




# *Home and Community Based Services Manual*

10.01  
HCBS WEB TOOL  
ICON GUIDE

 <b>Add</b>	Allows addition of new information i.e., service, case notes, physician etc.
 <b>Edit /Close Case</b>	Enables the case status to be closed, a case note to be edited, or the authorization dates to be changed.
 <b>Save</b>	Saves information entered in the section.
 <b>Delete</b>	Removes information in that section or line.
 <b>Clear/Refresh</b>	Removes previously entered information.
 <b>Search</b>	Performs an information search.
 <b>Print</b>	Displays information in PDF format for printing.
 <b>Help</b>	Future enhancements to display Help tips.
 <b>Select</b>	Enables selection/navigation to the associated item.
 <b>Close</b>	Closes the section of the HCBS screen.
 <b>Cancel</b>	Cancels or closes out of the current function/screen.
 <b>Ok</b>	Indicates agreement with the suggested action.
	Indicates that a comment related to the Prior Authorization - Care Plan exists.
	Opens the Prior Authorization – Care Plan comment.
 <b>Expand</b>	Expands the selected section.
 <b>Collapse</b>	Collapses the selected section.

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 <b>Expand</b>	Expands the current view.
 <b>Collapse</b>	Collapses the current view.
	Displays previously entered other responsible person notes or requested HCBS notes.