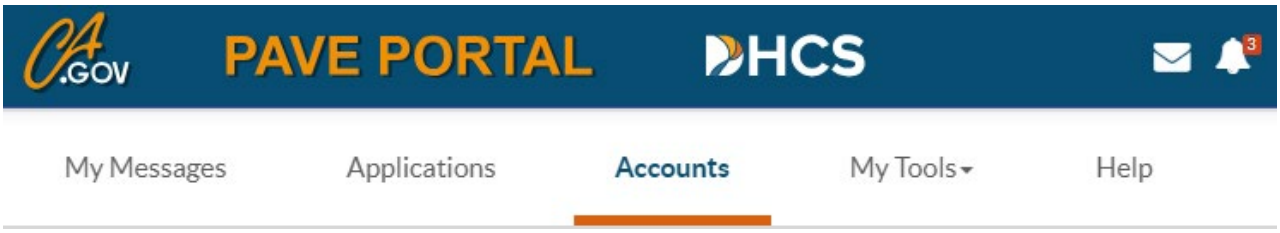
# PAVE PORTAL

## JOB AID: How to submit a Family PACT application for FQHC/RHC and Free/Community Clinics (Provider Types 35 and 41)

This Job Aid is intended for current and prospective Family PACT providers who need to submit an application for enrollment or updates through the PAVE Portal. This Job Aid includes steps specific to the following provider types: Federally Qualified Health Centers, Rural Health Centers, and Free/Community Clinics.

**Create Application.**

1. Click the Accounts tab to start the application process.

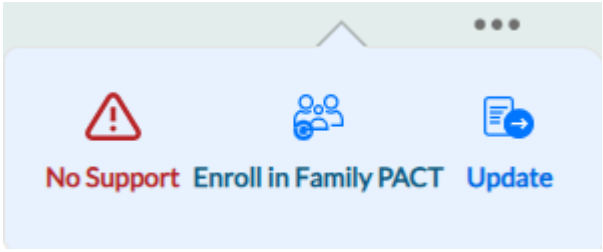


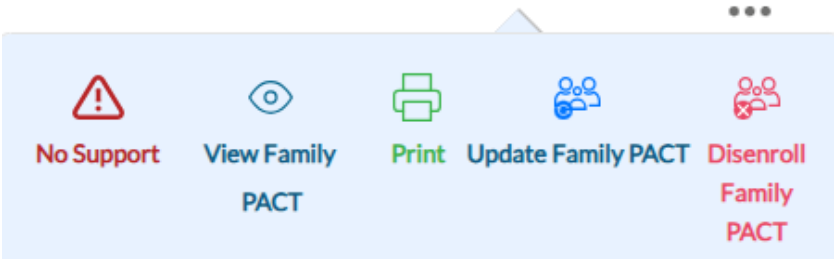

2. Identify the service location and account you wish to enroll in Family PACT.



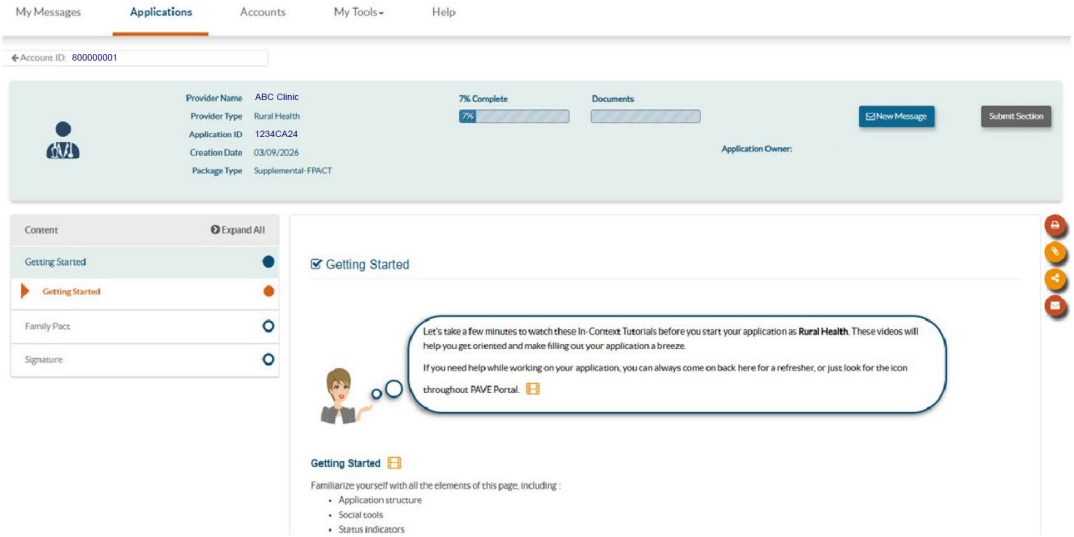

3. Under the Actions column, hover the cursor over the ellipses to display the action options available.

4. Click Enroll in Family PACT or Update Family PACT.



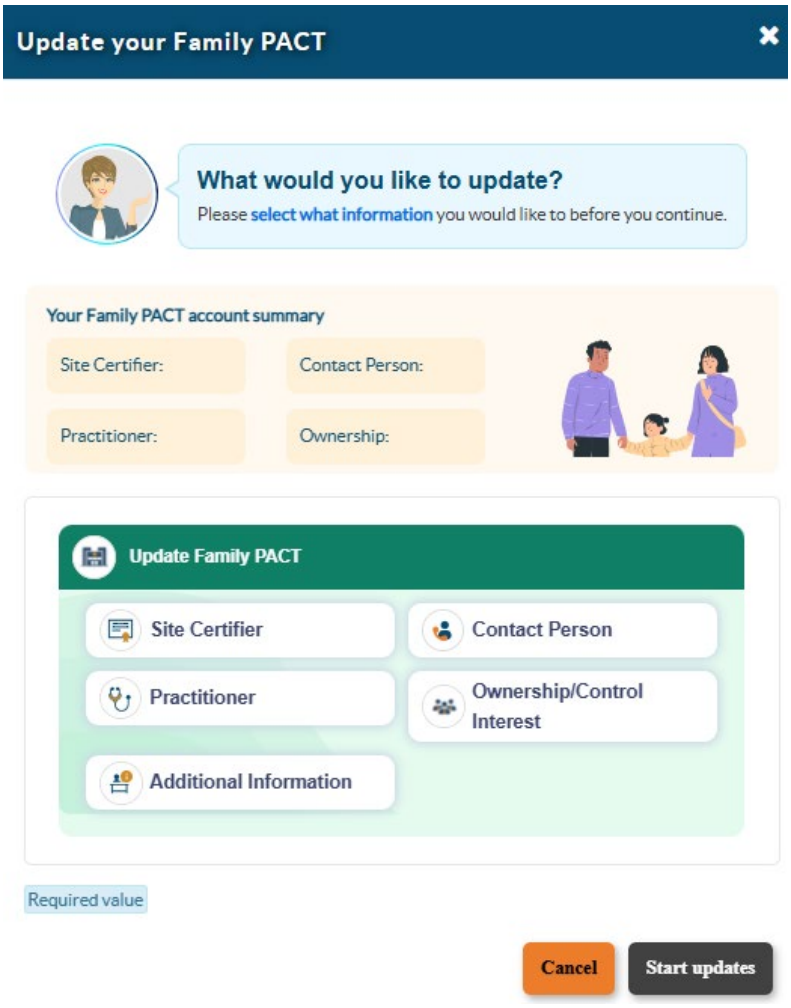



If you select Enroll in Family PACT, this will create an application.



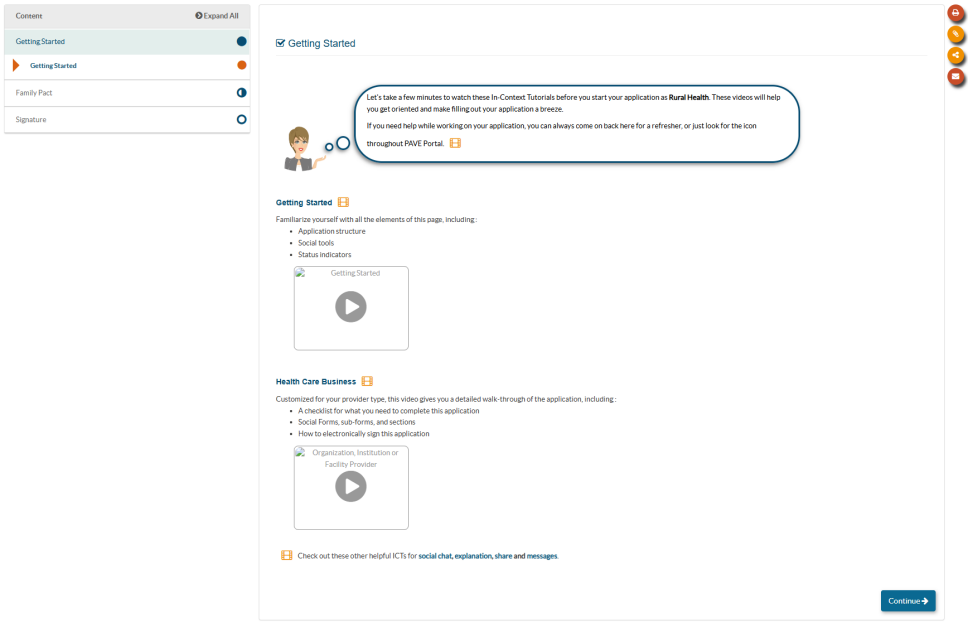

If you are already enrolled in Family PACT and are submitting updates, select the fields you want to update and click Start updates.

**Important**: If you have not previously submitted an application through the PAVE portal, select **all five** fields.

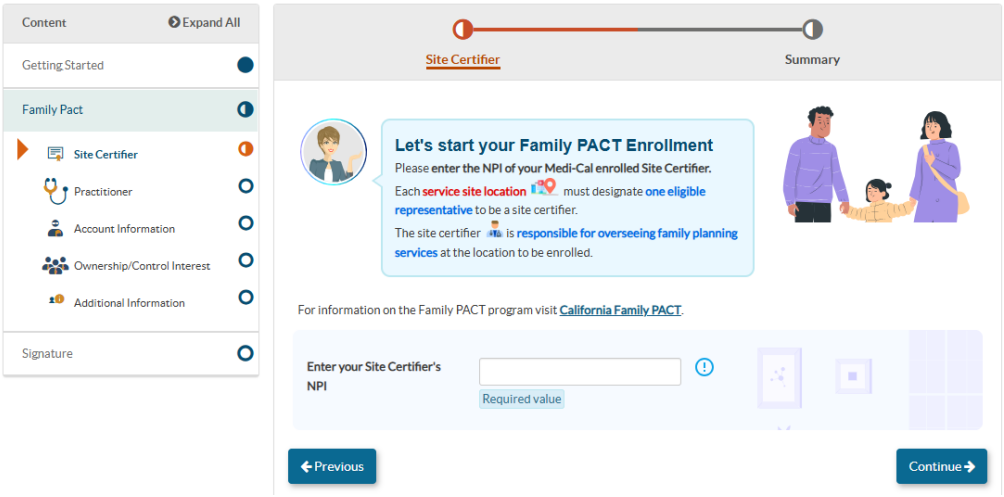


## Complete Application.

5. Scroll down and click Continue.




6. Enter the site certifier's NPI. Click Continue.



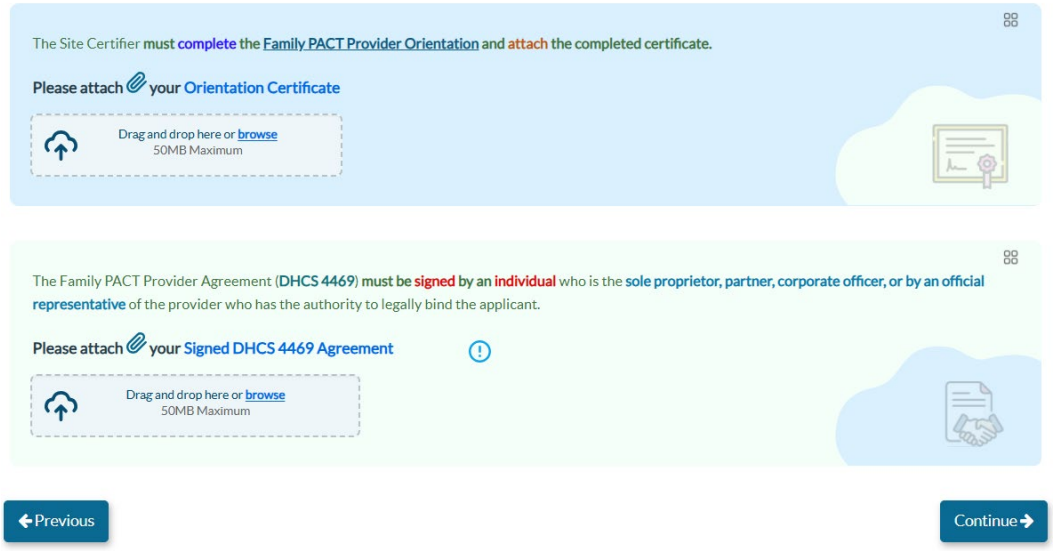

7. Review the prepopulated information for accuracy.



8. Upload the required Family PACT Provider Orientation Certificate.

9. Upload the Family PACT Provider Agreement (DHCS 4469).

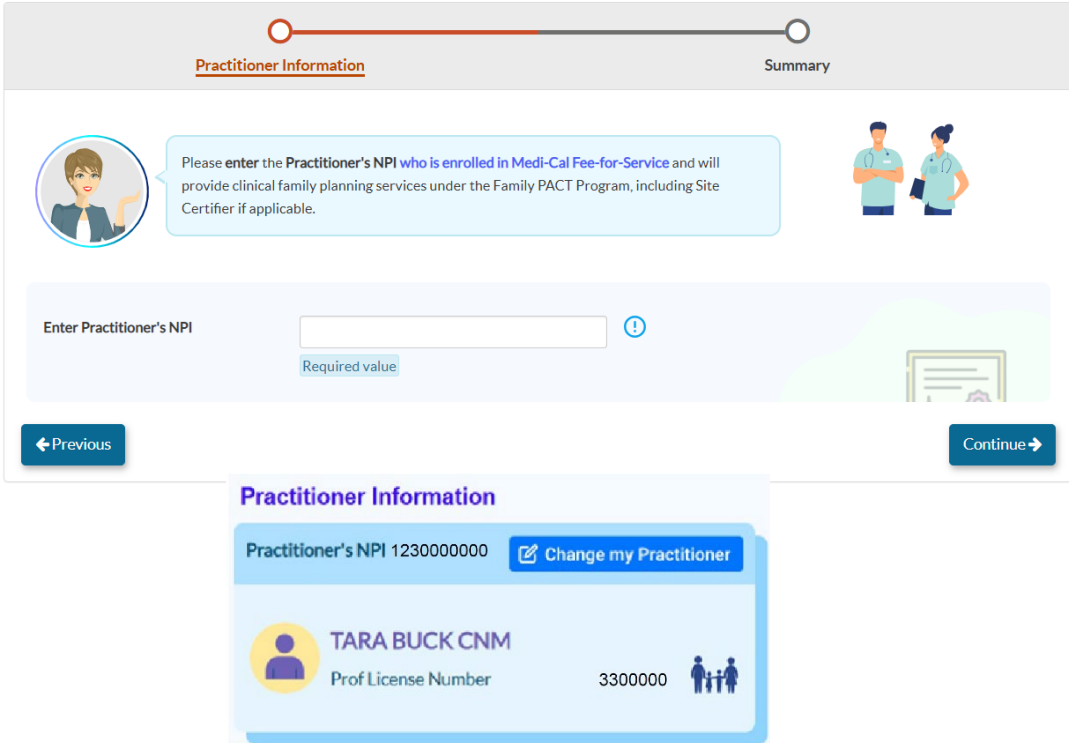
10. Click Continue.




Add all practitioners that will be providing and billing for Family PACT services.

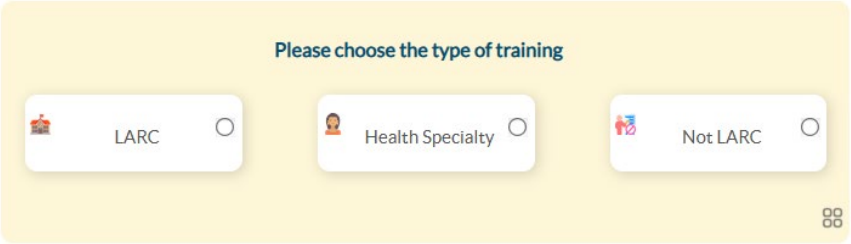
**Important:** Include the Site Certifier if they will be providing Family PACT services.

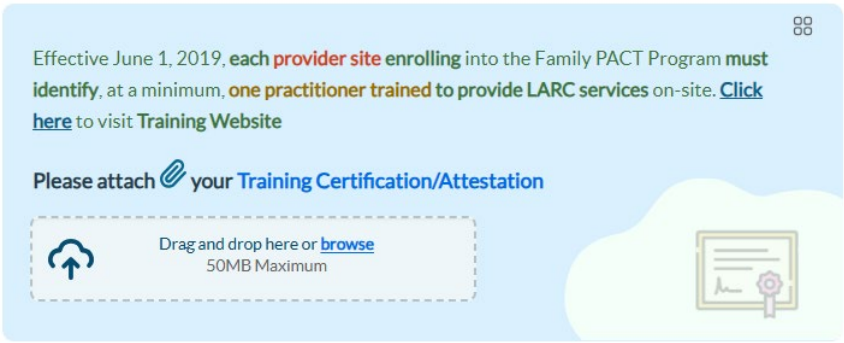
11. Enter the practitioner's NPI, click Continue, and verify their information.

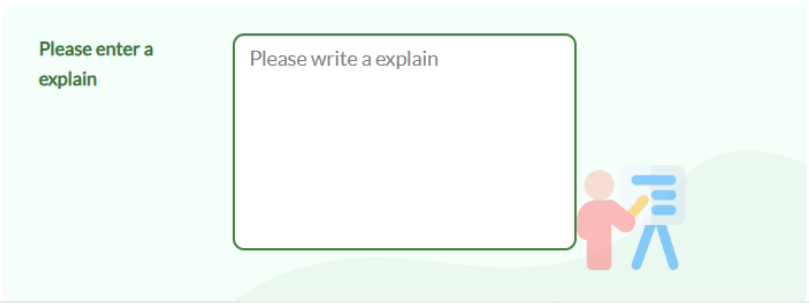


12. Indicate the type of training the practitioner has received in Long-Acting Reversible Contraceptives (LARCs).

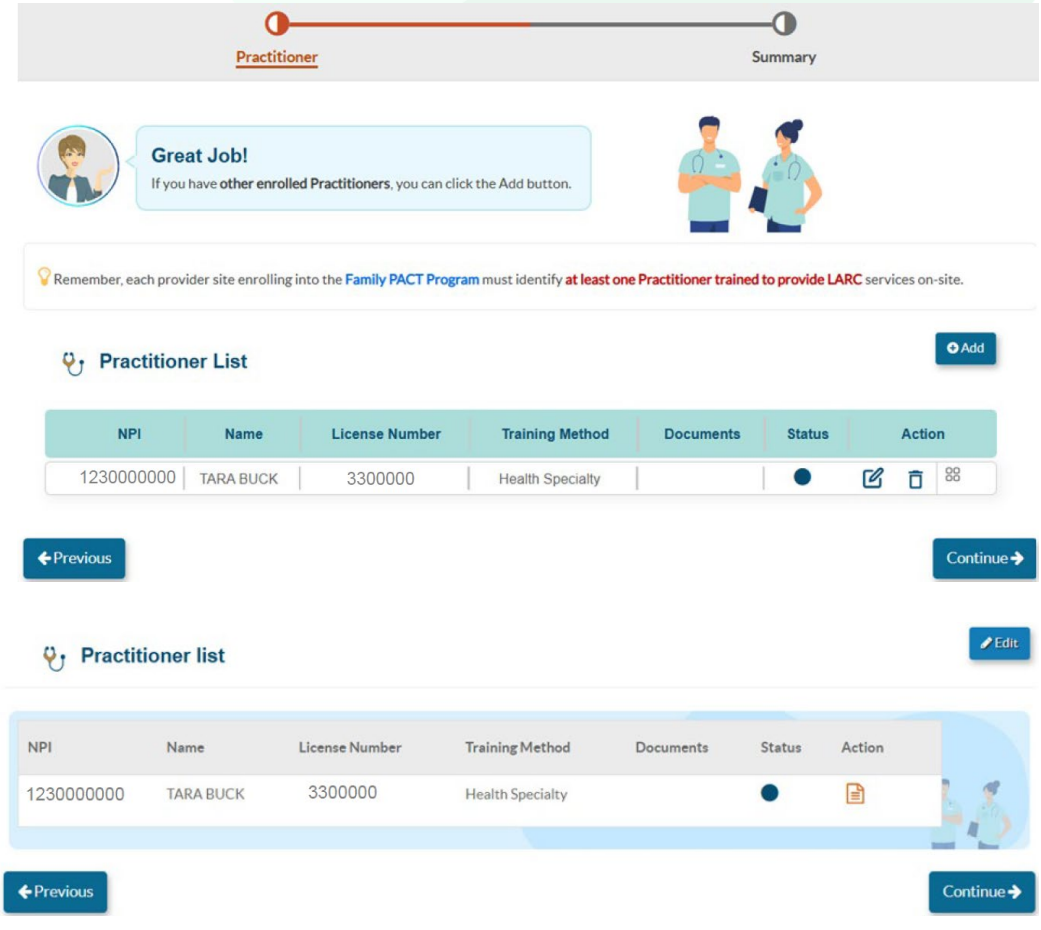
    - If you select LARC, you will be prompted to upload a training certificate or self-attestation.
    - Select Health Specialty if you have a women's health specialty on your license.
    - If you select Not LARC, you will be prompted to provide an explanation. You can explain that your site already has another practitioner trained in LARCs.



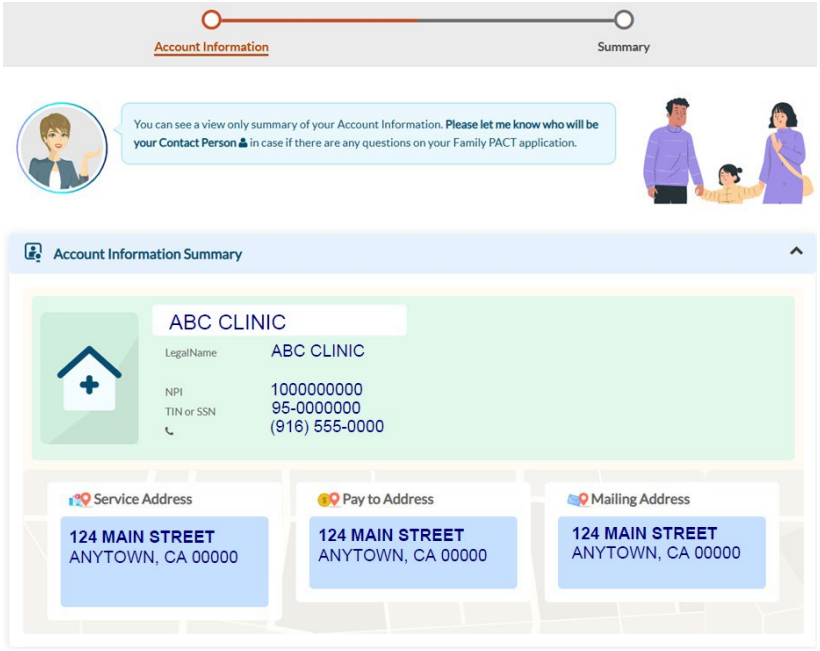




13. To continue adding practitioners, click Add.
14. To edit a practitioner, click the pencil icon.
15. To delete a practitioner, click the trash can icon.
16. Click Continue.
17. To edit the practitioners list, click Edit.
18. Click Continue.



## Account Information Summary

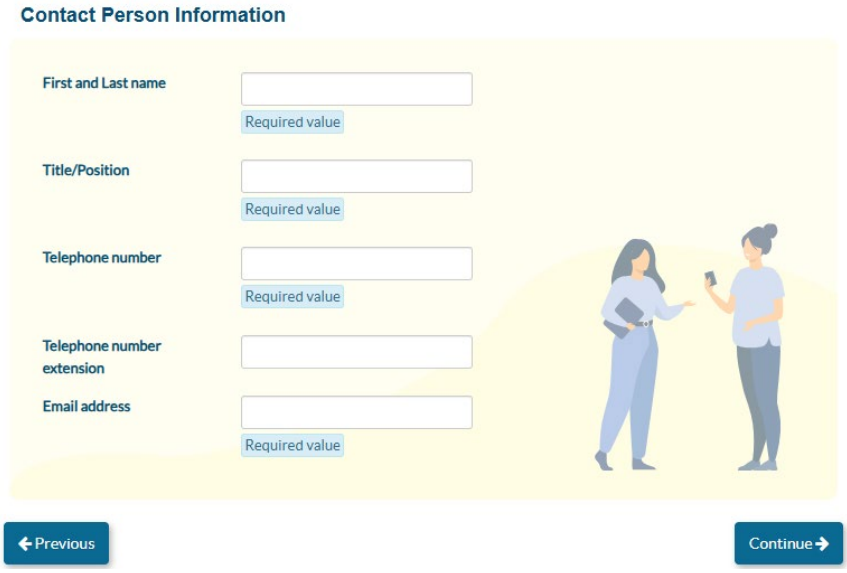
You can view your account information as it appears in the Medi-Cal record.

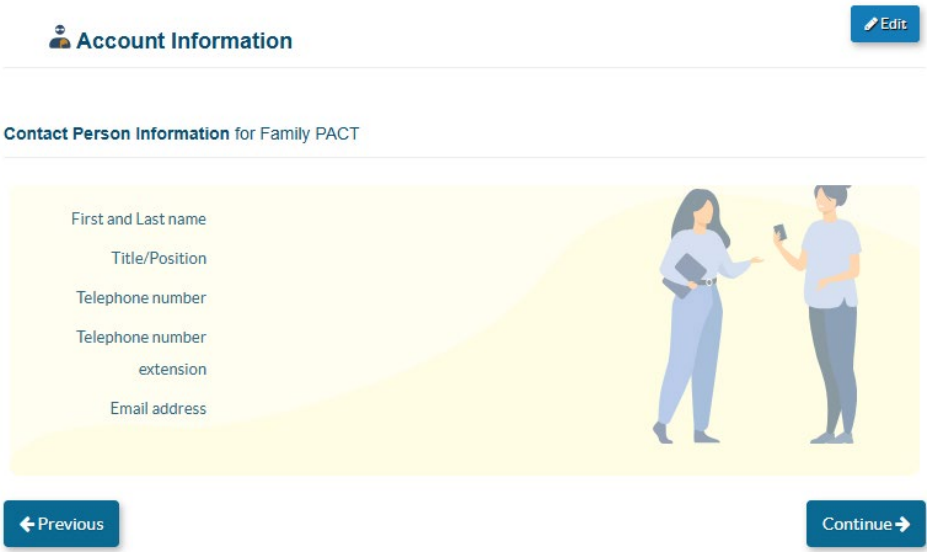



19. Enter the contact person's information and click Continue.

20. To edit the Contact Person Information, click Edit.

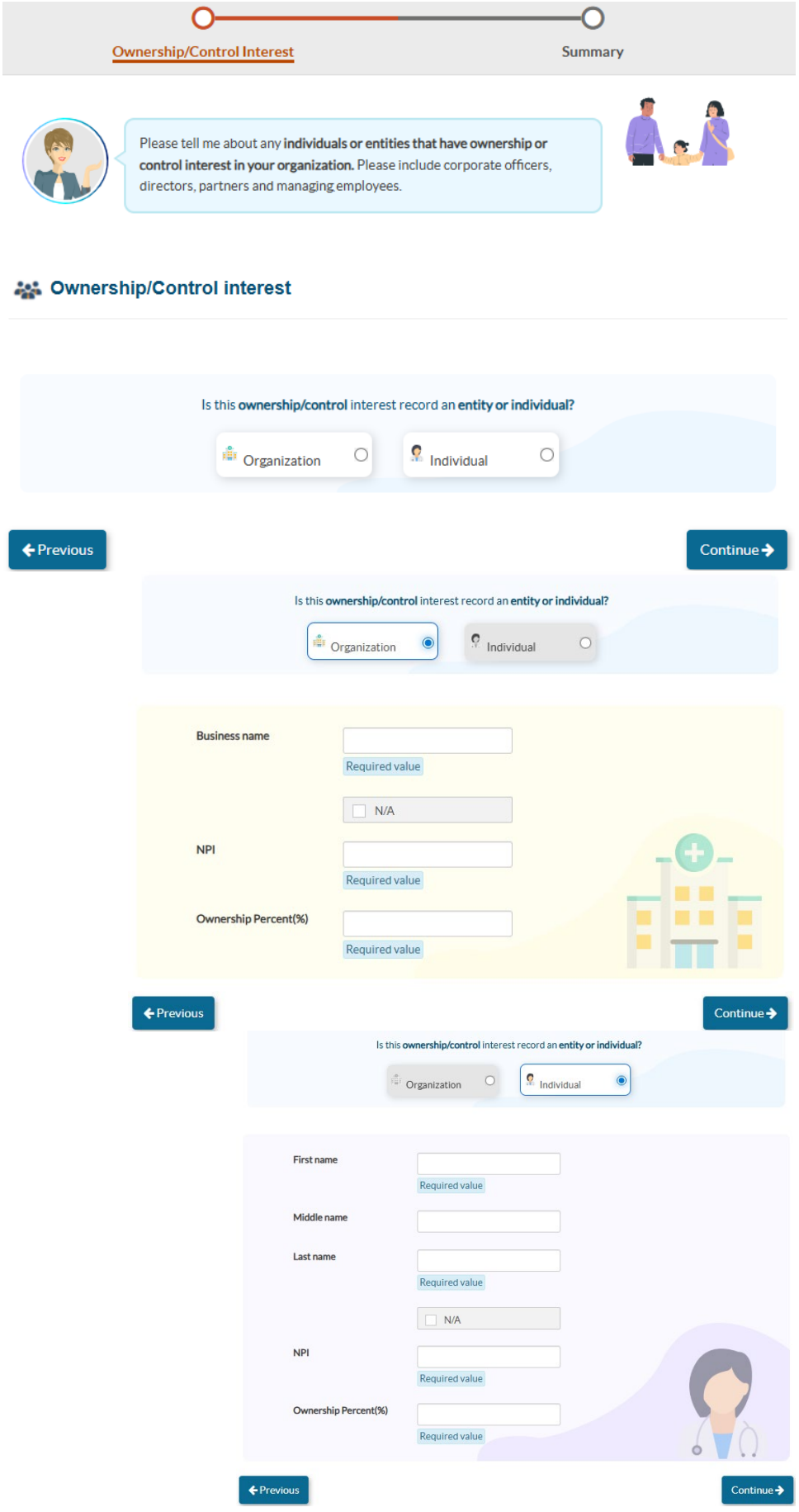
21. Click Continue.



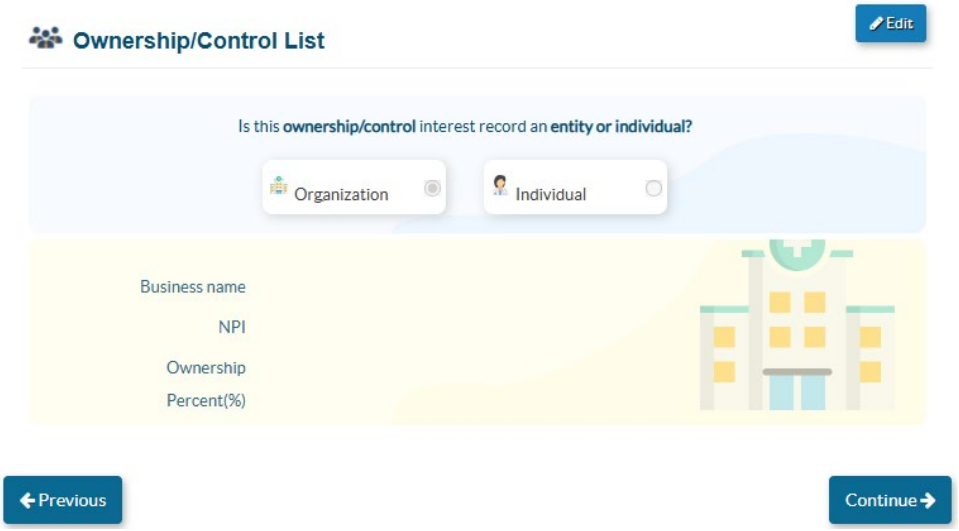
22. Indicate the entities or individuals that have ownership or control interest in the organization.

23. Click Continue.



24. To add or edit entities or individuals, click Edit, then Add.

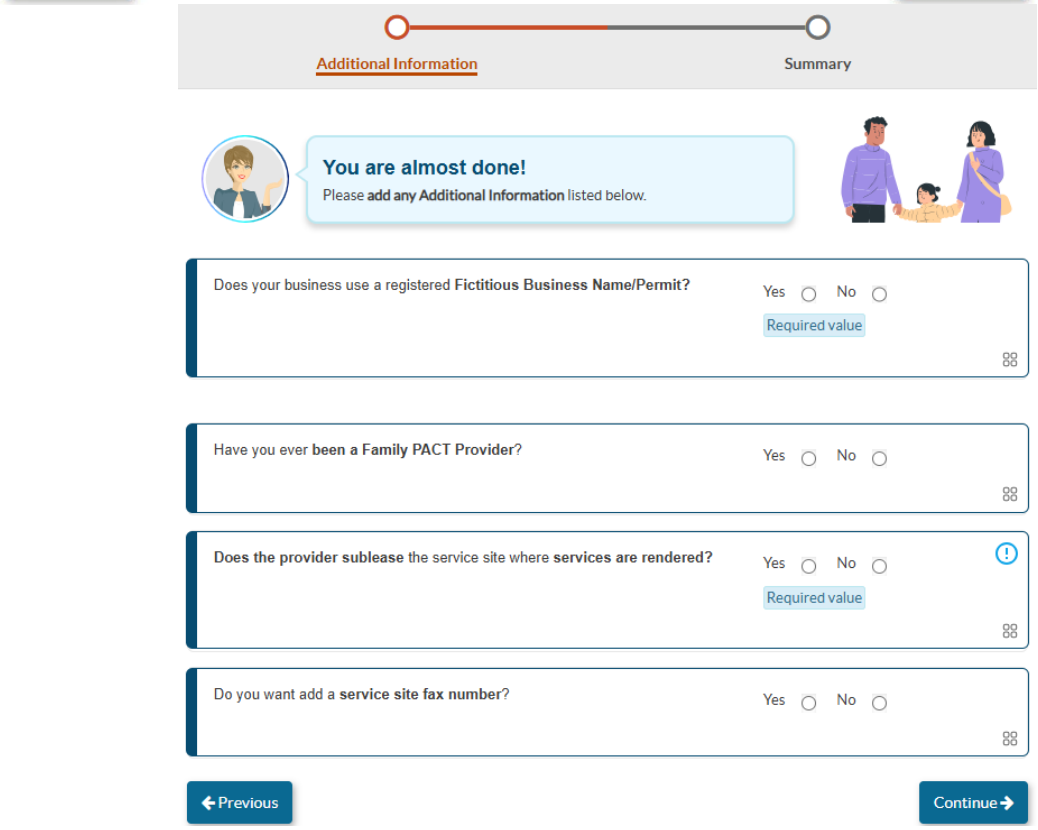
25. Click Continue.







26. Answer the Additional Information questions and upload any required documents.

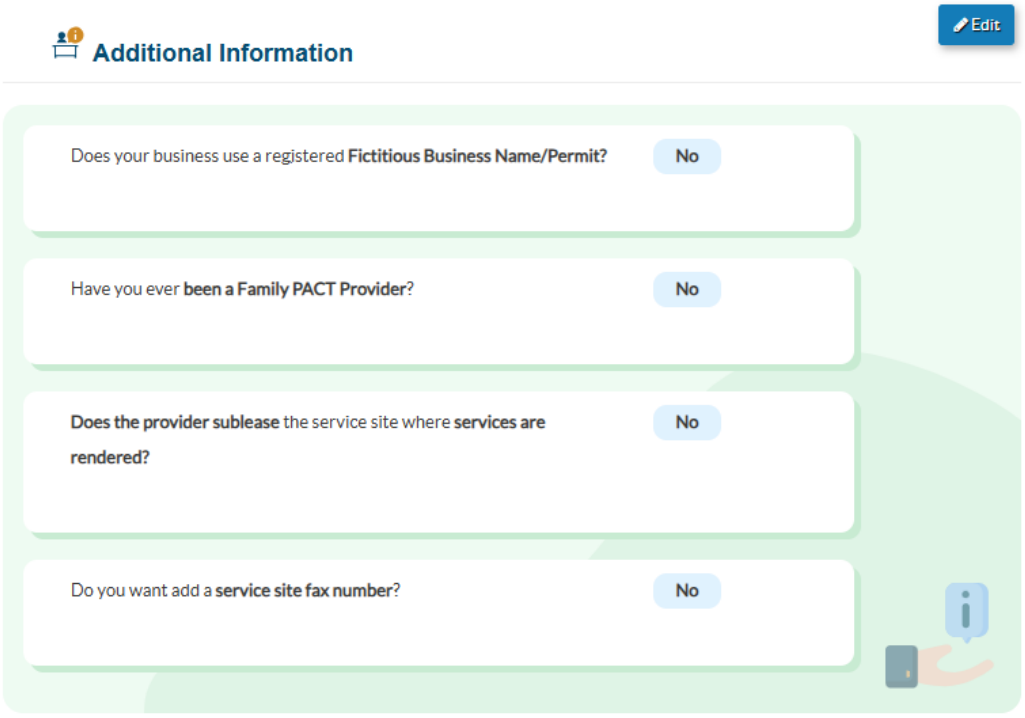


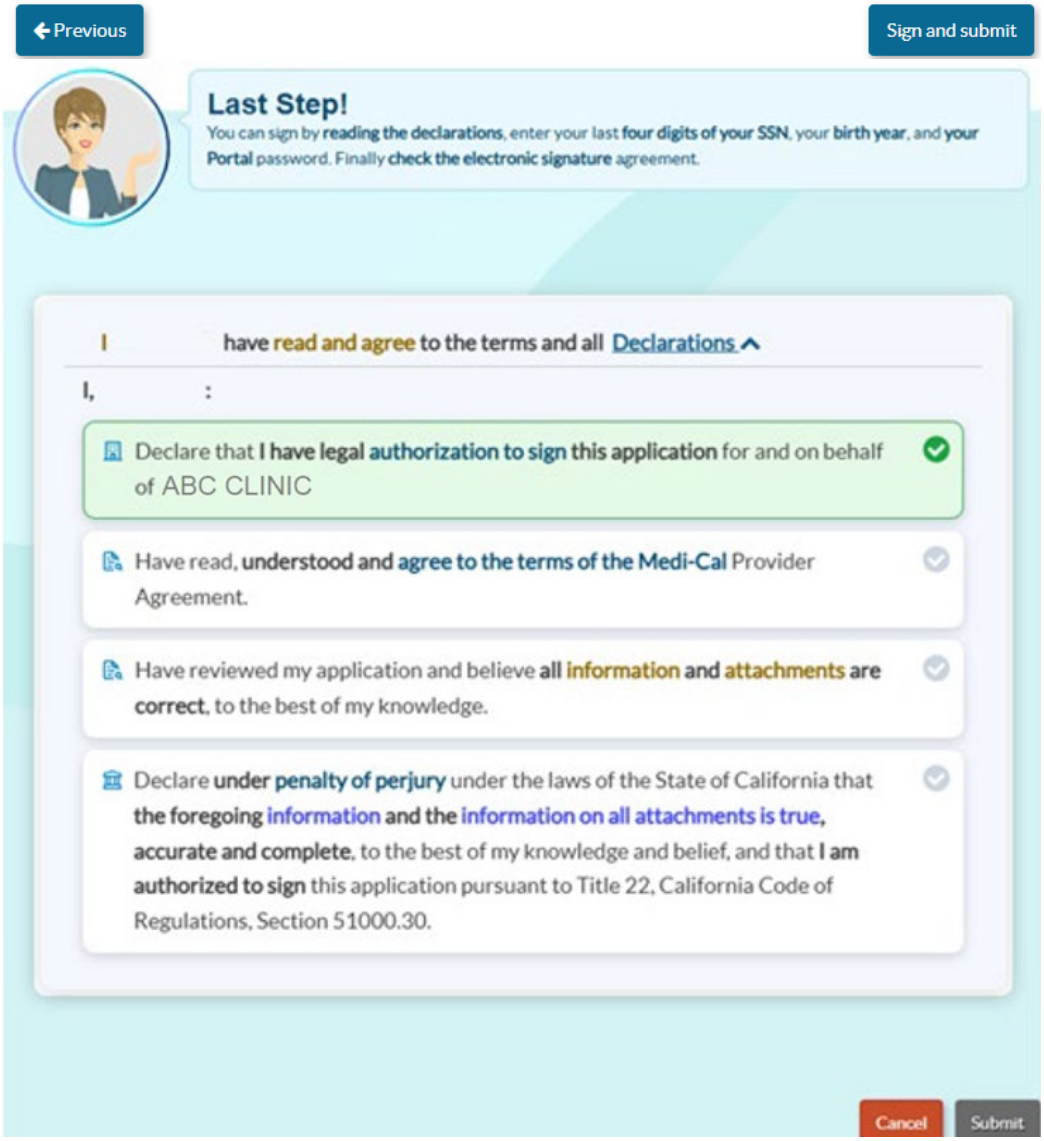
27. Verify that the information is correct.

28. Click Continue.

29. Click Edit to make corrections.

30. Click Sign and submit to continue.

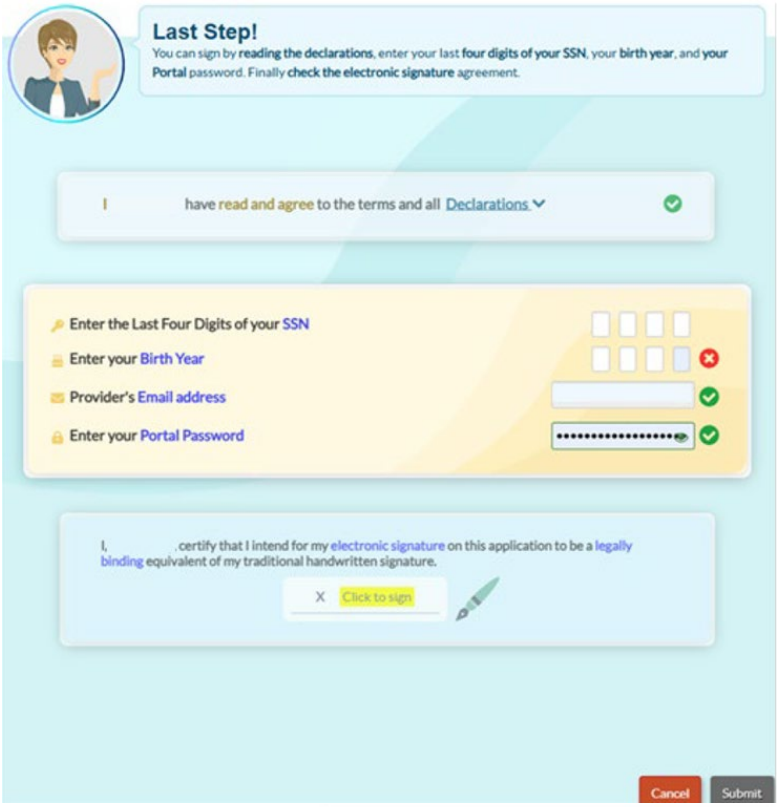



31. Read and agree to the terms and declarations.

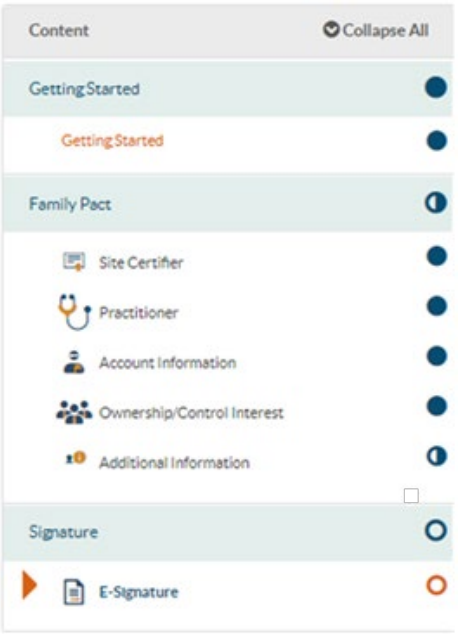
32. Enter the last four digits of the authorized signer's SSN, and their birth year. Click to sign, and click Submit.

    - If any section of the application is incomplete, PAVE will not allow submission.




The side column will indicate what sections of the application are incomplete. Make sure all sections are completed.

- A filled circle indicates the section has been completed.
- A half-filled circle indicates the section has been started but is incomplete.
- An empty circle indicates the section hasn't been started.




Once the application has been successfully submitted, you will get a Rate Us pop up and a confirmation message in your PAVE inbox.

