

## Recording a Leave Override

By recording a leave override, SACWIS users can specify the number of days that will be paid for each leave record, or override the number of paid leave days originally designated in the service or contract.

For example, an agency may pay for leave days only under special circumstances. Or, an agency may determine that they should pay more (or fewer) leave days than the default days paid for a particular leave record.

**The number of override days entered will determine the number of paid leave days included in a payment.**

If the information is entered prior to payment creation, leave overrides will be included in the payment. However, if the leave override information is entered afterward, the payment will be marked for review.

Leave overrides can be accessed through the **Service Authorization Summary** screen or the **Service Authorization Detail** screen. Both ways are discussed below.

**Note:** Also available in the Knowledge Base are related articles on **Managing Add-On Cost Records** and **Editing a Service Authorization**.

### Navigating to the Child Specific Details Screen

1. On the SACWIS **Home** screen, click the **Financial** tab.
2. Click the **Services** tab.
3. Click the **Service Authorization Summary** link.



The **Child Selection** screen appears.

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4. In the **Service Auth Type** field, choose **Placement Services**.
5. In the **Person ID** field, type in the appropriate **Person ID** number.

**Note:** If the **Person ID** is not known, you can perform a search using the **Person Search** button.

6. Click the **Go** button.

The screenshot shows a web interface with a sidebar on the left containing links: 'Maintain Service', 'Provider Ceilings', 'Service Authorization', 'Service Authorization Summary', and 'Summary'. The main content area is titled 'Child Selection' and includes a dropdown menu for 'Service Auth Type' set to 'Placement Services'. Below this are radio buttons for 'Exclude' (selected) and 'Include'. A 'Person Search' button is on the left, and a 'Person ID' field with a 'Go' button is on the right. At the bottom, there are input fields for 'Person ID:', 'Name:', 'Birth Date:', and 'Agency:'.

The **Placement Records** section appears at the bottom of the screen showing all placement settings made by your agency for the filter criteria that was selected.

7. Click the **Select** link in the appropriate row.

The screenshot shows the 'Placement Records' section below the 'Child Selection' form. The 'Child Selection' form now has 'Person ID' set to '1234567' and the 'Go' button is highlighted. Below it, the 'Placement Records' section shows a table with 7 columns: 'Service Type/Service Description', 'Provider Name/ID', 'Begin Date', 'End Date', 'Status', and 'Created In Error'. The first column contains three rows, each with a 'select' link circled in red. The table is labeled 'Result(s) 1 to 3 of 3' and 'Page 1 of 1'.

The **Child Specific Details** screen appears with information about the placement setting and the child who was selected as shown within the following links:

- Service Authorization History
- Placement Leave History
- Add-On Cost History

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## Viewing a Placement Leave History

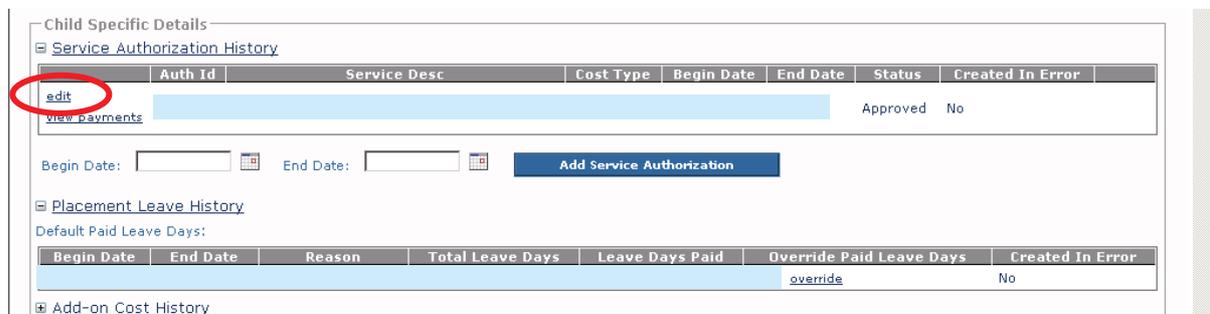
1. On the **Child Specific Details** screen, click the **Placement Leave History** link.



The **Placement Leave History** section expands to show the leave information.



2. To view this same leave information on the **Service Authorization Detail** screen, scroll up to the **Service Authorization History** section.
3. Click the **Edit** link.



The **Service Authorization Detail** screen appears displaying details in the **Placement Leave Episodes** section.



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### Overriding a Leave

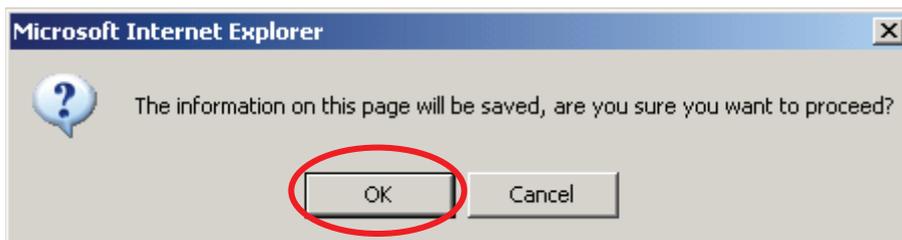
1. On the **Service Authorization Detail** screen, click the **Override** link in the **Placement Leave Episodes** section.

Placement Leave Episodes						
Default Paid Leave Days: 5						
Begin Date	End Date	Reason	Total Leave Days	Leave Days Paid	Override Paid Leave Days	Created in Error
		Hospital Admission	14	0	0 <b>override</b>	No

Other Direct Services (M):	\$0.00
Beh Health Care (Non IV-E Reimb):	\$0.00
Other (Non IV-E Reimb):	\$0.00
Non-Placement:	\$0.00
<b>Standard Cost:</b>	\$23.00
<b>Basic Cost:</b>	\$0.00

The following warning box appears.

2. Click the **OK** button.



The **Maintain Override Placement Leave Days** screen appears.

3. Modify the fields as needed. The **Override Paid Leave Days** field is mandatory.
4. Click the **Save** button.

Maintain Override Placement Leave Days			
Default Paid Leave Days:			
Reason:	Hospital Admission		
Total Leave Days:	14	Leave Days Paid:	0
Begin Date:		End Date:	
<b>Override Paid Leave Days:</b> *	<input type="text" value="14"/>		
Comments:	<input type="text" value="enter comments here"/>		
<input type="button" value="Spell Check"/> <input type="button" value="Clear"/> 3981			
<input type="button" value="Save"/> <input type="button" value="Cancel"/>			

The **Service Authorization Detail** screen appears.

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5. At the bottom of the screen, click the:

- **Apply** button if you want to save the changes and remain on the screen.
- **Save** button if you want to save the changes and return to the previous screen.
- **Cancel** button if you want to cancel and return to the previous screen.



The saved information appears in the grid.

Placement Leave Episodes						
Default Paid Leave Days: 5						
Begin Date	End Date	Reason	Total Leave Days	Leave Days Paid	Override Paid Leave Days	Created in Error
		Hospital Admission	14	0	14 <a href="#">override</a>	No

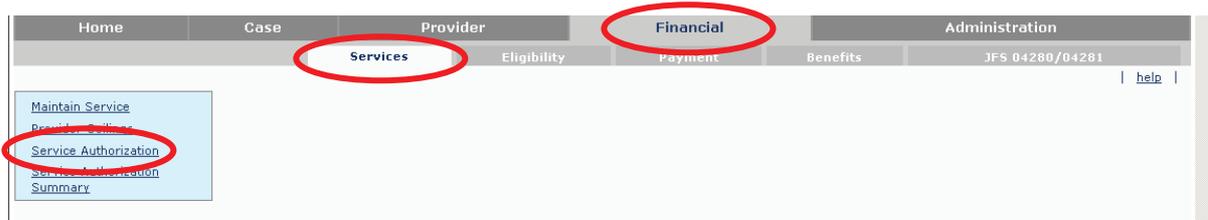
  

<b>Standard Cost:</b>		\$23.00
<b>Basic Cost:</b>		\$0.00
<b>Other Add-on Cost</b>		
Maintenance (M):		\$0.00
Administration (A):		\$0.00
Non IV-E Reimbursable:		\$0.00

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### Navigating to the Service Authorization Detail Screen

1. On the SACWIS **Home** screen, click the **Financial** tab.
2. Click the **Services** tab.
3. Click the **Service Authorization** link in the **Navigation** menu.



The **Service Authorizations Filter Criteria** screen appears.

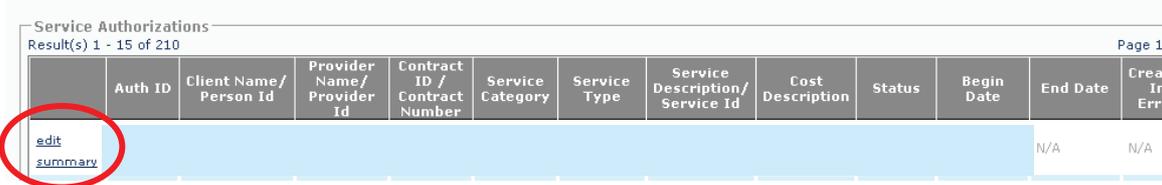
4. Type the appropriate filter criteria into the fields.
5. Click the **Search** button.



The **Service Authorizations** section appears at the bottom of the screen displaying all service authorizations that meet the selected criteria.

## Recording a Leave Override

- Click the **Edit** link or the **Summary** link in the appropriate row.
  - If you click the **Edit** link, the **Service Authorization Detail** screen appears. View information in the **Placement Leave Episodes** section, or follow the steps in the **Overriding a Leave** sub-section in this Knowledge Base Article.
  - If you click the **Summary** link, the **Child Specific Details** screen appears. To view the placement leave history, follow the steps in the **Viewing a Placement Leave History** sub-section in this Knowledge Base Article.



The screenshot shows a table titled "Service Authorizations" with the following columns: Auth ID, Client Name/ Person Id, Provider Name/ Provider Id, Contract ID / Contract Number, Service Category, Service Type, Service Description/ Service Id, Cost Description, Status, Begin Date, End Date, and Create In Error. The first row of data is highlighted in light blue and contains "edit" and "summary" links in the first column, and "N/A" in the "End Date" and "Create In Error" columns. The "edit" and "summary" links are circled in red.

	Auth ID	Client Name/ Person Id	Provider Name/ Provider Id	Contract ID / Contract Number	Service Category	Service Type	Service Description/ Service Id	Cost Description	Status	Begin Date	End Date	Cre In Err
<a href="#">edit</a> <a href="#">summary</a>											N/A	N/A

### Cross Reference Information

As previously mentioned, also available in the Knowledge Base are related articles on **Managing Add-On Cost Records** and **Editing a Service Authorization**.