Ohio | Department of Developmental Disabilities

imagine Information System (IS)
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imagineIS
Implementation and Change Management Project

Finance Manager Guide

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Finance Manager Functional Process

The below flow diagram shows the functional process for creating Funding sources and providers along with approving and denying funding requests.

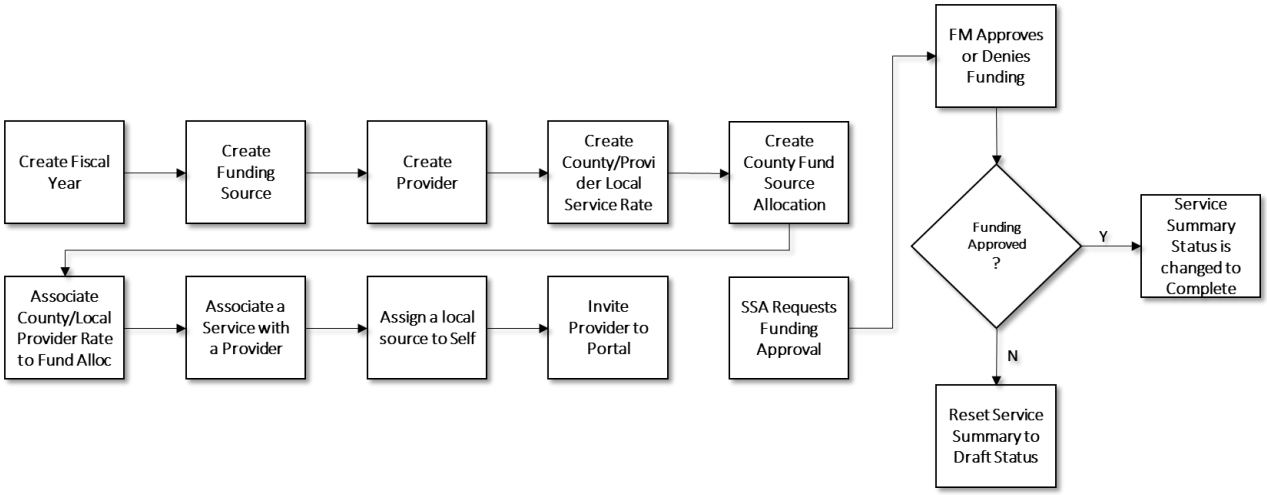


Figure 1 - Finance Manager Functional Process

County Creation

Create a Fiscal Year

The County Fiscal Year establishes the boundaries for budgeting and planning.

1. Sign on to ***imagineIS*** as Financial Manager
2. Click on the Microsoft Dynamics icon in the navigation bar
3. Select the SETTINGS Tile
4. Select the SETTINGS drop down in the blue ribbon
5. Scroll and select the 'County Fiscal Years' Tile

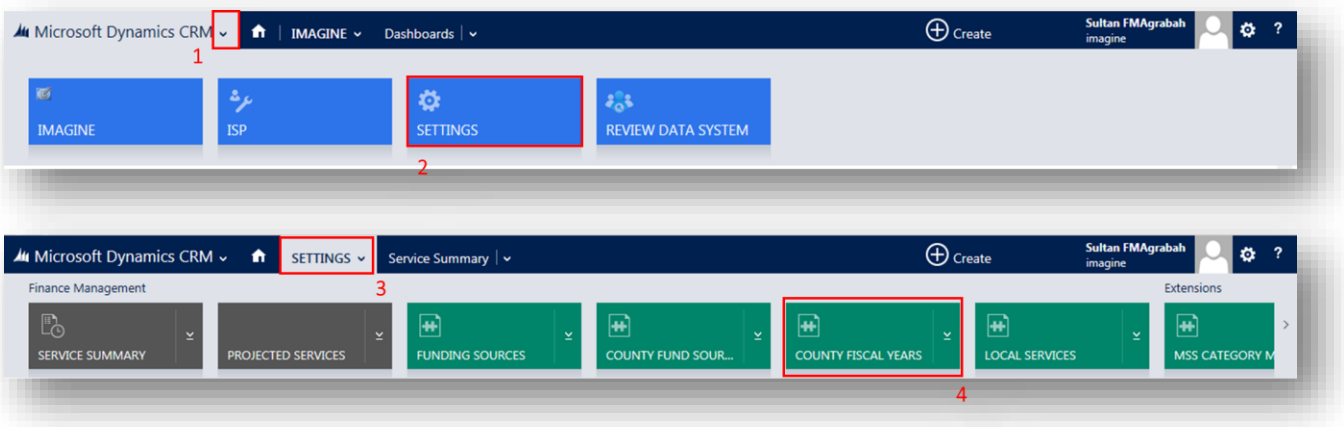


Figure 2 - County Fiscal Year Tiles

6. Click on '+New'
7. Enter Fiscal Year information
   a. County will populate to the county of the Finance Manager
   b. Fiscal Year – Create a name for the Fiscal Year
   c. Fiscal Year Start and End Dates
8. Click 'Save & Close'

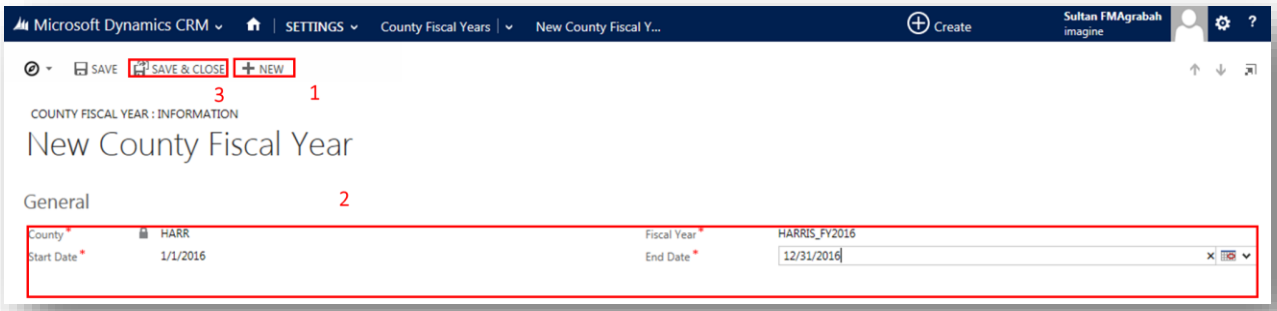


Figure 3 - Create County Fiscal Year

Create Fund Source (Requires Fiscal Year Setup)

The Fund Source is the entity that provides the financial resources for services.

1. Sign on to ***imagineIS*** as Financial Manager
2. Click on the Microsoft Dynamics icon in the navigation bar
3. Select the 'SETTINGS' Tile
4. Click on SETTINGS dropdown and select 'Funding Sources'
5. Click on '+New'

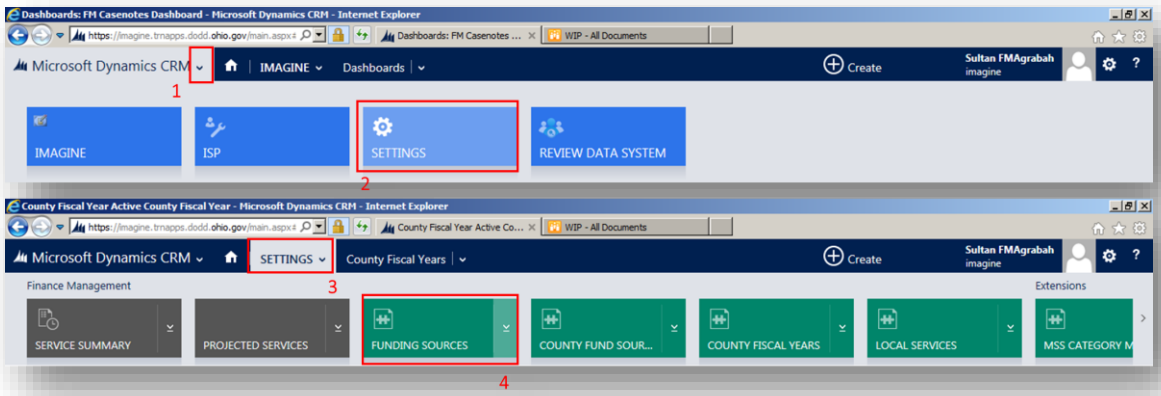


Figure 4 - Funding Source Tile Selection

6. Enter Fund Source information:
   a. Fund Source Name
   b. FS Code
      i. Grants
      ii. Donations
      iii. Family Support
      iv. Levy – Local
      v. Levy – Waiver Match
      vi. Title XX
   c. Source Group
7. Click 'Save & Close'

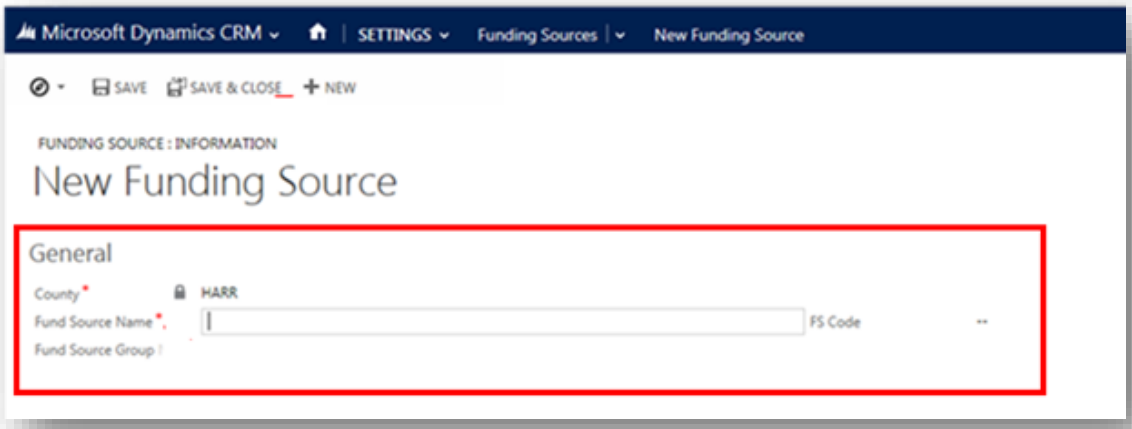


Figure 5 - New Funding Source

Creating a New Local Provider

Creating the provider defines the entity or persons that create and executes the action steps for g services agreed to by the Individual's support team. (Note: Waiver providers have been loaded from PCW into ***imagineIS.***)

1. Sign on to ***imagineIS*** as Financial Manager
2. Click on the Microsoft Dynamics icon in the navigation bar
3. Select 'IMAGINE' Tile
4. Hover over the Imagine Drop Down Arrow
5. Select 'Providers' Tile

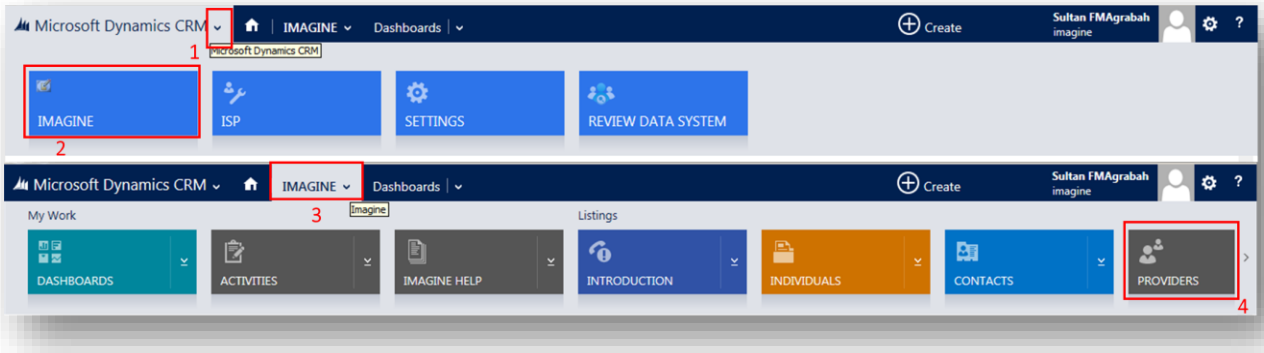


Figure 6 - New Provider Tile Selections

6. Click 'New' and the New Provider window will display
7. Enter Provider required data:
    a. Company Name
    b. Provider/Vendor Type = 'Local Provider'

c. Provider Type
d. Certification Start Date
e. Certification End Date = Leave blanks
f. Last Compliance Date: If filled in, Provider has been suspended.
g. Setup Complete = 'Yes'
h. Status = 'Active'
i. CEO Name and Email (Leave One Time Pin blank)
j. Provider Agent Name and Email (Required in order to send Invite to the ***imagineIS***)

8. Click 'Save'

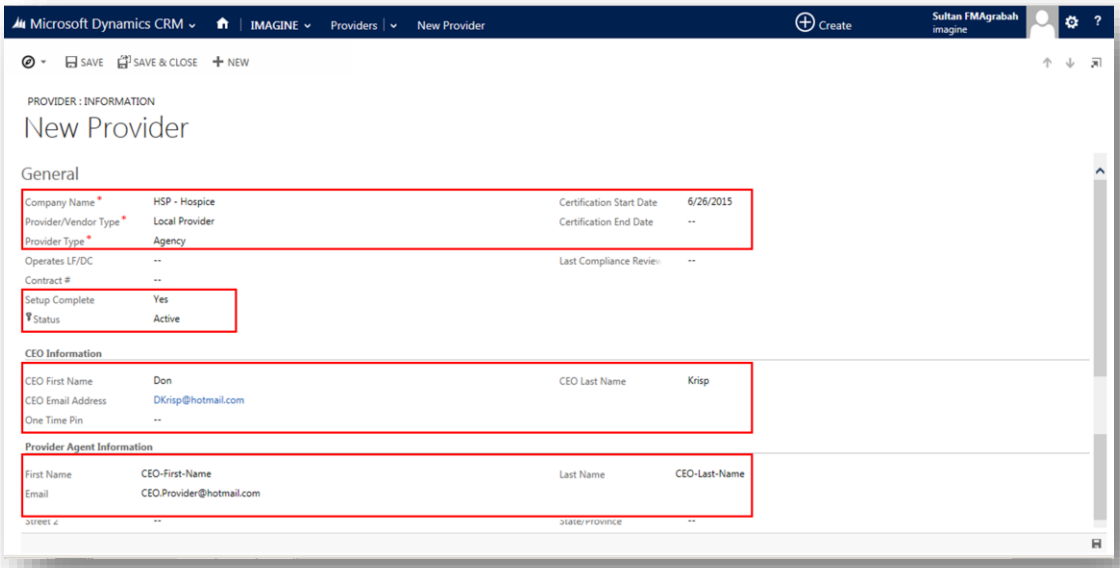


Figure 7 - New Provider Creation

Creating a New Local Service with a County Rate

The County Rate defines the cost the county charges to provide services for the Individual. This record serves as a base record from which the local provider service rate is created.

1. Sign on to ***imagineIS*** as Financial Manager
2. Click on the Microsoft Dynamics icon in the navigation bar
3. Select the 'SETTINGS' Tile
4. Click on SETTINGS dropdown and select 'LOCAL SERVICES' Tile

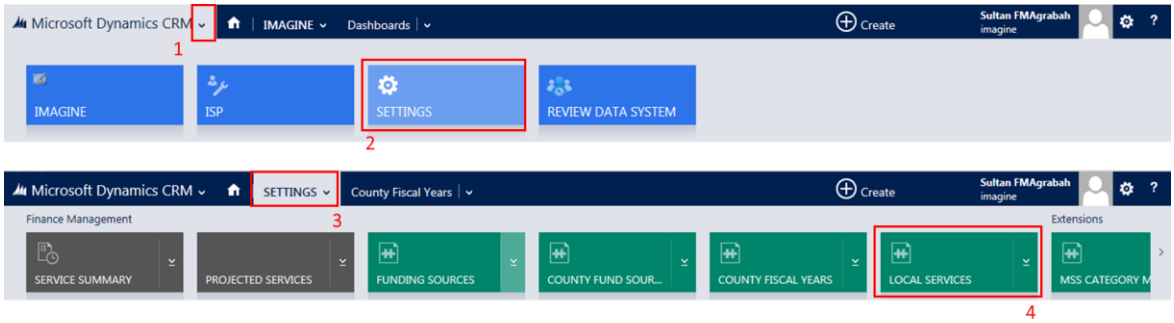


Figure 8 - Local Services Tile Selection

5. Click on 'New'
6. Enter Local Services required information:
   a. Service Code – (Identified in the Service Listing Codes Section below)
   b. Rate Type = County; the Provider will be created from the county record (See below)
   c. Rate Effective Start and End Dates
7. Click 'Save and Close'

Note: Once the County record is saved, the more commands (…) will appear next to the '+New'

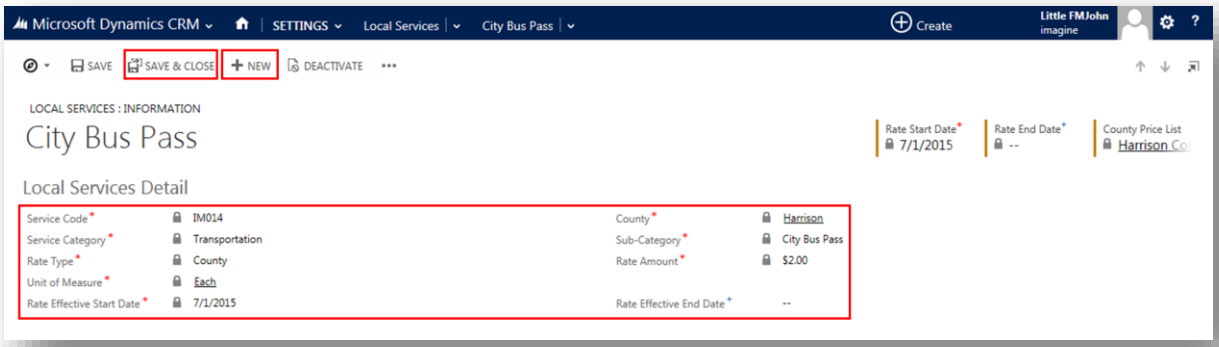


Figure 9 - Create a New Local Service

View Service Listing Codes

1. Sign on to ***imagineIS*** as Financial Manager
2. Click on the Microsoft Dynamics in the navigation bar
3. Select the SETTINGS Tile
4. Select 'MSS CATEGORY MAPPINGS' Tile

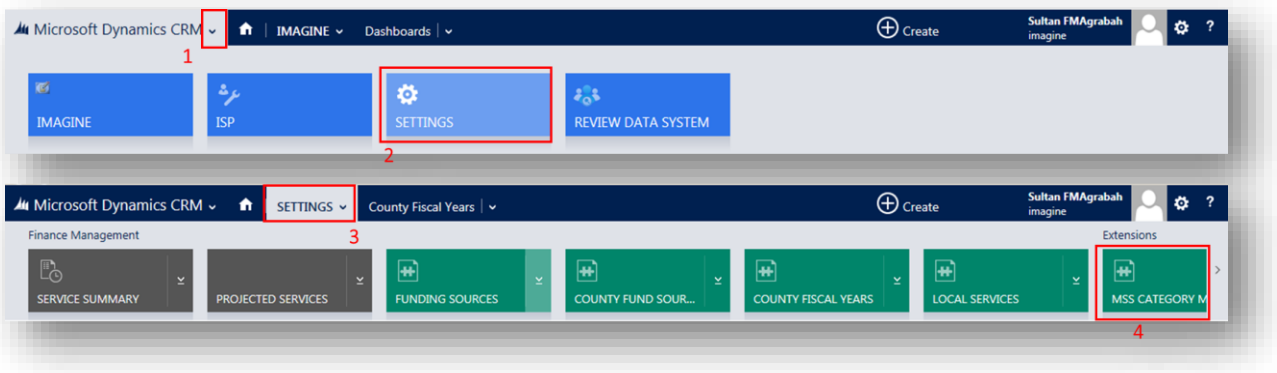
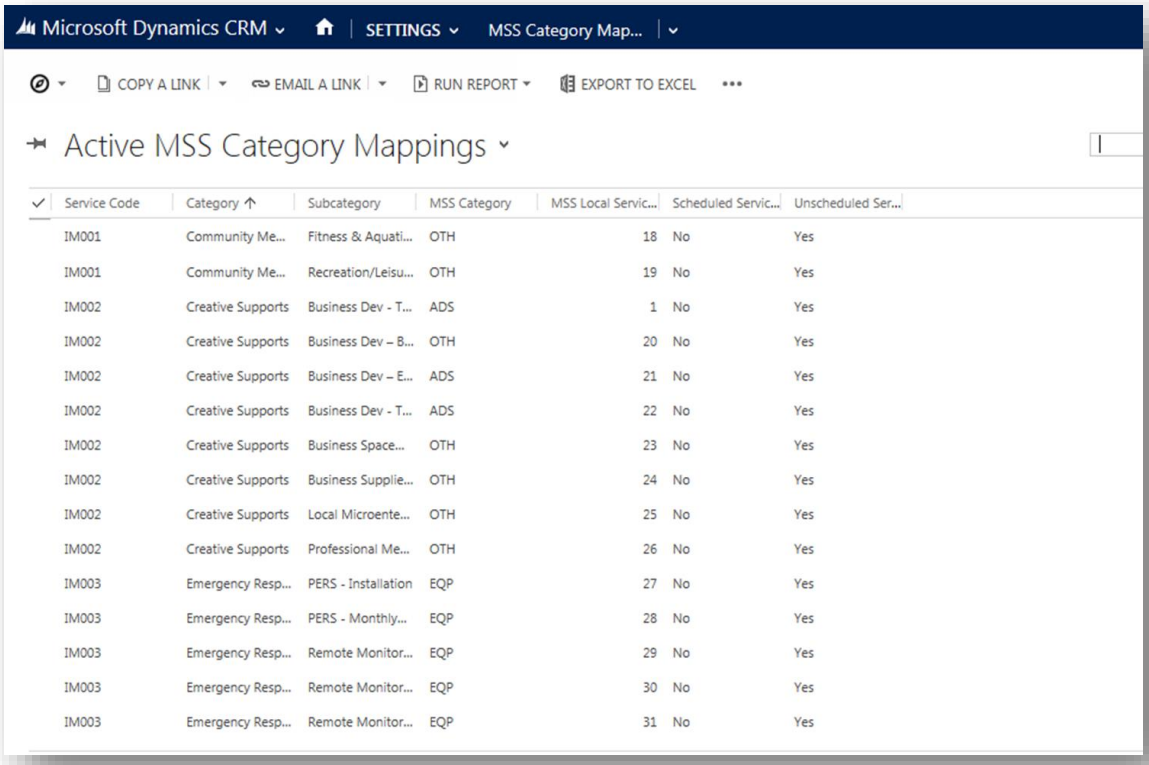


Figure 10 - MSS Category Menu Selection



Service Code	Category	Subcategory	MSS Category	MSS Local Servic...	Scheduled Servic...	Unscheduled Ser...
IM001	Community Me...	Fitness & Aquati...	OTH	18	No	Yes
IM001	Community Me...	Recreation/Leisu...	OTH	19	No	Yes
IM002	Creative Supports	Business Dev - T...	ADS	1	No	Yes
IM002	Creative Supports	Business Dev – B...	OTH	20	No	Yes
IM002	Creative Supports	Business Dev – E...	ADS	21	No	Yes
IM002	Creative Supports	Business Dev - T...	ADS	22	No	Yes
IM002	Creative Supports	Business Space...	OTH	23	No	Yes
IM002	Creative Supports	Business Supplie...	OTH	24	No	Yes
IM002	Creative Supports	Local Microente...	OTH	25	No	Yes
IM002	Creative Supports	Professional Me...	OTH	26	No	Yes
IM003	Emergency Resp...	PERS - Installation	EQP	27	No	Yes
IM003	Emergency Resp...	PERS - Monthly...	EQP	28	No	Yes
IM003	Emergency Resp...	Remote Monitor...	EQP	29	No	Yes
IM003	Emergency Resp...	Remote Monitor...	EQP	30	No	Yes
IM003	Emergency Resp...	Remote Monitor...	EQP	31	No	Yes

Figure 11 - Service Codes Listing

Creating a Local Service with a Provider Rate

The Provider Service Rate is the cost the provider will charge for services for the Individual. This record is created from the County Service Rate record.

1. Sign on to ***imagineIS*** as Financial Manager
2. Click on the Microsoft Dynamics icon in the navigation bar
3. Select the 'SETTINGS' Tile
4. Click on 'SETTINGS' dropdown and select the 'LOCAL SERVICES' Tile

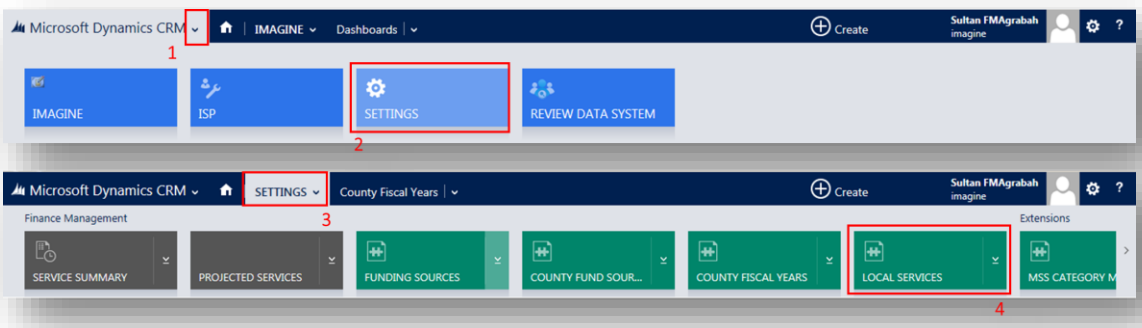


Figure 12 - Local Services Menu

5. Select a County Service record from which the Provider Service record will be created (Example Below)

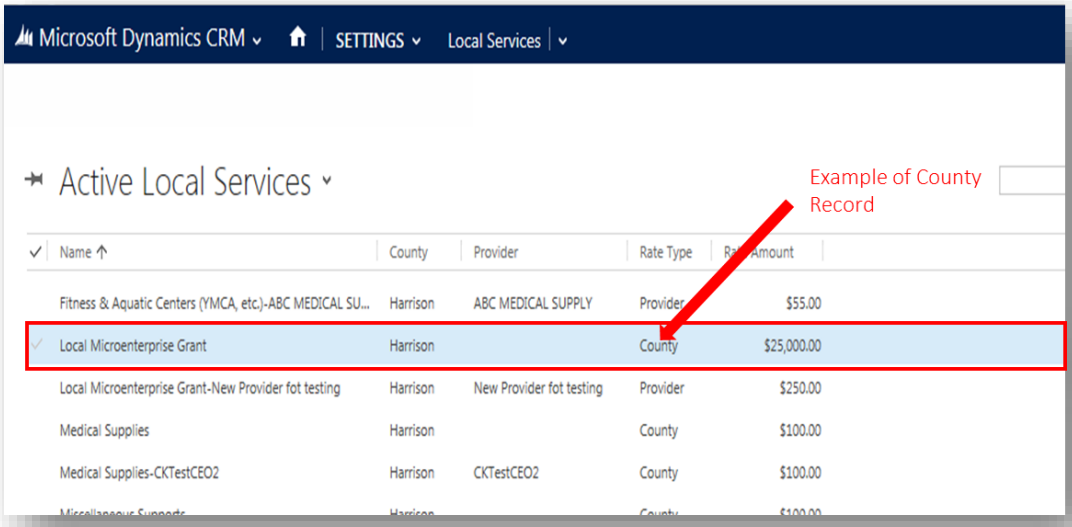


Figure 13 - Create Provider Service from County Record

6. Click on More Command (...)
7. Click on "Create Provider Service" Link

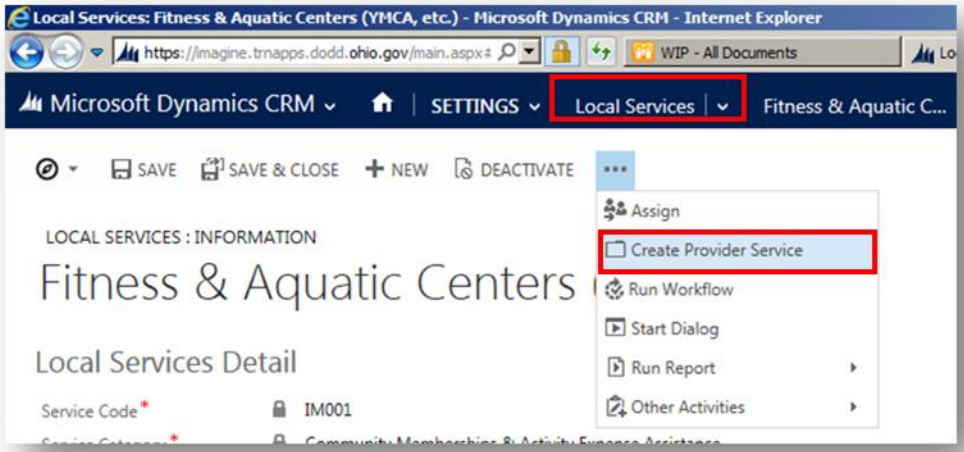


Figure 14 - Create Provider Service

8. Change the Rate Type to "Provider"
9. Update the Provider field – Use search functionality to find a provider if necessary
10. Update the 'Rate Amount' and 'Unit of Measure' if desired
11. Click 'Save and Close' to close the Provider Rate display
12. Click 'Save and Close' to close the County Rate display
13. To see the listing of service codes, do the following:
    a. Review the listing via *imagine*IS:
        i. Click on the Microsoft Dynamics in the navigation bar
        ii. Select the SETTINGS Tile
        iii. Select 'MSS CATEGORY MAPPINGS'

Note: *Once a Local Service is saved:*

- *Only DODD System Admin role, MD Admin role, Finance Manager can edit the Local Service*
- *If it needs edited, these 4 roles must add an end date and then recreate the Local Service.*

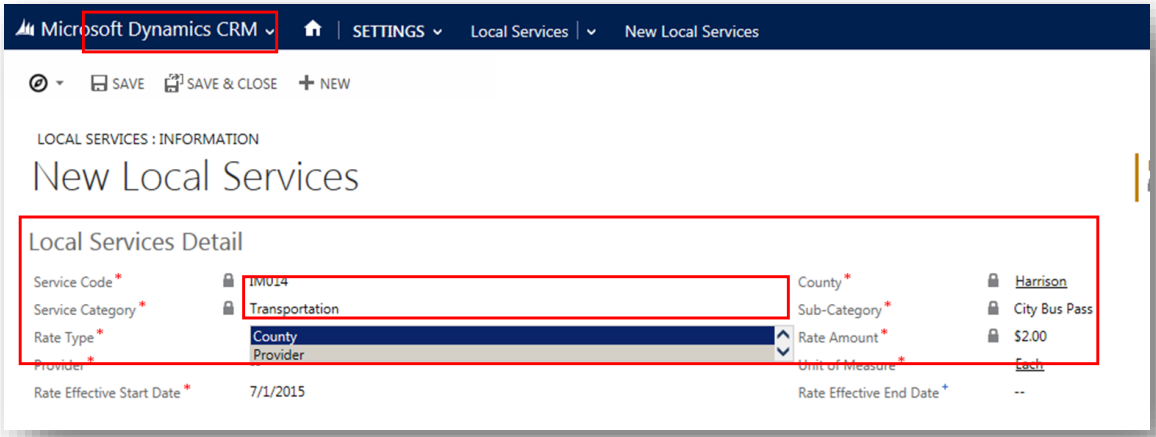


Figure 15 - Create Provider Service Part 2

Create New County Fund Source Allocation: (Requires Fund Source Setup)

The County Fund Source Allocation (CFSA) contains a list of services that have been associated to a funding source. The initial setup of the CFSA identifies the date boundaries and G/L account used to govern when services will be available for use.

1. Sign on to ***imagineIS*** as Financial Manager
2. Click on the Microsoft Dynamics icon in the navigation bar
3. Select the 'SETTINGS' Tile
4. Click on' SETTINGS' dropdown and select the 'COUNTY FUND SOURCE ALLOCATIONS' Tile
5. Click on '+New'
6. Enter Fund Source Allocation information:
    a. County Fiscal Year
    b. Funding Source
7. Click 'Save & Close'

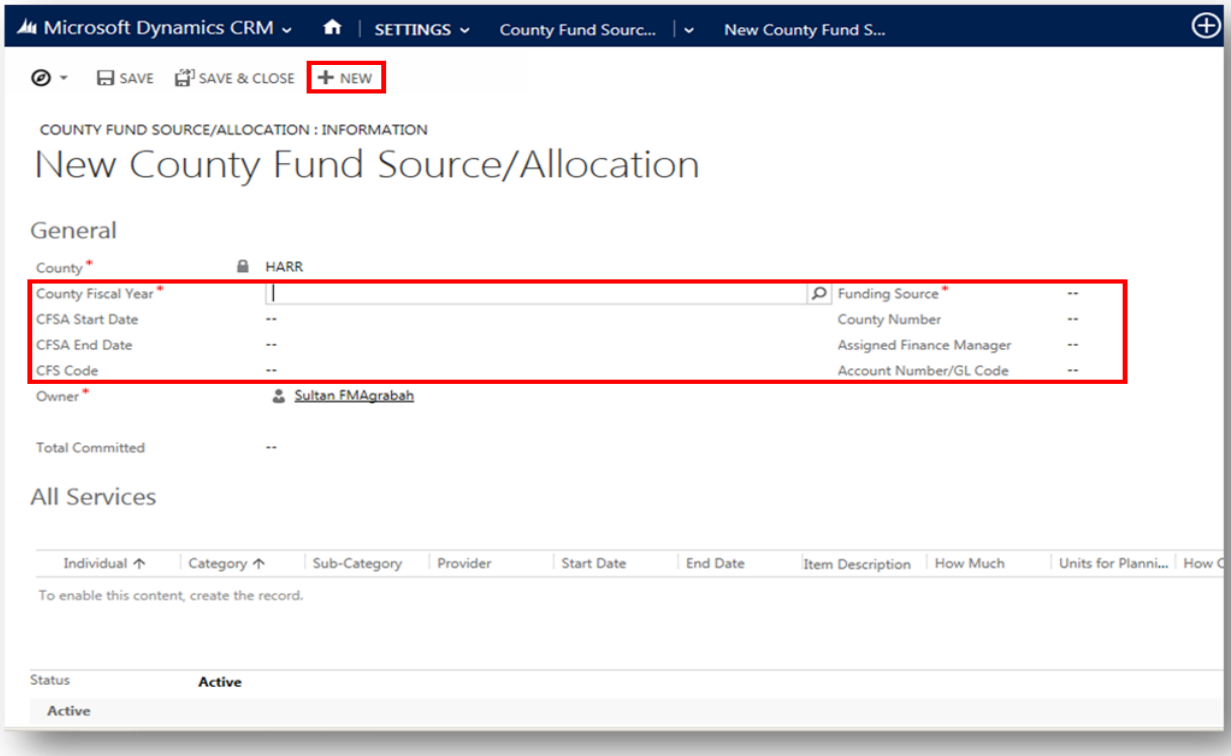


Figure 16 - Create New County Fund Source/Allocation

County Setup

Associating a County/Provider Local Service and Rate to a Fund Source Allocation

This associates provider services to the funds set aside to pay for those services. The rate charged for those services will be at the county or the provider level.

1. Sign on to ***imagineIS*** as Financial Manager
2. Click on the Microsoft Dynamics icon in the navigation bar
3. Click the 'SETTINGS' Tile
4. Click the ' SETTINGS' dropdown
5. Click the 'COUNTY FUND SOURCE ALLOCATIONS' Tile

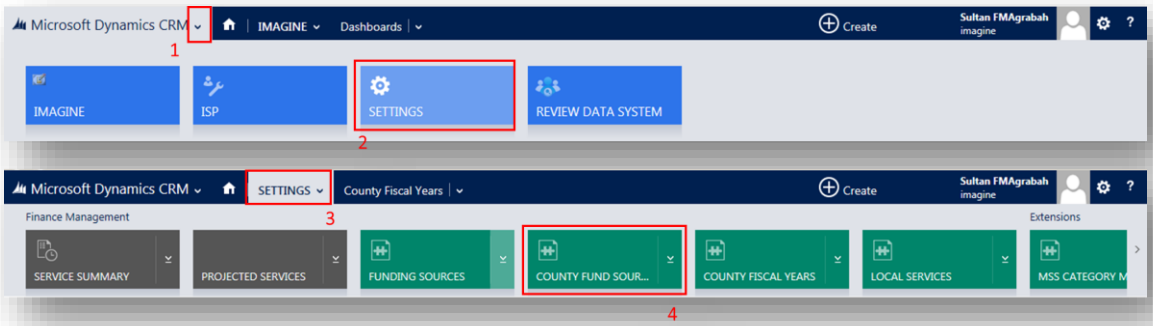


Figure 17 - County Fund Source Menu

6. Click the desired County Fund Source Allocation name to open the County Fund Source

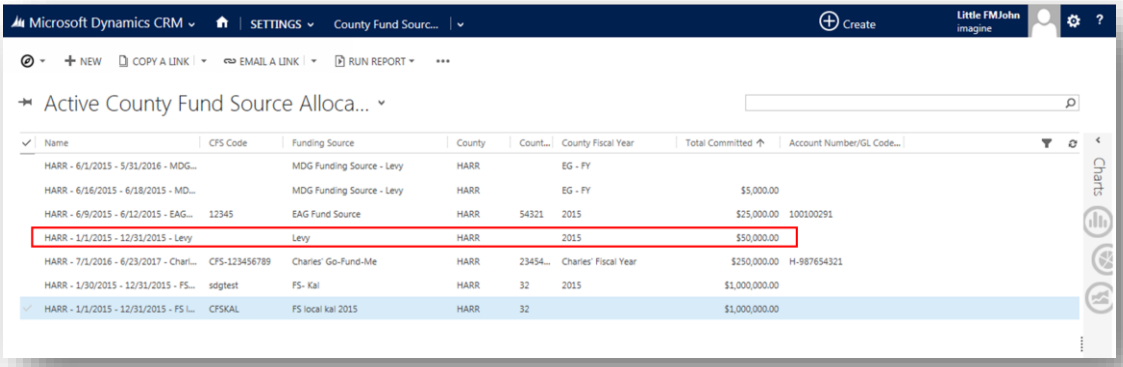


Figure 18 - County Fund Source Allocation

7. When the County Fund Source Information page displays, scroll down the page to "Associated Services"

8. Select the "+" to add a provider service
9. Select the spy glass to service (If Service is not found, scroll down and select "Look up More Records"
10. Select the Service

Note: The fund allocation will be available for service when:

i. Service(s) have been associated to a fund allocation
ii. The budget support specialist does funding for the Service Summary

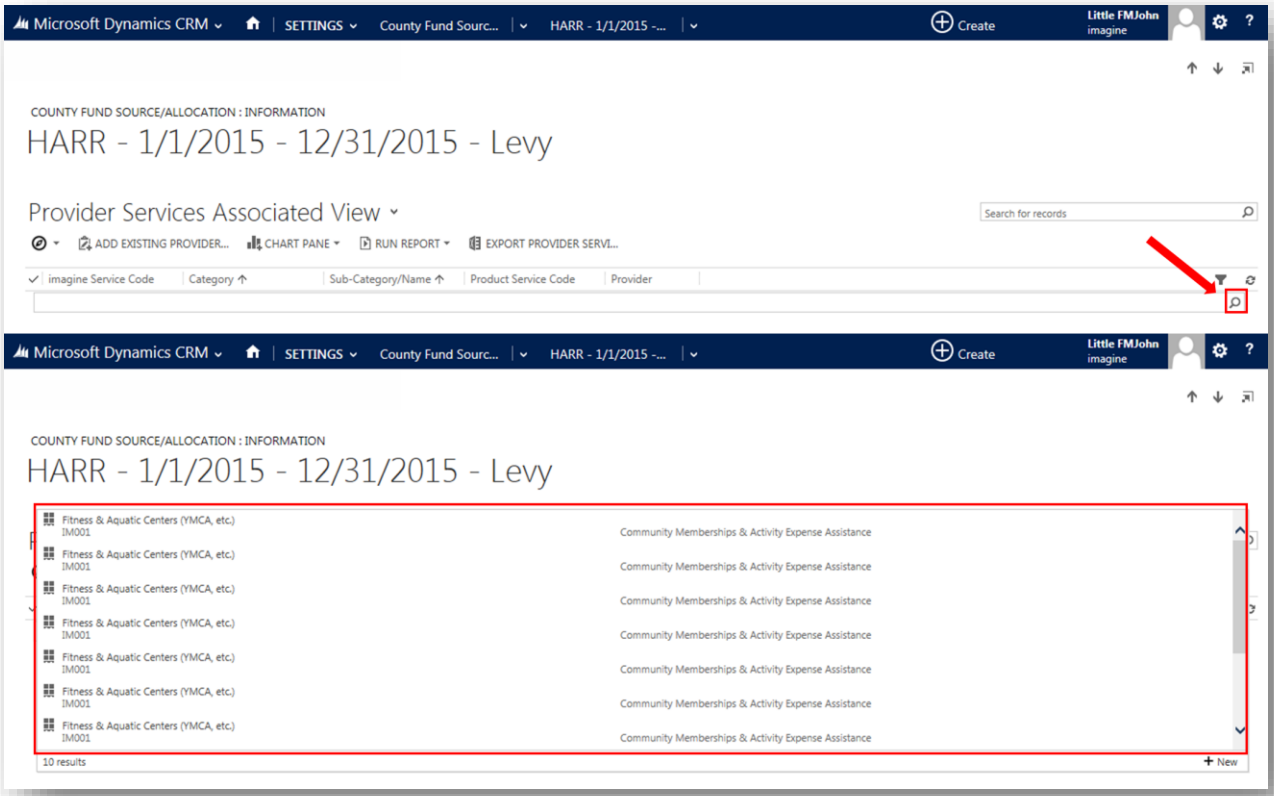


Figure 19 – Select Provider Service to add to Allocation

Associating Services with Providers

This step identifies the Providers that will carry out specific services. This is an alternate way of associating local services to providers than the section titled, "Creating a Local Service with a Provider Rate "

1. Sign on to ***imagineIS*** as Financial Manager
2. Click on the Microsoft Dynamics icon in the navigation bar
3. Select the 'SETTINGS' Tile
4. Click on 'SETTINGS' dropdown
5. Click 'LOCAL SERVICES' Tile to display 'Active Local Services' dashboard

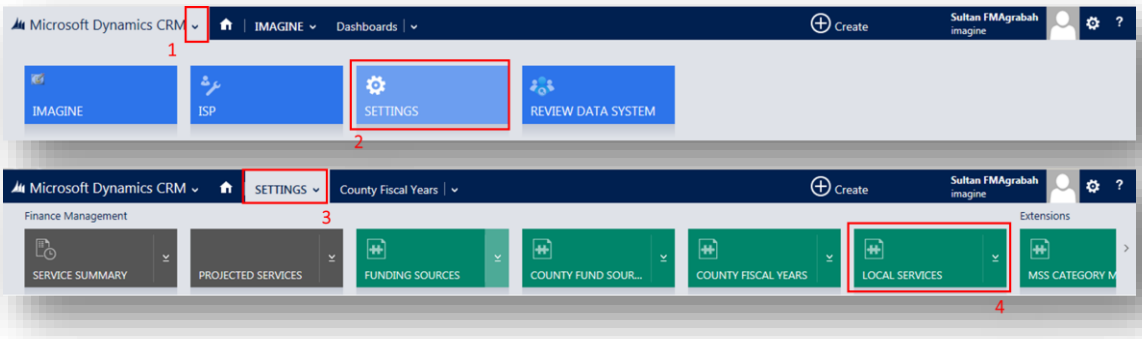


Figure 20 - Local Service Menu - Associate Services with Provider

6. Click on the Local Service to open

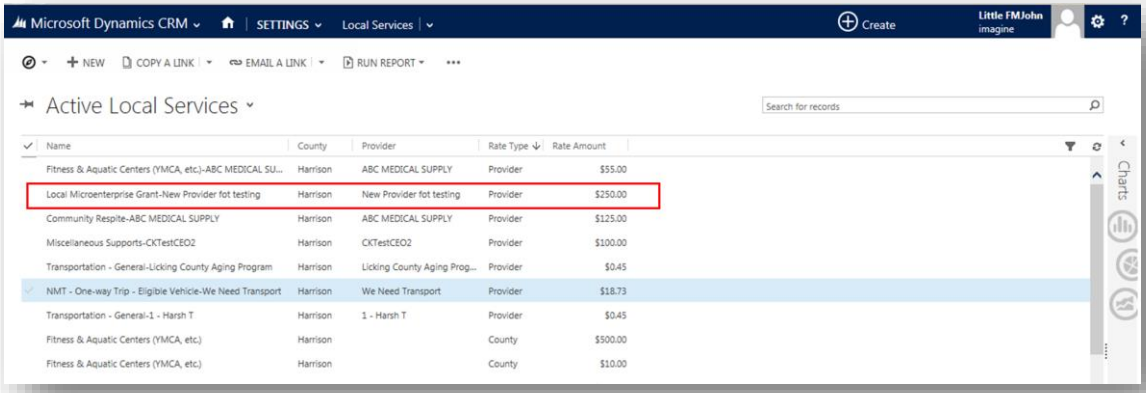


Figure 21 - Active Local Services Dashboard

7. Click the down arrow next to the local service (in the blue ribbon)
8. Select Local Service Tile to display the Provider Service Associated View

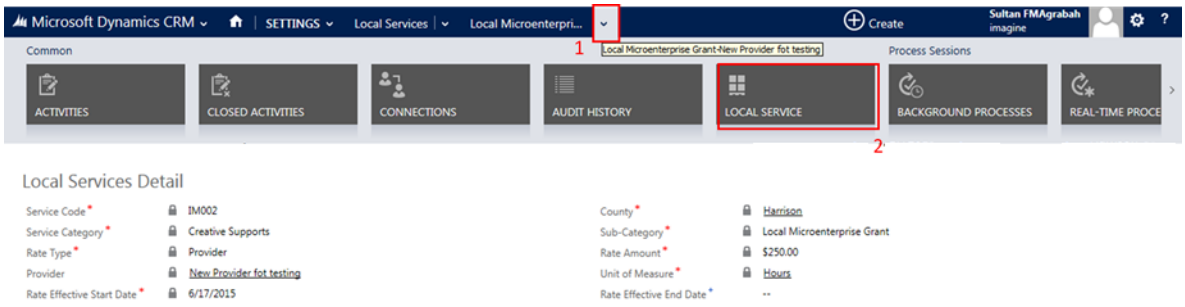


Figure 22 - Local Service Detail

9. In the Provider Services Associated View, Click 'Add New Provider Service'

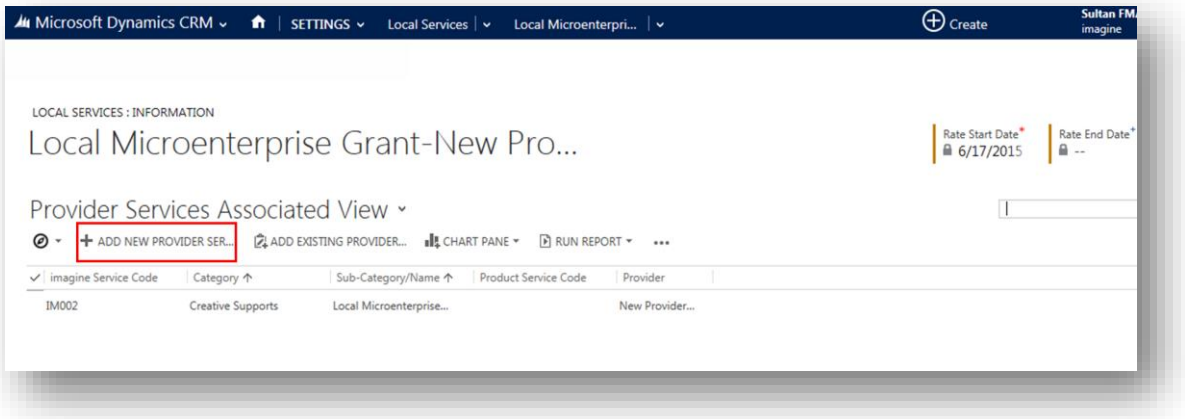


Figure 23 - Add New Provider Service

10. Enter New Provider Service information:

    a. Imagine Service Code (See following page for Service Code Listing)
    b. Provider
    c. Unit Group
    d. Default Unit Rate
    e. Effective Start and End Dates

11. Click 'Save & Close'

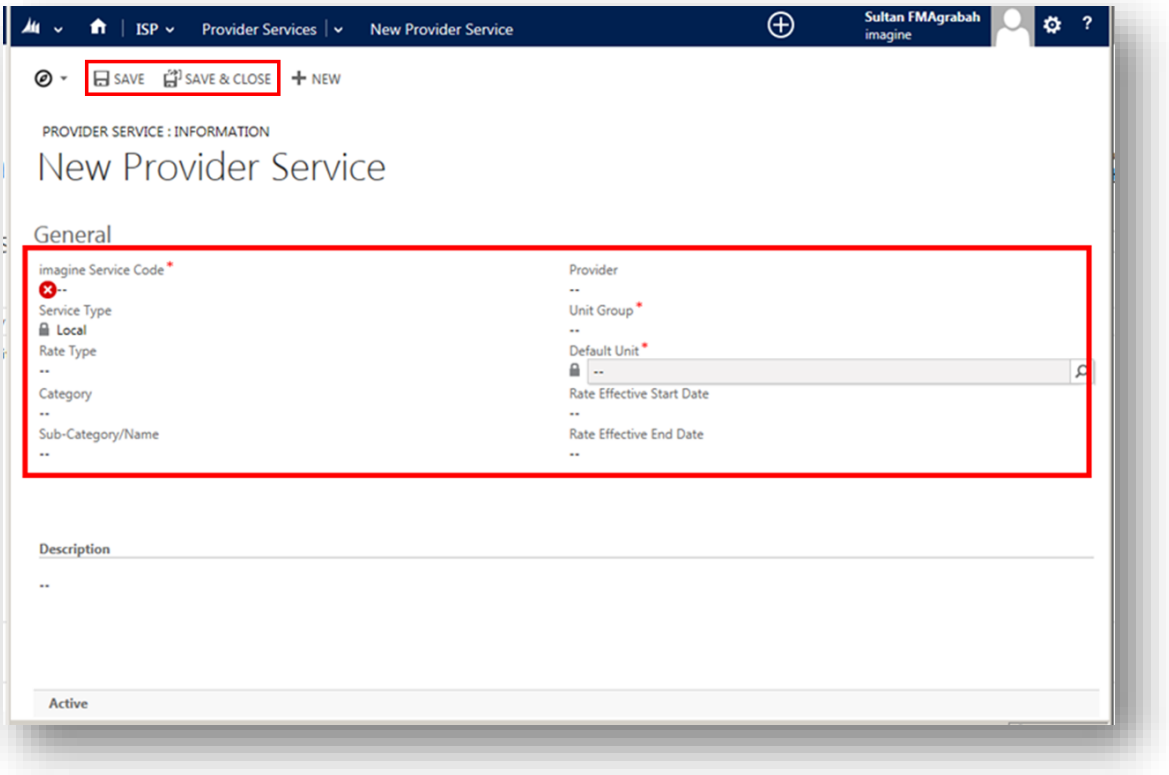


Figure 24 - Creating a Provider Service

Assign a Local Service to You (Finance Manager)

Assigning a Local Service to a Finance Manager is required to allow the Budget Support Specialist to complete the cost projections on the Service Summary; this also directs the workflow notification that costing is complete, to the Finance Manager. (The Finance Manager owns the new Local Service)

1. Sign on to ***imagineIS*** as Financial Manager
2. Click on the Microsoft Dynamics icon in the navigation bar
3. Select the 'SETTINGS' Tile
4. Select the 'SETTINGS' drop down arrow
5. Select 'Local Services' Tile

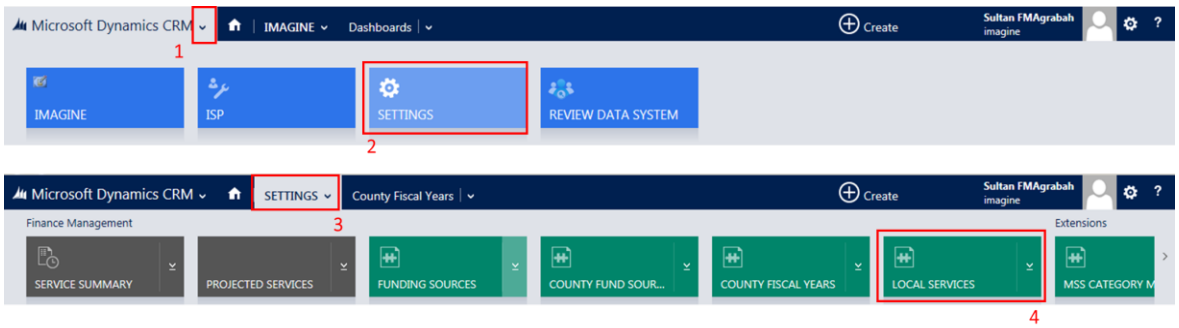


Figure 25 - Assign Local Service to Team or Me

6. Scroll or search the click the hyperlink for the Active Local Service
7. Click the more command (…)
8. Click 'Assign'

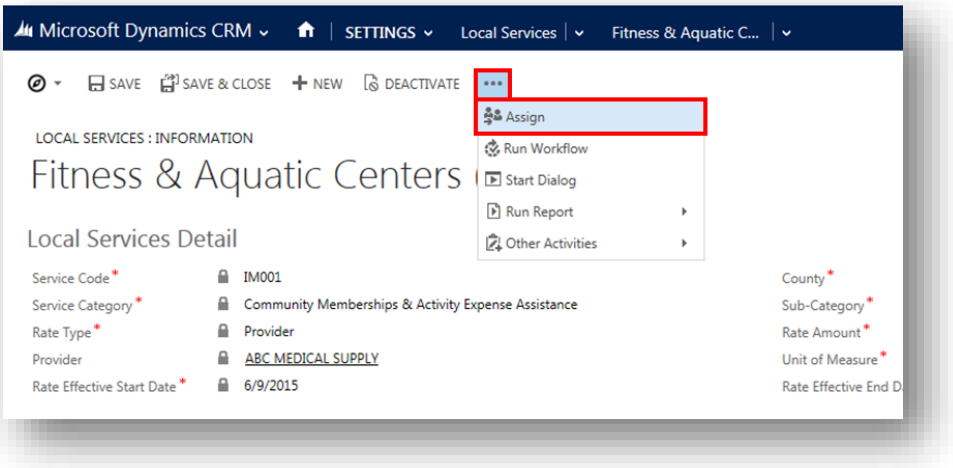


Figure 26 - Assigning Local Service - Part 1

9. Assign Local Service to yourself or team member by selecting appropriate radio button

10. Click 'Ok'

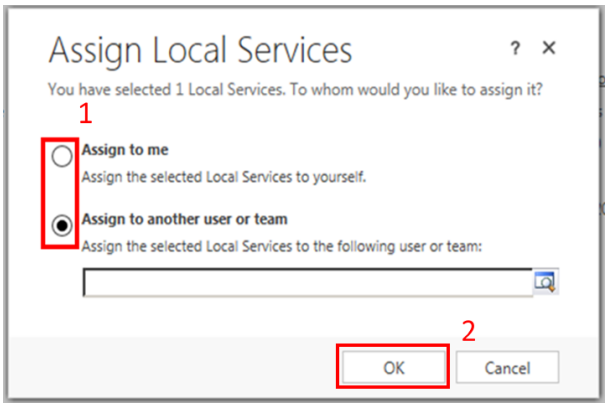


Figure 27 - Assigning Local Service - Part 2

Inviting New Providers to *imagineIS*

The invitation process for Providers sends an email with credentials allowing Providers to build the support team within the ***imagineIS*** system.

1. Sign on to ***imagineIS*** as Financial Manager
2. Click on the Microsoft Dynamics icon in the navigation bar
3. Select IMAGINE Tile
4. Select 'IMAGINE' dropdown
5. Select 'PROVIDERS' Tile.

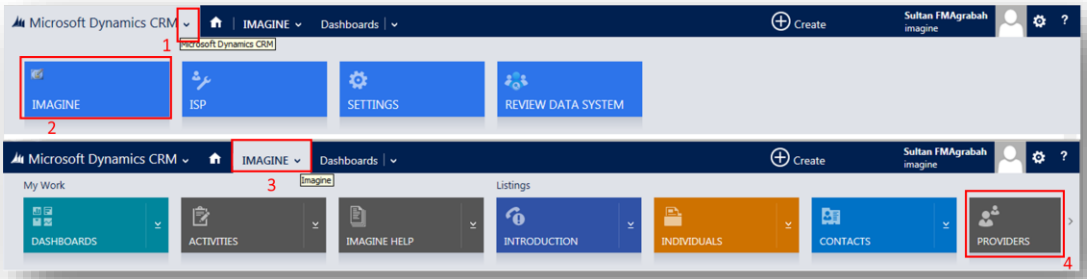


Figure 28 - Inviting a New Provider Tiles

6. Search for and click on the Provider that will be invited into the ***ImagineIS***
7. Click more commands (...)
8. Select 'Send Portal Invitation'

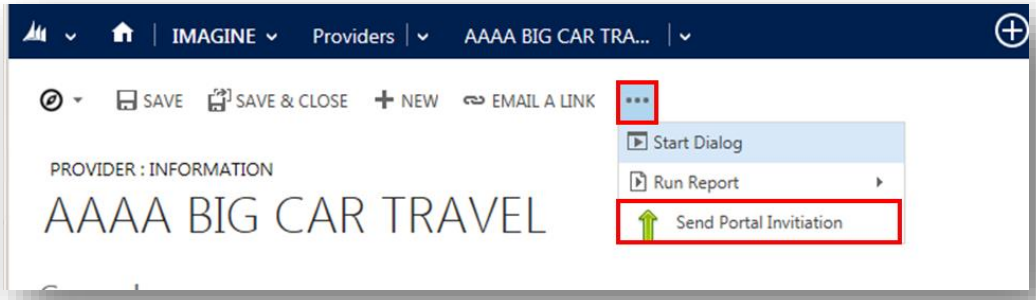


Figure 29 - Inviting a Provider to imagineIS

9. The Following Message is displayed after selecting "Send Portal Invitation"
10. Select 'OK' on the confirmation message: Portal Invitation has been sent

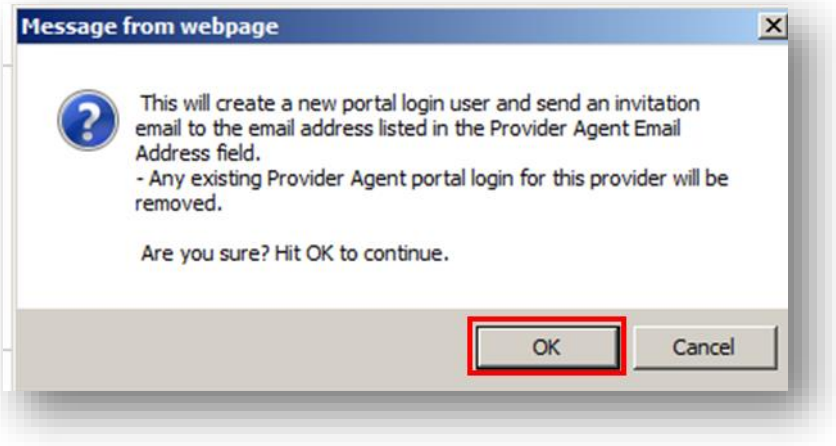


Figure 30 - Portal Invite Confirmation Message

County Maintenance

Setting Default Dashboard

A new user signing into imagineIS as the Financial Manager, will land on the below initial page. If the page default page needs to be changed, following the below instructions.

1. Sign on to ***imagineIS*** as Finance Manager
2. Select dropdown next to the dashboard selection to reveal the dashboard underneath
3. Select the Dashboard intended to make as default
4. Select the SET AS DEFUALT icon

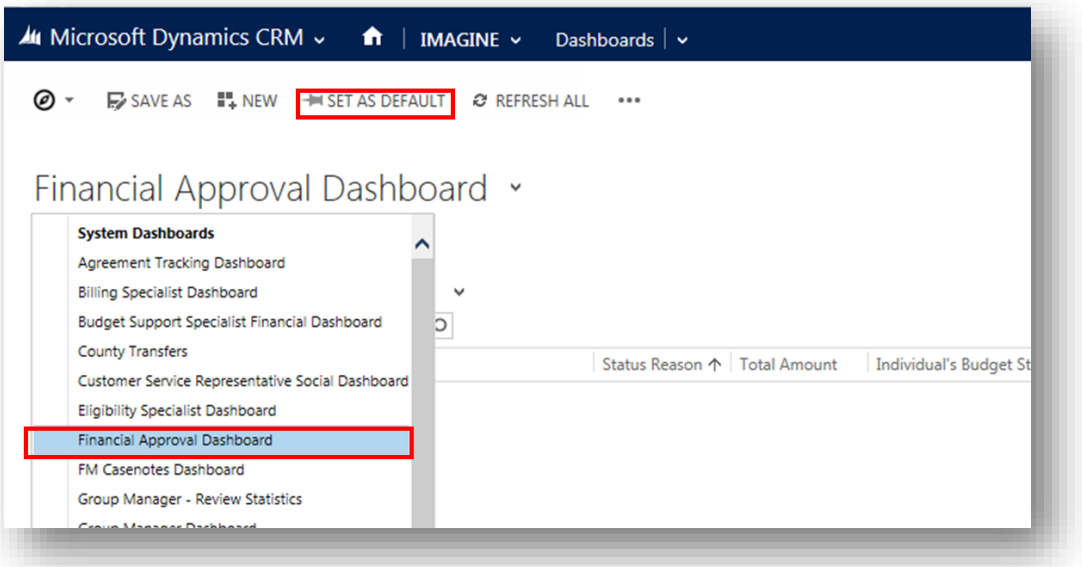


Figure 31 - Set Default Dashboard

Deactivate a Local Service

When a service becomes obsolete or no longer available, it can be deactivated to make it unavailable for use. To accomplish this, do the following.

1. Sign on to ***imagineIS*** as Financial Manager
2. Click on the Microsoft Dynamics icon in the navigation bar
3. Click on SETTINGS Tile
4. Click on 'SETTINGS' drop down arrow
5. Select 'LOCAL SERVICES' Tile to display local services

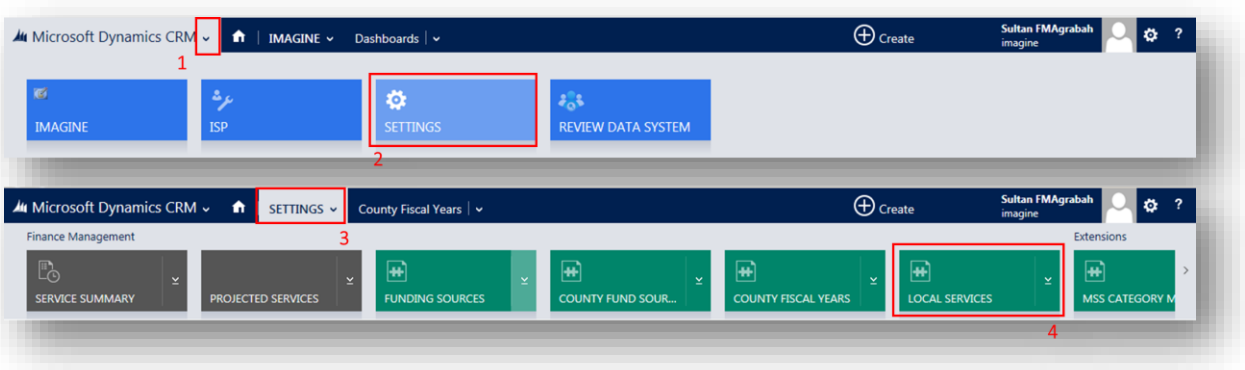


Figure 32 - Deactivate Local Service Tiles

6. Click the Local Service name to open the record

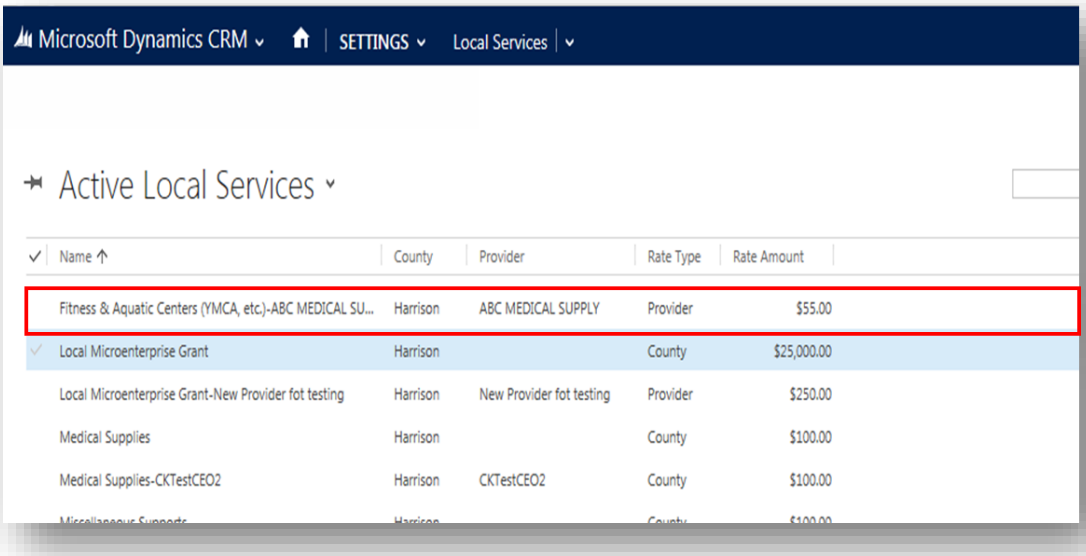


Figure 33 - Active Local Services

7. Select 'DEACTIVATE'

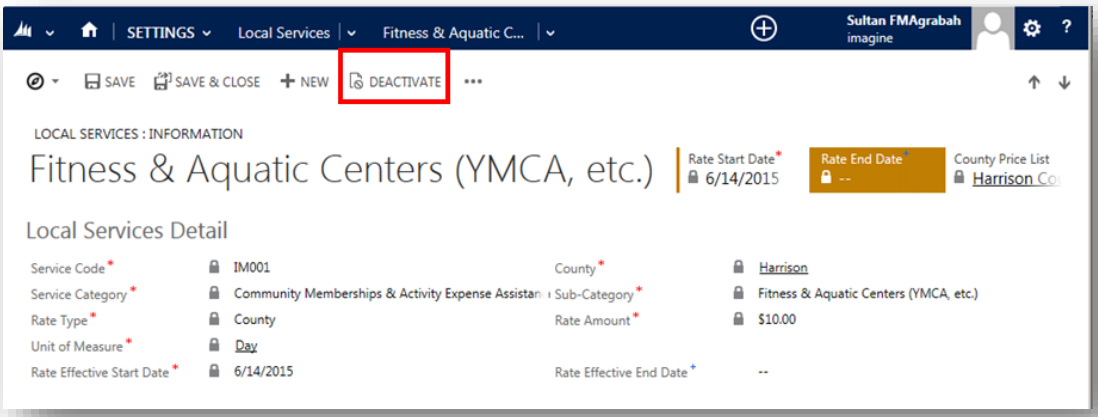


Figure 34 - Deactivate a Local Service

Activate a Deactivated Local Service

This provides the ability to Activate or Deactivate a local service.

1. Sign on to ***imagineIS*** as Financial Manager
2. Click on the Microsoft Dynamics icon in the navigation bar
3. Select 'SETTINGS' Tile
4. Select 'LOCAL SERVICES' Tile

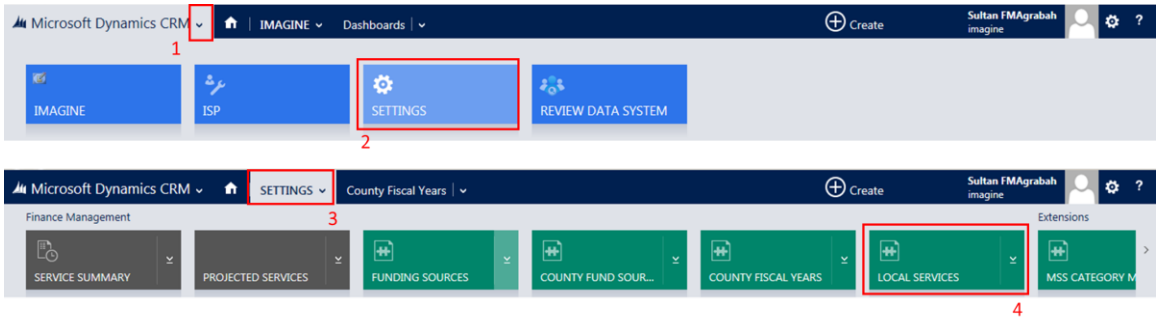


Figure 35 - Inactivate Local Service Tiles

5. Select 'Inactive Local Services' from the list view

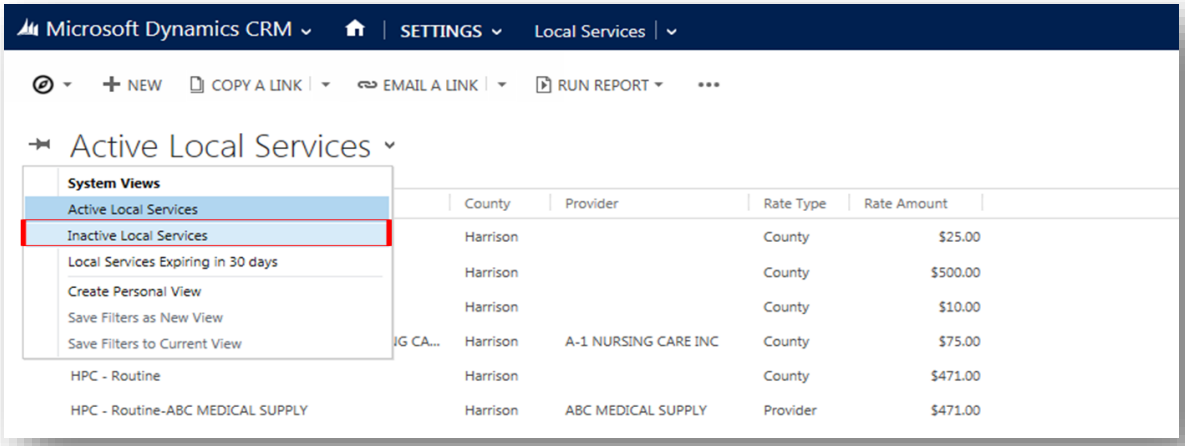


Figure 36 - Local Services View

6. Search for the name of the inactive service
7. Click the name to open
8. Click 'ACTIVATE'

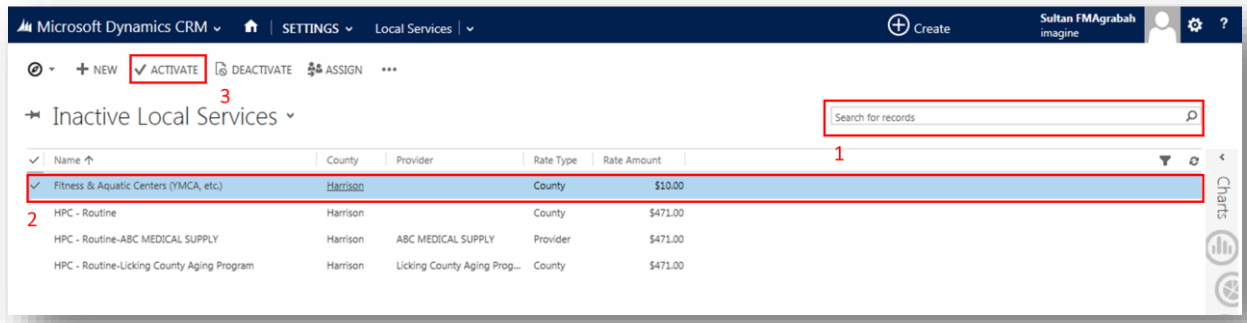


Figure 37 - Activate a Deactivated Local Service

Print Service Summary

Printing Summary Service creates a PDF document.

1. Sign on to ***imagineIS*** as Financial Manager
2. Click on the Microsoft Dynamics icon in the navigation bar
3. Select 'SETTINGS' Tile
4. Select the SETTINGS drop down arrow
5. Select 'Service Summary' Tile

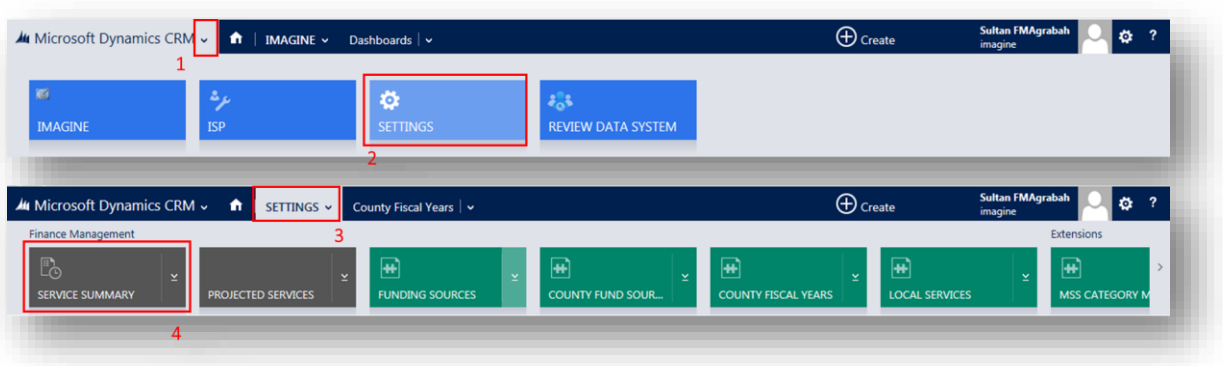


Figure 38 - Service Summary Tiles

6. Click the dropdown in the 'Select a View Window' and select a desired Summary Service view
7. Search for and click on a Service Summary from the list to open it

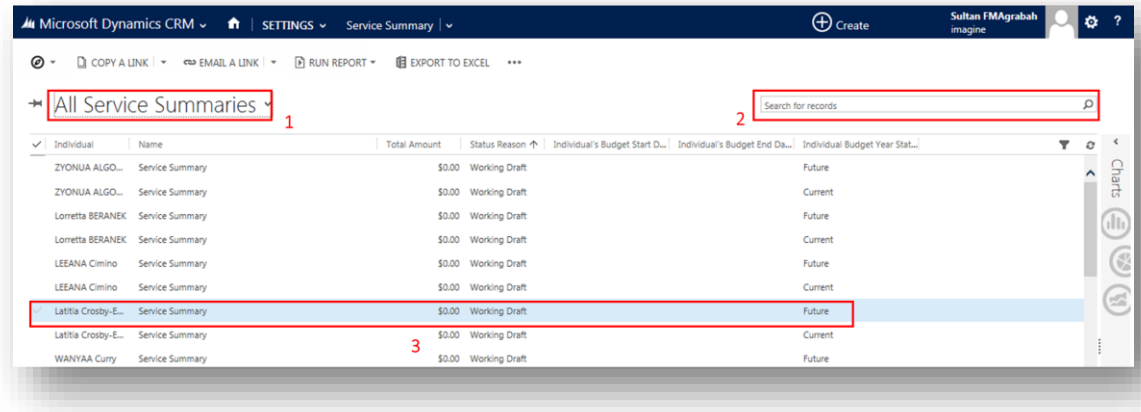


Figure 39 - Summary Service Listing

8. Select more commands (...)
9. Select Run Report
10. Select individual Service Summary

a. There are three options for the Service Summary Print
   i. Individual Service Summary (Draft)
   ii. Individual Service Summary (Agreement)
   iii. Individual Service summary (Complete)

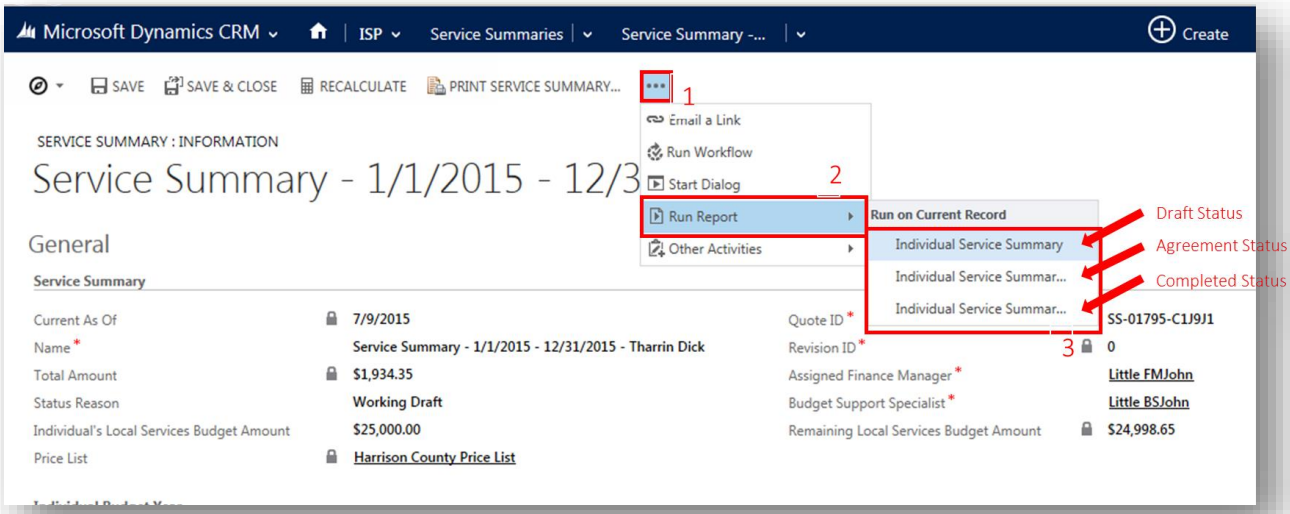


Figure 40 - Print a Service Summary

Deny Funding Request

Denying a Funding Request will delete the service summary and the then create a new Service Summary Request in Working Draft status.

1. Sign on to ***imagineIS*** as Financial Manager
2. Click on the Microsoft Dynamics icon in the navigation bar
3. Select the 'SETTINGS' Tile
4. Select the 'SETTINGS' drop down arrow
5. Select 'SERVICE SUMMARY' Tile

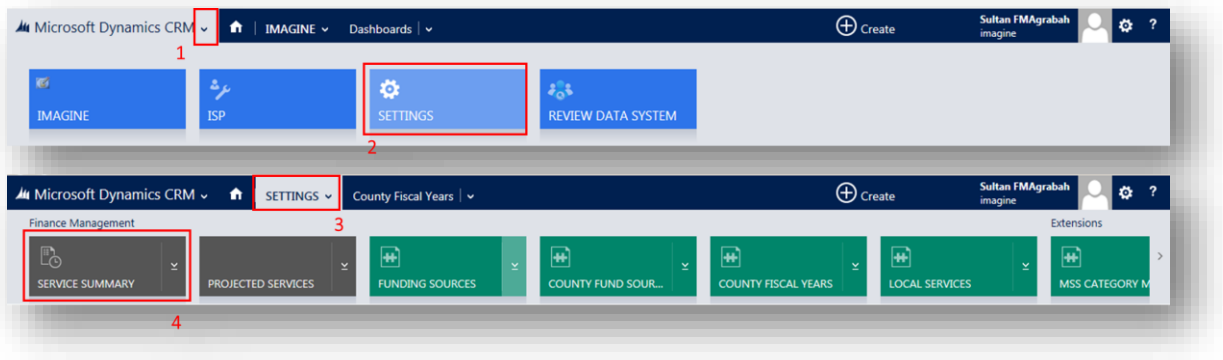


Figure 41 - Deny Service Summary Tiles

6. Click "My Service Summary Pending Approval - Finance" from the drop down List
7. Click the Service Summary that will be denied
8. Click 'Deny Request'

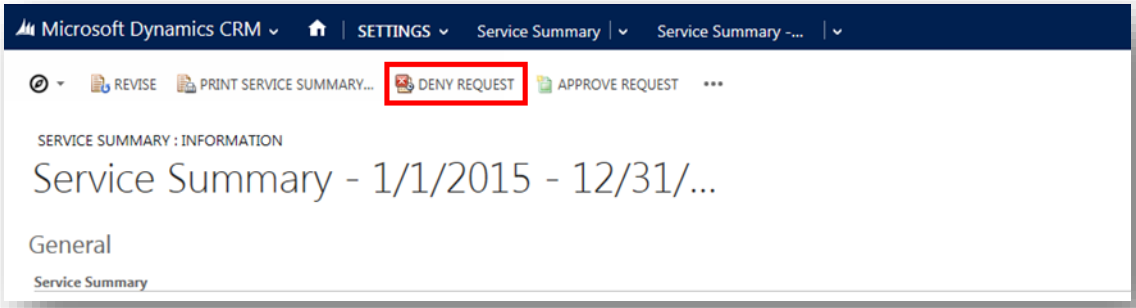


Figure 42 - Deny Service Summary Request - Part 1

9. Select Status Reason for denial
10. 'Close Date' will default to current date; change if necessary
11. Enter description
12. Select radio button to either:

1. 'Create a Revised Summary', puts the summary back in 'working draft' status
2. 'Do Not Revise Summary', puts the summary back in 'Current' status

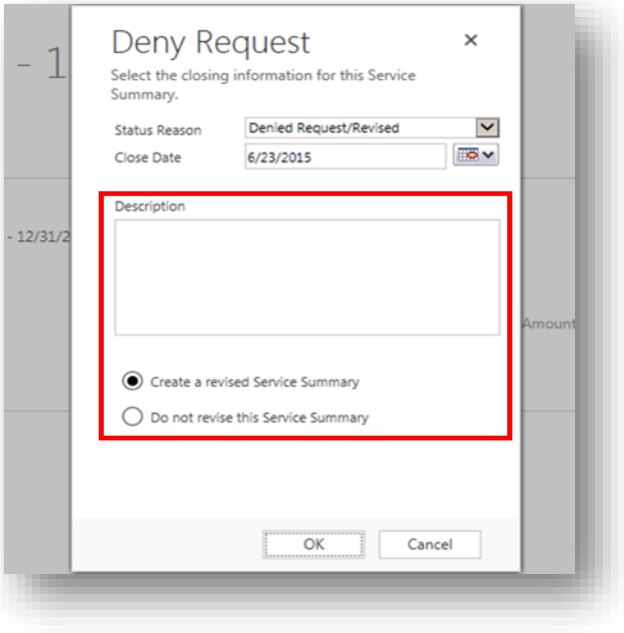


Figure 43 - Deny Service Summary Request - Part 2

Review and Approve Funding Request

Approve Funding Request functionality is in response to the SSA requesting funding approval. The SSA initiates this request using a work flow process. The request will display as a notification to the Finance Manager.

1. Sign on to ***imagineIS*** as Financial Manager
2. Click on the Microsoft Dynamic icon in the navigation bar
3. Select the 'SETTINGS' Tile
4. Select the 'SETTINGS' drop down arrow
5. Select SERVICE SUMMARY Tile

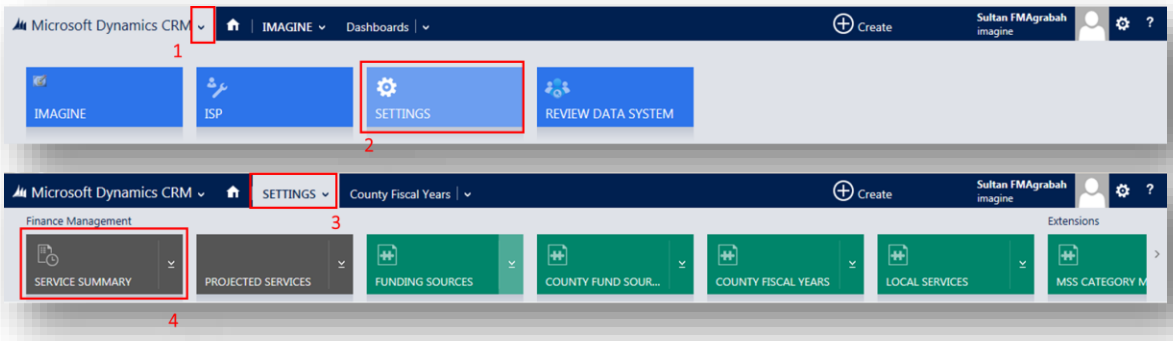


Figure 44 - Review and Approve Funding Tiles

6. Select 'My Service Summaries Pending Approval – Finance' in the list view

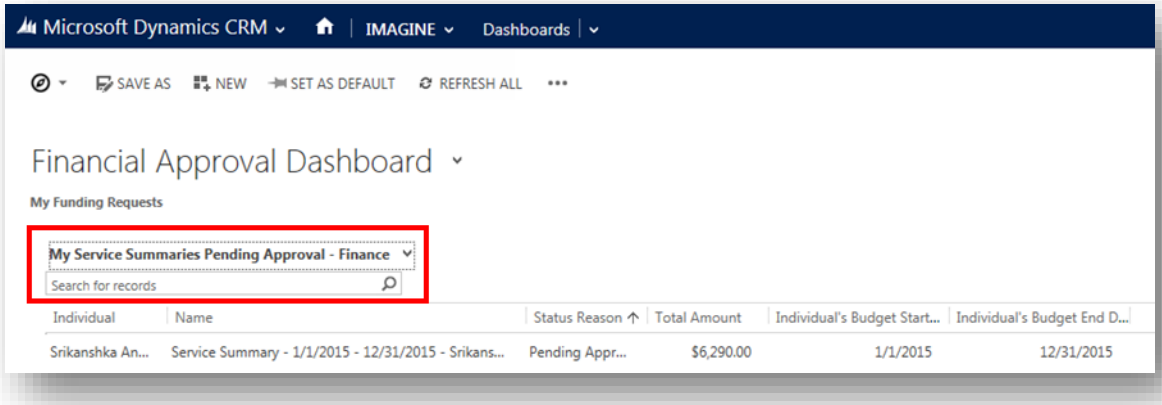


Figure 45 - Approve Service Summary Request - Part 1

7. Click on desired Service Summery to see details
8. Select 'Approve Request'

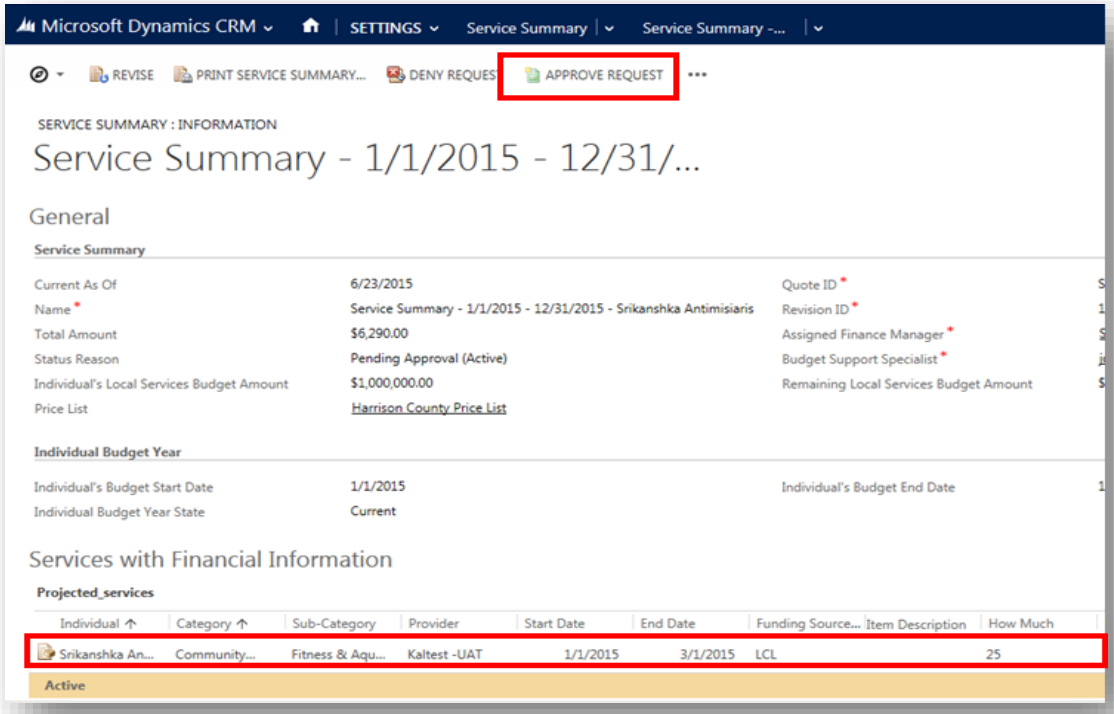


Figure 46 - Approve Service Summary Request - Part 2

Review Remaining Balance on County Fund Source Allocation

The FM can review remaining/spent dollars in a fund allocation and their allocation.

1. Sign on to ***imagineIS*** as Financial Manager
2. Click on the Microsoft Dynamics icon in the navigation bar
3. Select the 'SETTINGS' Tile
4. Click on SETTINGS dropdown and select 'County Fund Sources'

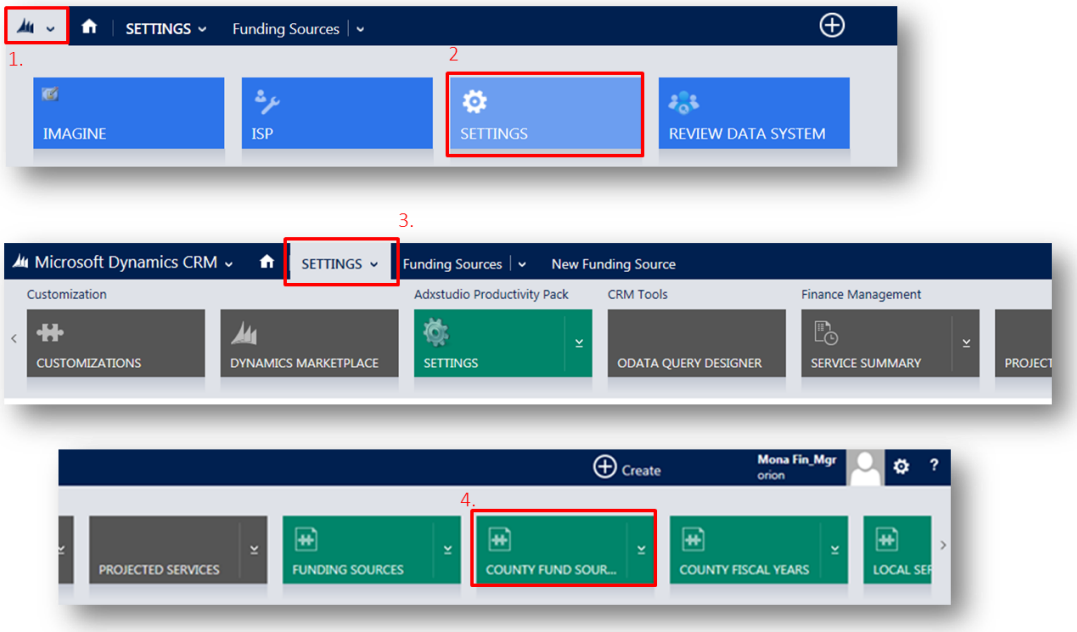


Figure 47 - Menu Selection to get to CSFA

5. Select an Active Fund Source to open it

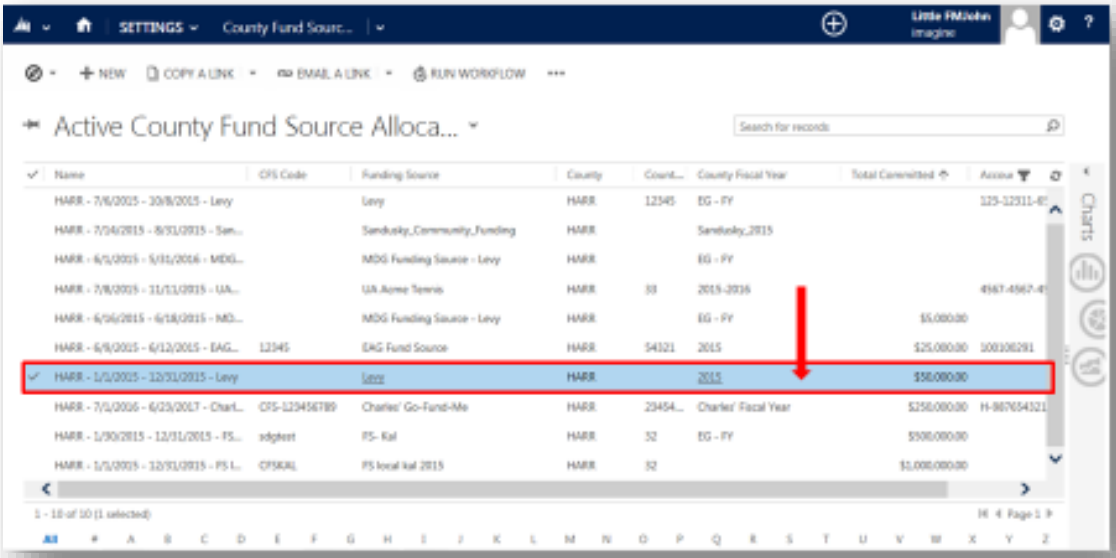


Figure 48 - View Active County Fund Source Allocation

6. Scroll down the County Fund Source/Allocation Information page to 'All Services'
7. Locate Total Allocated and Total Remaining
8. Scroll the All Service sub grid to the right to see: Billing Unit, Billing Rate, Rate Amount per Fund Year

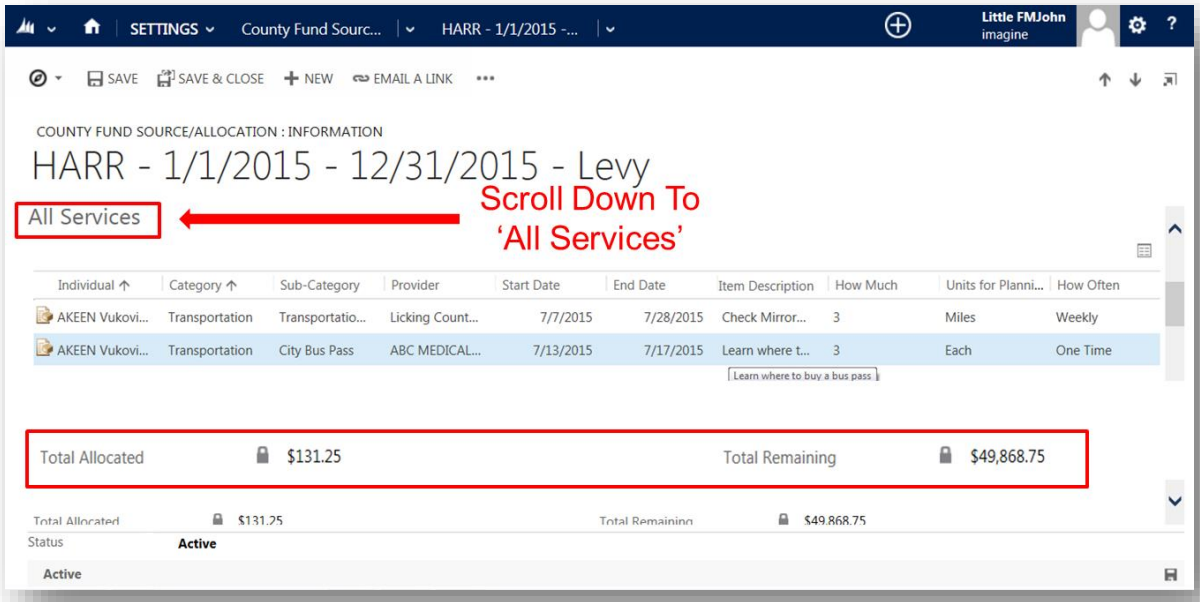


Figure 49 - CFSA Balance Review

Send Manual Notification to Budget Support Specialist of Funding Approval

After funding has been approved, a notification will be sent to the SSA via Work Flow. However, there is no work flow notification that is sent to the Budget Support Specialist. This must be completed by sending a manual notification.

1. Sign on to ***imagineIS*** as Financial Manager
2. Select 'My Service Summaries Pending Approval - Finance' from the Financial Approval Dashboard
3. Click on a Summary Service to open

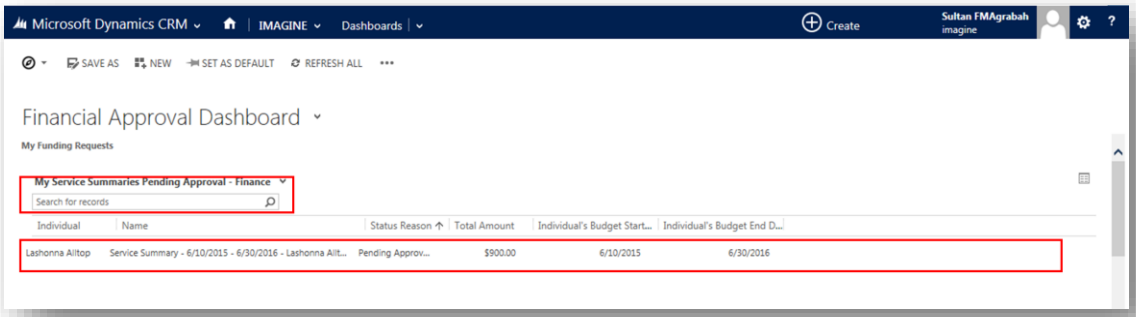


Figure 50 - Financial Approval Dashboard

4. Select the more commands (…)
5. Select Other Activities
6. Click Notification

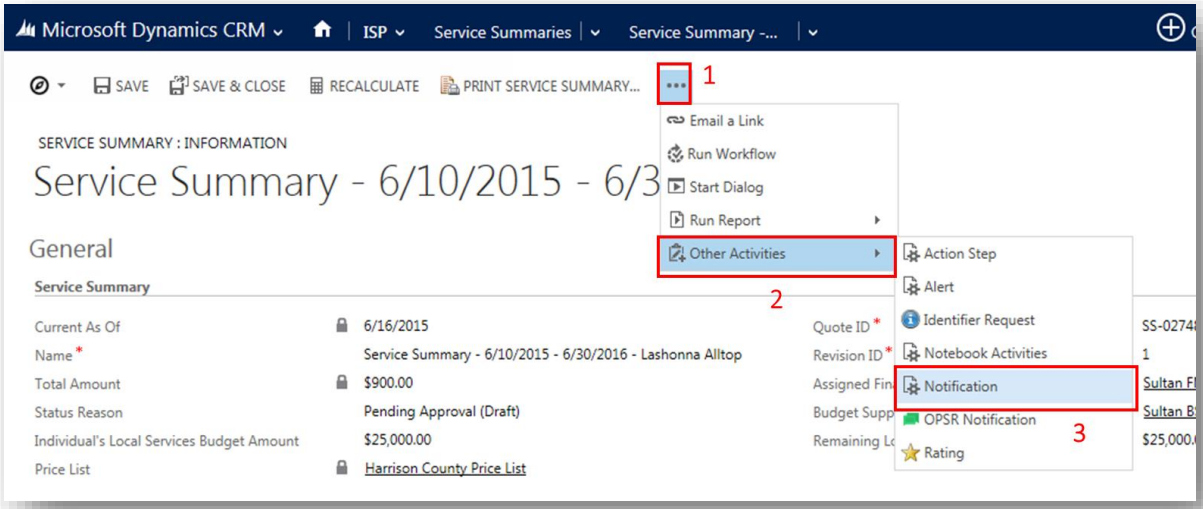


Figure 51 - Open Summary Service to Send a Notification Funding is Complete

7. Fill in the required fields:

a. Subject
b. Notification Details
c. Individual
d. Priority
e. Recipient (This must be changed to the person the notification is going to.)

8. Select Save and Save and Close

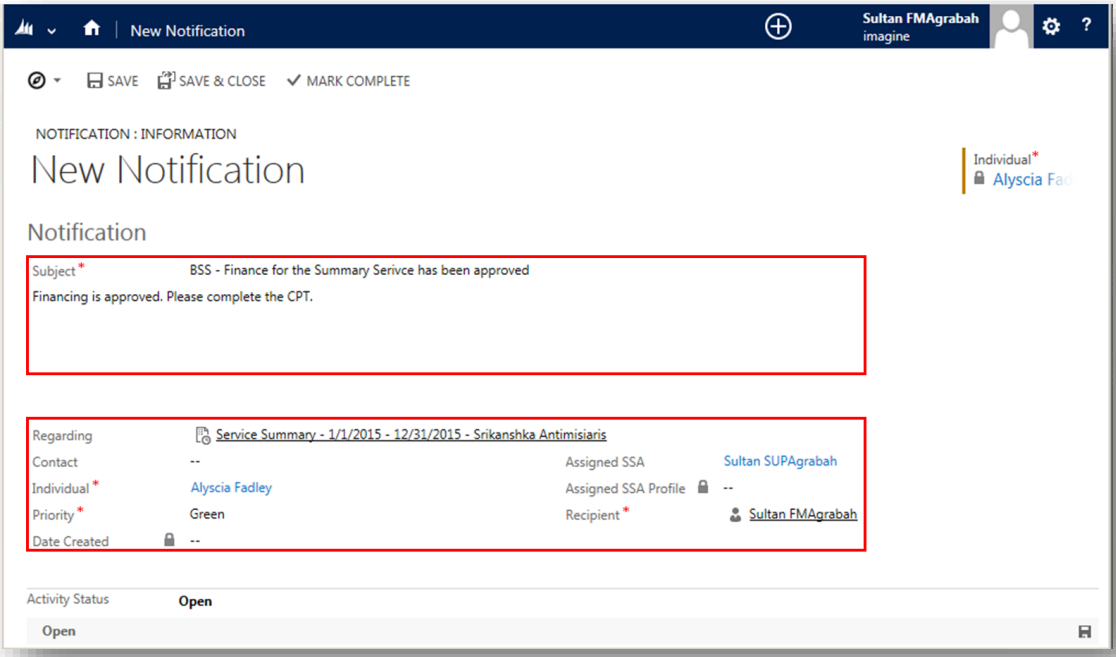


Figure 52 – Send New Notification

Review User Security Roles

A county board user can have multiple security roles assigned. For example, if a SSA needs the permissions of the Budget support Specialist, the SSA supervisor can assign them that role along with the SSA role. The below functionality assigns the role title to the user providing the additional functionality in ***imagineIS***.

1. Sign on to ***imagineIS*** as an SSA Supervisor
2. Click on the CRM drop down
3. Click the 'SETTINGS' drop down
4. Click the 'SETTINGS' Tile

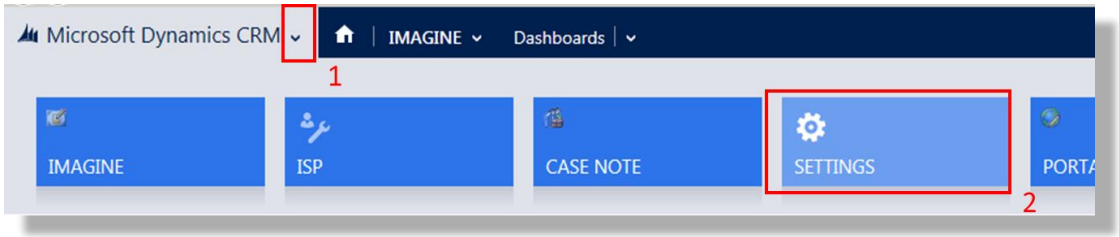


Figure 53 – Settings for User Groups

5. Click the Users link

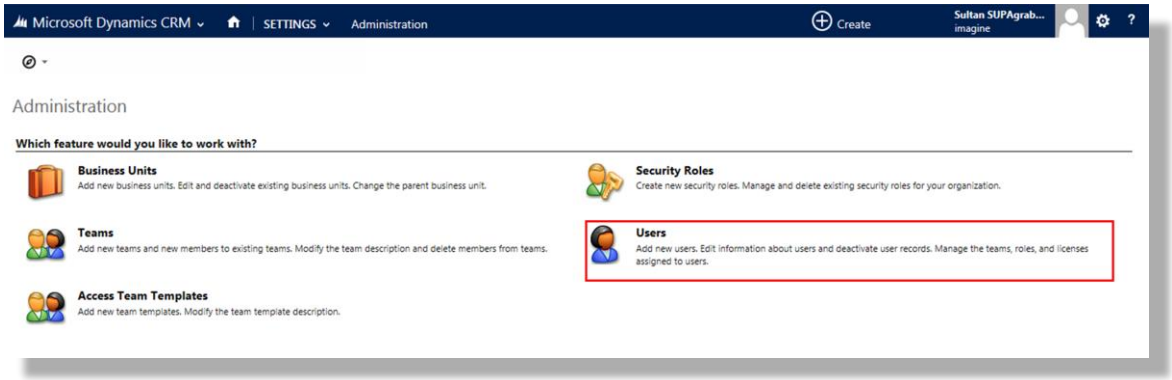


Figure 54 – Select Users link

6. Search/Select the users

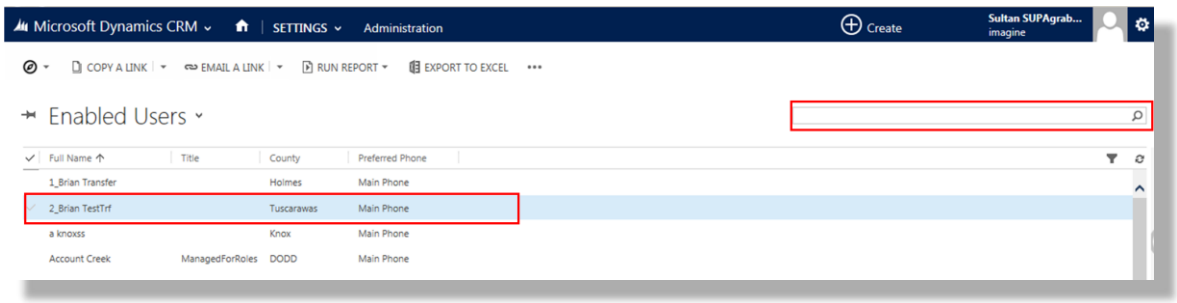


Figure 55 – Search and Enable User Roles

7. Scroll down to 'User Titles'
8. Click the roles that apply
9. Click Save
10. Click Save and Close

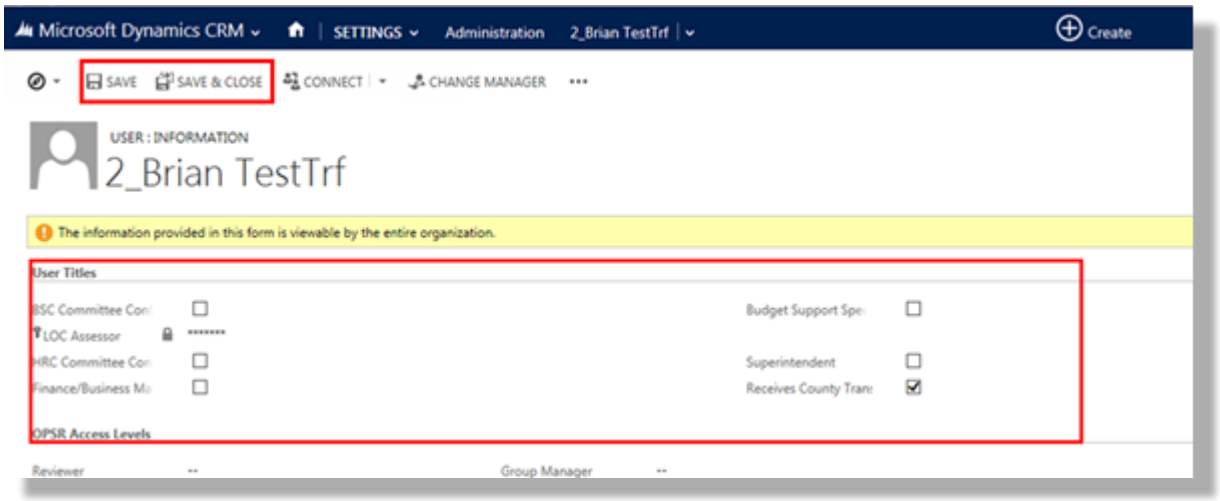
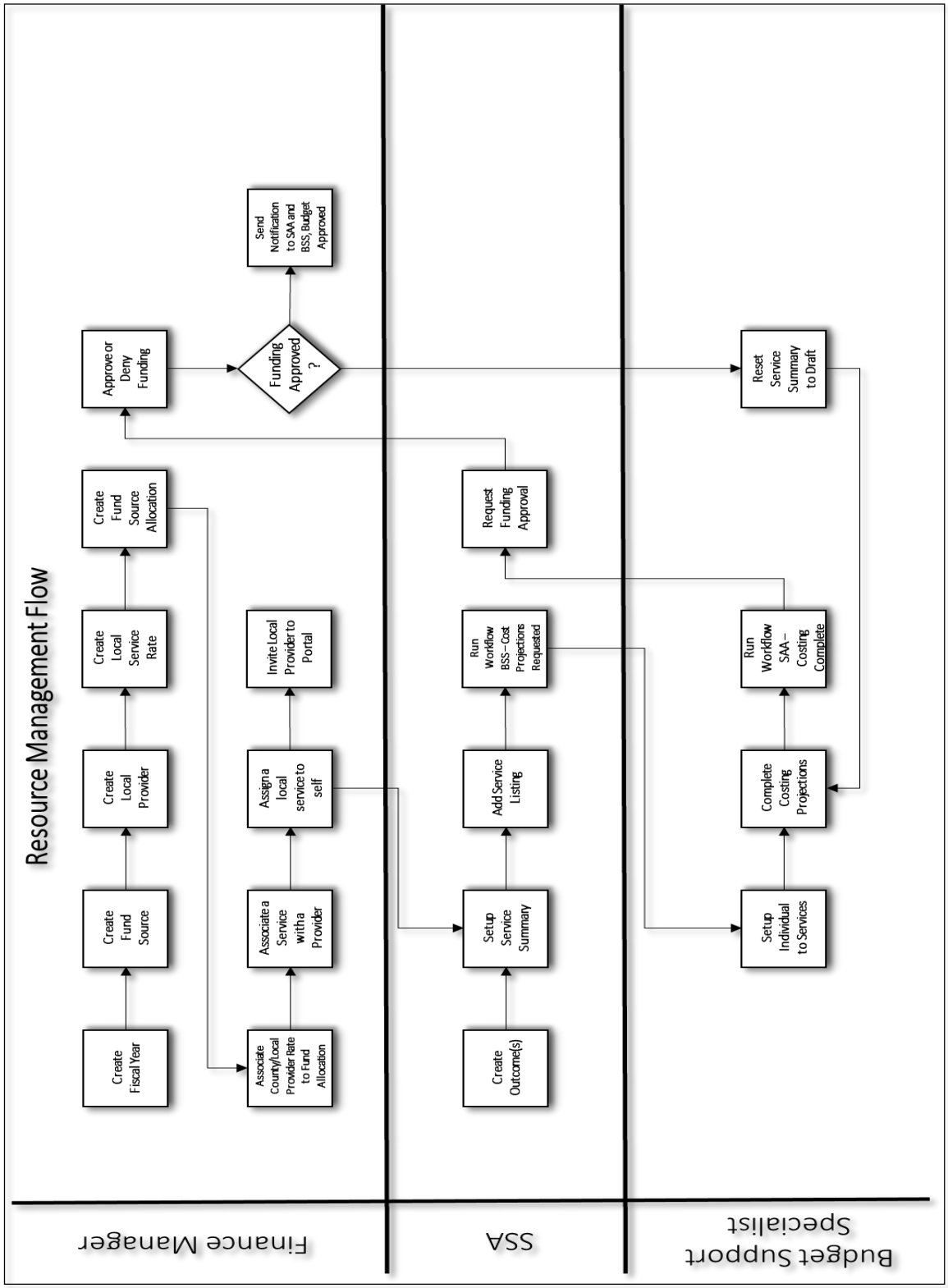


Figure 56 – Assigning User Roles

Appendix

Resource Management flow Diagram


Resource Management Flow
Finance Manager
SSA
Budget Support Specialist
Create Fiscal Year
Create Fund Source
Create Local Provider
Create Local Service Rate
Create Fund Source Allocation
Approve or Deny Funding
Funding Approved ?
Send Notification to SAA and BSS, Budget Approved
Associate County/Local Provider Rate to Fund Allocation
Associate a Service with a Provider
Assign a local service to self
Invite Local Provider to Portal
Create Outcome(s)
Setup Service Summary
Add Service Listing
Run Workflow BSS-Cost Projections Requested
Request Funding Approval
Setup Individual to Services
Complete Costing Projections
Run Workflow SAA-Costing Complete
Reset Service Summary to Draft