YouTube Video Training: HCBS SETS Provider Portal Adding a Setting (3:01)

SETS Provider Portal Settings

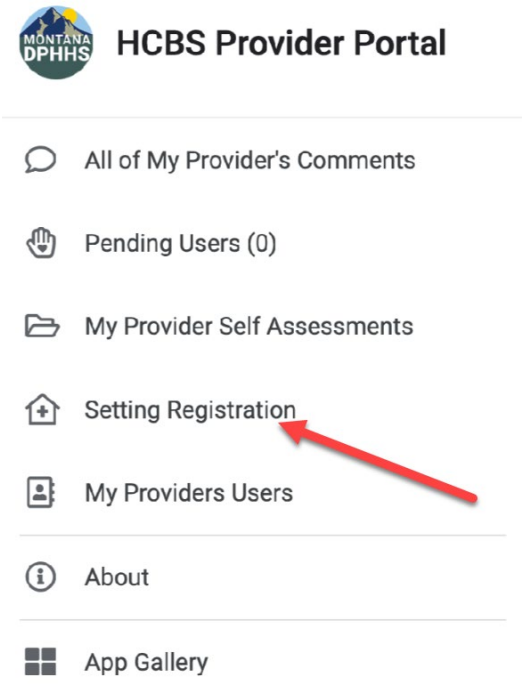
Notice: It is important to note that Providers will only add Settings to the Provider Portal when:

a. They initially gain access to the Provider Portal.
b. If they build/add a new Setting associated with their provider.

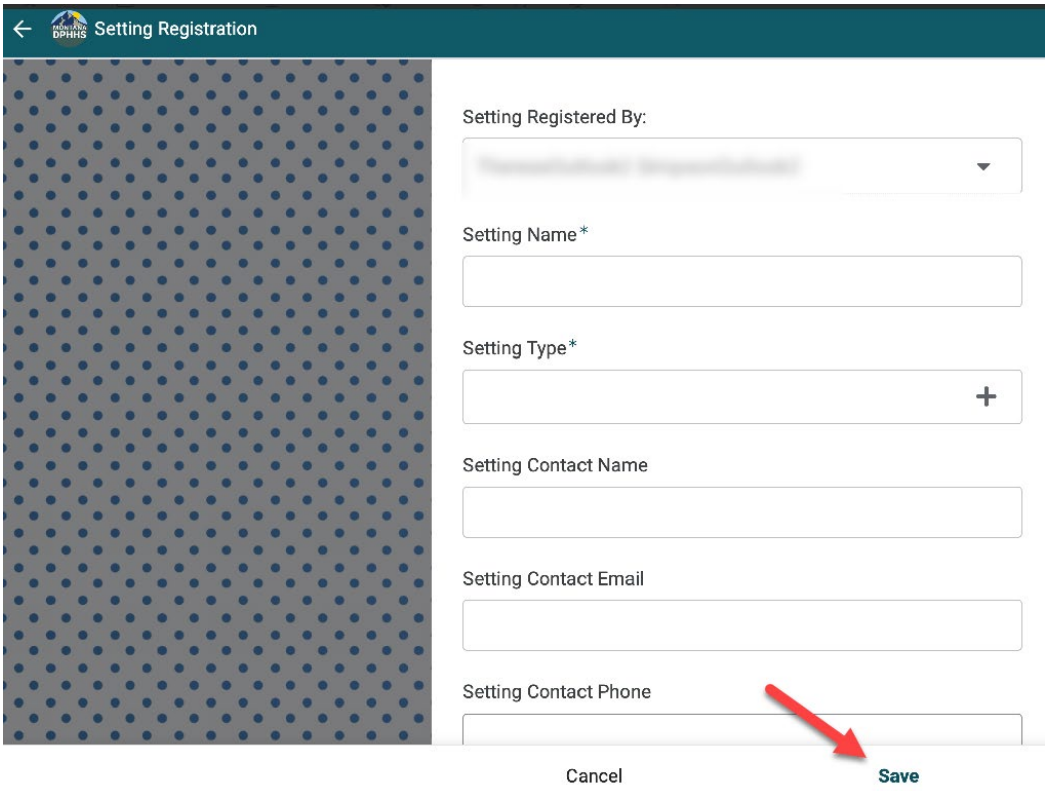
*Once a Setting is established in the Provider Portal, that is where a provider will complete Provider Self-Assessments. There is no need to create a new Setting when completing a new Provider Self-Assessment.

Adding a Setting to a Provider Entity

1. Locate and click Setting Registration from the Main Menu of the Provider Portal.



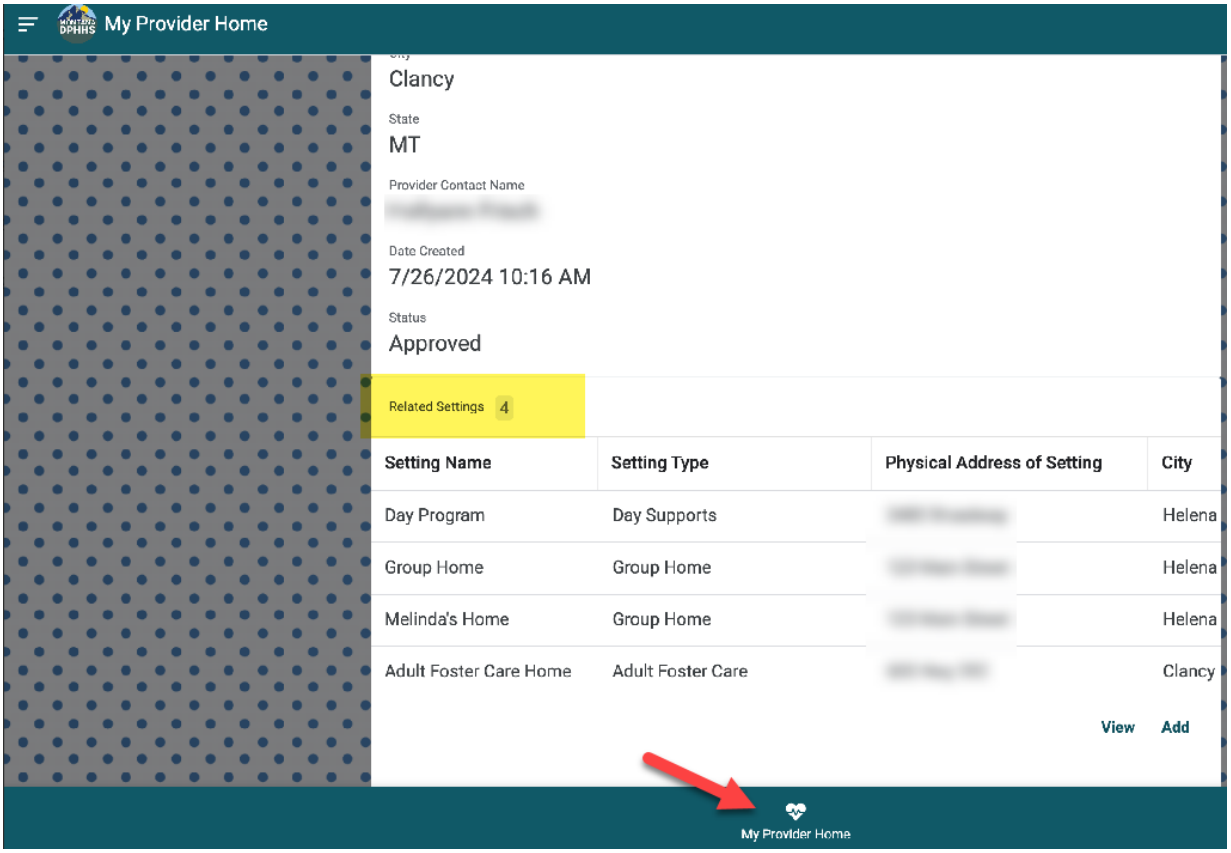
2. Complete the Setting Registration Form. Required fields are designated with an asterisk *.
3. Click Save at the bottom of the form when complete.



Note, HCBS staff will receive an email notification when you have Saved a Setting's Registration Form.

View List of Your Settings

Settings can be viewed in the Related Settings Area of My Provider Home.



Edit Your Settings

Some fields on the Settings Record are editable* in the Provider Portal.

Updates to the Setting Phone Number, Email, and Contact Name can be made without impacting other areas.

Updates to the Setting Name and Setting Type, as well as removing a Setting, can impact other areas and should not be made in the Provider Portal. Contact HCBS staff if you need to update your Setting Name, Setting Type, or if you need to remove your Setting from the Provider Portal.

**Some items or records, when edited, have impacts on other areas of the system. If you are not sure of the impacts on editing an item or record inquire with HCBS staff before making the change.*