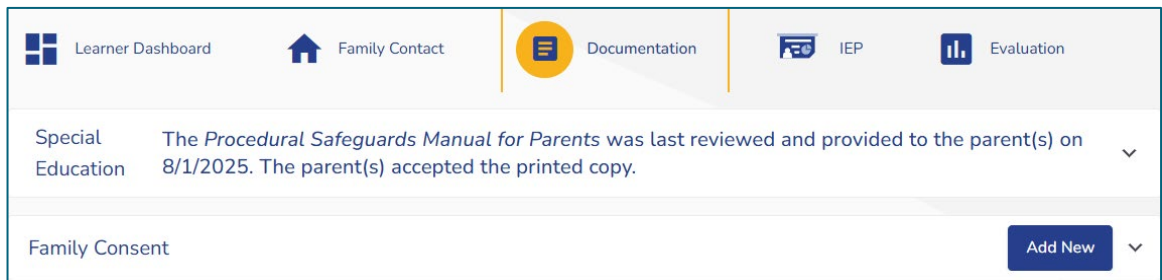


Uploading Documentation to Manually Approve or Decline Consents in ACHIEVE

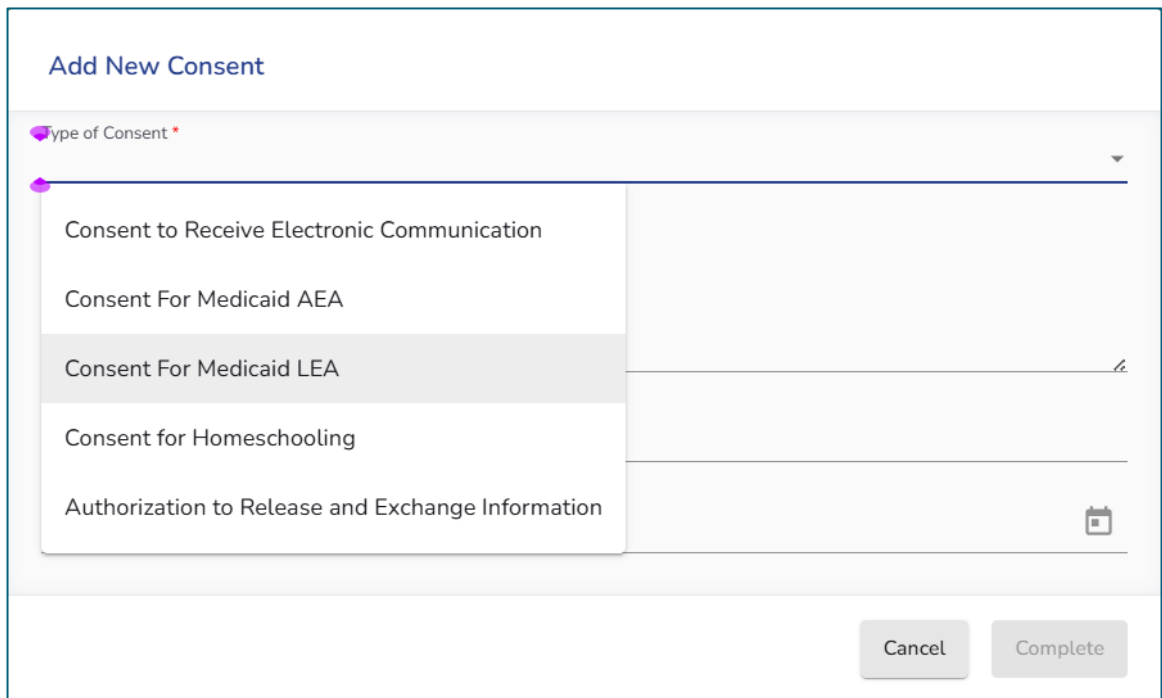
Follow these steps to request a Consent for AEA and/or LEA Medicaid Reimbursement in ACHIEVE.

1. In the **Documentation** stepper, navigate to the **Family Consent** accordion.
2. Select the *Add New* button.



The screenshot shows the ACHIEVE interface with a top navigation bar containing icons for Learner Dashboard, Family Contact, Documentation (highlighted), IEP, and Evaluation. Below the navigation bar, there is a section for Special Education with a text entry: "The Procedural Safeguards Manual for Parents was last reviewed and provided to the parent(s) on 8/1/2025. The parent(s) accepted the printed copy." Below this, there is a "Family Consent" section with an "Add New" button.

3. A pop-up modal will allow you to request a new *Consent for Medicaid AEA* or *Consent for Medicaid LEA*. You will be required to indicate the corresponding AEA or LEA requesting permission for Medicaid reimbursement within this pop-up modal.



The screenshot shows a "Add New Consent" pop-up modal. It features a dropdown menu labeled "Type of Consent" with a red asterisk. The dropdown is open, showing five options: "Consent to Receive Electronic Communication", "Consent For Medicaid AEA", "Consent For Medicaid LEA" (which is highlighted), "Consent for Homeschooling", and "Authorization to Release and Exchange Information". At the bottom of the modal, there are two buttons: "Cancel" and "Complete".

4. Once the appropriate AEA or LEA consent is requested, the family may:
 - a. Digitally sign the existing *Consent for Medicaid Reimbursement* form in ACHIEVE,
 - b. Physically sign the existing *Consent for Medicaid Reimbursement* form in ACHIEVE (a copy of which must be uploaded into ACHIEVE while manually changing consent status), OR
 - c. Physically sign the [one-page consent form](#) (a copy of which must be uploaded into ACHIEVE while manually changing consent status).

5. To upload a copy of a signed *Consent for (AEA or LEA) Medicaid Reimbursement* into ACHIEVE:
- Navigate to the Medicaid consent table row and select the kebab icon. This will display the option to upload a document, update notes, and/or add a status.

Family Consent

Click on the consent to view/sign.

Consent Type	Notes	Status
Consent For Medicaid AEA		Requested
Consent for Special Education and Related Services		Approved
Consent for Full and Individual Initial Evaluation		Approved

Upload Document

Update Notes

Add Status

6. Select **Add Status**. This allows users to manually update the consent status to Approved (or Declined) and to upload a copy of the signed consent form.

Update Consent For Medicaid AEA

Status Type*
Field is required

Notes

Date Received*

Signed By

Date Signed

Upload Document

Cancel Ok