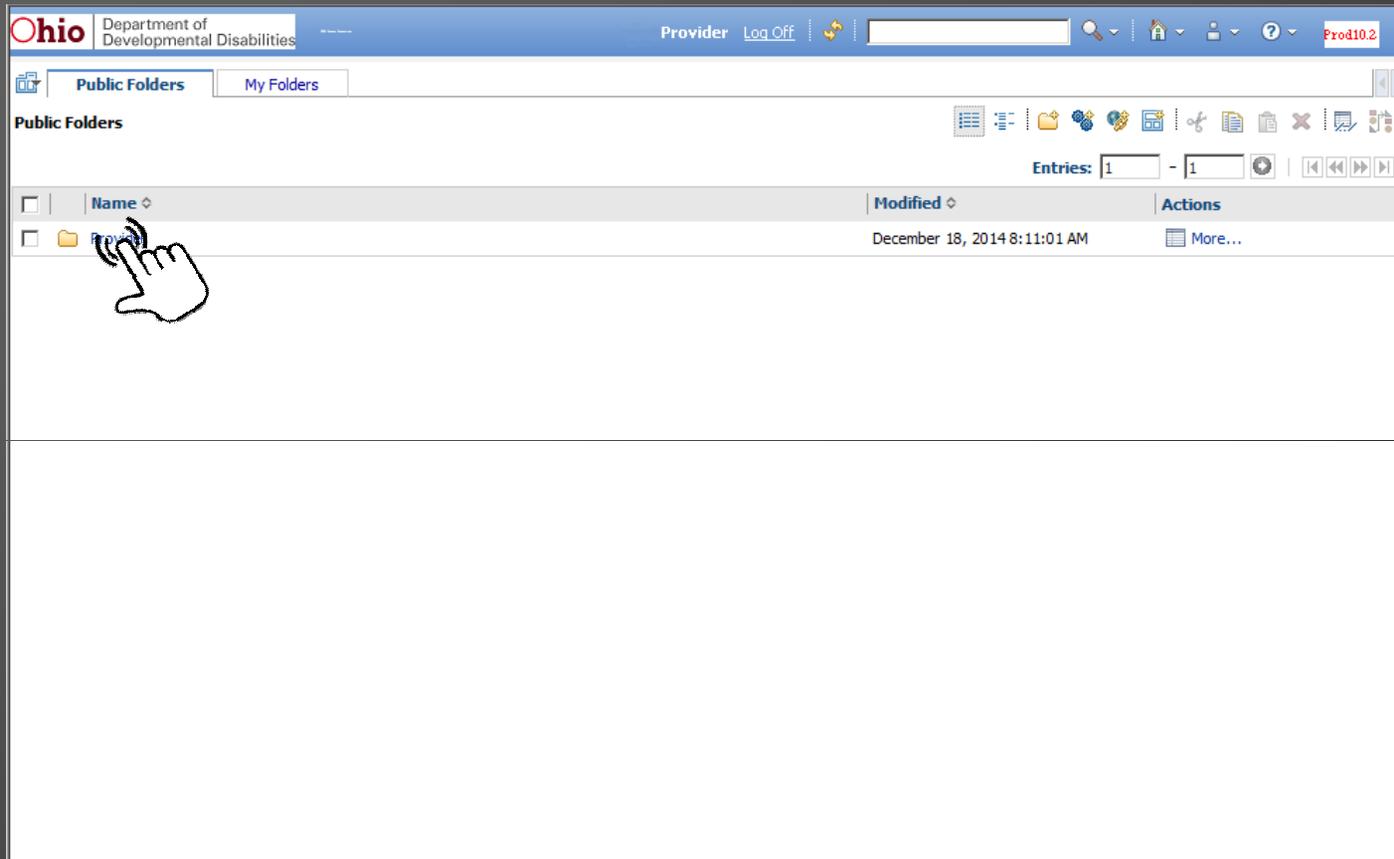


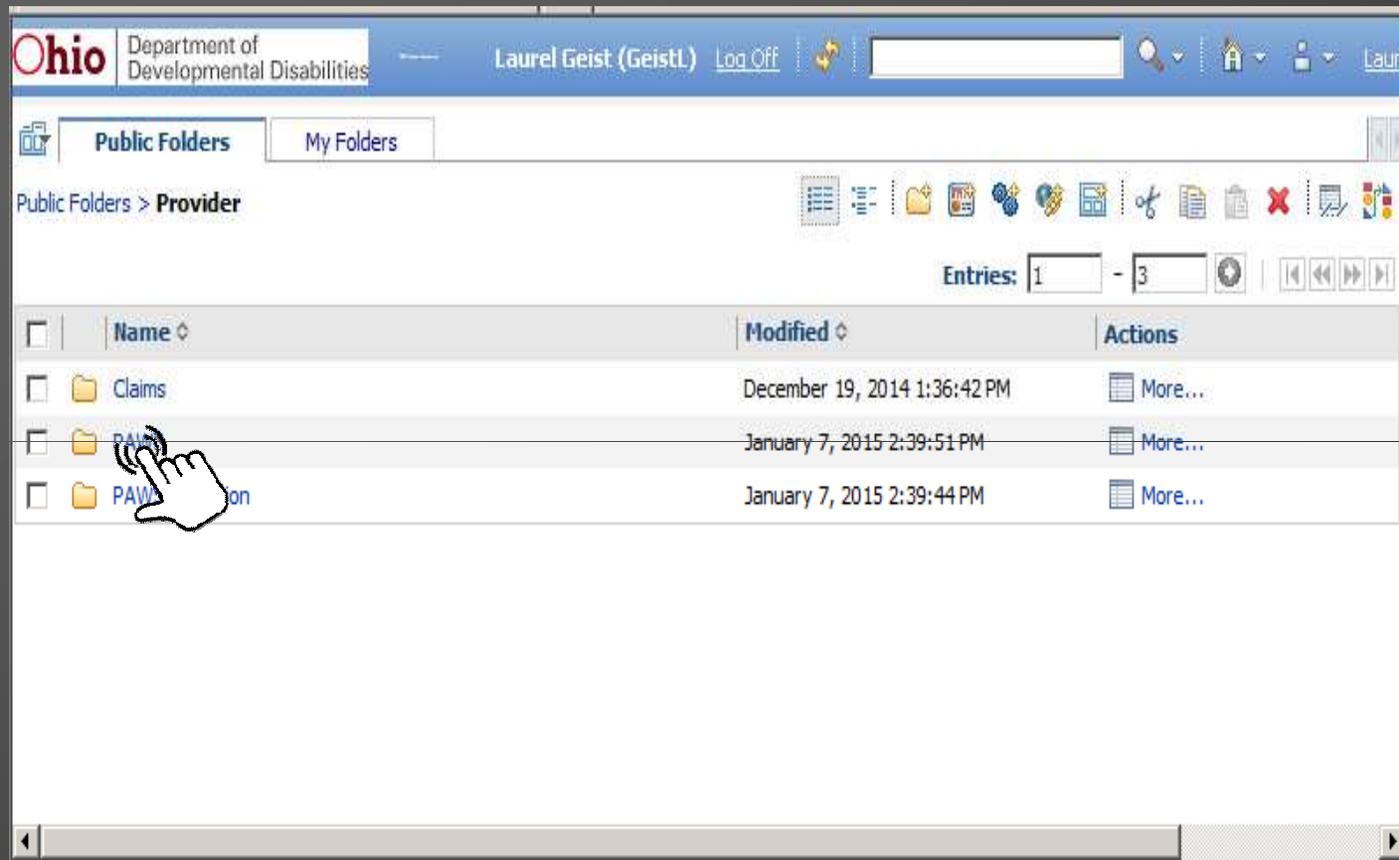
Start on the Public Folders page



Click Provider folder to open it



Click on the PAWS folder.



Click on the Enrolled PAWS report to open it

The screenshot shows a web application interface for the Ohio Department of Developmental Disabilities. The user is logged in as Laurel Geist (GeistL). The interface displays a file explorer view for the 'Public Folders > Provider > PAWS' directory. A table lists two files:

Name	Modified	Actions
Enrolled PAWS	January 7, 2015 2:40:40 PM	[Icons] More...
PAWS Completion Report	January 5, 2015 11:51:09 AM	[Icons] More...

A hand cursor is pointing to the 'Enrolled PAWS' file. The interface also includes a search bar, navigation tabs for 'Public Folders' and 'My Folders', and a breadcrumb trail.

Enter your contract number and click SEARCH

### Report Prompt for Providers

Fields with a star \* are required for the report.

#### Contract Number

Keywords:

Type one or more keywords separated by spaces

8500018

Search

Options ▾

Results:

Insert →

← Remove

\* Choice:

[Select all](#) [Deselect all](#)

[Select all](#) [Dese](#)

#### PAWS Plan Date

Choose a date to show PAWS plans that begin on or after that date.

2015

Jan	Feb	Mar	Apr	May	Jun	
Jul	Aug	Sep	Oct	Nov	Dec	
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Click on the contract number and click INSERT

### Report Prompt for Providers

Fields with a star \* are required for the report.

#### Contract Number

Keywords:

Type one or more keywords separated by spaces.

8500018

Search 

[Options](#) ▾

Results:

8500018



Insert 

 Remove

\* Choice:

8500018

[Select all](#) [Deselect all](#)

[Select all](#) [Deselect all](#)

#### PAWS Plan Date

Choose a date to show PAWS plans that begin on or after that date.



2015						
Jan	Feb	Mar	Apr	May	Jun	
Jul	Aug	Sep	Oct	Nov	Dec	
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Choose a date range of approved PAWS, usually a month

### Report Prompt for Providers

Fields with a star \* are required for the report.

#### Contract Number

Keywords:

Type one or more keywords separated by spaces.

8500018

Search 

[Options](#) ▾

Results:

8500018

Insert 

 Remove

\* Choice:

8500018

[Select all](#) [Deselect all](#)

[Select all](#) [Deselect all](#)

#### PAWS Plan Date

Choose a date to show PAWS plans that begin on or after that date.

2015

<a href="#">Jan</a>	<a href="#">Feb</a>	<a href="#">Mar</a>	<a href="#">Apr</a>	<a href="#">May</a>	<a href="#">Jun</a>	
<a href="#">Jul</a>	<a href="#">Aug</a>	<a href="#">Sep</a>	<a href="#">Oct</a>	<a href="#">Nov</a>	<a href="#">Dec</a>	
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						3
4	5	6	7	8		
<a href="#">11</a>	<a href="#">12</a>	<a href="#">13</a>	<a href="#">14</a>	<a href="#">15</a>	<a href="#">16</a>	<a href="#">17</a>
<a href="#">18</a>	<a href="#">19</a>	<a href="#">20</a>	<a href="#">21</a>	<a href="#">22</a>	<a href="#">23</a>	<a href="#">24</a>
<a href="#">25</a>	<a href="#">26</a>	<a href="#">27</a>	<a href="#">28</a>	<a href="#">29</a>	<a href="#">30</a>	<a href="#">31</a>



Scroll down

## Report Prompt for Providers

Fields with a star \* are required for the report.

### Contract Number

Keywords:

Type one or more keywords separated by spaces.

[Options](#) ▾

Results:

8500018

[Select all](#) [Deselect all](#)

\* Choice:

8500018

[Select all](#) [Deselect all](#)

To scroll, click on the side bar and drag down.



### PAWS Plan Date

Choose a date to show PAWS plans that begin on or after that date.

2015

Jan	Feb	Mar	Apr	May	Jun	
Jul	Aug	Sep	Oct	Nov	Dec	
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Click FINISH

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				<u>1</u>	<u>2</u>	<u>3</u>
<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>
<u>11</u>	<u>12</u>	<u>13</u>	<u>14</u>	<u>15</u>	<u>16</u>	<u>17</u>
<u>18</u>	<u>19</u>	<u>20</u>	<u>21</u>	<u>22</u>	<u>23</u>	<u>24</u>
<u>25</u>	<b>26</b>	<u>27</u>	<u>28</u>	<u>29</u>	<u>30</u>	<u>31</u>

**You may enter one or more individuals' Medicaid number (12 digits) OR DODD number (7 digits). This is not required.**

**Medicaid Number**

**DODD Number**

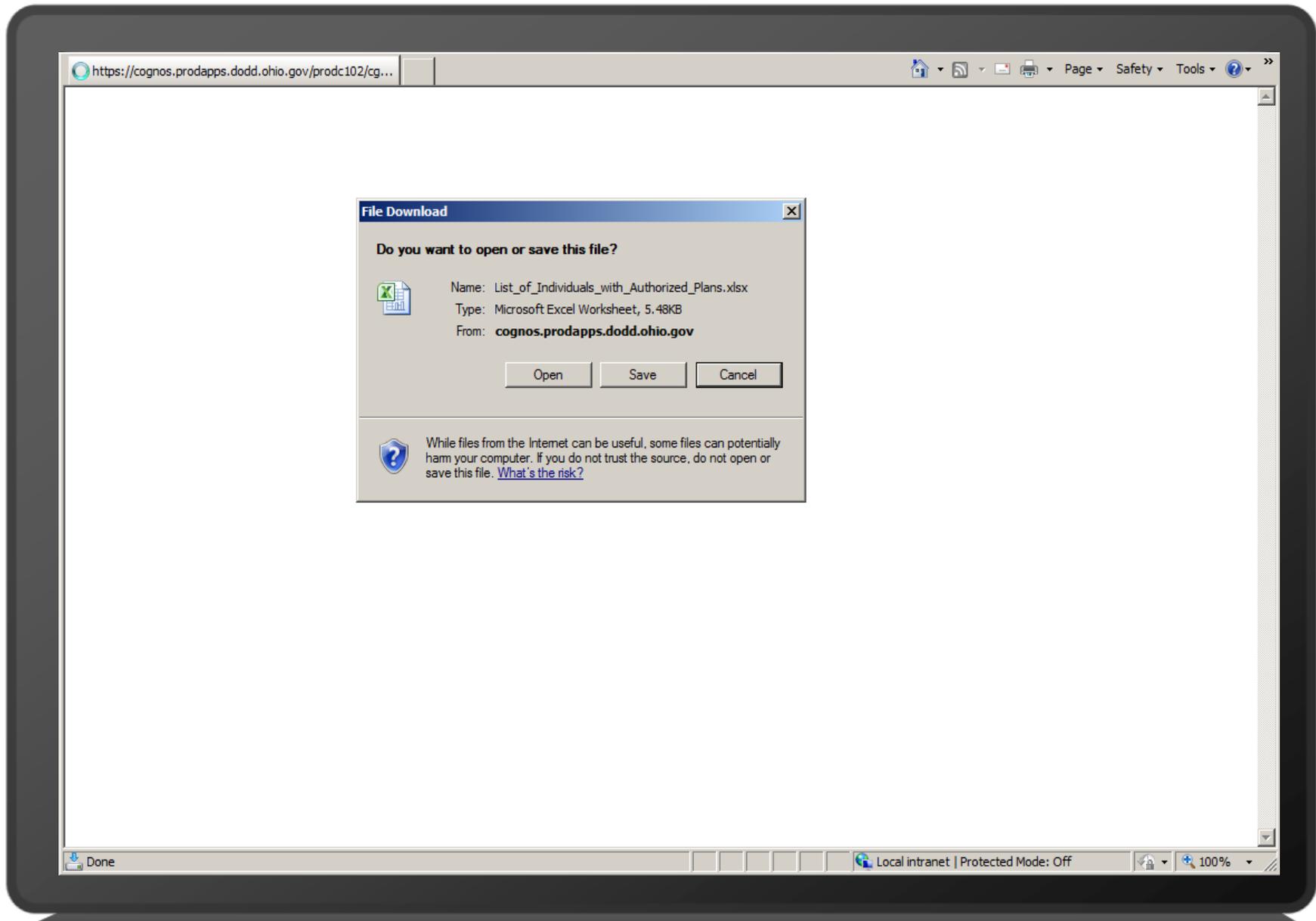
Cancel

Finish



Make sure you entered a contract number!

A pop up window will appear. Click Open.



You may need to click the yellow “Enable Editing” button.

The screenshot shows the Microsoft Excel interface with a yellow warning bar at the top that reads "Protected View This file originated from an Internet location and might be unsafe. Click for more details." and a yellow "Enable Editing" button. The ribbon includes File, Home, Insert, Page Layout, Formulas, Data, Review, and View. The Home ribbon is active, showing options for Paste, Copy, Format Painter, Font, Alignment, Number, and Styles. The active cell is B33. The spreadsheet content is as follows:

Contract Number	Individual Name	Medicaid Number	DODD Number	Plan Begin Date	Plan End Date
8500018	Last, First	0000000000	0000000	01/01/2015	12/31/2015
8500018	Last, First	0000000000	0000000	02/15/2015	02/14/2016
8500018	Last, First	0000000000	0000000	01/01/2015	12/31/2015
8500018	Last, First	0000000000	0000000	01/01/2015	12/31/2015
8500018	Last, First	0000000000	0000000	01/08/2015	01/07/2016
8500018	Last, First	0000000000	0000000	01/01/2015	12/31/2015
8500018	Last, First	0000000000	0000000	01/01/2015	12/31/2015
8500018	Last, First	0000000000	0000000	01/01/2015	12/31/2015
8500018	Last, First	0000000000	0000000	01/01/2015	12/31/2015
8500018	Last, First	0000000000	0000000	01/02/2015	01/01/2016
8500018	Last, First	0000000000	0000000	01/20/2015	01/19/2016
8500018	Last, First	0000000000	0000000	01/01/2015	12/31/2015
8500018	Last, First	0000000000	0000000	01/15/2015	01/14/2016
8500018	Last, First	0000000000	0000000	01/01/2015	12/31/2015
8500018	Last, First	0000000000	0000000	01/17/2015	01/16/2016
8500018	Last, First	0000000000	0000000	01/01/2015	12/31/2015
8500018	Last, First	0000000000	0000000	01/04/2015	01/03/2016
8500018	Last, First	0000000000	0000000	01/01/2015	12/31/2015
8500018	Last, First	0000000000	0000000	01/01/2015	12/31/2015

At the bottom of the spreadsheet, the status bar shows "Jan 7, 2015", "- 1 -", and "11:14:04 AM".

# Enrolled PAWS report opens in Excel.

Below is a list of individuals whom you are authorized to serve under the county board managed PAWS plan for services.

Contract Number	Individual Name	Medicaid Number	DODD Number	Plan Begin Date	Plan End Date
8500018	Last, First	0000000000	0000000	01/01/2015	12/31/2015
8500018	Last, First	0000000000	0000000	02/15/2015	02/14/2016
8500018	Last, First	0000000000	0000000	01/01/2015	12/31/2015
8500018	Last, First	0000000000	0000000	01/01/2015	12/31/2015
8500018	Last, First	0000000000	0000000	01/08/2015	01/07/2016
8500018	Last, First	0000000000	0000000	01/01/2015	12/31/2015
8500018	Last, First	0000000000	0000000	01/01/2015	12/31/2015
8500018	Last, First	0000000000	0000000	01/01/2015	12/31/2015
8500018	Last, First	0000000000	0000000	01/01/2015	12/31/2015
8500018	Last, First	0000000000	0000000	01/01/2015	12/31/2015
8500018	Last, First	0000000000	0000000	01/01/2015	12/31/2015
8500018	Last, First	0000000000	0000000	01/02/2015	01/01/2016
8500018	Last, First	0000000000	0000000	01/20/2015	01/19/2016
8500018	Last, First	0000000000	0000000	01/01/2015	12/31/2015
8500018	Last, First	0000000000	0000000	01/15/2015	01/14/2016
8500018	Last, First	0000000000	0000000	01/01/2015	12/31/2015
8500018	Last, First	0000000000	0000000	01/17/2015	01/16/2016
8500018	Last, First	0000000000	0000000	01/01/2015	12/31/2015
8500018	Last, First	0000000000	0000000	01/04/2015	01/03/2016
8500018	Last, First	0000000000	0000000	01/01/2015	12/31/2015
8500018	Last, First	0000000000	0000000	01/01/2015	12/31/2015

Jan 7, 2015 - 1 - 11:14:04 AM