Certification – HCBS

Completing the HCBS Certification Tab

In the certification section, you are verifying that the accuracy of the PAE.

*Please be sure to not click "**OK**" prior to completing this tab. The Certification tab is required for a PAE to be submitted. If "**OK**" is chosen too early, you will be directed to the help desk in order to proceed.*

- Click on the Certification tab, located under "Evaluation Details."

- Enter in the Certifier of Accuracy, Certification of Accuracy Date, Certifier of Accuracy Credentials, and the Assessor ID. *Please note the following may complete the Certification of Assessment: Physician, Nurse Practitioner, Physician Assistant, Registered or Licensed Nurse, or Social Worker.

- Complete the Diagnoses section- do not enter medical coding as Diagnosis, please enter the diagnosis in complete sentences.

- Click "**OK** button," located at the top of the page (this will generate a Control/Item ID Number and save all data entered).