



Allegheny County Department of Human Services Helpful Resources

Fiscal Enterprise FAQs

Pilot Provider Program Funded Demo – December 2016

Last updated on December 30, 2016

Q: How will the providers know when the fiscal and program staff update the budget?

A: We will work on a notification system or a solution to ensure providers stay informed on any changes program staff/fiscal make to their budget.

Q: If we go into MPER for a non program funded contract, is the process going to change?

A: Fee for Service related processes stays the same however there will be changes to the program funded processes.

Q: Is the note/comments field read only once something has been submitted?

A: The note/comments field is for any additional information when approving or submitting changes. Once a note is submitted, its non-editable but additional notes can be added as other changes/updates are made.

Q: Are they are dates on the page which lists all the contracts? Is it possible to add dates this screen, without expanding contracts? Can we also have the project number on this screen?

A: Currently when you expand a contract, you can see dates for those contracts. We can work on a solution to include contract dates and project numbers.

Q: Do you have budgets at a service level or can you have a budget on a group of services?

A: It depends on how your allocations are setup, if you setup allocations by service then budgets will be by service.

Q: Whats the difference between contract ID and contract number?

A: Contract ID is the MPER ID and the contract number is the county assigned contract number.

Q: Is budget template assignment to allocation acutally the first step?

A: There are preliminary internal DHS steps which need to happen before the budget template is assigned.

Q: There are times when a budget needs to be modified or times when funding needs to be increased or decreased?

A: For allocation/contract changes, a contract modification maybe required but for changes within the object of expenses, a re-budget is needed which may not require a contract modification.

Q: Are program/fiscal staff are required to approve all re-budgets?

A: It depends on how budget templates are setup. If the applied budget template has this option set to 'No Approval Required' then the system will not prompt program/fiscal staff for approvals on re-budgets.

Q: For program there is a list of program ppl for approval but there is no choice for fiscal?

A: The fiscal leads are hardcoded in the fiscal enterprise system so it automatically picks the right fiscal leads based on program office, contract and provider.

Q: Are there error messages or checks in place for the required information?

A: There are error messages and check in place to ensure we mitigate all user errors.

Q: Can you provide more detail on the person detail submission process in the enterprise solution?

A: There are options in the system to allow providers for submitting person detail information or the number of people. There is also an option for scenarios where person detail information cannot be collected.

Q: How is the person details information collected/uploaded? How will the providers be able to pull person information from different systems?

A: On the invoice submission section, there is an option at the bottom of the screen where users can upload additional person/invoice related information. The fiscal enterprise solution is designed to import person detail information from other internal/external systems where providers maybe entering person information.

Q: The planned go-live for the budget builder solution?

A: February 28, 2017.

Q: Those providers who have Fee for Service and program funded, will they need to submit separate invoices?

A: Yes, but down the road we will have one invoice per provider per contract.

All Provider Meeting -December 2016

Last updated on December 20, 2016

Q: So with this implementation; what training will be required; and will the CIPS & KIDS system be our continued invoicing options?

A: With this implementation, the KIDS and CIPS system will continue to be the invoicing options for Fee for Service claims for CYF and MH/EI. There will be training provided primarily for program funded providers to help them with filling out the budgets, generating invoices and changes (if required) to their contract for the 2017/18 fiscal year. If as a provider you provide services which are both program funded and fee based, then you may need to use both the CIPS/KIDS plus Master Provider Enterprise Repository (MPER).

Q: Can you let me know how this new process affects what we do through the KIDS program?

A: There will be no change in the way you document claims in the KIDS system due to the implementation of the Fiscal Enterprise. The Enterprise will allow for all claims to be stored in one location with the ultimate goal of producing one consolidated claim for each provider each month.

Q: Please confirm that we will be able to save work in progress before final submission of the budget. Thanks!

A: Yes, you can save your work in the budget builder solution before the final submission as many times as you like.

Q: How does the "one single invoice" affect providers that bill weekly?

A: You will continue to submit claims as you presently do now but, these claims will be processed once a month and will produce a consolidated invoice containing all of the "weekly" claims.

Q: How would we handle the backup that supports the invoices?

A: There are options in the program funded solution, especially the budget builder component to assign a backup resource for tasks. The solution will also provide you with an option to upload additional documents for invoices like receipts, person detail, etc.

Q: Where will the invoices for Concrete goods for submitted; or will it stay the same?

A: Concrete goods invoice submission and process will remain the same at least through FY 2017/18.

Q: Will person information be carried over from month to month?

A: All person information that is captured currently in supporting systems (ALDA, CIPS, KIDS, SAMS, Promise, HCSIS, PBPS and others) will interface with the Fiscal Enterprise.

Q: Will ID and ALDA services be brought over to this application.

A: Yes, you will continue to document claims in ALDA and Promise. These claims are reported through CIPS, which will be integrated into the new Fiscal Enterprise. The Enterprise will allow for all claims to be stored in one location with the ultimate goal of producing one consolidated claim for each provider each month.

Q: Those who are currently using the KIDS system, will we continue to use the KIDS system come June 30 or will we have to start using MPER?

A: Fee based service providers who are using the KIDS system currently will continue to do so, as that business process is not changing. Program funded service providers will need to start using MPER after June 30th 2017.

Q: Will AAA people be paid monthly now instead of quarterly?

A: The AAA invoices will now be paid monthly. You can submit invoices weekly or at other time intervals but from DHS they will be paid on a set date monthly.

Q: 1) As a provider with CYF fee for service thru KIDS where we currently do not provide a budget, will a budget be required under this change? If yes, will this need to be done for 2017/18?

2) When will KIDS no longer be the source for invoicing for CYF?

A: Only program funded services or programs will be required to submit a budget. There will be no change in the way you document claims in the KIDS system due to the implementation of the Fiscal Enterprise. The Enterprise will allow for all claims to be stored in one location with the ultimate goal of producing one consolidated claim for each provider each month.

Q: Our organization runs multiple programs: homeless-& shelter/youth programs. Would all of these programs be on the same (single) invoice?

A: When the single invoice solution is complete (scheduled for fiscal year 2018/19), All programs providing services for any program office will have claims detailed on a single invoice. In the new fiscal enterprise system there will be one invoice per contract for each provider every month for all program funded claims.

Q: We get paid automatically for our Treatment Foster Care program. Will we need to start submitting invoices going forward?

A: There will be no change in the way you document claims in the KIDS system due to the implementation of the Fiscal Enterprise. KIDS will continue to produce an invoice from the documentation in KIDS.

Q: Will Office 365 work?

A: Yes, there should be no impact to Office 365 and it will work.

Q: Do we know when Microsoft Office 2013 is going away?

A: We cannot confirm at this point in time but Microsoft has tentatively announced that Microsoft will end support for Office 2013 by April 11, 2018.

Q: Will budgeting and invoicing remain unchanged if you are not an AAA or Alliance Fee for Service provider?

A: Budgeting and invoicing will not change for 'Fee for Service' providers if they are not working with AAA. Providers working through Alliance will need to check with Alliance staff to confirm. Program funded providers will changes with the introduction of an electronic solution for budgeting and invoicing.

Q: Will the CSBG budget for 2017-18 be done on the new platform?

A: Yes, any program funded service or program will be required to submit budgets through the new Fiscal Enterprise. The only significant change you will see is that the budget will be submitted through the Enterprise instead of on an excel spreadsheet. The format and objects of expense may vary slightly from the present process.

Q: Is there a more specific date in January being considered for the All Provider Meeting? It would be helpful to know this so that we can hold the time in our schedules or adjust our commitments if needed to accommodate the meeting.

A: We are currently working on that date and should be able to provide a two-week notice before scheduling the next meeting.

Q: As a provider working with the R/Client software with the Alliance, will we need to change anything with our process?

A: As a provider working with Alliance, you may need to check with Alliance staff to confirm that. On the DHS end, there should be no change.

Q: Will any of these new changes affect Fee For Service Non Placement programs in any way?

A: There will be no change in the way you document claims in the KIDS system due to the implementation of the Fiscal Enterprise. KIDS will continue to produce an invoice from the documentation in KIDS.

Q: Just for clarity - What is the difference between fees for services vs. program funded?

A: Fee for Service will be an allocation in your contract that specifies a rate per unit. A unit can be quarter-hour, daily, each, event, etc.) Program funded services or programs will only specify a total dollar amount. Program funded services or programs will require a budget (as they do currently) and invoices are submitted against those budgets.

Q: For program funded budgets we often have line items that are "under spent" during the year. We may spend more on supplies than budgeted because vehicle maintenance dollars remain at year end. Can we continue this practice?

A: Yes. However, the system will prompt you to submit a re-budget that will be reviewed and approved by County Staff. Ultimately, total final expenditures for the year will be equal to or less than your final budget (with approved re-budgets included).

Q: Will our current KIDS access information stay the same if we need to log into MPER, or will we need to contact someone from Allegheny to gain access to MPER? If so, who do we contact?

A: All providers should have a point of contact that has MPER access today. If you need additional staff to have MPER access or remove access for someone, please email us.