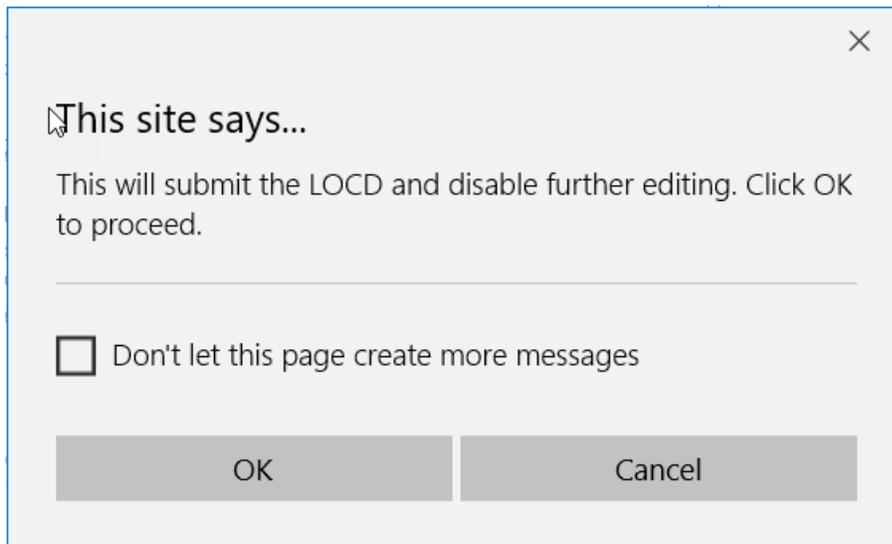


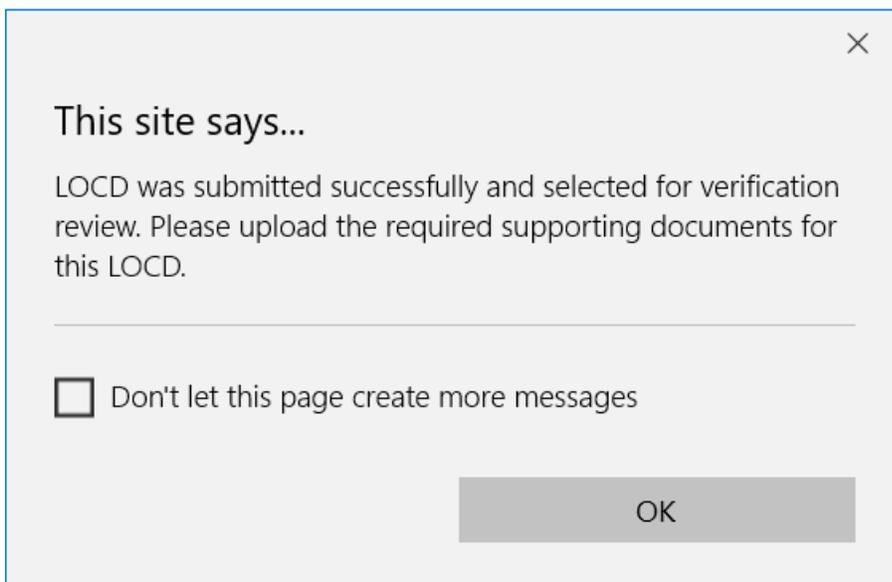
LOCD Selected for Verification Review

When your LOCD record is selected for Verification Review the steps and key points described in this document will assist you responding properly to the review.

The pop-up message below appears after you enter LOCD data in CHAMPS and the Freedom of Choice form populates.



If the LOCD is selected for Verification Review you will see this pop-up message:

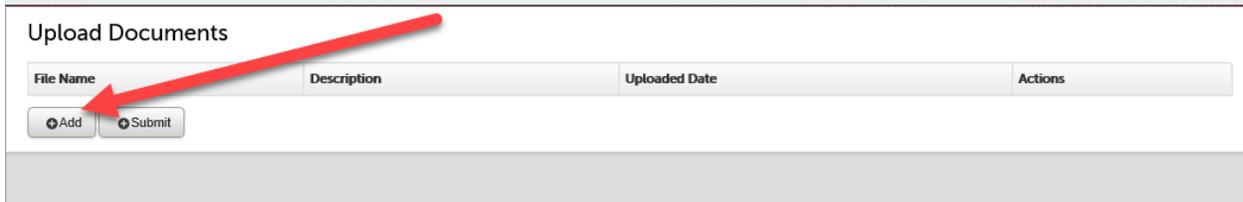


Click the OK button

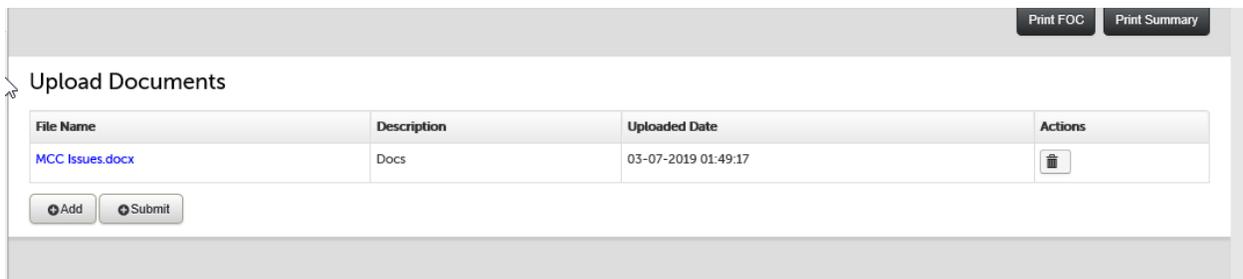
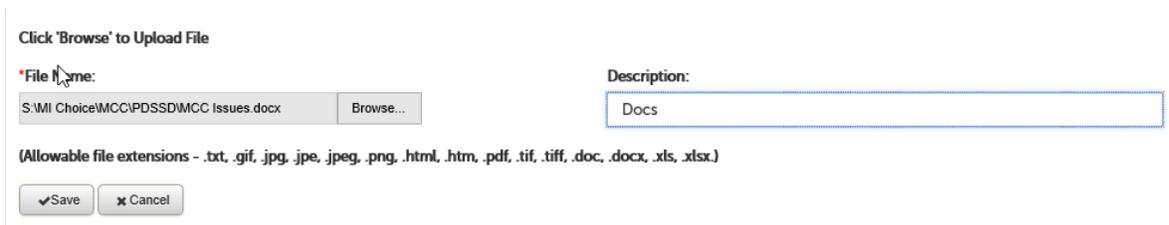
Then you will see the Upload Documents page

The provider can either upload documents now or hit the close button and upload documents later (**Remember:** the provider has one business day to upload documentation or the record status will be Documents Not Available.)

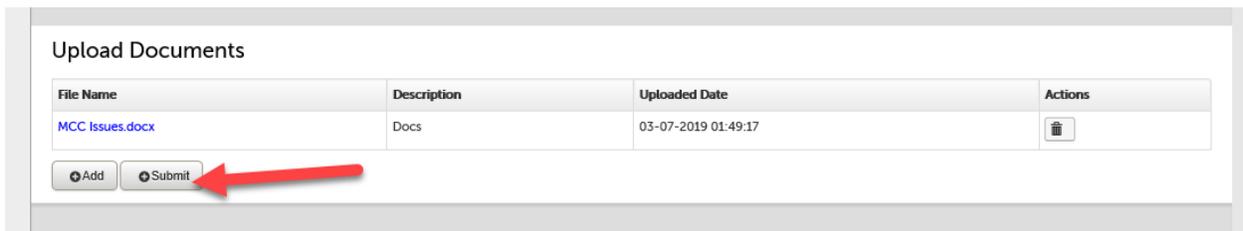
To upload documents hit the add button



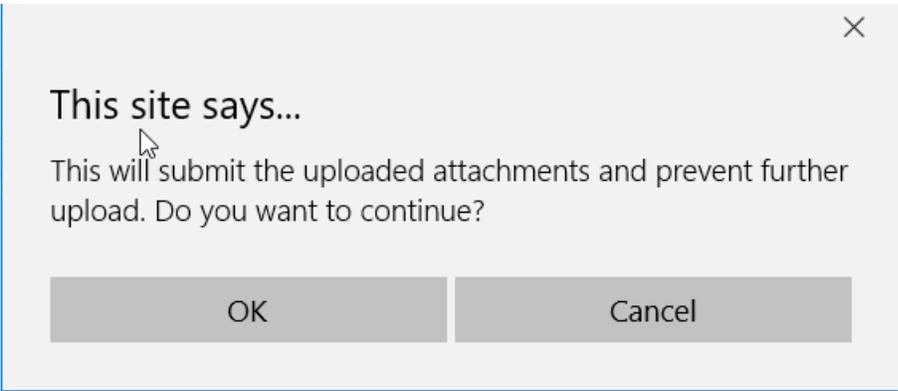
Now browse to find the file(s) you wish to upload. Continue this for up to a maximum of 10 files. Once the document(s) are uploaded hit the Save button.



NOTE: Document(s) are in the staging table but not yet submitted. You **MUST** hit the Submit button once you are ready to submit the document(s) to the State Contractor for review. Once you submit the document(s) the LOCD record is disabled for future changes and uploads.

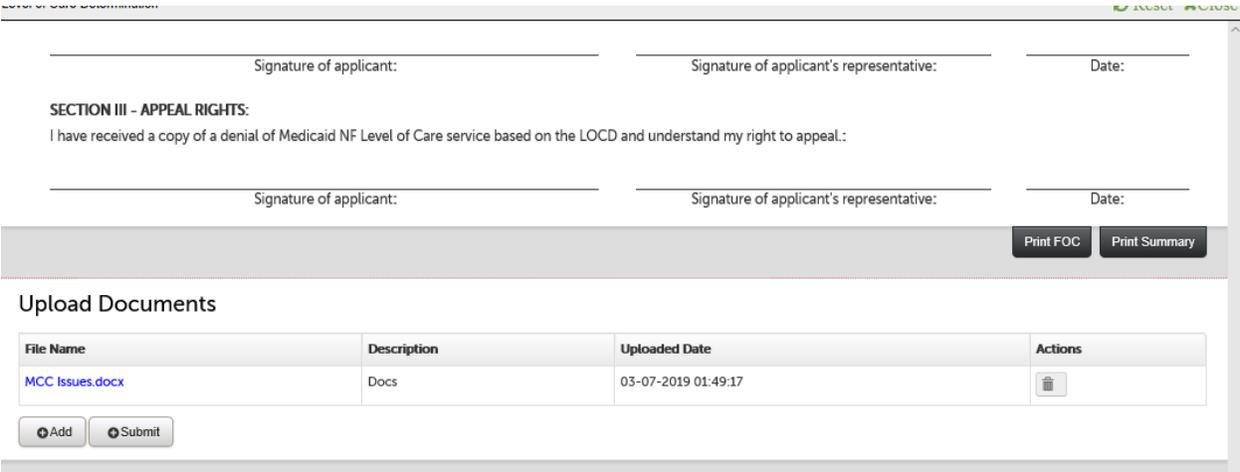


Once you select the Submit button, the following pop-up menu will appear:

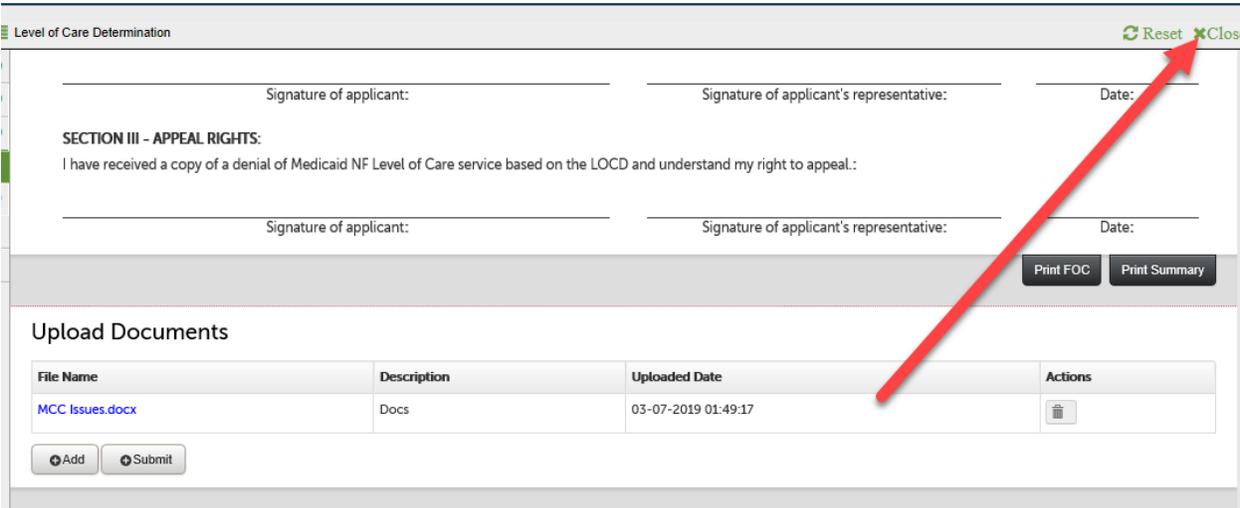


Hit the OK button

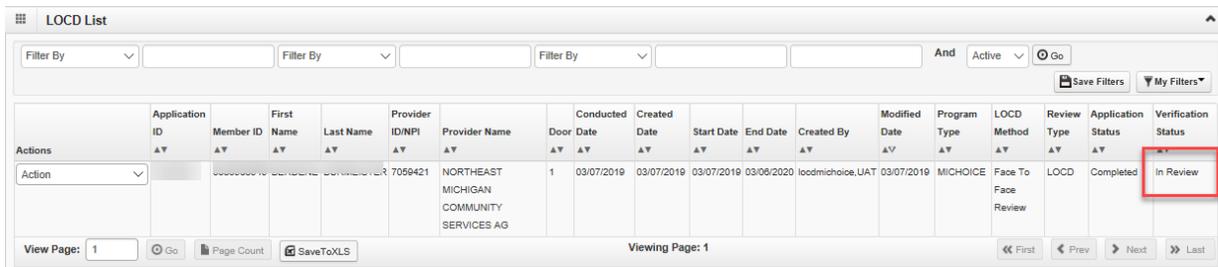
Now the record is submitted for State Contractor review. CHAMPS will bring you back to the upload page you were on.



Then you may select the Close button in the upper right corner.



CHAMPS will display the LOCD list page with the record. After the documents have been submitted, be sure the record has a status of “In Review” and not a status of “Selected” under Verification Status. The “Selected” status indicates that documents have not been submitted to the State’s Contractor for review. If the “Selected” status is present for more than one business day after the LOCD was selected for review, the Contractor will change the verification review status to “Documents Not Available,” and a new face-to-face LOCD will need to be conducted. The subsequent LOCD will be selected for verification review until the review process is completed.



Verification Status Key

Not Selected	The LOCD record was not selected for Verification Review.
Selected	The LOCD record has been selected for review. The provider must upload documentation in CHAMPS for review within one business day.
In Review	The selected LOCD record has documentation uploaded and has been sent to the reviewer. The reviewer’s determination will be provided in CHAMPS within two business days.
Approved	The reviewer agrees with the LOCD record.
Rejected	The reviewer does NOT agree with the LOCD record. The reviewer will create a new LOCD.
Documents Not Available	The provider did not upload documentation timely.