County New Financial Managers Orientation

WISCONSIN DEPARTMENT OF
CHILDREN AND FAMILIES

New Financial Managers Orientation

- SPARC Portal

- SPARC Website

- SPARC Reports

- Time Studies

- Cost Pools

- SPARC Claim Reviews

- Key Points

- Questions

SPARC Portal

Using SPARC Portal Step by Step

dcfsparc.wisconsin.gov

- Account Set Up
- Create entries
- Submit monthly report
- Verify Submission
- Revising Reports

SPARC Portal

New User Account Set Up

1. Visit DWD Wisconsin Logon Management System (User Acceptance Agreement) and create Username (WIEXT ID) and password that you'll use for SPARC portal: https://accounts.dwd.wisconsin.gov/

2. Fill out the SPARC Authorization Form

   http://dcf.wisconsin.gov/files/forms/doc/5157.docx

3. Submit the form to DCFFinanceGrants@wisconsin.gov

   - Form requires supervisor's signature

4. DCF Finance will email a new user after the SPARC account is set up

   - Current turn around time is 3~5 business days

SPARC Portal

User Account Close Out

1. Fill out the SPARC Authorization Form and submit to DCFFinanceGrants@wisconsin.gov
   - Make sure to check 'Inactivate Access' box on section #8
   - If you don't know WIEXT ID that you want to inactivate, leave it blank
     - DCF will check the username
   - Supervisor signature is required
2. DCF Finance will email supervisor listed on the form when the account is closed

SPARC Portal (https://sparc.wisconsin.gov)

Opening with Internet Explorer?

- Unable to view all content?
  - Change Compatibility View setting
  - Use Chrome (maybe easier if your IT allows you to use)

SPARC Portal

Change the Compatibility View Settings

- Tools\Compatibility View Settings\Change Compatibility View Settings
- If you see anything with wisconsin.gov, it needs to be changed to a more specific website address you wish to run with Compatibility View
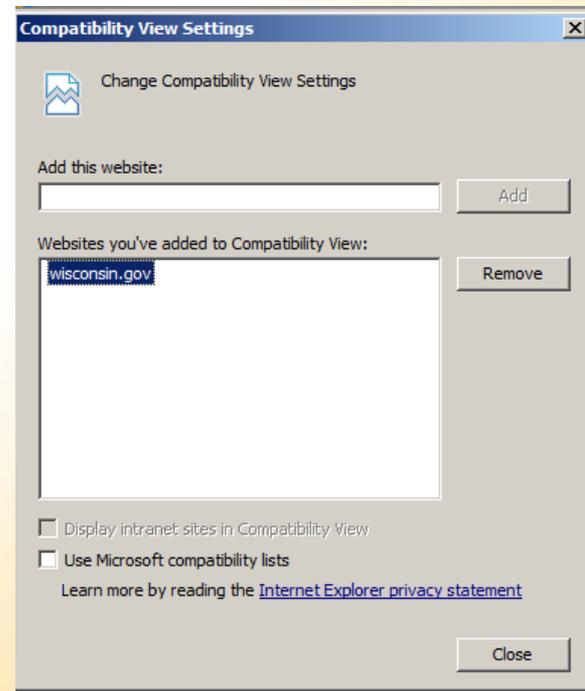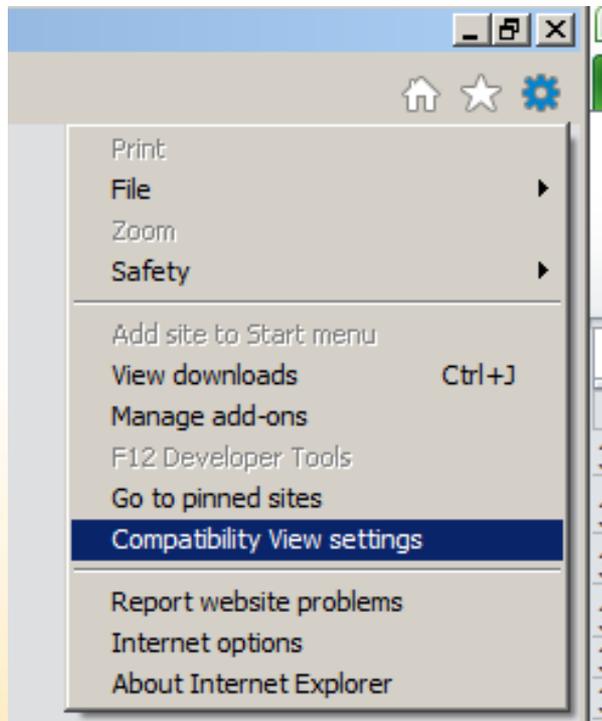
SPARC Portal

Selecting Expense Month, Report Form and Report Criteria

- Select Expense Month
  - Only available months to submit expenses will be shown in the calendar
    - 90 days (or 3 months) to revise the reports
  - Select any month within a quarter to submit Employee Count Report
    - For example, if you want to file Q2 Employee Count Report, you can select April, May, or June
- Select a Form
  - All available forms for your agency are in the drop down list
- Select a Report Criteria
  - If there's only one choice for the report criteria, it will automatically fill in when you select the form

SPARC Portal

Report Submission

- Session remains active for 8 hours
  - Save/Submit report as often as you'd like
    - Data will over-write your last submission
    - Will be able to print as you go
    - All saved expenses will be shown when you open the form again

- Can't find line code on the form?
  - New contracts are entered in SPARC Portal after DCF signs off internally to send out procurement contracts to agencies
  - Contact DCFFinanceGrants@wisconsin.gov if you don't see code in portal

SPARC Portal

Revising Submission

- When the month you need to revise is still available in portal
  - Select month
  - Select form and report criteria
  - Last submitted expenses are already entered
  - Revise the amount to corrected total
  - Hit Save/Submit
- You can still revise even if you received payment
  - SPARC will recalculate the difference and add/subtract difference from the next payment
- When the month you need to revise is not available in portal
  - Revise in the month that is still open in portal
  - If expense needs to be entered in particular month, contact DCFFinanceGrants@wisconsin.gov

SPARC Portal

Verifying your submission

- After submitting the report, SPARC portal will display a successful message and choice of either printing report or going back to the welcome page
  - If you don't receive the message, your submission didn't get saved correctly

SPARC Portal Form Successful Submission

Successfully submitted the 'DCF SPARC Cost Reporting Form' for the reporting period 4/2017. Please click the 'Print Form' button to print the submitted form.

Print Form   Back to Welcome Page

- You can also verify the submission by selecting month, report form and report criteria to open the form or you'll see a blue line with a link to print PDF form from the last submitted report
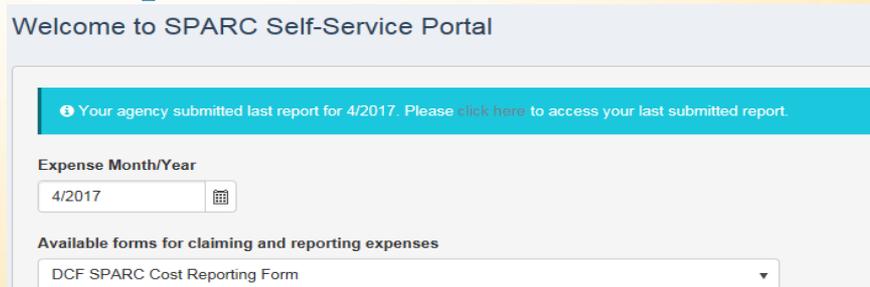
Welcome to SPARC Self-Service Portal

ⓘ Your agency submitted last report for 4/2017. Please click here to access your last submitted report.

Expense Month/Year

4/2017

Available forms for claiming and reporting expenses

DCF SPARC Cost Reporting Form

SPARC Website

SPARC Website: https://dcfsparc.wisconsin.gov/

- Check SPARC System and Website Updates on Home Page
- Use Search Box to find what you are looking for
- Programs Quick Links
  - Allowable Cost Policy Manual
  - Child Care Information
  - Audit Information
  - RMS/RMTS
- Links for most commonly used sites:
  - RMS & Employee Count: https://dcf.wisconsin.gov/rms
  - RMTS: https://dcf.wisconsin.gov/rmts
  - CC IM Eligibility %: https://dcf.wisconsin.gov/eligibilitypercentages

SPARC Reports

SPARC Statewide Reports Available on SPARC Website

- All reports are updated daily at 5 am
  - If refreshed date is not today's date, you need to clear browsing history

- Available Reports
  - Contract Balance Information
    - Contract Balance By Agency - How much of contract left for my program?
  - Expense Information
    - Monthly Detail for each calendar year – Did I report expense last month?
    - Supplier Reconciliation Report (YTD Report) - What's my YTD reported expense for the program?
    - Agency Contract Detail – YTD reported expense and payment side by side
    - Expenses by Class Code – How did I break down the expenses when I reported?
  - Payments
    - Bank Deposits Reconciliation – Which program received a payment?
    - Calendar Year Payments at a Glance – I want to see payments by reporting period instead of payment date
  - RMS Cost Allocation Report – How did my shared cost get allocated for RMS?

SPARC Reports

- Instead of scrolling to find your agency, use Ctrl + F to find
  - Supplier Name is exactly the same as what you see on SPARC Portal form
  - You can use supplier ID to find your agency too
- Check refreshed date
  - If refreshed date is not today's date, you need to clear browsing history

Internet Explorer:
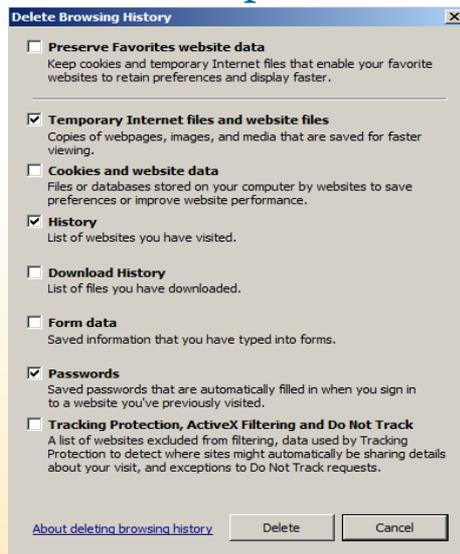
Chrome:
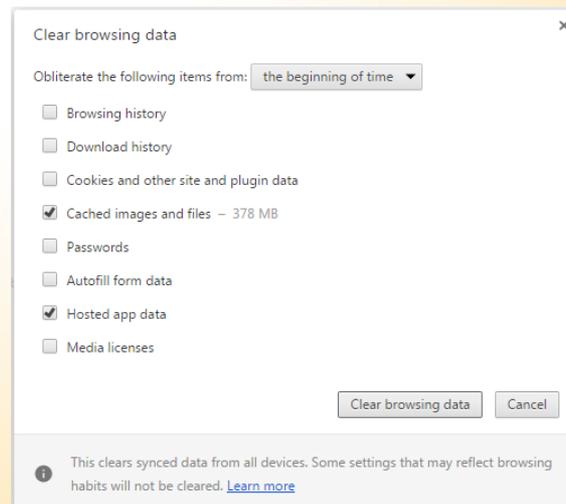
SPARC Reports

Tips and Tricks for using SPARC Reports

- Printing reports – Becoming an Excel Expert!

    1. Open Page Setup

    2. Select Scaling to Fit to: 1 page wide by 1~2 page tall (depending on area)

    3. If you need the report header, select Sheet tab

    4. Click ▣ icon from Rows to repeat at top:

    5. Select the rows you want to add and click ▣ to get back to Page Set Up screen and hit OK

    6. Highlight the area you want to print

    7. In Page Setup ribbon, click Print Area and select 'Set Print Area'

    8. Preview and Print
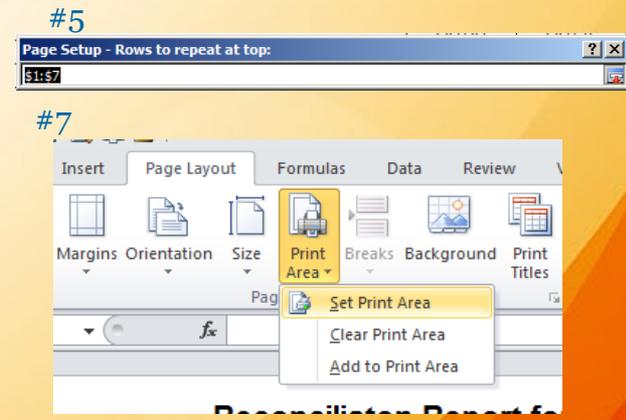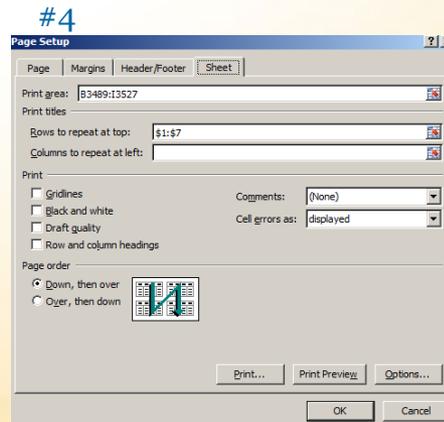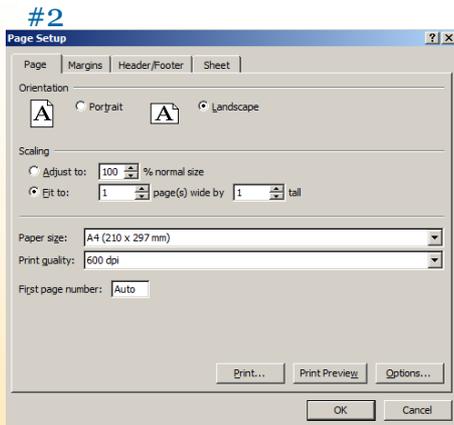
Agency Dashboard Reports

- 5 reports currently available – data same as Statewide Reports
- Can run report for specific agency
- Reports can be saved as PDF or Excel

SPARC Payments

ACH Remittance from State

- When DCF runs payments from SPARC, ACH Remittance Notice gets send out to designated email address for each agency
  - Can designate up to 2 email address (60 characters total or less including ; to separate addresses) per agency
- All DCF SPARC payments will have invoice numbers that start with 'DCFSPARC'
  - For Example, Invoice# DCFSPARC0000071926190613
- All cashiers need to become familiar with the Bank Deposit Reconciliation Report
- Unknown payment from the State?
  - Contact DOA: WIVendors@wisconsin.gov

Employee Count (FTE)

Who goes into which area?

- The rule of thumb is follow the funding when you are not sure
  - Payroll is a good place to check

- Employee Count should be based on the 15th of the second month of each quarter
  - Q1 = 2/15, Q2 = 5/15, Q3 = 8/15, Q4 = 11/15

- IM/CC count should match the RMS roster number

- If Child Support (CS) is within Human Services, CS count on employee count report should match with monthly CS expense form

Time Study

What is a time study?

- Method of getting a statistic of how many hours of work is spent on a specific program within a certain period

Types of time study that agencies currently have for State

- Random Moment Sampling (RMS)
  - Used for Economic Support (IM/CC)
  - Programs that funded by
    - DHS – Medicaid, BadgerCare, Food Share, etc. about 95% of programs
    - DCF – Child Care
    - DOA – WHEAP
- Random Moment Time Study (RMTS)
  - Used for Social Service for DCF to claim Title IV-E
- Child Support Random Moment Sampling (CS-RMS)
  - Used for Child Support for DCF to claim Title IV-D

Cost Pool

What is cost pool?

- A pool of expenses to run programs from the time study
- State allocates cost pool by applying the time study statistic to claim Federal reimbursement for each program
- Agencies are required to report the following cost pools to the State
  - RMS for IM/CC (TANF)
    - All Program Shared (AMSO) – SPARC Line Code 4076
    - IM/CC Cost Pool – SPARC Line Code 4320

  - RMTS for Title IV-E (Title IV-E)
    - Social Service – SPARC Line Code 3301
    - Eligibility Determination – SPARC Line Code 3321
    - Child Placing Agency – SPARC Line Code 3329
    - Social Service Indirect – SPARC Line Code 3683

IM/CC Cost Pool

Cost Pool Overview for RMS

- Shared Cost (AMSO) #4076 – Agency costs that cannot be specified to program
  - Agency's share of indirect cost
  - Director's salary and fringe
  - Finance and HR staff and related expense
  - Space related cost
  - General Admin Cost such as mail & communications
  - All other overhead costs

- IM/CC Cost Pool #4320 – All cost to run IM/CC
  - Salary and fringe benefits of all individuals on RMS roster as well as their direct supervisors
    - Include travel, supplies, services & equipment costs directly associated with these employees
  - Any costs that benefit two or more IM/CC programs within the IM/CC functional area

IM/CC Cost Pool

What does the State do with RMS Cost Pool?

AMSO #4076 $\times$ Employee Count Report

- IM/CC
- Child Support
- Social Services
- Aging
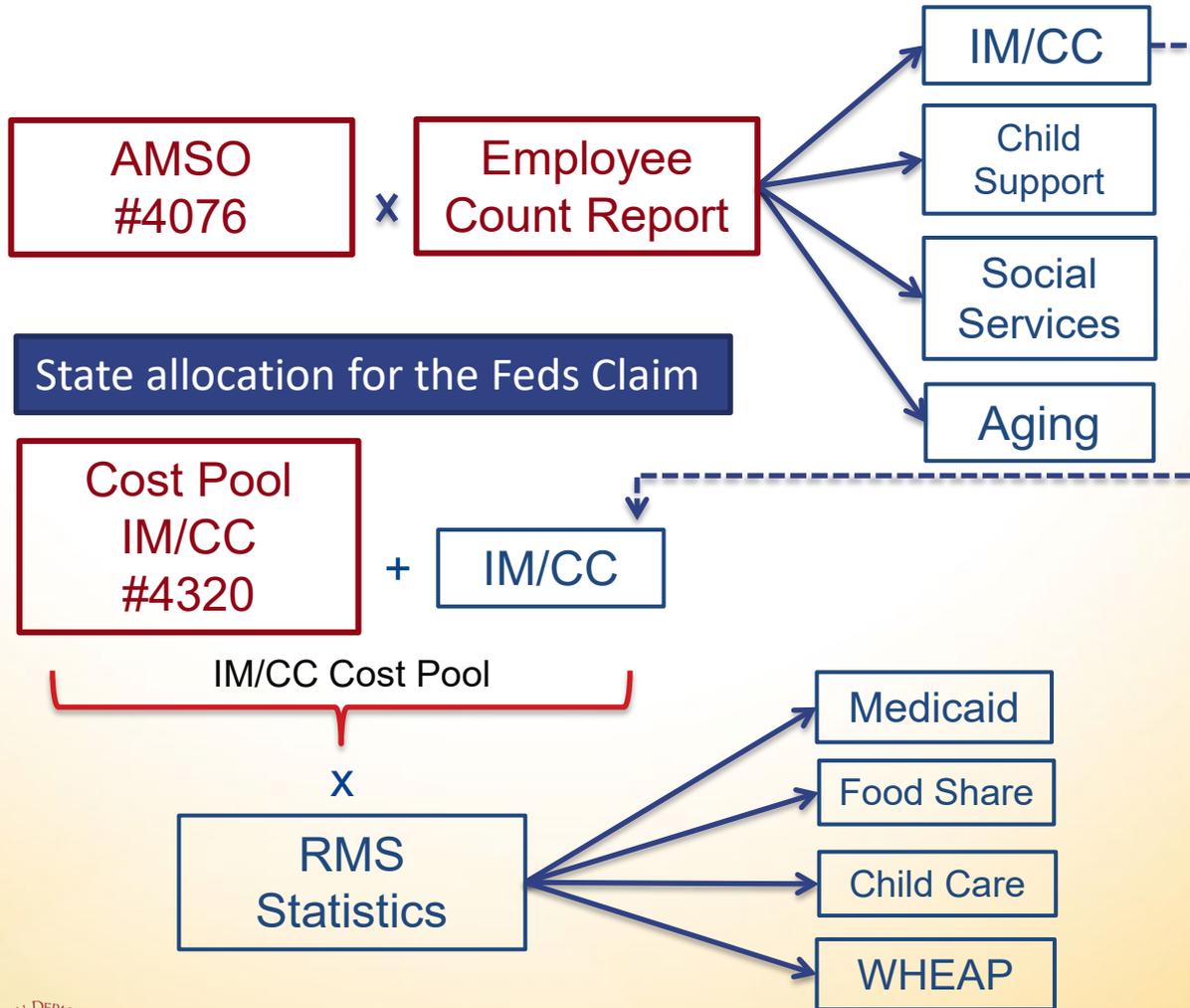
AMSO Applicable to IM/CC Programs

State allocation for the Feds Claim

Cost Pool IM/CC #4320 + IM/CC

IM/CC Cost Pool

$\times$

RMS Statistics

- Medicaid
- Food Share
- Child Care
- WHEAP

Reports from counties

DHS CARS Reimbursements for each programs

DCF SPARC Reimbursements for Child Care #8000's

Children and Families Cost Pool

Cost Pool Overview for RMTS

Due Monthly by the 28th – payment of the Direct Cost Report may be delayed if Shared Costs and Employee Counts are not reported timely

- 3301 - Social Services Cost Pool: County costs associated with providing non-purchased Social Services

- 3321 – IV-E Eligibility Determination: Social Services or administrative staff costs associated with performing determination or re-determination of IV-E eligibility of a child placed in substitute care

- 3329 - Child Placing Agency: NET cost of payments to private Child Placing Agencies (CPA) for administrative functions for out-of-home care clients when agency supervises the foster home
  - Do not report maintenance costs for children placed with CPAs

- 3683 - Social Service Indirect: Report Social Services share of AMSO (enter the AMSO for positions listed on the RMTS roster for line 3301)

SPARC Claim Reviews

Random sample of SPARC Claims

- Quarterly review of prior quarter's claims
  - Federal requirement
  - Not an audit
  - Checking for general compliance
  - Don't send personally identifiable information
  - Make sure amount on documentation sent matches the amount of the claim being reviewed
  - Email sent to Portal user that submitted claim

Key Points

- Questions? Need training?
  - Email/Call us
    - Quick question
    - Longer discussion
  - Make an appointment to come visit

- Be cautions about doing what another county does
  - Structure differences
  - System differences
  - They might be wrong

Key Points

- For some programs DCF gets the funding (money) to pay you based on your reported expenses

- For other programs DCF gets the funding based on the cost pools
    - RMS
    - RMTS

- Cost pools are just as important as direct costs

Key Points

- Payment Reconciliations are as or more important than portal submission

- Why spend the time?
  - It's your money
  - If something can go wrong, it will
    - Submit expenses in the wrong month
    - Forget to hit Save/Submit
    - Is your contract amount correct?

dcf.wisconsin.gov

Communications

DCF will communicate with agencies by…

1. Email – We will use email address tied to the SPARC account
2. SPARC Website Home Page – Updates related to SPARC will be posted
3. SPARC Portal Log In Page – SPARC maintenance notices and information will be posted
4. Telephone - We will use phone number tied to the SPARC account
5. Child Support Bulletin Board – less likely to use unless information is only for Child Support

Agencies can contact DCF by…

1. Email – DCFFinanceGrants@wisconsin.gov is the primary contact address to reach DCF Finance
2. Individual Emails/Telephone – For specific questions on programs
   Sara Schwoch (Counties)   Sara2.Schwoch@wisconsin.gov 608-422-6397