

PAS Demonstration / Virtual Proposer's Conference 4.7.21 Talking Points

Intro – Main Tab

SWWDB is a grant-funded organization where employment and training funds are passed from the federal government through the state to us. Our goal is to get customers the training and skills they need to gain self-sustaining employment. We do this by paying for training and support for them.

Explain voucher system – we arrange to pay for services for customers before they go to buy said services. It's our promise to pay for these services. This system tracks these promises to pay by customer, by vendor, and by fund source. These may include tuition, books, fees, gas, daycare services, etc.

PAS is an obligation, voucher, and pay system that is supported by many tables. The primary key varies per table, while most activity starts with a customer number (known as an ASSET pin or Client PIN).

Front end for users

We desire functionality not looks, but we aren't set on this exact layout/format. Open to change if needed.

Links on Main tab to other locations such as news, our organizations' policy that establishes supportive services, the Job Center website, or our reporting link.

Add / Edit Clients

Review a customer in PAS TEST. Chris Smith # 1420413. (Has one old WIA voucher for Spirit from 10/1/12 – 12/31/12. Want that to show how it isn't current but impacts lifetime limits without having so many vouchers it's too much to look at in a demo.)

Different types of data entry from date format to free text type to drop down menus or pick lists and radio dials

Be sure to point out the Lifetime, Support, and Training maximums. We need an enhancement for Training max. This individual limit is where the system looks to determine if a request for an obligation is allowable or if additional approval is necessary.

The rest is a lot of user defined fields that aren't imperative to the functionality of the tracking piece.

Authorize Funds

Explain the layout on the screen, must answer the questions in order

Be sure to again draw attention to the limits – max authorized versus authorized to date.

Fund Source info is pulled from the Administration tab setup, which we haven't shown them yet.

Vendor data is pulled from another system area also, which we haven't shown them but the pick list and drop down say ATP Course info is dependent up on selecting the correct school to get the correct list of classes.

Create some vouchers, a summer class training and a support/transportation voucher in the FSET Participant Reimbursement fund source

Iterate that it's a phase process – 1. Obligate, 2. Voucher, 3. Use and Pay

Be sure to point out when I'm done there are three vouchers for Chris Smith – one old one and two new ones

View Records

Allows us to look at data in different ways – by specific obligation, by fund source, by case manager, but customer, by year per one of those other items

Filter by pin to see the activity for our Chris Smith

Have to set the filter date to show 4/7/2013 records with Client PIN # 1420413 to see the old record

We export a lot of current fund source data so it's important to be able to have it show just the active year fund source but be able to look back at other records

View Reports

Show Summary Report of PAS Records by Fund Source – must display the by source with training vs support split in obligations. Used in monthly reporting by Finance regularly.

Listing of All Obligations by Client

Listing of Unvouchered Obligations – helps in clean up, allows us to see details on if the promise to pay will likely come through. If the obligation is months' old, it likely won't be used.

Listing of Unpaid Vouchers – helps Finance Department when closing grants to see what vouchers specifically need to be followed up on as windows to close a grant may be short.

View Vendors

Just show list – this is view only mode as the editing is done in the Management Staff tab

Filter for gas stations in Barneveld, WI to see what options there are to send a customer to as it is an aide for case managers who are unfamiliar with an area to see what vendors/resources are established there

Management Staff

View Fund Source History – show the history of all changes done in the Administration tab to a fund source setup. Just a transaction listing really but can filter by fund source active status

Manage Max Authorization Limit – critical to the limit tracking of the reports!

Manage Payments – where Finance staff go to record the payment of a voucher once processed in our general ledger system

Manage Vendors – the setup / edit side of vendor maintenance; can change an address or inactivate an existing vendor for example

View Voided Vouchers – view by specific obligation, fund source, case manager, or customer. Show by my name.

Administration

- Manage Fund Sources – show FSET Participant Reimbursement

One new line per year within the same recurring fund source.

Differentiates between support and training.

Where we establish what costs are allowable by the granting agency/fund source as well as the limits for those items.

This carries over into the Authorize Funds tab when issuing voucher to check for allowability within the source. It determines what cost items display in that screen.

Then show Opioid to show how FSET has so many but Opioid is so relatively minor setup-wise

- Manage Definition Tables – setup for hard data used throughout the system such as agencies, ATP Courses, schools, counties – drop down lists/pick lists
- Manage Cost Items – feeds the items for setup that get used in the Manage Fund Sources screen and that transfer over into the Authorize Funds tab
- Manage Users – set up / changing of case management staff / users
- View Event Log – transaction history which is again filterable like much of our data – by obligation, fund source, customer, date range, case manager. **Do not attempt to actually run or view events as it errors out in PAS test.**
- User Defined Fields – flows into the Add / Edit Clients tab as the questions for there
- Over Limit Obligations – where management staff can approve or reject an obligation that is requested when a customer exceeds one of the limits stated in their setup
- Manage Obligation Records – mandatory feature for fixing or transferring vouchers; this is not a feature that traditional case management staff have the ability to access
 - Edit date range to match when the customer used it
 - Change gas station location as they said they'd go to the Kwik Trip on the west side of town but they went to the one on the east side of town
 - Leverage resources – transfer from one fund source to another
- Merge Clients – the ability to take two customers in the system and combine them into one; it could be a situation like our Chris Smith of someone who accessed services years ago and is returning now OR the customer is co-enrolled in two programs and the case manager for each program set up the customer

I am not planning to go to the PAS Reporting Link or enter the back end at all.