Information Systems Group

MFP Training

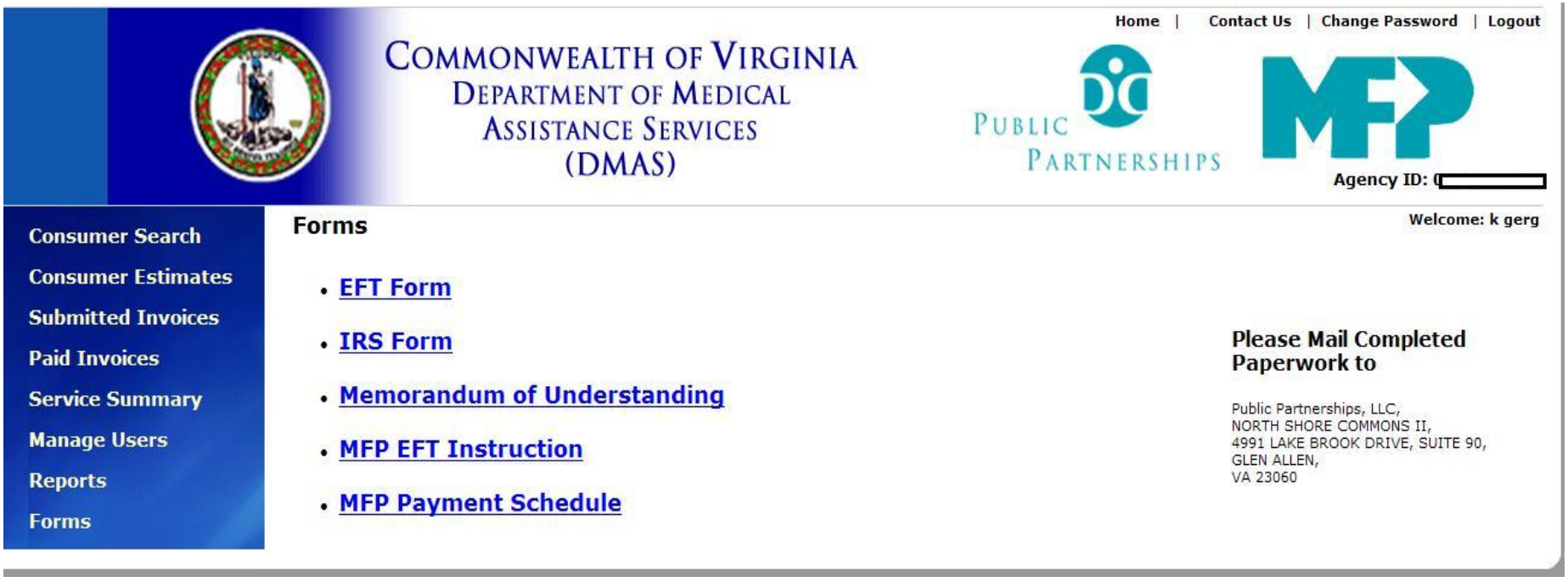
May 2011

PPL

Enrollment Forms

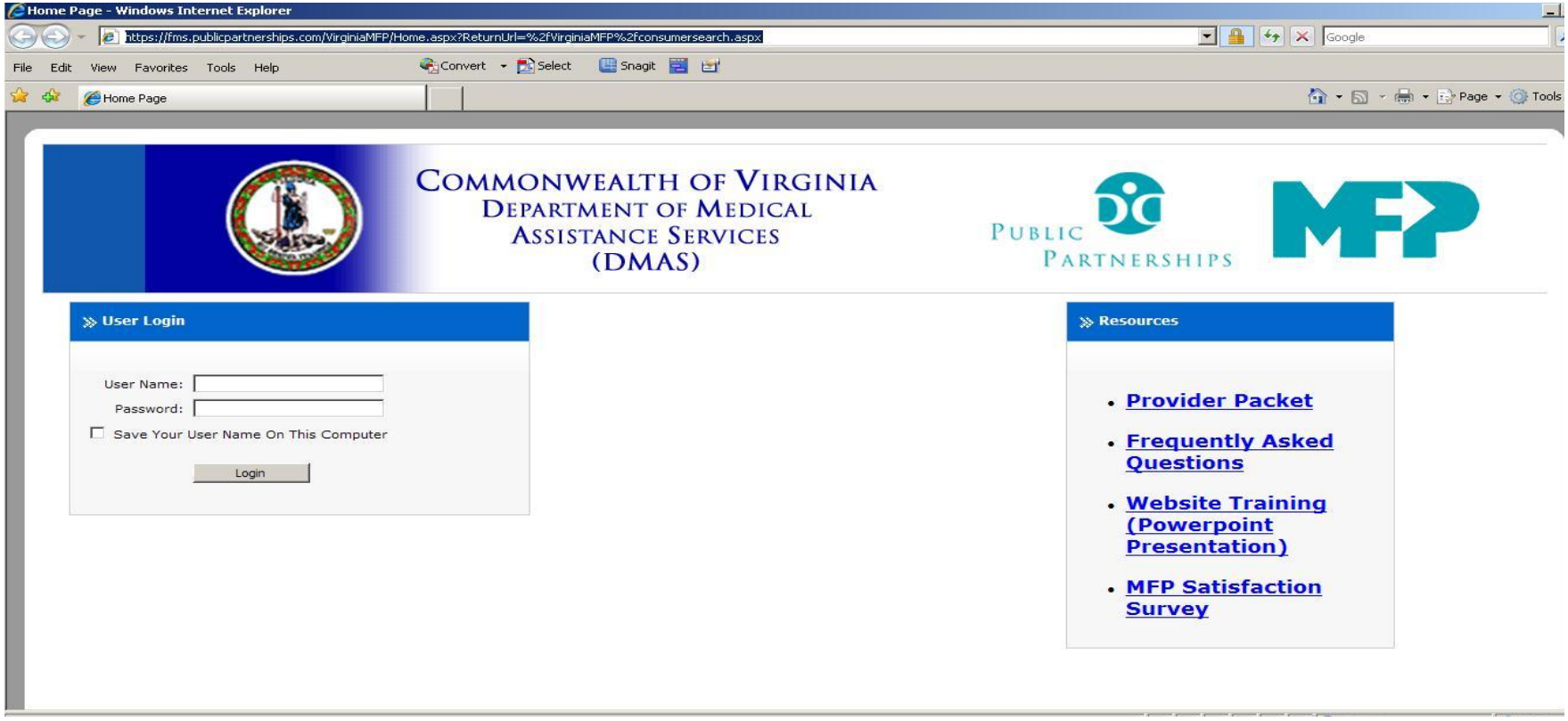
- Memorandum of Understanding
- IRS Form (W-9)

Both of these forms are required for enrollment into MFP website



MFP Portal Landing Page

- URL is https://fms.publicpartnerships.com/VirginiaMFP/Home.aspx
- Username and Password is created by MFP Administrator once agency has completed enrollment packet



Default Page

- **Defaults to consumer search webpage**

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COMMONWEALTH OF VIRGINIA
DEPARTMENT OF MEDICAL ASSISTANCE SERVICES
(DMAS)

PUBLIC PARTNERSHIPS

MFP

Agency ID: 0154630583

- Consumer Search
- Consumer Estimates
- Submitted Invoices
- Paid Invoices
- Service Summary
- Manage Users
- Reports
- Forms

Consumer Search

Welcome: k gerg

To search for a consumer, enter a value in one or more of the fields below. Then click the Search button.
To narrow down your search, enter transition coordinator value in the transition coordinator search field. A drop down list will pop up to assist you.
Enter this value in addition to other search values.

Last Name: _____ First Name: _____

Consumer ID: _____ Social Security No: _____

Transition Coordinator: _____

Search

Search Consumer

- Search parameter choices (suggest using ID#)

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COMMONWEALTH OF VIRGINIA
DEPARTMENT OF MEDICAL ASSISTANCE SERVICES (DMAS)

PUBLIC PARTNERSHIPS

MFP

Agency ID:

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Consumer Search

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To search for a consumer, enter a value in one or more of the fields below. Then click the Search button.
To narrow down your search, enter transition coordinator value in the transition coordinator search field. A drop down list will pop up to assist you.
Enter this value in addition to other search values.

Last Name:
First Name:
Consumer ID:
Social Security No:
Transition Coordinator:

Search

Consumer Search

Consumer Search - Windows Internet Explorer

https://fms.publicpartnerships.com/VirginiaMFP/consumersearch.aspx

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COMMONWEALTH OF VIRGINIA
DEPARTMENT OF MEDICAL
ASSISTANCE SERVICES
(DMAS)

PUBLIC PARTNERSHIPS

MFP

Agency [redacted]

Welcome: [redacted]

- Consumer Search
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Consumer Search

To search for a consumer, enter a value in one or more of the fields below. Then click the Search button.

Last Name: | First Name:

Consumer ID: [redacted] | Social Security No:

Search

The list of consumers that matched your search values are displayed below. Up to 25 consumers are on the list. If you do not see the consumer that you are searching for, modify your search values and then click the Search button again.

First Name	Last Name	Consumer ID	Social Security No	Transition Cordinator Id	Action
[redacted]	B[redacted]	[redacted]			Select Consumer

Once you have selected the consumer, the consumer's invoice information will appear

Estimates - Windows Internet Explorer

https://fms.publicpartnerships.com/VirginiaMFP/estimates.aspx

DEPARTMENT OF MEDICAL ASSISTANCE SERVICES (DMAS)

PUBLIC PARTNERSHIPS

MFP

Agency [redacted]

Welcome: [redacted]

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Estimates For [redacted]

This list contains all the estimates for this consumer. Select New Consumer | Add Estimate

Service	Units	Item Cost	Line Total	Last Modified Date	Note	Status	Action
Security Deposit	1	$2390	$2390	3/24/2011	Deposit on Apartment 8/11/10 Hutcheson The security deposit totals 3 months rent and is based on credit report. Obtaining housing has been difficult due to the bad credit and this was the only arrangement that was approved.	Paid	
Furniture	1	$599.98	$599.98	2/14/2011	Unclaimed Freight - Bed, 2 dressers	Paid	
Household Supplies	1	$254	$254	2/14/2011	Walmart - Furnishings, Bedding	Paid	
Appliances	1	$1118.18	$1118.18	2/14/2011	8/17/10 Sears Refrigerator	Paid	
Basic Clothing	1	$88.07	$88.07	2/14/2011	8/12/10 Youngworld clothing	Paid	
Basic Clothing	1	$14.67	$14.67	2/14/2011	8/10/10 Youngworld clothing	Paid	
Moving Expense	1	$100	$100	2/14/2011	U Haul - 7/29/10	Paid	

	Estimated spending	Invoices submitted	Reimbursed	Money Available for Purchases
Current Totals	$0.00	$0.00	$4,564.90	$0.00

You can view the status of submitted invoices:
Approved=Created Estimate Paid=Created Invoice
Invoiced=Remittance of Check/Reimbursement

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COMMONWEALTH OF VIRGINIA
DEPARTMENT OF MEDICAL
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Agency ID: [redacted]

- Consumer Search
- Consumer Estimates
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- Service Summary
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Welcome: k gerg

Estimates For [redacted] (ID[redacted])

This list contains all the estimates for this consumer. Select New Consumer

Service	Units	Item Cost	Line Total	Last Modified Date	Note	Status
Household Supplies	1	$17.91	$17.91	9/14/2010	jc penny	Paid
Basic Clothing	3	$203.7	$611.1	9/14/2010	Wal Mart	Approved
Household Supplies	2	$76.06	$152.12	9/14/2010	Ross	Approved

	Estimated spending	Invoices submitted	Reimbursed	Money Available for Purchases
Current Totals	$0.00	$0.00	$297.67	$0.00

To create an estimate for reimbursement, you would click on Consumer Estimates and Add Estimates tab would appear

Estimates - Windows Internet Explorer

https://fms.publicpartnerships.com/VirginiaMFP/estimates.aspx

DEPARTMENT OF MEDICAL ASSISTANCE SERVICES (DMAS)

PUBLIC PARTNERSHIPS

Agency [redacted]

Welcome: [redacted]

- Consumer Search
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Estimates For [redacted])

This list contains all the estimates for this consumer. Select New Consumer | Add Estimate

Service	Units	Item Cost	Line Total	Last Modified Date	Note	Status	Action
- Select -	0	$0	$0				Save Cancel
Security Deposit	1	$2390	$2390	3/24/2011	Deposit on Apartment 8/11/10 Hutcheson The security deposit totals 3 months rent and is based on credit report. Obtaining housing has been difficult due to the bad credit and this was the only arrangement that was approved.	Paid	
Furniture	1	$599.98	$599.98	2/14/2011	Unclaimed Freight - Bed, 2 dressers	Paid	
Household Supplies	1	$254	$254	2/14/2011	Walmart - Furnishings, Bedding	Paid	
Appliances	1	$1118.18	$1118.18	2/14/2011	8/17/10 Sears Refrigerator	Paid	
Basic Clothing	1	$88.07	$88.07	2/14/2011	8/12/10 Youngworld clothing	Paid	
Basic Clothing	1	$14.67	$14.67	2/14/2011	8/10/10 Youngworld clothing	Paid	
Moving Expense	1	$100	$100	2/14/2011	U Haul - 7/29/10	Paid	

Estimated spending	Invoices submitted	Reimbursed	Money Available for Purchases

You would then select the appropriate service type and complete the fields: Units, Item Cost, Line Total and Note

Please note- Units are the *receipts used*, not the # of items purchased

Estimates - Windows Internet Explorer

https://fms.publicpartnerships.com/VirginiaMFP/estimates.aspx

COMMONWEALTH OF VIRGINIA
DEPARTMENT OF MEDICAL ASSISTANCE SERVICES (DMAS)

PUBLIC PARTNERSHIPS

MFP

Agency [redacted]

Welcome: [redacted]

- Consumer Search
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Estimates For [redacted]

This list contains all the estimates for this consumer. Select New Consumer | Add Estimate

Service	Units	Item Cost	Line Total	Last Modified Date	Note	Status	Action
Furniture (- Select - / Pest Eradication / Housekeeping Services / Moving Expense / Furniture / Household Supplies / Security Deposit / Appliances / Utility deposit: electric / Utility Deposit: Gas / Utility deposit: heating oil / Utility deposit: basic phone / Utility deposit: water/sewer / Utility deposit: trash removal / Basic Clothing / Identification Card)	1	$50.00	$0		Lamp		Save / Cancel
	1	$2390	$2390	3/24/2011	Deposit on Apartment 8/11/10 Hutcheson The security deposit totals 3 months rent and is based on credit report. Obtaining housing has been difficult due to the bad credit and this was the only arrangement that was approved.	Paid	
	1	$599.98	$599.98	2/14/2011	Unclaimed Freight - Bed, 2 dressers	Paid	
	1	$254	$254	2/14/2011	Walmart - Furnishings, Bedding	Paid	
	1	$1118.18	$1118.18	2/14/2011	8/17/10 Sears Refrigerator	Paid	
Basic Clothing	1	$88.07	$88.07	2/14/2011	8/12/10 Youngworld clothing	Paid	
Basic Clothing	1	$14.67	$14.67	2/14/2011	8/10/10 Youngworld clothing	Paid	
Moving Expense	1	$100	$100	2/14/2011	U Haul - 7/29/10	Paid	

Creating an Invoice

Estimates - Windows Internet Explorer

https://fms.publicpartnerships.com/VirginiaMFP/estimates.aspx

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COMMONWEALTH OF VIRGINIA
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Agency [redacted]

Welcome: [redacted]

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Estimates For [redacted]

This list contains all the estimates for this consumer. Select New Consumer | Add Estimate

Service	Units	Item Cost	Line Total	Last Modified Date	Note	Status	Action
Furniture	1	$50	$50	5/24/2011	Lamp	Approved	Edit Delete Create Invoice
Security Deposit	1	$2390	$2390	3/24/2011	Deposit on Apartment 8/11/10 Hutcheson The security deposit totals 3 months rent and is based on credit report. Obtaining housing has been difficult due to the bad credit and this was the only arrangement that was approved.	Paid	
Furniture	1	$599.98	$599.98	2/14/2011	Unclaimed Freight - Bed, 2 dressers	Paid	
Household Supplies	1	$254	$254	2/14/2011	Walmart - Furnishings, Bedding	Paid	
Appliances	1	$1118.18	$1118.18	2/14/2011	8/17/10 Sears Refrigerator	Paid	
Basic Clothing	1	$88.07	$88.07	2/14/2011	8/12/10 Youngworld clothing	Paid	

Once the invoice has been created, this screen will appear

Submit Invoice - Windows Internet Explorer

https://fms.publicpartnerships.com/VirginiaMFP/invoice.aspx

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COMMONWEALTH OF VIRGINIA
DEPARTMENT OF MEDICAL
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PUBLIC PARTNERSHIPS

MFP

Agency [redacted]

Welcome: [redacted]

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Submit Invoice

To submit an invoice for the selected service and consumer, enter the date of service and review the number of units and the item cost. Then, agree to the Terms And Conditions and click the Submit button.

Consumer Last Name	Consumer First Name	Consumer ID	Date Of Service
			5/24/2011

Service Code	Service Name	Units	Item Cost
0104	Furniture	1	$50

Invoice Total
$50

Terms and Conditions

☐ The agency certifies that the representations made in this invoice are true, accurate and correct and that if any statements are willfully false, the agency may be subject to punishment, including suspension, debarment or disqualification from participating as an agency in State or Federal programs, as well as criminal sanctions, as may be applicable. The agency understands that payment of this invoice will be from Federal and/or State funds and that any falsification or concealment of a material fact may be prosecuted under Federal and State laws.

Submit | Cancel

Exceptions request for invoices

- System will generate a notification email for any estimates over 2k
- DMAS has to approve any single invoice over 2k

From: MFP Consumer Supports Program [mailto:vamfppplfax@pcgus.com]
Sent: Monday, May 16, 2011 2:40 PM
To: [redacted]
Cc: [redacted]
Subject: Exception Request for Utility deposit: electric

Service Referral with ID: [redacted] has been submitted for exception review.

Please click on or cut and paste the following URL for complete details:

https://fms.publicpartnerships.com/VirginiaMFP/ServiceReferralException.aspx?[redacted]

Contact Information:

First Name: [redacted]
Last Name: [redacted]
Phone: [redacted]
E-mail: [redacted]

Justification for Exception Request:

Additional Functions

All of the Paid Invoices for a Consumer can be viewed

Invoice List - Windows Internet Explorer

https://fms.publicpartnerships.com/VirginiaMFP/invoicelist.aspx?ps=p

DEPARTMENT OF MEDICAL ASSISTANCE SERVICES (DMAS)

PUBLIC PARTNERSHIPS

MFP

Agency [redacted]

Welcome: [redacted]

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Paid Invoices For [redacted]

This list contains all the paid invoices for this consumer. Select New Consumer

Service	Units	Item Cost	Line Total	Submitted Date	Status	Check No
Furniture	1.00	$599.98	$599.98	02/16/11	Paid	1224
Household Supplies	1.00	$254.00	$254.00	02/16/11	Paid	1224
Appliances	1.00	$1,118.18	$1,118.18	02/16/11	Paid	1224
Basic Clothing	1.00	$88.07	$88.07	02/16/11	Paid	1224
Basic Clothing	1.00	$14.67	$14.67	02/16/11	Paid	1224
Moving Expense	1.00	$100.00	$100.00	02/16/11	Paid	1224
Security Deposit	1.00	$2,390.00	$2,390.00	03/24/11	Paid	1237

	Estimated spending	Invoices submitted	Reimbursed	Money Available for Purchases
Current Totals	$0.00	$0.00	$4,564.90	$435.10

Service Summary

This screen highlights all of the purchases made

(DMAS) PARTNERSHIPS

Agency ID: [redacted]

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Service Summary For [redacted] (ID#[redacted])

Welcome: k gerg

This summary contains all the estimates and invoices for this consumer by service. Select New Consumer

Service	Estimated spending	Invoices submitted	Reimbursed	Total spending summary
Furniture Show Details	$0.00	$0.00	$2,664.09	$2,664.09
Household Supplies Show Details	$0.00	$0.00	$742.34	$742.34
Security Deposit Show Details	$0.00	$0.00	$551.00	$551.00
Utility deposit: electric Show Details	$180.00	$0.00	$0.00	$180.00
Utility deposit: basic phone Show Details	$0.00	$0.00	$15.74	$15.74
Totals (Authorized spending $5,000.00)	**$180.00**	**$0.00**	**$3,973.17**	**$4,153.17**

Service Summary Detail

For details of the purchases made and status chose *Detail tab*

ASSISTANCE SERVICES (DMAS)

PUBLIC PARTNERSHIPS

Agency ID: [redacted]

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Service Summary For [redacted] (ID#[redacted]1)

Welcome: k gerg

This summary contains all the estimates and invoices for this consumer by service. Select New Consumer

Service	Estimated spending	Invoices submitted	Reimbursed	Total spending summary
Furniture Hide Details 3/28/2011 Estimate $682.43 3/28/2011 Estimate $1,981.66	$0.00	$0.00	$2,664.09	$2,664.09
Household Supplies Show Details	$0.00	$0.00	$742.34	$742.34
Security Deposit Hide Details 3/18/2011 Estimate $96.00 3/18/2011 Estimate $99.00 3/25/2011 Estimate $356.00	$0.00	$0.00	$551.00	$551.00
Utility deposit: electric Show Details	$180.00	$0.00	$0.00	$180.00
Utility deposit: basic phone Show Details	$0.00	$0.00	$15.74	$15.74

Transition Coordinators can also run reports on invoices created and status for all consumers associated with their agency

Virginia Reports - Windows Internet Explorer

https://fms.publicpartnerships.com/VirginiaMFP/VirginiaMFPStatistics.aspx

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MFP

Agency [redacted]

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Reports

Please enter the start date and end date to get the selected category summary

* Start Date: * End Date:

* Report Category:

Status: Service Referrals Created

Get Data | Generate Report

Additional Notes:

•When creating an invoice, TC's should use the receipts from purchases and edit the created invoice and submit

•Estimates should be entered into the website before the authorization end date, estimates cannot be created after the authorization has expired

•After submitting an invoice, funds can be reimbursed up to one year after Date of Service

•It is advised that consumers not make any purchases, TC's should make all purchases and obtain receipts (make a copy of the receipt and attach it with the original)