

Developmental Services
Information for Case Managers

**How To View & Print a Report 360:
Summary of Authorized Services (SAS)**
in EIS for Section 21 & Section 29 Services

1. “Set Anchor” on a client.
2. Select “Authorizations” from the menu on the left side of the screen (right below “Assessments”). This will allow you to view **all** the authorizations that client has ever had.
3. Check the “Current” bubble above the list of authorizations, then click the “Go” icon. This will allow you to view all the waiver services the client is approved for **at this very moment**.

– OR –

Check the “Date Range” bubble above the list of authorizations, enter a date range in the boxes, then click the “Go” icon. This will allow you to view all the waiver services the client was approved for **during a particular time frame**.

Selecting a link in the “Authorization Type” column from the list of authorizations will allow you to view an individual authorization and see any notes the Resource Coordinator has made in the “Comments/Reason” box about what has been authorized.

4. Click the “Printer Friendly” icon in the upper right corner of the screen (right next to the “Help” icon).
5. Select the “Summary of Authorized Services PF #360” link in the window that pops up with the report choices – sometimes 2 links with the same title show up, it doesn’t matter which one you choose, they both take you to the same report. This will allow you to view the vertical SAS you have selected, by either checking “Current” or entering a “Date Range.”

If you don’t see the demographic information and individual authorization(s) on the SAS that opens up, it’s because you haven’t set the “Current” or “Date Range” parameters properly.

6. Click the “Print” icon in the window that pops up with the SAS. This will allow you to print the SAS you have selected.