CMA

HANDS

Arizona Department of Health Services

Bureau of Nutrition and Physical Activity

HANDS WIC System

Detailed Functional Design Document

Local Agency Profile

March 2, 2015

Version 1.1

Table of Contents

REVISION HISTORY

The chart below indicates revisions made to this document:

Version	Name	Brief Description of Change	Published
1.0	Heather Purdy	Initial Draft	11-18-2014
1.1	David Reisinger	Minor Revisions	1-20-2015

1 LOCAL AGENCY PROFILE

The principle behind the Local Agency Profile Tab in the Finance Module of HANDS is to enable a centralized location for users with specified roles to have access to Local Agency budget, expenditure, caseload, and participation data. Additionally, it offers a standardized location for data entry of various mandatory financial management summaries and reports as required annually. The Local Agency Profile section in HANDS consists of the following subsections:

- Local Agency Budget and Total Expenditures Profile
- Local Agency Caseload Assignments Profile
- Local Agency WIC Cost Summary Profile

Users without the specified roles will not have access to these screens in this module.

2 LOCAL AGENCY BUDGET

On this screen, users with the specified role are able to select the FFY and Local Agency in order to create or access a Local Agency profile. The Reporting Period will display from the corresponding FFY, and the user will then enter the Contract # and Purchase Order Details specific to the individual Local Agency. Account Classifications will be selected from the NSA Account Classification base table. Approved Budget & Expenditure data will be manually entered and saved by Local Agency therefore building each Local Agency's Budget & Expenditures Profile.

This screen will auto populate the Account Classifications from the NSA Accounts Classifications base table entries for the appropriate fiscal year. Some examples of base table Account Classification selections that the State Agency would include are Personnel, ERE, Professional & outside Services, Occupancy Expenses, etc.

Because there is no linkage from the State Agency financial system, CER's, and/or HANDS, it will be the responsibility of the user with a specific role to ensure that Account Classification and the Total Approved Budget details match the Agency contract documents.

Navigation Path: Finance Module/Local Agency Profile/ Local Agency Budget

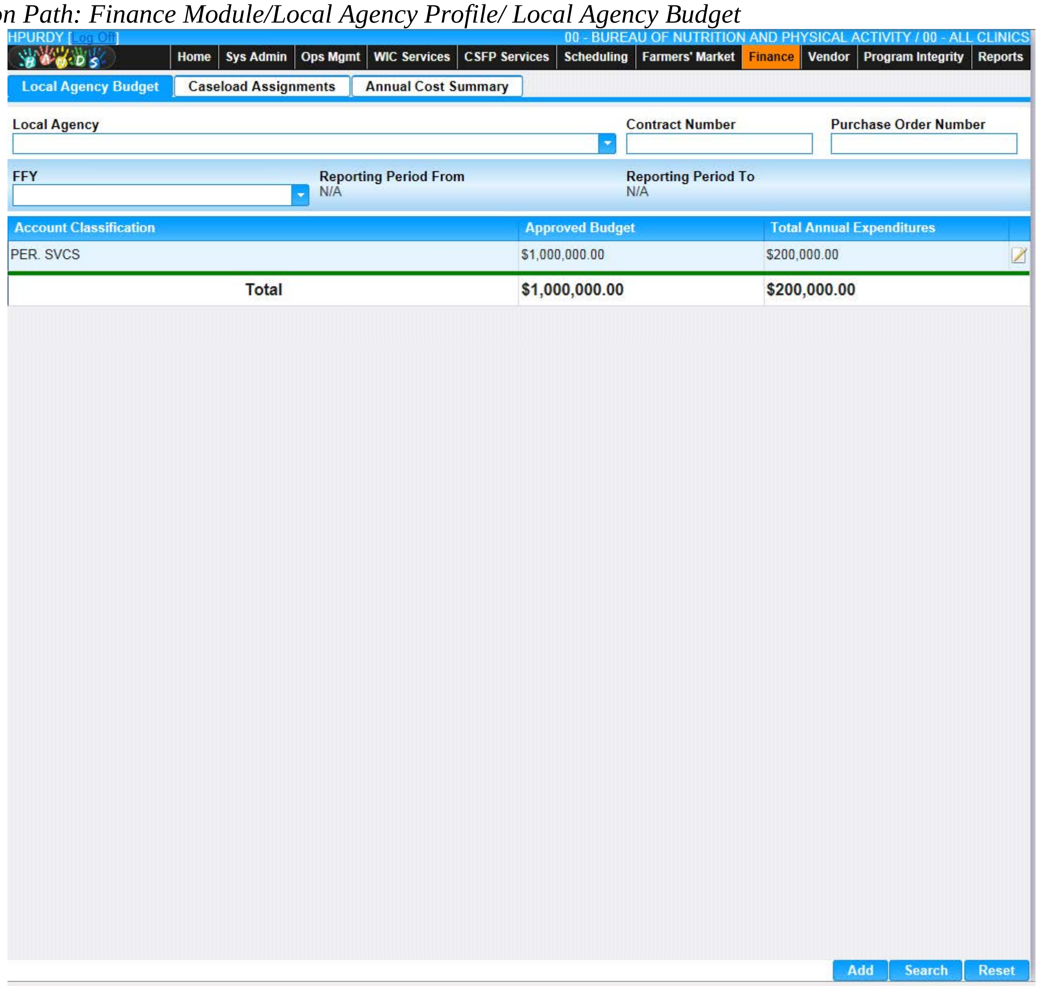

Figure 1: Local Agency Budget

Fields:

- **Search Fields:**
  - **Local Agency-** Drop down list to select Local Agency. This field is optional.
  - **Contract Number-** Search by Contract number. This field is optional.
  - **Purchase Order Number-** Search by Purchase Order Number. This field is optional.
  - **FFY-** Drop down list to select FFY of Budget. This field is optional.
  - **Reporting Period From and Reporting Period to-** Auto populates with the selection of FFY. This is the FFY start Date.
  - **Reporting Period to-** Auto Populates with the selection of FFY. This is the FFY End date.
- **Fields in Grid:**
  - **Account Classification-** The subject matter that the funds are being spent on. This field is display only.
  - **Approved Budget-** The approved budget amount for the specific Local Agency and FFY. This field is display only.
  - **Total Annual Expenditures-** The amount that was spent for the year. This field is display only.
  - **Total-** Totals all entries for approved Budget and total Annual Expenditures. This field is display only.

Buttons:

- **Add-** Press this button to create a budget for Local Agency
- **Search-** Press this button to search for a budget using selected Criteria

Note: By hitting Search without selecting a Local Agency from dropdown, all budget records for all Agencies will populate.

- **Reset-** Press this button to undo any search results. Page returns to original State.

Calculation(s): None

Background Processes: None

2.1 ADDING A NEW BUDGET

This page is used for adding a new budget for a specific Local Agency. A user with a specific role will select the FFY and the desired Local Agency along with the contract details for the Local Agency Budget.

A user with a specific role will enter the individual Local Agency Contract Number and Purchase Order details into the system along with each Agency's approved Budget by Account Classification. Because Contract number and Purchase order details might not be readily available when the user is entering budget data, the Contract Number and Purchase Order fields will be optional. The User will be responsible for completing these fields when data becomes available. This will be saved to each Local Agency's budget page.

Navigation Path: Finance Module/Local Agency Profile/ Local Agency Budget/Add

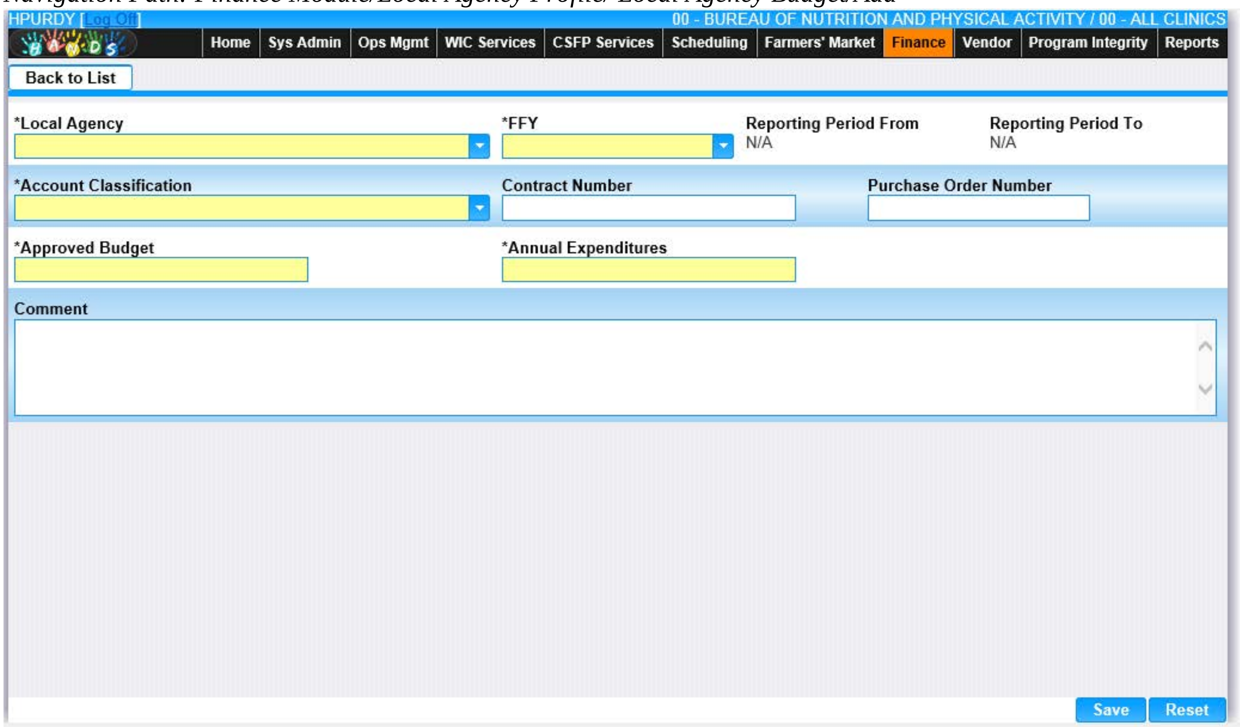

Figure 2: Adding a new Local Agency Budget

Fields:

- **Local Agency-** Dropdown to select a Local Agency. This field is Mandatory
- **FFY-** Dropdown to select the Fiscal Year which the budget is for. This field is Mandatory.
- **Reporting Period From-** The Month and Year the selected FFY starts. Auto populates upon selection of FFY.
- **Reporting Period To-** The Month and Year the selected FFY ends. Auto populates upon selection of FFY.
- **Account Classification-** Drop down to select the subject matter that the funds are being spent on. This field is Mandatory.
- **Contract Number-** The document number of the agreed upon budget. This field is optional.

- **Purchase Order Number-** The number of written authorization requesting a vendor to furnish goods to purchaser. This field is optional.
- **Approved Budget-** The approved budget amount for the specific Local Agency and FFY. This field is Mandatory
- **Annual Expenditures-** The amount that was spent for the year. This field is Mandatory.
- **Comment-** Users may enter comments as needed about their Local Agency regarding profile details. This field is optional.

Buttons:

- **Save-** Press this button to save data entered into the screen.
- **Reset-** Press this button to undo any modifications made to page.
- **Back To List-** Press this button to return to the previous screen.

Note: Once a record is added, it cannot be deleted

Calculation(s): None

Background Processes:

- The data entered by the user with a specific (add) role (generally a State Agency user) will be made available to users with the view role immediately.

2.2 EDITING A BUDGET

A user with a specific role will be able to edit (update) the fields with budget changes throughout the year as specified by the State Agency.

A user with a specific role may edit the displayed information if variances between different Local Agency details exist from what was entered in the base table. All fields can be edited.

Navigation Path: Finance/ Local Agency Profile/ Local Agency Budget/ Edit record

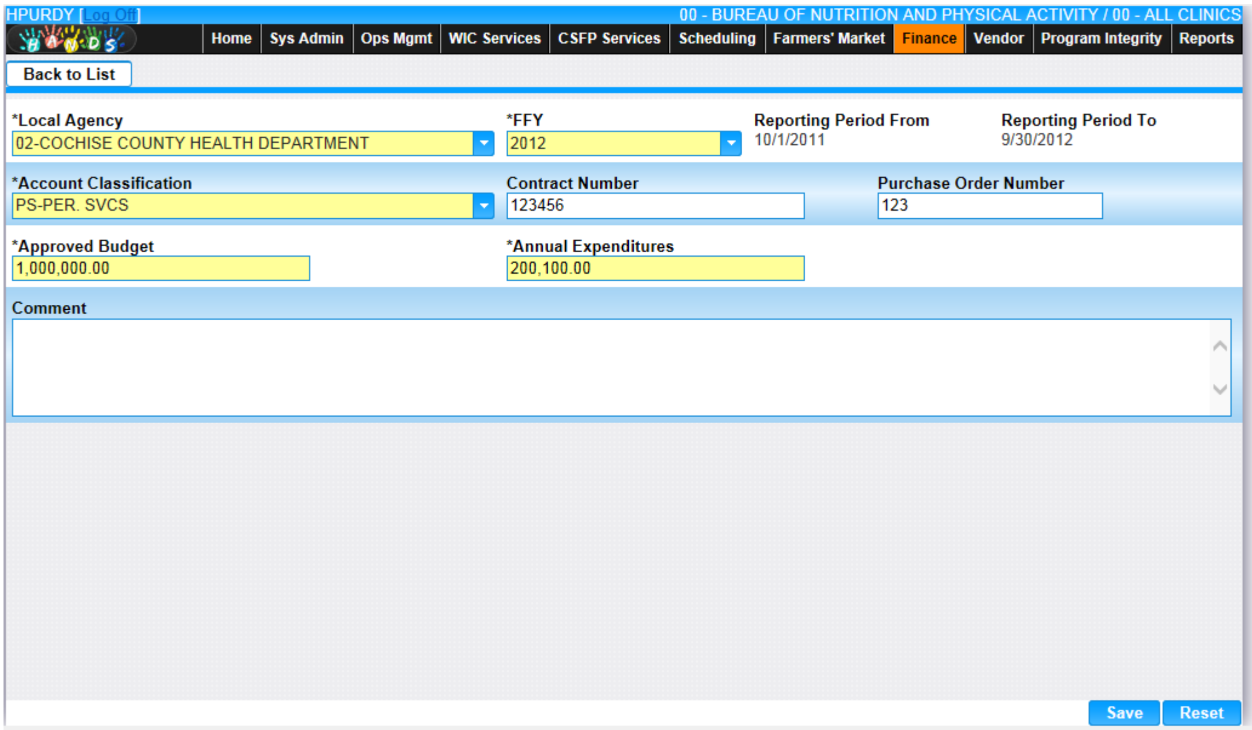

Figure 3: Editing Local Agency Budget

Fields:

- **Local Agency-** Dropdown to select a Local Agency. This field is Mandatory
- **FFY-** Dropdown to select the Fiscal Year which the budget is for. This field is Mandatory.
- **Reporting Period From-** The Month and Year the selected FFY starts. Auto populates upon selection of FFY.
- **Reporting Period To-** The Month and Year the selected FFY ends. Auto populates upon selection of FFY.
- **Account Classification-** Drop down to select the subject matter that the funds are being spent on. This field is Mandatory.
- **Contract Number-** The document number of the agreed upon budget. This field is optional.
- **Purchase Order Number-** The number of written authorization requesting a vendor to furnish goods to purchaser. This field is optional.

- **Approved Budget-** The approved budget amount for the specific Local Agency and FFY. This field is Mandatory
- **Annual Expenditures-** The amount that was spent for the year. This field is Mandatory.
- **Comment-** Users may enter comments as needed about their Local Agency regarding profile details. This field is optional.

Buttons:

- **Save-** Press this button to save new record.
- **Reset-** Press this button to undo any modifications made to page.
- **Back To List-** Press this button to return to the previous

3 CASELOAD ASSIGNMENTS

The Caseload Assignment Page is used for amending the Caseload for a specific Agency and for a specific Federal Fiscal Year.

Upon State Agency determination of the assigned Caseloads and the average monthly caseload goals, the user with the specified role will record the Original Caseload details into the HANDS system in the Local Agency Caseload Assignment Profile screen. Throughout the year, the State Agency might decide to adjust the Assigned Caseloads for a specific Local Agency. At this point, the State Agency may enter the newly assigned monthly caseload for all months where it applies. In some instances, the State Agency might make a second Amended Caseload adjustment later in the year. The second Amended Caseload column will work similarly to the first Amended Caseload column. At this point, the State Agency may enter the newly assigned monthly caseload for all remaining months where it applies. However, only one (1) single caseload entry per month is allowed, so each time an amended caseload figure is entered in the next column, it overrides the previous figures for that same month.

Policy reminder: The State Agency uses a centralized caseload allocation process. The State Agency determines caseloads for Local Agencies using a variety of factors as a manual management process. Therefore, a system-generated formula for automatically assigning individual Local Agency caseloads is not incorporated in HANDS**.** All fields in Grid are editable on page.

The system will calculate the YTD Assigned Column totals as follows:

	Column 1	Column 2		Column 3	
	Original Assigned Caseload	Amended Caseload	Amended Date	Amended Caseload	Amended Date
October	500				
November	500				
December	500				
January	500	600	01/01/20XX		
February	500	600	01/01/20XX		
March	500	600	01/01/20XX		
April	500	600	01/01/20XX		
May	500	600	01/01/20XX		
June	500	600	01/01/20XX		
July	500	600	01/01/20XX	750	7/1/20XX
August	500	600	01/01/20XX	750	7/1/20XX
September	500	600	01/01/20XX	750	7/1/20XX
YTD Assigned	6000	6900		7350	

(Column 1) Original Assigned Caseload_YTD Total: Sum of Column 1 (Oct-September)
(Column 2): (First) Amended Caseload Column _YTD Assigned Total: Sum of Column 1 (Oct-Dec) plus (+) Sum of Column 2 (Jan-Sept)
(Column 3) (Second) Amended Caseload Column_YTD Assigned Total: Sum of Column 1 (Oct-Dec) plus (+) Sum of Column 2 (Jan-June) plus (+) Sum of Column 3 (July-Sept)

Figure 4: Calculation of Caseload

Navigation Path: Finance/ Local Agency Profile/ Caseload Assignments

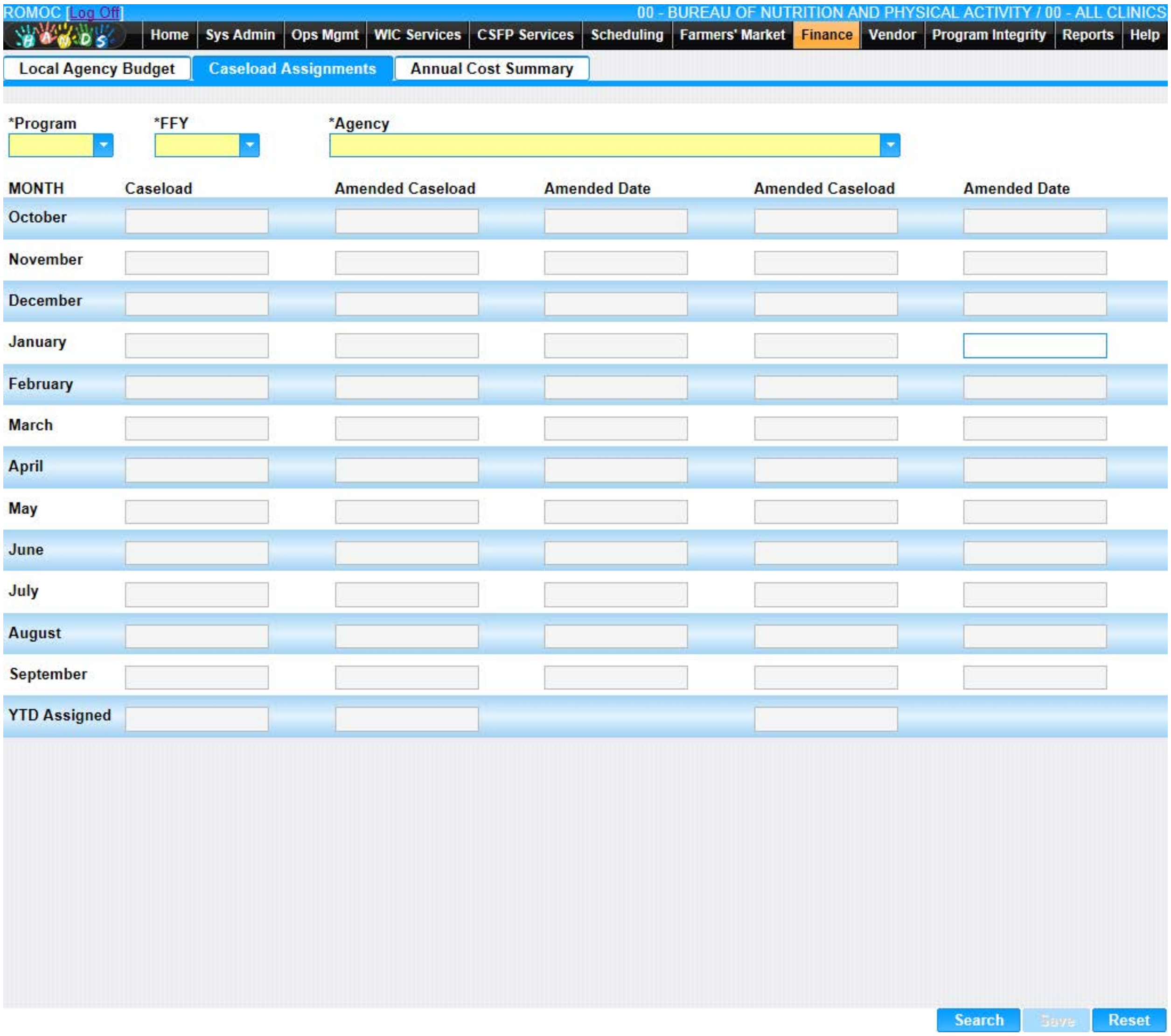

Figure 5: Caseload Assignments

Fields:

- **Search Fields:**
  - **Program-** Dropdown list to select the program: WIC or CSFP. This field is Mandatory
  - **FFY-** Dropdown to select the Federal Fiscal Year for Caseload Assignment. This field is Mandatory.
  - **Agency-** Dropdown to select the Local Agency that the Caseload Assignment pertains to. This field is Mandatory.
- **Fields in Grid:**
  - **Month-**The Month that the Caseload Assignment pertains to. This field is display only.
  - **Caseload- Not editable until a successful Search has been performed.**
  - **Amended Caseload- Not editable until a successful Search has been performed.**
  - **Amended Date- Not editable until a successful Search has been performed.**

- **Amended Caseload- Not editable until a successful Search has been performed.**
- **Amended Date- Not editable until a successful Search has been performed.**
- **YTD Assigned- Blank until a successful Search has been performed.**

Buttons:

- **Search-** Press this button to search for selected Local Agency and FFY’s Caseload.
- **Save-** Press this button to save changes to Record.
- **Reset-** Press this button to undo any modifications made to page.

Calculation(s):

- **See Figure 4 for Calculation of Amended Caseload**

Background Processes: None.

3.1 CASELOAD ASSIGNMENT FOR A SPECIFIC LOCAL AGENCY

By pressing Search after selecting a Program, FFY, and a Specific Agency. The Caseload Data for that Specific Agency Populates.

Navigation Path: Finance/ Local Agency Profile/ Caseload Assignments/Search Results

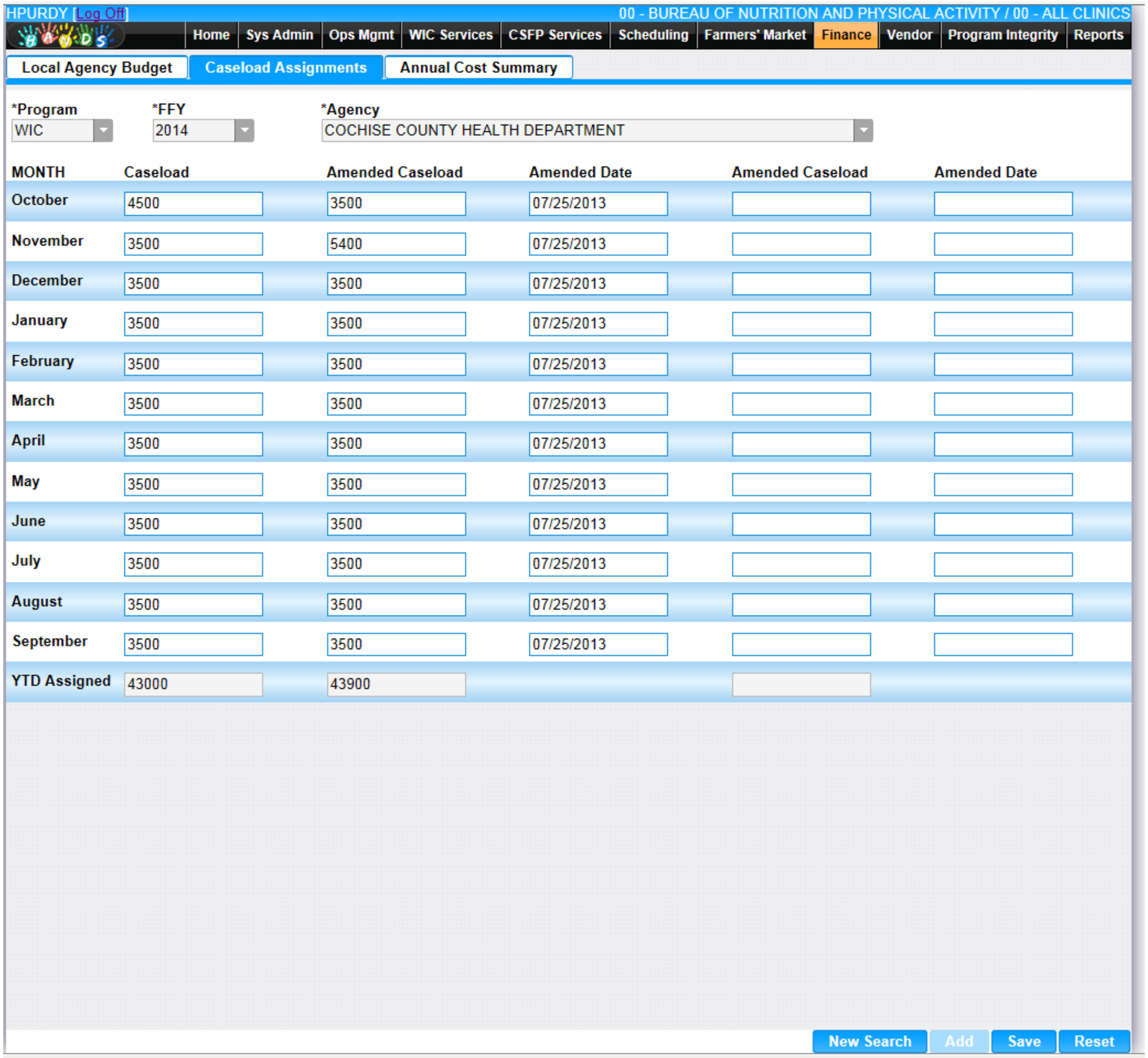

Figure 5: Search Results for a Specific Local Agency's Caseload

Fields:

- **Search Fields:**
  - **Program-** Dropdown list to select the program: WIC or CSFP. This field is Display only.
  - **FFY-** Dropdown to select the Federal Fiscal Year for Caseload Assignment. This field is display only.

    - **Agency-** Dropdown to select the Local Agency that the Caseload Assignment pertains to. This field is display only.
- **Fields in Grid:**
    - **Month-**The Month that the Caseload Assignment pertains to. This field is display only.
    - **Caseload-**The Caseload total assigned for specific Local Agency. This Field is Optional
    - **Amended Caseload-** The adjusted monthly caseload figure assigned to Local Agency. This field is optional.
    - **Amended Date-** The date that the user enters a first Amended Caseload. This field is Mandatory when an Amended Caseload is entered.
    - **Amended Caseload-** The second amended monthly caseload figure assigned to the Local Agency. This field is optional.
    - **Amended Date-** The date the user enters a second Amended Caseload. This field is Mandatory when a second Amended Caseload is entered.
    - **YTD Assigned-** The sum of the most recent caseload assigned value for all months. The Assigned Caseload value is overridden by Amended Caseload (1) if present, which is overridden by Amended Caseload(2) if present. This field is display only.

Buttons:

- **New Search-** Press this button to perform a new search for a new Local Agency and FFY's Caseload.
- **Save-** Press this button to save changes to Record.
- **Reset-** Press this button to undo any modifications made to page.

Calculation(s): None

Background Processes: None

4 ANNUAL COST SUMMARY

The Annual Cost Summary page is for each Local Agency and FFY.

A user with the specified role (likely a State Agency user) will manually enter and save the total expenditures by each classification and cost category in each individual Local Agency's WIC Cost Summary screen at the end of the program year.
The user with a specific role will have the ability to edit a previously saved Annual Cost Summary expenditure entry. Any new data entered and saved will override previous entries.

Navigation Path: Finance/ Local Agency Profile/ Annual Cost Summary

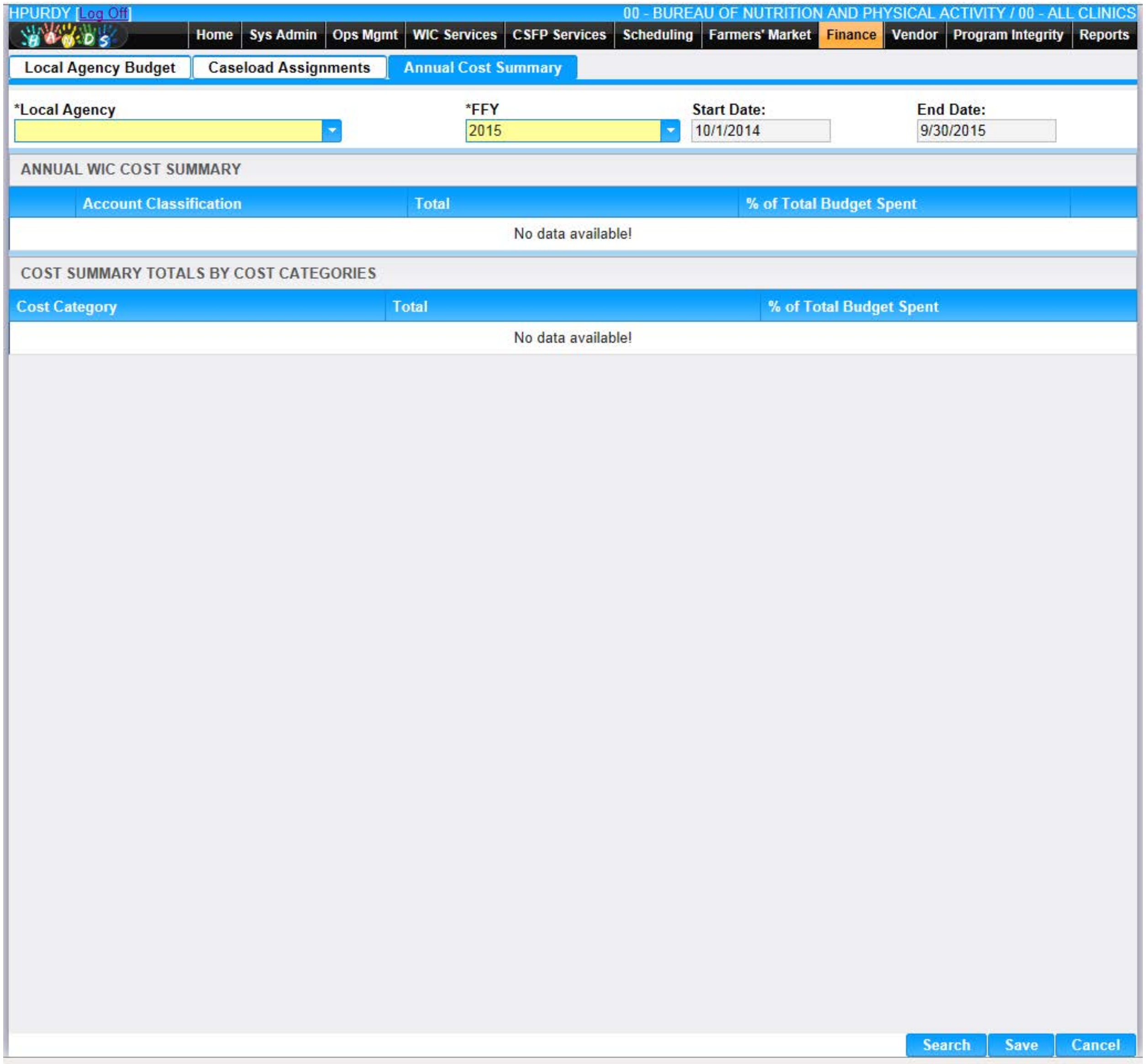

Figure 6: Annual Cost Summary

Fields:

- **Search Fields:**
  - **Local Agency-** Dropdown to select which Local Agency to view the WIC Cost Summary for. This field is Mandatory.
  - **FFY-** Defaults to Current Year. Dropdown to select the Fiscal Year of the WIC Cost Summary. This field is Mandatory.
  - **Start Date-**The Month and Year the selected FFY starts. Auto populates upon selection of FFY. This field is display only.
  - **End Date-**The Month and Year the selected FFY starts. Auto populates upon selection of FFY. This field is display only.
- **Fields in Grid for Annual WIC Cost Summary:**
  - **Account Classification-** Auto-populated from the Local Agency Budget page when adding a budget for the Local Agency for the FFY. This field is display only.
  - **Total-** The system totals the number of dollars spent on each individual Account Classification activity in that Local Agency for the Fiscal Year shown. This field is display only.
  - **% of Total Budget Spent-** The calculated percentage of the total budget spent for the FFY. This Field is display only.
- **Fields in Grid for Cost Summary Totals By Cost Categories**
  - **Cost Category-**The Categories for each Account Classification that funds were spent on for the FFY. This field is display only.
  - **Total-**The Total amount spent for each Cost Category for the selected FFY.
  - **% of Total Budget Spent-** The Calculated percentage of the total budget spent for each Category**.** This field is display only.

Buttons:

- **Search-** Press this button to search for selected Local Agency and FFY’s Annual Cost Summary.
- **Save-** Press this button to save changes to Record.
- **Cancel-** Press this button to undo modifications made to the page. Sets page to original State.

Calculation(s): None

Background Processes: None

4.1 ANNUAL COST SUMMARY FOR A SPECIFIC LOCAL AGENCY

By pressing Search after selecting a Local Agency and FFY, the Annual Cost Summary populates for the Local Agency.

Navigation Path: Finance/ Local Agency Profile/ Annual Cost Summary/Search results

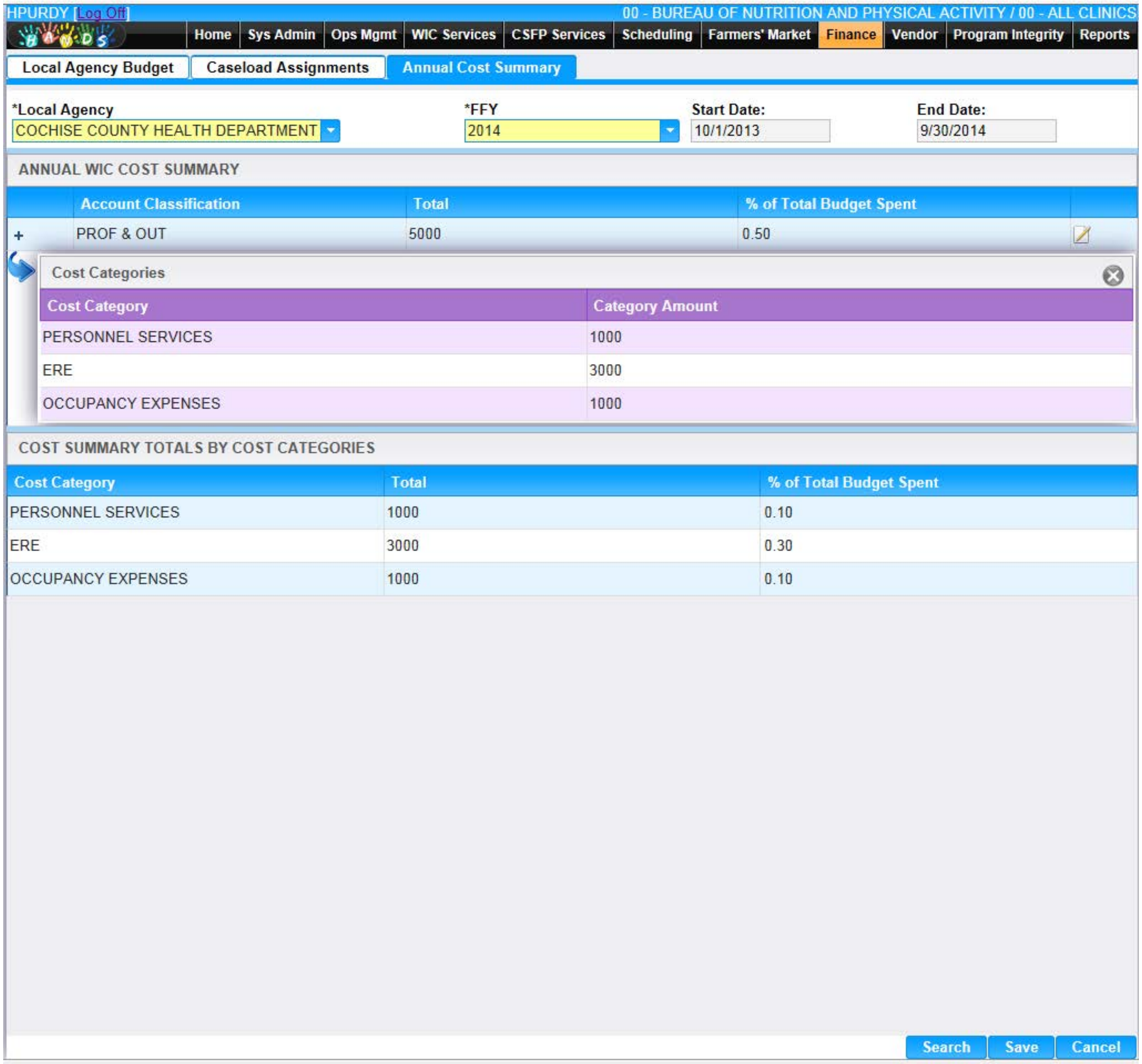

Figure 7: Annual Cost Summary for specified LA

Fields:

- **Search Fields:**
  - **Local Agency-** Dropdown to select which Local Agency to view the WIC Cost Summary for. This field is Mandatory.
  - **FFY-** Defaults to Current Year. Dropdown to select the Fiscal Year of the WIC Cost Summary. This field is Mandatory.

    - **Start Date-**The Month and Year the selected FFY starts. Auto populates upon selection of FFY. This field is display only.
    - **End Date-**The Month and Year the selected FFY starts. Auto populates upon selection of FFY. This field is display only.
- **Fields in Grid for Annual WIC Cost Summary:**
    - **Account Classification-** Auto-populated from the Local Agency Budget page when adding a budget for the Local Agency for the FFY. This field is display only.
    -  **Icon to Expand row-** Lists all Cost Categories for each Account Classification
        - **Cost Category-**The Category that funds were spent on for the FFY. This field is Display only.
        - **Category Amount-** The amount that was spent on Cost Category for the FFY. This field is display only
        - - Press this to Close Expand row Cost Categories grid.
    - **Total-** The system totals the number of dollars spent on each individual Account Classification activity in that Local Agency for the Fiscal Year shown
    - **% of Total Budget Spent-** The calculated percentage of the total budget spent for the FFY. This Field is display only.
    -  **Edit Icon-** Press this to Edit Cost Summary.
- **Fields in Grid for Cost Summary Totals By Cost Categories**
    - **Cost Category-**The Categories for each Account Classification that funds were spent on for the FFY. This field is display only.
    - **Total-**The Total amount spent for each Cost Category for the selected FFY.
    - **% of Total Budget Spent-** The Calculated percentage of the total budget spent for each Category**.** This field is display only.

Buttons:

- **Search-** Press this button to search for selected Local Agency and FFY's Annual Cost Summary.
- **Save-** Press this button to save changes to Record.
- **Cancel-** Press this button to undo any modifications made to the page. Sets page to original State.

Calculation(s): None

Background Processes: None

4.2 EDIT ANNUAL COST SUMMARY

User can edit the amount of funds spent for each Cost Category by pressing the Edit Icon in the Annual WIC Cost Summary Grid.

Navigation Path: Finance/ Local Agency Profile/ Annual Cost Summary/Edit Record

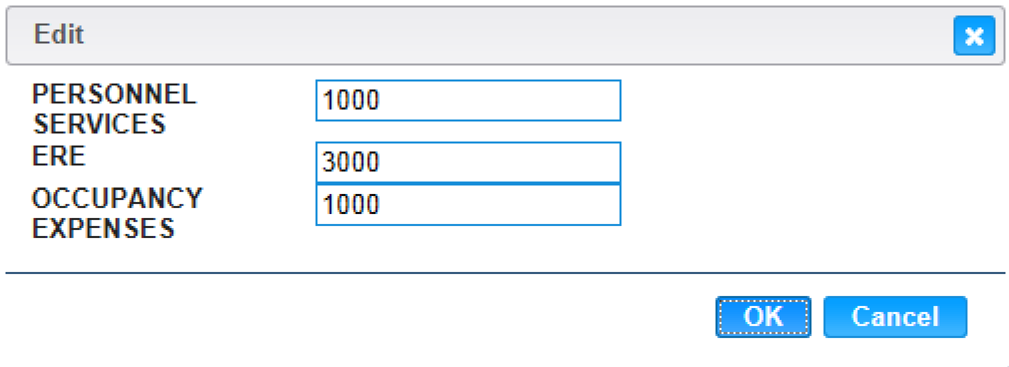

Figure 8: Edit an Annual Cost Summary for specified LA

Fields:

- **Cost Categories for Account Classification-** Input an amount for each individual Cost Category. Amount Fields are editable.

Buttons:

- **Ok-** Press this button to save changes made to Category Amounts for each Cost Category
- **Cancel-** Press this button to undo modifications made to the page. Sets page to original State.

Calculation(s):

- When adding totals for the Cost Categories, the Total of the budget changes and the % of the total spent.

Background Processes: None