

SANDIS AARP – Automated Authorization Reassignment Program

The AARP program can be used to create new authorizations based on current authorizations when a vendor number, Service Code, or sub code needs to be changed. For example, if the vendor gets a new Tax ID#, a new vendor number is issued, and therefore new authorizations may need to be created to replace the existing authorizations. A recent update to this program includes the ability to change the sub code. The process generates new authorizations based on your selection of current authorizations, using the DDS approved SANDIS POS Bridge Program.

The AARP program can be used to “Preview” what would be changed, so don’t be afraid to practice. Even at the point where you are going to “Run the AARP Program,” a preview list will be displayed on the screen. At that point, you have several choices: 1) Cancel/exit the program; 2) Generate a printout of the authorizations that appeared in the list but don’t run the bridge yet; or 3) Run the bridge program.

This program is available for any center to use from the SANDIS menu MNPOSUPL (green screen).

```
1/16/19                MENU: MNPOSUPL                09:36:54
                        Automated Auth Reassignment

                        1. Create Upload Report/File

                        3. Run the AARP Program

                        5. End Date Authorizations

                        7. Clear Previous Workfile

                        90. Sign Off

F1=Help  F12=Previous Menu

Selection or Command
==> _____
```

Step 1: Use option 1 to Create Upload Report/File. When you select this option, a screen will appear where you can input specific criteria to select the authorizations to be changed:

```

QPADEV000P          SANDIS - Vendor          SDR400
RC033MN1           Authorization ReAssignment  1/16/19  09:58:29

Vendor....: HQ0246

Select Authorizations active as of: 03012019

Service Code: 520  (Optional)
SubCode:      01UN (Optional)
  
```

Press enter to see the preview list for your selection:

```

QPADEV002W          SANDIS - Vendor          SDR400
RC033MN1           Authorization ReAssignment  1/17/19  07:34:40

Vendor...: HQ0246  PATHWAYS TO SUCCESS
Number of Authorizations to be processed:  9  Cut-Off-Date: 03/01/2019
Opt. 4=Delete from Processing              Selected
Auth#   Consumer          Service Code: 520  SubCode: 01UN          Rate
Opt Start Date End Date   Service-Subcode  G/L#                               Units
-----
 19266579  ██████████ ██████████, SHARI                2019          35.8300
 07/01/2018 06/30/2019  520-01UN        0100004302000          12.0000

 19538445  ██████████ ██████████, ROBERT                2019          35.8300
 07/01/2018 06/30/2019  520-01UN        0100004302000          20.0000
ONGOING IL SERVICES NOT TO EXCEED 20 HRS PER MONTH

 19554922  ██████████ ██████████, VINCENT                2019          35.8300
 07/01/2018 06/12/2019  520-01UN        0100004302000          24.0000
24 HOURS PER QUARTER, PARTIAL QTRS PRORATED

 19520775  ██████████ ██████████, ERLINDA                2019          35.8300
 07/01/2018 06/30/2019  520-01UN        0100004302000          16.0000
16 HOURS PER MONTH IL SERVICES

More...

F3=Exit      F5=Print/Create/Update File
  
```

At this point, you can press F3 to exit without doing anything. You can also type a 4 in front of any authorization to remove it from the list. Or, you can press F5 to move these records into a file that will be used by the bridge program.

Step 2: If you pressed F5 from the screen shown above, the file will be created and you will be returned to the menu. Use option 3 to Run the AARP program. At the first screen that appears, enter the criteria to be used for the new authorizations: You can change the vendor#, service code, or sub code, and indicate the effective date of the change. The sample screen below would be used to change only the subcode:

```
QPADEV000P          SANDIS - Vendor          SDR400
RC033MN2           Authorization ReAssignment    1/16/19  10:02:33

Old Vendor#...: HQ0246 PATHWAYS TO SUCCESS
Number of Authorizations to be processed:      8

New Vendor#...  HQ0246

New Start Date.: 03012019

Selected Service Code: 520      New Service Code: 520
Selected Sub Code....: 01UN     New Sub Code....: 02WC

F3=Exit          F5=Assign New Vendor and Date
```

Press F5 to confirm your selection, which will take you to the POS Bridge Preview Screen.

Step 3: This is the SANDIS POS Bridge Screen, which may be familiar.

```

RC033SEL  -2
                                SANDIS - Purchase of Services
                                Preview of Services to Bridge
                                Authorization Records Would be Created For:
                                SDR400
                                1/17/19 07:28:20

Sorted by: Vendor
Selected By.....:
Type option, press Enter.  And Vendor Name.: ALL
1=Select 5=Display Multiples 7=Hold

Caseload.: ALL And Service Code ALL And Consumer Last Name.: ALL
Or UCI#: ALL
And Beginning date.: ALL

Or Vendor#: ALL

Opt Consumer  Name          Mgr Vendor Name      Service  Begin  End      Units  Rate  Monthly
- [REDACTED] DAVID T      NCH HQ0246 PATHWAYS TO SUCCESS 520 02WC 20190301 20190630 16.00 35.83 573.28
- [REDACTED] ROBERT      NIJ HQ0246 PATHWAYS TO SUCCESS 520 02WC 20190301 20190630 20.00 35.83 716.60
- [REDACTED] BRADLEY P    NNN HQ0246 PATHWAYS TO SUCCESS 520 02WC 20190301 20190630 24.00 35.83 859.92
- [REDACTED] SHARI M      NCI HQ0246 PATHWAYS TO SUCCESS 520 02WC 20190301 20190630 12.00 35.83 429.96
- [REDACTED] CONNI S      NAE HQ0246 PATHWAYS TO SUCCESS 520 02WC 20190301 20190630 15.00 35.83 537.45
- [REDACTED] ERLINDA     NCH HQ0246 PATHWAYS TO SUCCESS 520 02WC 20190301 20190630 16.00 35.83 573.28
- [REDACTED] VINCENT A    NAE HQ0246 PATHWAYS TO SUCCESS 520 02WC 20190301 20190612 24.00 35.83 859.92
- [REDACTED] ALISA M      NAE HQ0246 PATHWAYS TO SUCCESS 520 02WC 20190301 20190630 25.00 35.83 895.75
- [REDACTED] TISHA T      NAB HQ0246 PATHWAYS TO SUCCESS 520 02WC 20190301 20190630 26.00 35.83 931.58

F3=Exit          F5=Create Authorizations          F8=Print only, No Auths Created
Bottom

```

Remember that these records are not generated from a SANDIS POS Request, but rather from UFS Authorizations, so your options are limited. You can press F3 to Exit without doing anything. You can press F8 to get a printed preview list – this does NOT create authorizations. Or use F5 to create authorizations (this also produces reports). The authorizations created will be ready to Edit and Post, using the standard UFS programs. (**Note:** If you do not “Create Authorizations” you can restart the process, but be sure to start with Step 1 – clear the previous work file.)

Step 4: After the new authorizations are created, you should terminate the authorizations that are being replaced. The menu also provides access to the UFS program to End-Date authorizations (option 5). Follow the standard steps to use this UFS program.