USING THE EA_ PROCESSING FILE VERSION 6.06

Friday, July 21, 2006

OUTLINE

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OVERVIEW

This manual is intended to replace all previous instructions manuals for Electronic Attendance (EA). There are references to the 'Electronic Billing' Manual that may still be used but if you feel you need more information, please contact the AST Helpdesk and let us know.

The EA_Processing.xls file has been upgraded and can begin being used July 19, 2006. It is designed to create 2 types of files. The first is the Group Habilitation Form for service code 950, called the DS1964. The second is the original 'Consumer Attendance Form – Electronic Version', referred to as 'CAFÉ V', for short. In addition, the new EA_Processing.xls file can accept 4 types of files for upload to the AS400. It accepts the first two files created with this EA_Processing.xls file and a new 'Large DS1964.xls' file created in case any vendors have more than 300 consumers and job coaches under a single vendor number; and a format referred to as the 'Data file'. Details on each of these are covered in Appendix B.

Group Habilitation Billing, for service code 950, requires the use of the Electronic Attendance Programs. All other service codes may be invoiced to the vendor using paper, Electronic Billing or the CAFÉ V form for individual attendance or the Data File, including habilitation service codes 952 and 954.

A 'Quick Reference' sheet has been updated for use with the EA_Processing.xls, version 6.06, file, which may be helpful for some of you to review just to ensure you are meeting the minimum requirements or to use as a 'cheat sheet'.

Manual Update Information – This manual has had some changes in an attempt to make it easier to use and to cover the new features of EA_Processing.xls. Some of the requirements for setting up someone for using the EA_Processing.xls file have been moved to the appendices, as they are not used often.

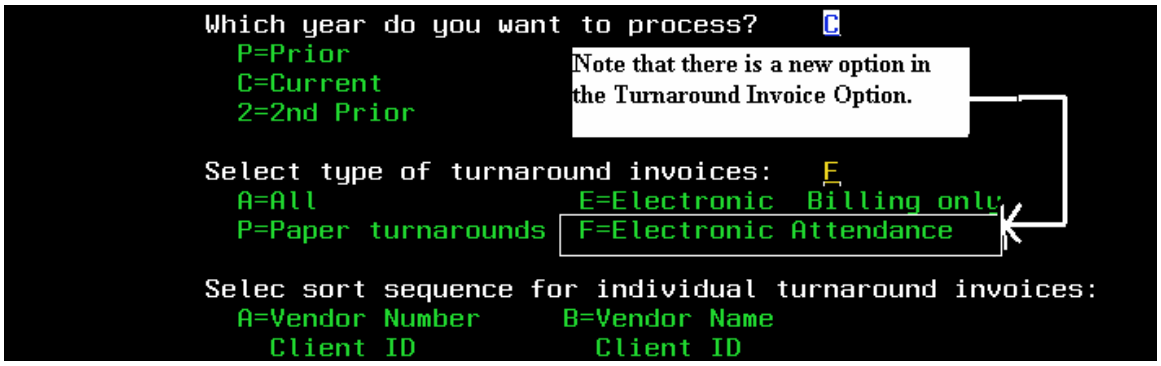
Some things have remained the same in the process. For example, you can select more than one file for processing. But new features have been added throughout. One thing to note, something else that **hasn't** changed is that you should **not** need to walk through invoices line by line when using this process. If you are, please contact the AST helpdesk. We need to figure out what is wrong (often vendor settings).

CREATING EA FILES FOR VENDORS

GENERATE TURNAROUND INVOICES

Generating Turnaround Invoices can be treated much the same as it has always been done. Follow these steps:

1) Select Option 1 on menu PSME23;
2) Select the year to process;
3) Select type of turnaround (for example, F = Electronic Attendance File);
4) Select sort sequence, press Enter;



5) Select the Month and Year to Process;
6) Select 'N' or 'Y' for both "On Demand" and "Print P&I Invoices";
7) F6 to input specific vendors (appropriate for first time users) and enter Vendor and Service code information as required;
8) F12 to exit the vendor specific input, press Enter;
9) F2 to Generate.

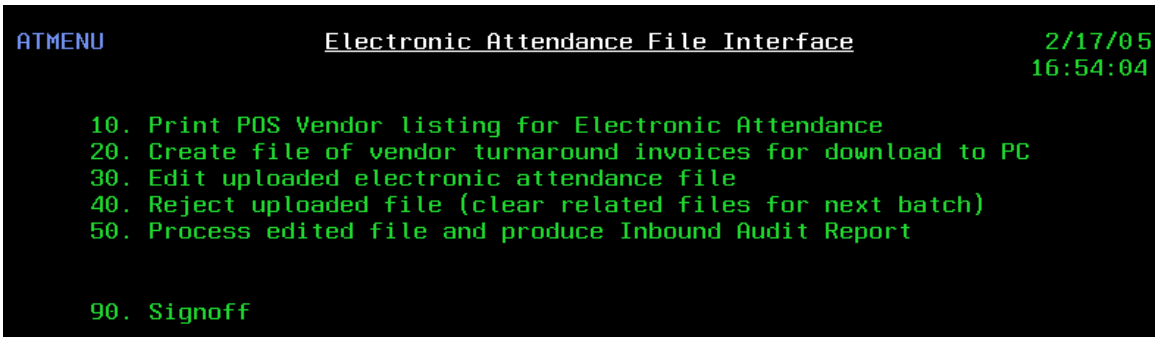
The Option to select Electronic Attendance invoices was added in 2003.

THE ATMENU

The ATMENU is shown below and is available on your AS400. This menu allows regional centers to process the files that vendors email to the center and to provide invoice information to the vendors.

The menu has five options:

1. **Option 10** creates a list of vendors set up for Electronic Billing or Electronic Attendance that the regional center can use as a checklist or for review for proper setup.
2. **Option 20** runs a Query Program that allows the regional center to select either a single invoice or multiple invoices and produce a file that will contain invoice information to be sent to a vendor to use for inputting attendance information.
3. **Option 30** will edit the attendance file that has been received from a vendor and moved from the personal computer to the AS400 using the ATVND.bat file on the PC.
4. **Option 40** rejects the uploaded file, in case the report generated using Option # 30 shows errors that must be corrected.
5. **Option 50** processes the edited file and produces the inbound audit report (this not only moves information forward for batch processing, but also loads a file with the attendance information the department needs for Waiver billing).



CREATING A FILE FOR USE BY THE VENDOR

Just as there have been changes made to make ACCEPTING vendor files easier, changes have also been made to make the CREATING of vendor files easier.

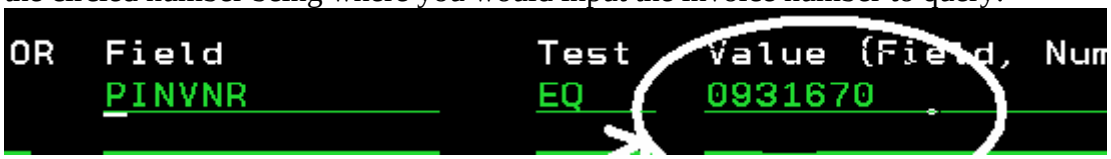
First, be sure you have:

1) Set up the Vendor Master and the Electronic Billing Vendor Master; and
2) GeneratedTurnaround Invoices;

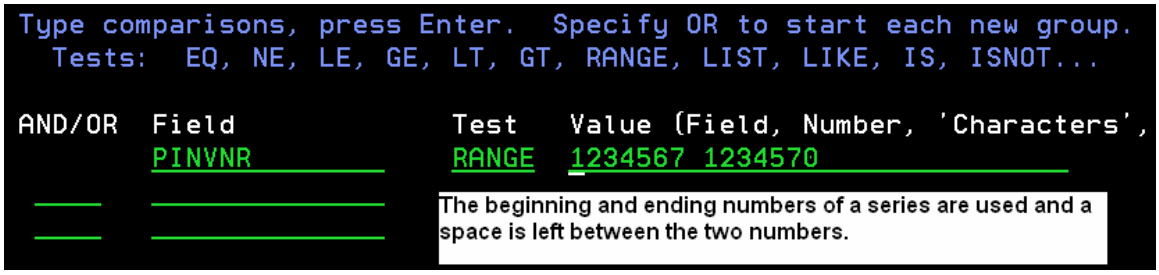
Next, you can take a few steps to get a file ready (Details on these steps follow).

1) Run a query to create a file of an invoice (Option # 20 on the ATMENU), either a single invoice or many – But <u>only a single **month** should be selected for each batch</u>;
   a. Go to the ATMENU and select option # 20;
   b. Leave the 'Field' name as 'PINVOI' and tab to the next space;
   c. You have a choice now of selecting 1 invoice, a series of sequential invoices, or a variety of invoices. The test field defaults to 'EQ', meaning 'Equal' and you would simply type the invoice number in the 'Value' field. Examples of this and your other options are below.

   Below is an example of the Query when you are selecting a single invoice with the circled number being where you would input the invoice number to query:



   If you have multiple invoices that are sequential, you may use "Range" as your test.



   Note that in the example above, the 'EQ' has been changed, and the beginning and ending Invoice number in a series has been input. In this example, you will 'query' for all invoices between 1234567 and 12345670, a total of 4 invoices.

   Finally if you have invoices that are not sequential, but you would like to query for more than one file, select "LIST" for the 'Test' field and insert the invoice

numbers as shown in this example (while 3 invoices can be put in each line, you can see that this method will take some time to locate and input the invoice numbers):

```
AND/OR  Field            Test   Value (Field, Number, 'Characters',
        PINVNR           LIST   0931670 0961324 0954565
                                0953542 0512542 1565452
```

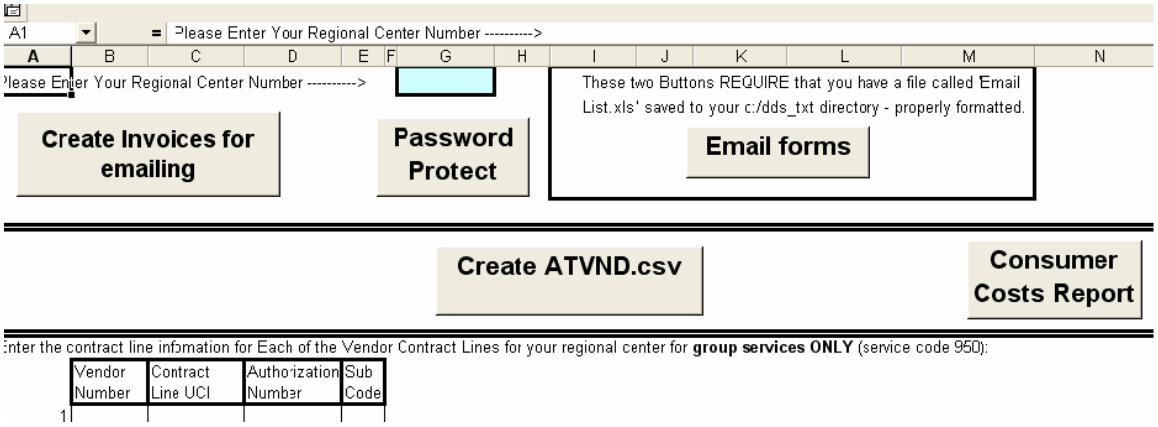
After the ‘Test’ and ‘Value’ fields have been filled in…

d. Press Enter to process;
e. Minimize (or close) your AS400 session and view your desktop.

2) Runing the ATVNDQRYF Batch process on your PC is no longer necessary – Excel will now automatically initiate this process when you use the ‘Create Invoices for sending to the Vendors’ button;

3) Open the EA_Processing.xls file;

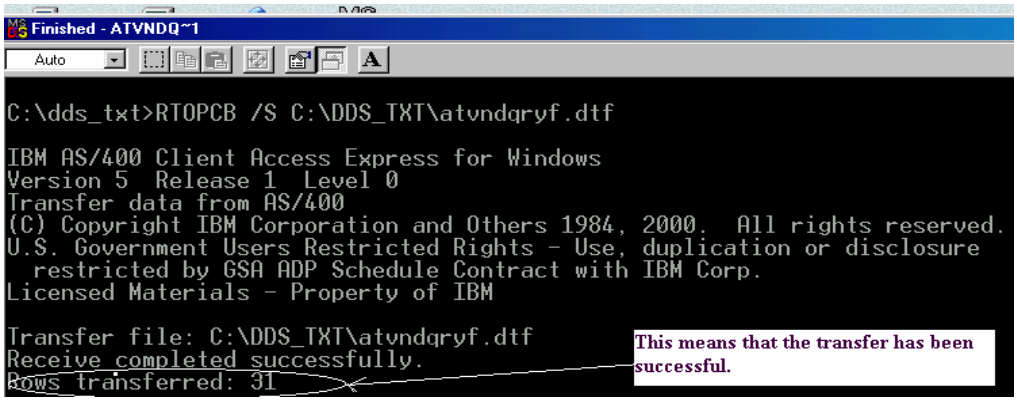
The new EA_Processing.xls file, version 6.06, the Macro Buttons sheet, looks like this:



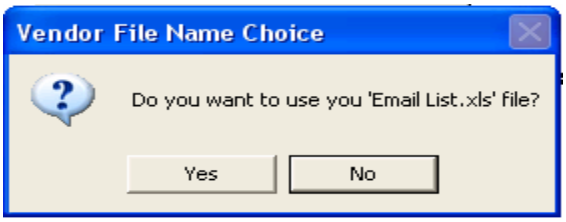
While there are 3 new buttons available, you do not need to use them (I would suggest you try them at some point). The two main buttons here are the ‘Create Invoices for Emailing’ button and the ‘Create ATVND.csv’ button.

4) On the Macro Buttons page, select the ‘Create Invoices for Emailing’ button;

The process has now been changed slightly so people can use the new features. A dialog box showing you the results of your file transfer will now appear.



Immediately after Selecting the 'Creating Invoices for Emailing' button you will see this message:



If you have created an email list.xls file and want to save the files with Vendor names you have input into the Email List file, select yes…if not, select no. If you accidentally choose Yes, and you don't have a file called 'Email List', you will get a message informing you of that, but the process will continue;

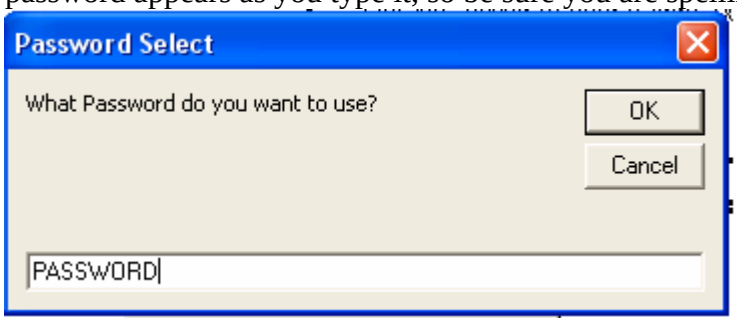
5) Be patient. The process is sorting through a single file and separating vendor numbers and service codes to create files. Plus, where service code 950 is used, a DS1964 is being opened and populated. Then, each file is being saved to your c:/dds_txt directory.

The process will automatically close all files but the EA_Processing.xls file. New files have been created (Select 'File/Open' from the menu, and look in your c:/dds_txt directory). Leave the files here, while you use the next options.

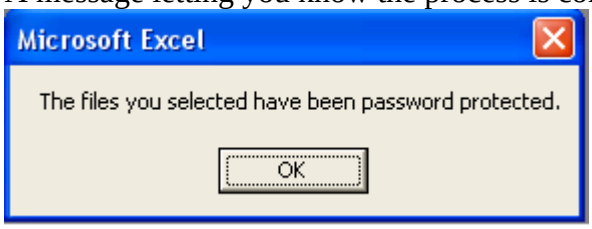
PASSWORD PROTECTING FILES

This is one of the new buttons. All files should be password protected before emailing to the vendor. If you are creating more than one or two files, the process of password protecting each file can become tedious. This process was designed to allow you to password protect files in groups, with different passwords for each group, if you like.

1) Select the 'Password Protect' Button;
2) A dialog box will appear asking you for the password you want to use – the password appears as you type it, so be sure you are spelling the word correctly:



   Here, I have used "PASSWORD" in all caps – Excel, for passwords, is case sensitive, so be sure to either limit passwords to lower case or be specific in instructions to the vendor on **not just WHAT to type, but how to type it**.
3) Enter the password and select 'OK';
4) A message letting you know the process is complete will appear (select 'OK'):



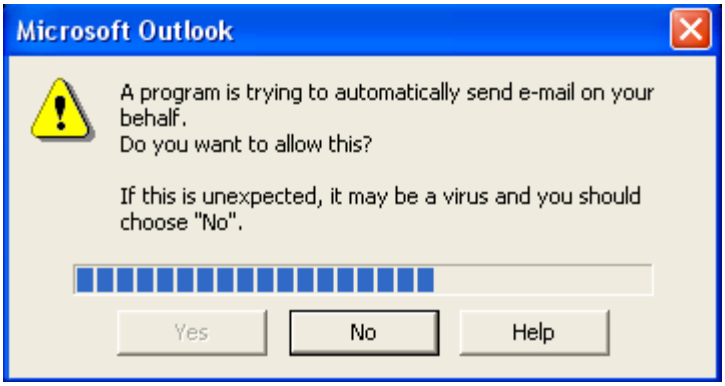
Generally, there are no variances to this process. You will be protecting files you have just created and, after a few seconds for each file, the files will be closed and saved with passwords. **NOTE: Be careful not to select files you don't want to password protect, such as your blank DS1964.xls file.**

If you are using the 'Email List' file (Appendix F), then the files you have just created may have the vendor name attached to them. If so, and you want to send a single vendor several files…all with the same password, you can use this process to only select a single vendor name (with multiple vendor numbers), and all those files will have the same password. You can then select the next group of files, with a different vendor name. By using a different password for each vendor (and password protecting by Vendor), each vendor will have a different password, but all the files sent to that vendor will have the same password.

SENDING THE FILES TO THE VENDOR (AUTO EMAIL)

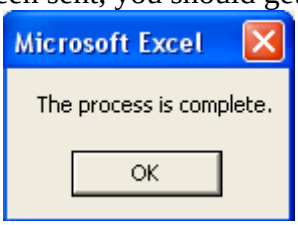
You now have a new option for emailing. The new button is called "Email Forms". Sorry, this option is currently **only available for centers using Outlook as their Email Server.** To send a file without using this button, please refer to Appendix E. But, if you use Outlook, here is what you can do:

1) After creating the files for the vendor, and have password protected the files, select the 'Email Forms' button;
2) A dialog box will appear allowing you to select the files (again, see appendix for instructions), so select the files (as many as you like, but the more you pick, the longer it may take);
3) Select "Open";
4) Depending on Security at your center, you may receive a message that looks like this:



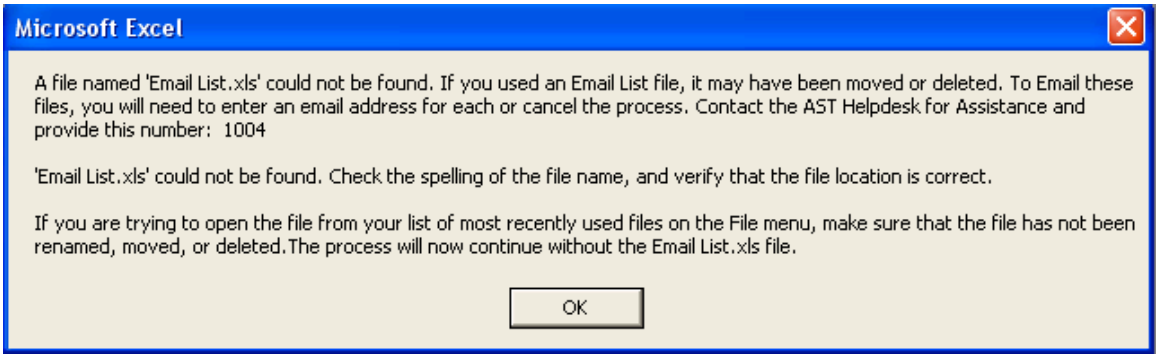
This message appears to warn you that an email is about to be sent. Because the Macro is doing this automatically, the system worries that a virus may have taken control of your computer. While the process defaults to 'NO', you need to **Select 'YES'** to email the file. Here at DDS, the 'progress bar' fills up to 100% in 5 seconds. At that point, you can select 'Yes' and the email will be sent. A few moments later, if there are more files, you will see this same dialog box (here at DDS, it appears once for each file). If you choose 'NO', you will get a message that a problem has occurred. While you are welcome to contact the helpdesk, you might just try the file a 2nd time and be sure you selected 'YES'.

5) After all selected files have been sent, you should get this message:

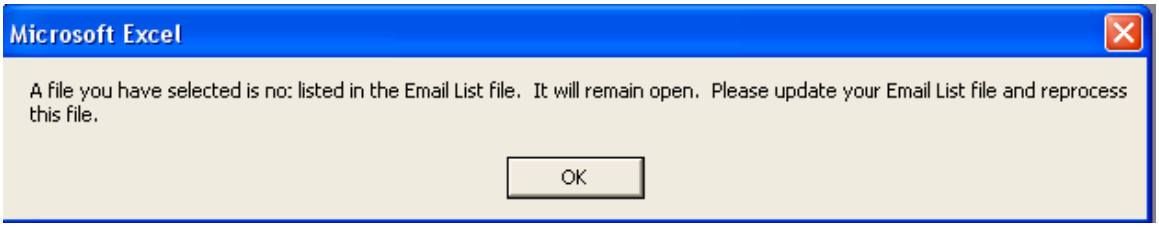


You can then check Outlook and you will find that each of the selected files have been sent. Well, barring some possible problems:

If you see a message like the one below, then the process was unable to locate your 'Email List.xls' file. If you have a file called 'Email List.xls' in your c:/dds_txt directory, please see Appendix A for a suggestion on what may have happened.



Another message warns you that you selected a file with a vendor number that isn't in the Email List.xls file. The process relies on having a vendor number in the Email List.xls file to match an email address to. However, when the process looked, it was unable to locate the vendor number. Since the file will remain open, you can look at the file name where you will find the vendor number, then put that vendor number (and the associated email address) in the Email List.xls file for the next time you run this process.



So, you have created the files and password protected them. Then, using the email List.xls file (or emailing them individually), you sent the files to the vendors. Now its their job….

VENDOR ENTERS ATTENDANCE

When signing up a vendor for Electronic Attendance, they need to understand how the process is supposed to work, what their requirements are and how the Electronic Attendance process will replace their use of paper invoices.

At one point, a letter was created for the vendors. The idea was that a regional center would use the Word document the letter was written in, and then edit that document to include details such as the regional center letter head and specifics about certification statements (as a regional center can require the use of a paper invoice to be signed and submitted or they can ask the vendors to submit the newly developed DS2086 and DS2087 forms).

Below is some of the contents of the suggested draft letter (which you may still use if you like) and basic fact sheets, depending one how you plan to communicate with your vendors. Following the section called "Working with the Attendance File" is a few notes you may want to keep for you to help vendors that will call in, or you may want to provide that information to the vendors. The letter has been updated, in case anyone is still interested in using it.

VENDOR LETTER

Attached is a file that contains a list of current UCI numbers and their associated authorization numbers for the services provided by your company. This file is effectively a replacement for the paper invoice you receive each month. The advantage of this document is that it allows you to enter attendance in one location and the calculations (rate times units) is automatically calculated in most cases. Paper invoices require attendance on one side of the form, totals being moved to the other side of the form, then calculations made for each consumer, for each page and finally for the invoice total. Companies that are receiving contract payments will be submitting this attendance data as a requirement of Title XVII, a requirement since November, 2003. Other information is described below. There are essentially 3 things you will need to be concerned with:

1) Maintaining the integrity of the spreadsheet you receive;
2) Properly Entering Attendance;
3) Using the DS2087 form; and
4) Saving the file to be submitted to the regional center.

MAINTAINING THE INTEGRITY OF THE SPREADSHEET

The spreadsheet you receive from the regional center is designed to make your work as easy as possible. The file has several Macros provided that are intended to help. For these to work properly, it is important that you DO NOT add columns or remove columns. You may either use the spreadsheet to input attendance, or you may copy attendance information from another spreadsheet. It is recommended that once you copy in attendance data, you review the spreadsheet and ensure the attendance information you have inputted is properly matched to the UCI numbers listed. If not, change the attendance information. **Do not attempt to change the list of UCI numbers.**

In that past, there has been a required order for button selection. Changes have been made so that virtually any button can be used at any time. However, when you select the 'Add Record Button', some information is left 'unprotected'. Use the Add Record button if you like, but be sure to select the 'Enter Attendance' button when you are done entering the information so no UCI numbers or authorization numbers are accidentally changed.

PROPERLY ENTERING ATTENDANCE

If you are currently keeping track of your attendance in Excel, you may copy your information into this spreadsheet (we recommend using the 'paste special' feature selecting the 'values' option). You will need to be sure that if you are only tracking using a Monday through Friday calendar, that you align the attended days with the dates on the spreadsheet. Generally, units may be entered down to the quarter hour, be sure to check with your RC contact for specifics. No Alpha characters should be used.

Otherwise, simply open the spreadsheet and record attendance information in the appropriate dates. You can record attendance information to include up to 2 decimals (for example 2.25).

If you are reporting attendance for authorizations that have a unit rate, you may use the unit amount in the yellow field at the top of the spreadsheet to create total dollars for the 'Total Dollars' column. If you have a contract with the regional center, place an amount in the 'Total Payment' field, so that the file will include the amount you are owed.

The spreadsheet had two new buttons added that became available July 19, 2006. The new buttons are the 'Populate' and the 'Daily Populate' buttons. These two buttons are best suited for companies that provide services to consumers who attend most of the available days and are either paid by the day or have daily attendance reported. Daily Populate will place a '1' in each week day for the month, while the 'Populate' button fills all days for the month. Leap years will require that the vendor input the days for February 29th, contract lines will need to have attendance removed, and ALL attendance should be reviewed to ensure that attendance is not being over reported.

CREATING A DS2087 FORM WITH THE VENDOR FILE

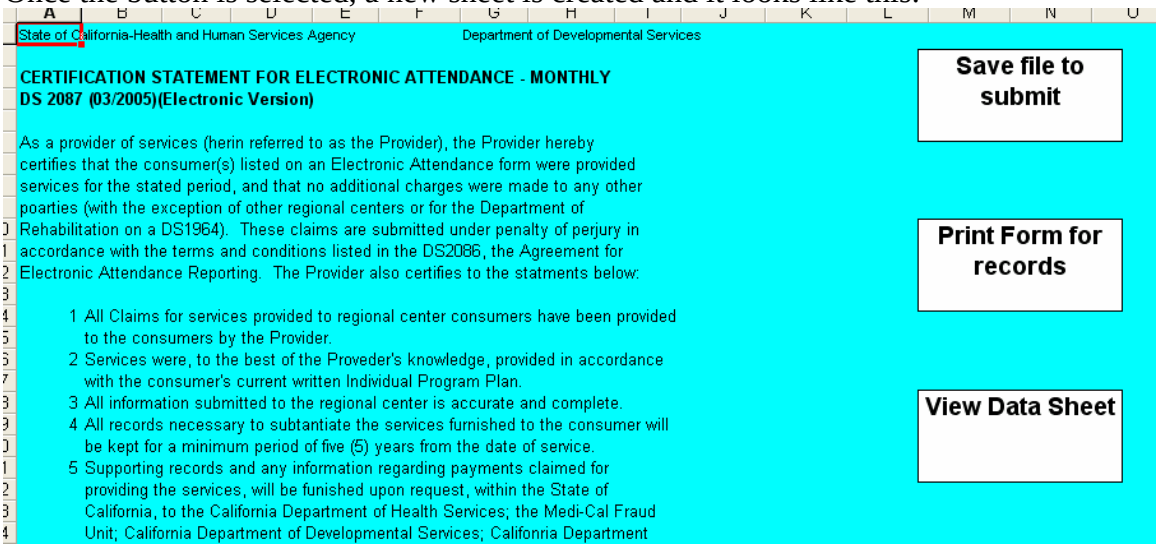
A newly added feature is the automatic DS2087 form button. This button is found in the file created for the Vendors right on the Data sheet (for the CAFÉ V) or the Instructions sheet (in the DS1964 forms). (You will need to inform the vendors if they should use this form for submitting and some centers may prefer to print out the paper invoice and have the vendors sign that as their certification statements.)

Using the function is easy. Generally, the input form should be completely populated before creating the 'Create DS2087' button. It appears like this in the form:

This button appears on the 'Instructions' sheet of the DS1964; or

(a new button added to the CAFÉ V form).

Once the button is selected, a new sheet is created and it looks like this:



The language is taken directly from the DS2087 and spaces are available on the bottom of the page for the authorized submitter's name, the date, etc. The 3 buttons will do the following:

SAVE FILE TO SUBMIT – moves to the data sheet and saves the changes to the file (the file remains stored in the directory it was opened in);
PRINT FORM FOR RECORDS – Will remove the shading from the form and print out a copy of the form;
VIEW DATA SHEET – Will remove the 'full screen' feature and move to the data sheet.

When the DS2087 sheet is created, the screen changes to 'full screen' view. If you have used this feature and can not 'turn off' the full screen feature, simply select 'View' from the Excel menu and then select 'Full Screen', which works like a toggle switch, changing the screen back and forth.

Once the sheet is created, the you do not need to submit a separate DS2087 form. They can besubmitted in an email and simply include this completed form in the file. In this manner, the regional center does not need to store an email, a DS2087 form and the CAFÉ V, all the required information can be in the file submitted together.

SAVING THE FILE

The file you will be provided will include several buttons intended to help you track attendance. One of these is the 'Save File' button. This button is simply a one step way of saving your file, with the same name, in the same location. If you would like to save the file with a different name, you may use Excel and select 'File/Save As' and select the new name and location for the file. However, be sure that it is the final version of the file that you return to the regional center.

WORKING WITH THE ATTENDANCE FILE

While this process has been set up to provide a relatively easy way for you to record and pass on attendance information, some vendors will have questions about the file layout and required information. Please contact the regional center and we will provide you with any of the technical information or processing details you would like.

We appreciate your cooperation.

NOTES FOR USERS OF THE DS1964.XLS FORM

1) A group ID number is either 5 or 6 characters and is only numeric;
2) An authorization number is also only numeric…when entering a DOR authorization number, do not enter the '7BF' portion and don't include any hyphens (so, an auth '7BF-146-1557' would be simply "1461557");
3) Many fields now have data validation – meaning that a date must be entered in the 'mm/dd/yyyy' format (so August 1, 2006 would be 08/01/2006 – always use the first of the month) and attendance data can not have a space in the attendance (where the space bar was selected) and letters aren't allowed – if you have questions on the requirements, please contact the regional center;

4) Every time you have added or deleted a consumer, you should use the 'update formulas' button and, it might be wise to use it before saving the file to send to the regional center;
5) Always check the information in the form before saving and sending – you are getting paid based on this form and the form is used for monitoring purposes;
6) On the allocation Summary sheet – you can select the button on the far left (sort by Group ID) and then the button on the far right (Vendor Only – Subtotal by Group) to ensure that each group has a job coach reported and that you are meeting your required minimum number of consumers for each group;
7) Every Job Coach and Every consumer must have a group ID assigned to them – and, when a job coach works with different groups, the job coaches name should be listed twice – once for each group – with only the hours worked with a specific group reported to the correct line;
8) The 'Contract' record is no longer required to be included in the form as the regional center uploads this information;
9) There are 3 new fields available in the form on the Data Sheet, beginning in column AD (just above the 19th of the month) – Your contact information can be placed in these 3 cells rather than the single cell in the headings field – either field will work, but the separate fields are preferred;
10) If there are any suggestions a user has that might make the file work better or provide more information – please notify the regional center who can then contact DDS (for now, we can't eliminate its use, but if there is a way to make it better, we'll try).

NOTES FOR USERS OF THE CAFÉ V FORM (CONSUMER ATTENDANCE FORM – ELECTRONIC VERSION)

1) Enable the macros when opening the file – if you are not asked whether you would like to enable the macros, in excel select 'Tools/Macro/Security' and select 'Medium' security, close the file and reopen;
2) When entering the Unit or Contract Payment amount, never enter figures in both and never use letters or blanks – only numeric values should be entered;
3) New Buttons may now be available:
    a. The Daily Populate button will put a 1 in each week day (it will overwrite any information entered before selecting that button);
    b. The Monthly Populate button will put a 1 in every day of the month, but will only populate blank fields, so if you have entered some information, that information will not be overwritten;
    c. The Create DS2087 should only be used if your regional center has told you it is OK to – Once you select the button, a new sheet will be created for you to enter the units and payment amount for each regional center and a grand total – again, don't use unless approved by the regional center and, if you accidentally create one, simply right click on the 'DS2087' sheet (on the tab name) and select 'Delete' from the list to remove the sheet.
4) The Save File, Sort UCI and Sort Name buttons do exactly what the say – Sort or Save – the Sort Name button uses the last name to sort;

5) There are protected areas of the spreadsheet – some vendors have figured out how to unprotect the sheet… please only do this when necessary as removing protection may allow accidents to happen;
6) There is now Data validation in the attendance fields so you should not be able to enter any letters or spaces – please do not enter letters or spaces – only numeric values;
7) If you have created a DS2087, Excel is programmed to view the document using the 'Full Screen' view – if you have created a form and would like to return to the normal view, simply select from the menu 'view/full screen' (it works like a toggle switch) or use the 'View Data Sheet' button on the DS2087, which resets the setting and moves you to the Data Sheet;
8) If you are given permission from the regional center to add records, be sure to add ALL DETAILS of the record, including the 'D' at the far right, the sub code and the service month and year as they are shown in the file you received – if you are missing the UCI or Authorization number, contact the regional center;
9) Know that if you add a line and the added consumer has a sub code, the calculation for the amount owed for that consumer will be zero, meaning the report will be wrong – the RC will still be able to pay against that line, but the amount will differ according to the rate times unit for each added consumer – otherwise, the new Café V will now include rates for each invoice line and, where its different, a different amount will be calculated according to each line;
10) In order to add a record, you must select the 'Add Record' button – after any records have been added, before using the spreadsheet any more, select the 'Enter Attendance' button – This not only protects areas again, but also will add formulas for each new line.
11) There should be no blank lines left in the forms – regional centers capture information based on what is in the file and that is measured form the top to the 'last line' – blank lines can cause some information to not be uploaded.

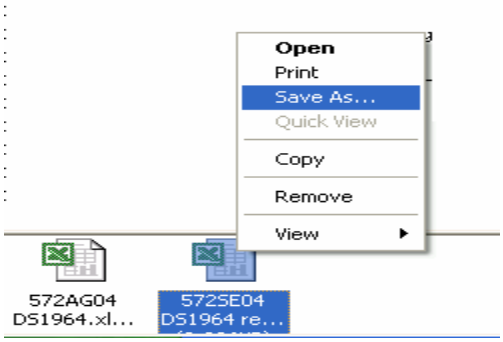
ACCEPTING AND PROCESSING FILES FROM THE VENDORS

DOWNLOADING A FILE FROM A VENDOR TO YOUR PC

Here are the steps required to accept a file from the vendor.

1) The vendor will email the file. If you use your mouse and right click on the vendors' file (the attachment) you will get a short menu that will allow you to Open the file, Print the file, or 'Save As'. Select 'Save As' and save the file to your the directory of your choosing (a browser box allowing you to select the directory will appear).

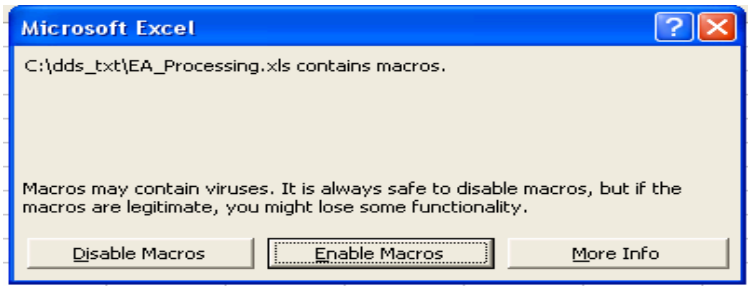
   Certification Statement information (Forms DS2086 and DS2087) should be available on the AST web site along with this manual. Please review the certification statement requirements and ensure that the vendors are meeting these requirements before processing their files.



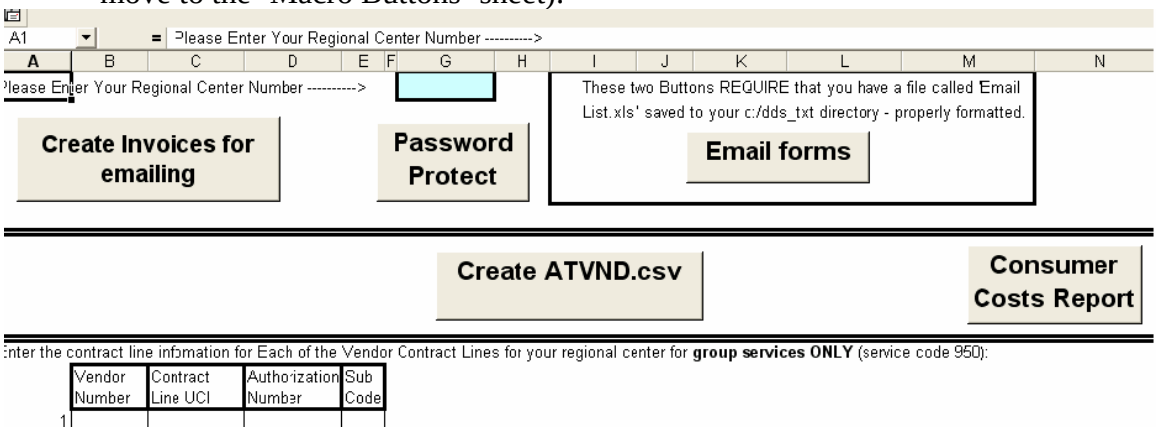
2) The EA_Processing.xls file no longer requires that you open each file and type the name in a specified box. Please see the Appendix E for instructions on selecting the files as you process them.

FORMATTING VENDOR ATTENDANCE INFORMATION FOR USE ON THE AS400

1) When you are ready to process the files you have received from the vendors, you will need to open the EA_Processing.xls file, which should be in your c:/dds_txt directory.
2) In order for the Macros in the EA_Processing.xls file to work properly, you **MUST Enable Macros**. If you don't see this message, please see Appendix A.



3) The file you open should look like the image below (If it doesn't, you will need to move to the 'Macro Buttons' sheet):



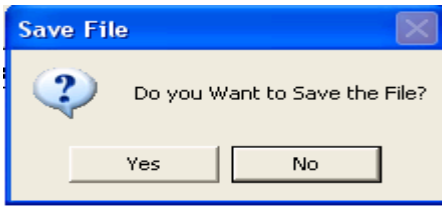
You will be allowed to process multiple files (and multiple types of files) at one time. You must initiate the process and respond to some dialog boxes as described below.

4) Simply click on the 'Create ATVND.csv' Button.
5) Select the files you wish to process (See Appendix E for instructions).
6) After selecting the files you wish to process, simply select the 'Open' button.
7) Be patient. The files you have selected will now be opened one at a time. For each of the Data files, 950 services are moved to a separate sheet, an allocation is done and formatted for printing, and you are provided a report of what amount your regional center must pay. For Group services, also 950, the files sent by the vendor are automatically updated using the table in your EA_Processing.xls table, and the allocation summary is, again, automatically printed (check your default printer for the reports). Then, all of the files you used are closed again.

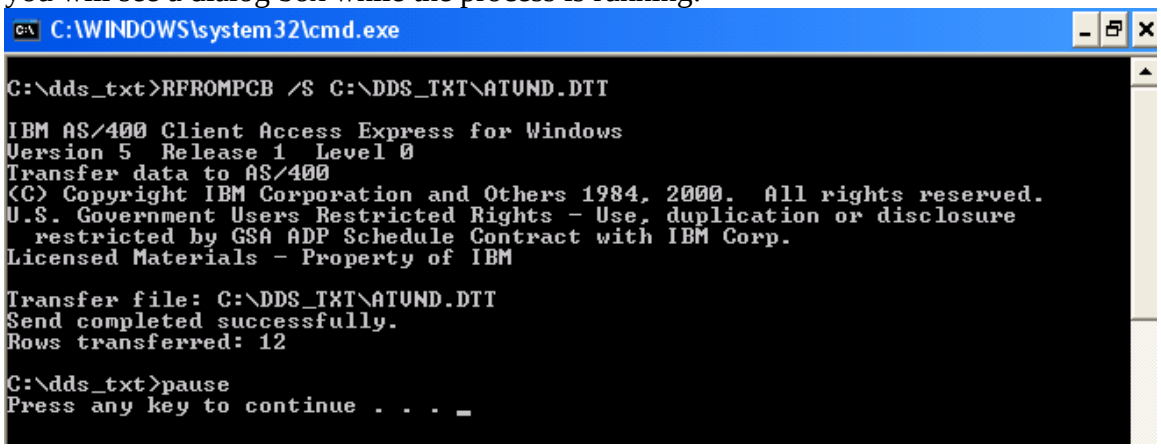
A message has been created to advise you when a DS1964 form contains a vendor number that isn't in your EA_Processing.xls file. It looks like this:

The process now clears all processed information and stops. Select 'OK' in this dialog box and allow a minute. The file that caused the error will remain open. The reason you may get this message is if the Vendor number in the file isn't valid or because you have not properly populated the table in you EA_Processing.xls file. Complete the research, correct the table (or the vendor number in the file) and reprocess all the files again.

8) When processing DS1964 forms, you will now be asked if you want to save the file. This was provided as a way for regional centers to replace a file that the vendor is using. If the vendor is having problems with the file, they can send in their invoice and during process, you select 'Yes' and a file will be saved in your c:/dds_txt directory. You can email the file to the vendor after the processing is done. The message looks like this:

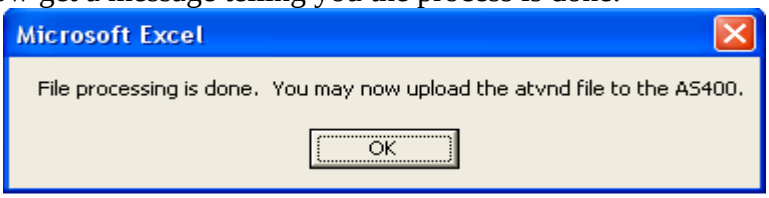


9) This process now automatically runs the Batch process that was once ran from your PC. It is an attempt to save you yet another step. This means, however, that you will see a dialog box while the process is running:



You will need to be sure that the ‘Send completed Successfully’ and then Press any key to continue…”

10) Further, the process automatically saves and closes the ATVND.csv file
11) You should now get a message telling you the process is done.



Open an AS400 session and move to the ATMENU.

PROCESSING FILES ON THE AS400.

Below, the command line is used to move around on the AS400. At your regional center, you may have been provided menu options to move to various screens. Please use the method prescribed by your regional center to move to locations as required.

1) Move to the ATMENU – you may type "Go ATMENU" on the command line and press enter.
2) Once you have gone to the ATMENU, it will look like this. You will need to select Option # 30 (type "30" on the command line and press enter) You will then be returned to the ATMENU.

```
ATMENU                  Electronic Attendance File Interface              2/17/05
                                                                         16:54:04

     10. Print POS Vendor listing for Electronic Attendance
     20. Create file of vendor turnaround invoices for download to PC
     30. Edit uploaded electronic attendance file
     40. Reject uploaded file (clear related files for next batch)
     50. Process edited file and produce Inbound Audit Report


     90. Signoff
```

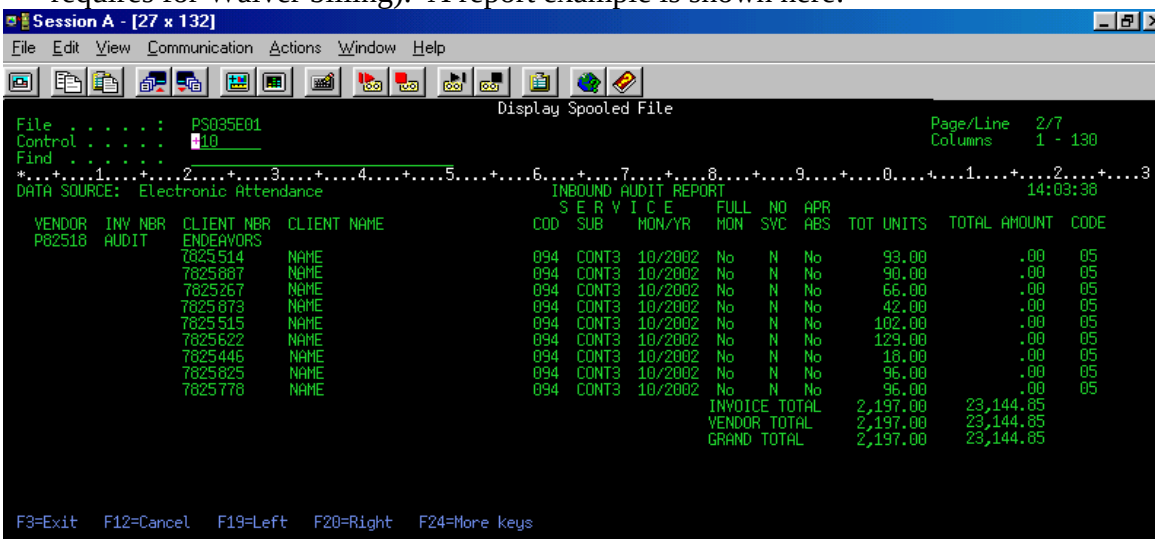
3) A report will be generated. You should go to your printer and get the report for viewing. A sample of the report is below. Note that in the example, there are no Rejected records. Because Habilitation files will sometimes have other regional center records, you will find that some records have been rejected. This is to be expected.

```
Session A - [27 x 132]
File  Edit  View  Communication  Actions  Window  Help

                                   Display Spooled File
File  . . . . . :   ATTXTPRT                                          Page/Line   1/31
Control . . . . .   _____                                              Columns     1 - 130
Find  . . . . . .   ______________________
*...+....1....+....2....+....3....+....4....+....5....+....6....+....7....+....8....+....9....+....0....+....1....+....2....+....3
  363 P82518     371829 6317622     03084084  094  CONT3  10/2002     129.00          .00
  363 P82518     371829 6320642     03105674  094  CONT3  10/2002      54.00          .00
  363 P82518     371829 6322887     03098669  094  CONT3  10/2002      90.00          .00
  363 P82518     371829 6392108     03085036  094  CONT3  10/2002      66.00          .00
  363 P82518     371829 6392321     03125125  094  CONT3  10/2002      45.00          .00
  363 P82518     371829 6392810     03115435  094  CONT3  10/2002      15.00          .00
  363 P82518     371829 6394514     03095528  094  CONT3  10/2002      93.00          .00
  363 P82518     371829 6397322     03089631  094  CONT3  10/2002      48.00          .00
  363 P82518     371829 6397460     03089263  094  CONT3  10/2002      66.00          .00
  363 P82518     371829 6411624     03090507  094  CONT3  10/2002      54.00          .00
  363 P82518     371829 6456422     03122715  094  CONT3  10/2002      24.00          .00
  363 P82518     371829 6456478     03127787  094  CONT3  10/2002      51.00          .00
  363 P82518     371829 6802937     03087110  094  CONT3  10/2002      66.00          .00
  363 P82518     371829 7178036     03134820  094  CONT3  10/2002      66.00          .00
                   RECORDS       UNITS          AMOUNT
  SENT TOTALS:        34      2,187.00       21,560.85
  RECEIVED:           34      2,187.00       21,560.85
  ACCEPTED:           34      2,187.00       21,560.85
  REJECTED:            0          .00            .00
                                                                                   More...
F3=Exit   F12=Cancel   F19=Left   F20=Right   F24=More keys
```

The example above does not show the contract line. With the ability to process multiple files at one time, it will be more important then ever for the person reviewing the files to have a solid understanding of why a record would be rejected. This means that the review of this report is more important than before.

4) Option # 40 still requires an entire file to be rejected. It is recommended that you take time reviewing the report you get from Option # 30 before you reject a file. If the report generated by option # 30 does not require any records be rejected, you do not need to use Option # 40.

5) Finally, Option # 50, also on the ATMENU, can be used to essentially tell the AS400 that it is OK for the records to be loaded. Option # 50 will move information into files for further processing (including attendance detail DDS requires for Waiver billing). A report example is shown here:



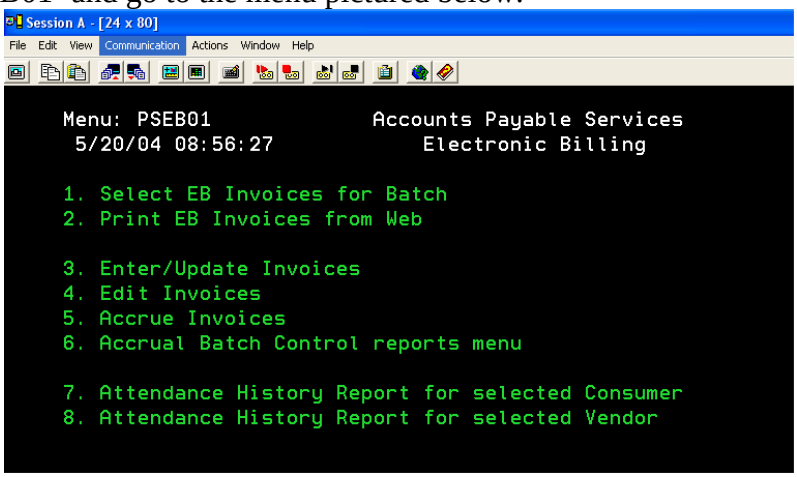
```
Session A - [27 x 132]
File  Edit  View  Communication  Actions  Window  Help

                                   Display Spooled File
File  . . . . . :   PS035E01                                          Page/Line   2/7
Control . . . . .   +10                                               Columns     1 - 130
Find  . . . . . .
*...+....1....+....2....+....3....+....4....+....5....+....6....+....7....+....8....+....9....+....0....+....1....+....2....+....3
DATA SOURCE:  Electronic Attendance                  INBOUND AUDIT REPORT                                   14:03:38
                                                      S E R V I C E     FULL  NO  APR
  VENDOR  INV NBR  CLIENT NBR  CLIENT NAME          COD  SUB    MON/YR   MON  SVC  ABS  TOT UNITS  TOTAL AMOUNT  CODE
  P82518  AUDIT    ENDEAVORS
                   7825514     NAME                  094  CONT3  10/2002  No    N   No      93.00          .00    05
                   7825887     NAME                  094  CONT3  10/2002  No    N   No      90.00          .00    05
                   7825267     NAME                  094  CONT3  10/2002  No    N   No      66.00          .00    05
                   7825873     NAME                  094  CONT3  10/2002  No    N   No      42.00          .00    05
                   7825515     NAME                  094  CONT3  10/2002  No    N   No     102.00          .00    05
                   7825622     NAME                  094  CONT3  10/2002  No    N   No     129.00          .00    05
                   7825446     NAME                  094  CONT3  10/2002  No    N   No      18.00          .00    05
                   7825825     NAME                  094  CONT3  10/2002  No    N   No      96.00          .00    05
                   7825778     NAME                  094  CONT3  10/2002  No    N   No      96.00          .00    05
                                                                          INVOICE TOTAL  2,197.00    23,144.85
                                                                          VENDOR TOTAL   2,197.00    23,144.85
                                                                          GRAND TOTAL    2,197.00    23,144.85

F3=Exit   F12=Cancel   F19=Left   F20=Right   F24=More Keys
```

Running Option # 50 provides you a list of ONLY the accepted records. Totals may one day be shown for each vendor. Right now, all invoices are totaled and should be viewed line by line.

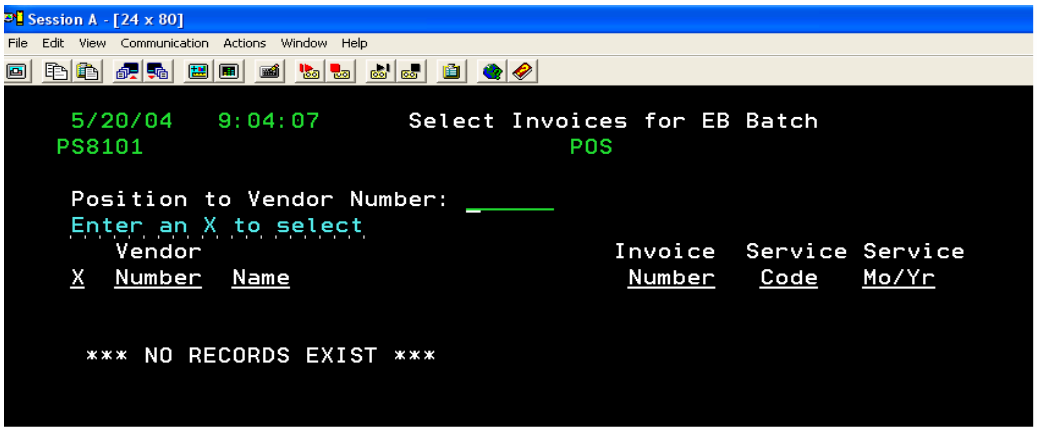
6) Once you are done running option # 50, you may, if you wish, go back to Excel, open up EA_Processing.xls and process another batch of files. If you have had to reject any invoices, you should determine the reason why the file rejected and correct the problem. You may process ALL files from the vendors. You can process them one at a time or any number you like (remember, the more files you select, the more time it will take to process the files). You may complete the steps described above 100 times and the records will simply be stored for your access in the next step of the process, batch processing. But, it is important to take ATVND.csv file you create through option # 50 before starting another file or batch of files. Each ATVND.csv file can have many vendors, but each time you create an ATVND file, be sure to go all the way through option # 50.

BATCH PROCESSING FOR THE INVOICES YOU HAVE LOADED ON THE AS400

When you are done accepting all the vendors invoices, you may go to the Electronic Billing Menu that is used for processing these invoices. On your command line, you may Type 'Go PSEB01' and go to the menu pictured below.



1) Select Option # 1 and you will be brought to the following screen. There are no invoices in the picture. Where it says, "No Records Exist", you will find a list of invoices. As it states, place an 'X' next to each invoice you would like to process, press enter, and press 'F2' to continue.



2) After the invoices have been selected, you will be able to go into the 'Enter/Update' function to edit any of the consumer records as necessary. All other processing beyond this point will be done the same as it always has been. Places to verify the process is working include the amount the vendor reported on the DS2087 or their paper invoice or the allocation summary report (for Group Services).

APPENDICES

APPENDIX A – TROUBLE SHOOTING

ADDITIONAL REQUIREMENTS FOR SOME CENTERS TO USE THE EA_PROCESSING.XLS

Some regional centers have been found to have problems when processing multiple files. Because, during the process, the 'EA_Processing.xls' file is opened multiple times, on occasion, the file may open as 'EA_Processing1.xls', then 'EA_Processing2.xls', etc.

If you are encountering this problem, please do the following:

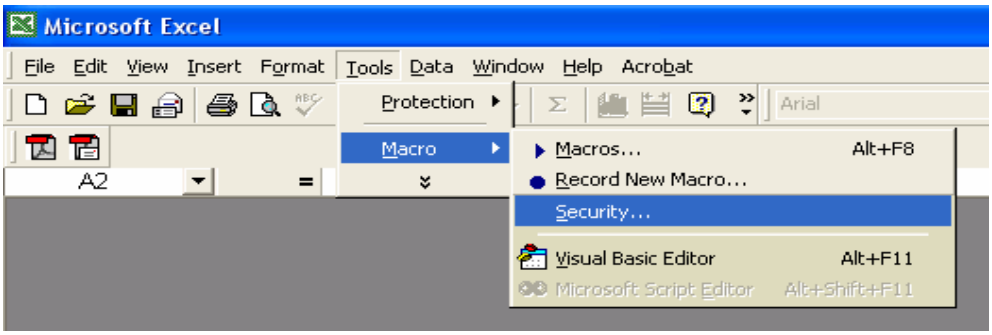
Activate Windows Explorer.
Select Tools | Folder Options...
Activate the File Types tab.
Select the XLS (Microsoft Excel Worksheet) file type.
Click Edit... (or Advanced... if you're using Windows XP).
Select Open in the list.
Click the Default button to make Open the default action for .xls files instead of New.
Click OK until you're back in Explorer.

MACRO SECURITY

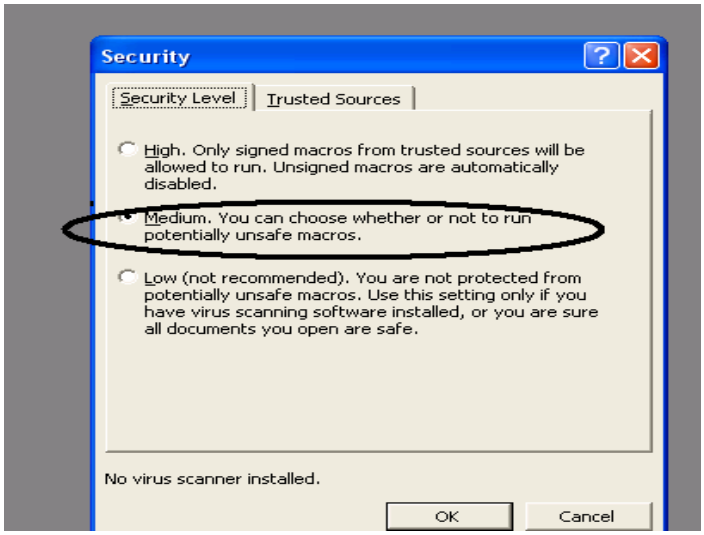
Excel allows you, as a user, to either automatically allow Macros to function, to automatically STOP Macros from functioning or to give you a choice each time you open a file. You will decide based on how you set the security level of Excel, which will happen for you.

This instruction manual assumes that you will be asked, each time you open an Excel file with a Macro, if you would like to "Enable Macros".

From the menu of options, listed at the top of Excel, Select Tools/Macro/Security as shown below:



A dialog box will appear:



We recommend you select Medium Security. This is how the Security Settings work:

1) High – As mentioned in the dialog box, very specific files with Macros are allowed to function. In general, however, the files you open will simply open without the option of your Macros working.
2) Medium – This level is recommended because you will be notified when opening a file that there are macros present. When you open a file from a trusted source, you can simply enable the macros. If the file has been received from an unknown source, or is a file you aren't familiar with, you can choose 'Disable' Macros and you can then look inside the file to see if there is something that you feel would be helpful.
3) Low Security (note that even the dialog box doesn't recommend it) will allow all macros to function as soon as you open the file. The concern with this level of security is that someone sending you a spreadsheet with automatic macros that can work as a virus or otherwise do damage to your computer. Because there is no question asked if you would like to open the file with Macros enabled, you won't know if there is a macro and a process may start before you even realize.

Again, we recommend that you select a Medium level of security.

THE 'EMAIL FORMS' BUTTON ISN'T WORKING

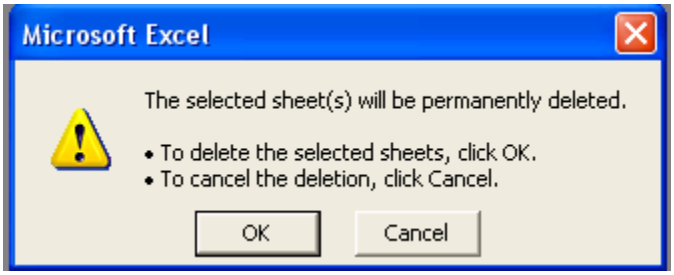
Using Windows 'Help' menu, they offered this advice….check with your system administrator. But, please understand that, at the time of this writing, the Email forms process works for Outlook users only and will only send one file at a time to the vendor.

"The Mail Recipient and the Routing Recipient commands don't appear on the Send To submenu (File menu).

Make sure you have installed Microsoft Exchange or any 32-bit e-mail program compatible with the Messaging Application Programming Interface (MAPI), or Lotus cc:Mail or any 16-bit e-mail program compatible with Vendor Independent Messaging (VIM). Check with your administrator about getting the proper e-mail program installed.
If you have installed Microsoft Exchange or a compatible e-mail program, make sure Mapi32.dll is in the Windows System folder.
If you have installed Lotus cc:Mail or a compatible e-mail program, make sure Mapivi32.dll, Mapivitk.dll, and Mvthksrv.exe are in the Windows System folder."

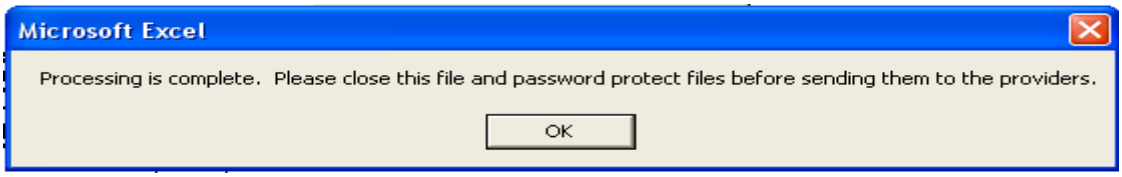
WARNING THE SELECTED SHEET MAY BE DELETED

On occasion, for reasons I don't understand, you may see the message below, if you start the process, then attempt to work in other programs. Simply select "OK" if this message appears.



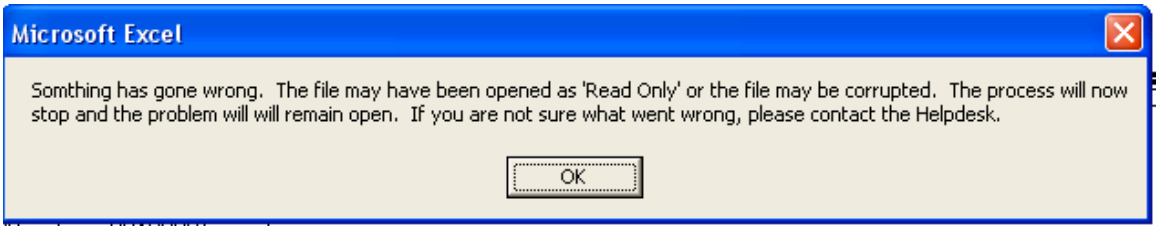
PROCESSING IS COMPLETE

The process is designed to produce a message when the process is complete (shown below). What I have learned is that when you select many files, the message may not appear (If you were asked to do 500 things all at once, isn't there a chance you would make a mistake?). If you see this message, simply select 'OK'.



PASSWORD PROTECT MESSAGES

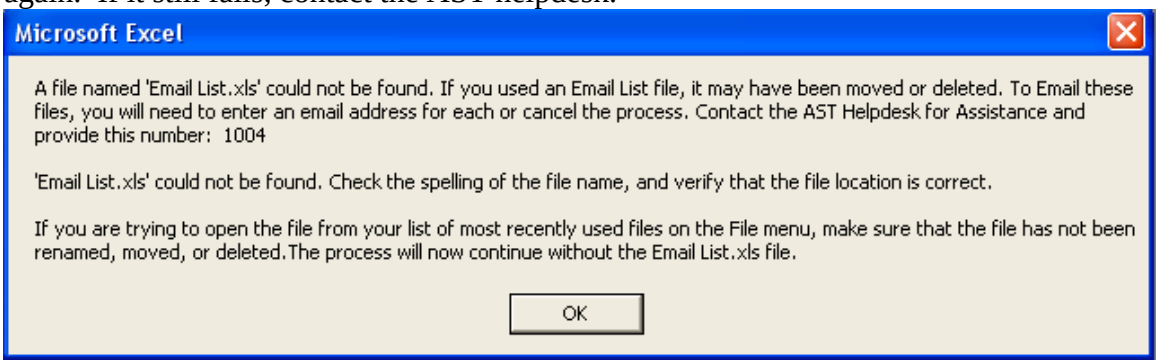
I ran into one problem when testing the password protect process. I selected a file that I had already password protected (this normally is OK, but you are asked to enter a password before processing and I typed in the wrong password). I got this message.



If you get this message, press 'OK' and simply retry the process. This message is to let you know that the process did not work. Selecting "OK" will allow you to try again, starting with the failed file and selecting all files after that again.

THE EMAIL LIST.XLS FILE WASN'T FOUND

The program is set up to move to the c:/dds_txt directory. However, when I opened a file on the 'H:/', and then immediately tried this process, the program did not move me back to c:/ (it will move me from other c:/ location to c:/dds_txt) and I got this error. Normally, you will create, add unit, password protect, then email, all from you c:/dds_txt directory, so you shouldn't see this message. If you do, be sure you have the 'Email List.xls' file in your c:/dds_txt directory, then open a file from your c:/, close it and try again. If it still fails, contact the AST helpdesk.



APPENDIX B

FILE DESCRIPTION FOR THE CAFÉ V

The CAFÉ V may sound unfamiliar to some people, but it is the form that we have been using since the Electronic Attendance method was created. A sample of the form is pictured below. It is simply a close approximation to the paper invoice that regional centers normally use. CAFÉ V stands for 'Consumer Attendance Form – Electronic Version'. Nothing fancy. The CAFÉ V forms generated when using the EA_Processing.xls file contain the UCI number, the Authorization number, Vendor number and all standard invoice information is included in this form.

Vendors can use the form to input attendance data in virtually any form, whether it be miles per day, days attended or hours for each day. Some regional centers have even set up authorizations for services such as 'Medical Equipment' and set a rate of $1.00. This way, if the vendor is submitting an invoice for a $50 item, they can put in 50 units, and if they are submitting an invoice for a $100 item, they can input 100 units.

The June, 2006 version of the EA_Processing.xls file contains new features in addition to the old ones. Vendors can now:

1) Add Records – they select the Add record button, enter the new consumer's name, UCI and other data related to that consumer;
2) Enter Attendance – only used AFTER the 'Add Records' button
3) Sort by last name;
4) Daily Populate – places a 1 in every week day;
5) Monthly Populate – for service such as residential programs, marks all days as attended;
6) Sort by UCI; or
7) Save the File

All with the press of a button.

DS1964.xls FORM

The DS19664.xls form was created to allow job coach hours provided by Habilitation vendors (specifically, Group SEP Services, service code 950) to individual consumers. In this manner, if a vendor provides services to many consumers at different regional centers, each regional center would be able to see what 'share ' of the costs they were responsible for. It became a rather complex form by the time it was done as it included such features as:

1) Last Name Sort – Sorts consumer names by last name;;
2) Sort by SEP Group ID – sorts by group IDs that have been entered by the vendor;
3) Update Formulas – Clears formulas on all sheets and replaces them with new ones;

And, on the Allocation Summary Page (where regional centers and vendors can view the totals for the month:

1) Sort by Sep Group ID;
2) Sort by UCI;
3) Sort by Funded By – Vendors input a 'Funded By' number for the regional center who has the responsibility of the funding for a consumer, whether that consumer is a DDS consumer or a DOR consumer (DOR consumers will have 700 as the funded by number);
4) Subtotal by RC and/or DOR – creates subtotals, but leaves the individual consumers visible;
5) Show Subtotals Only – works for RC subtotals or vendor subtotals;
6) Show Consumer Details – if the subtotals are the only thing showing, this button allows the person to see the detail supporting the sub totals, whether it is by RC or by Group ID, which the vendors use;
7) 'For Vendors Only – subtotal by SEP Group ID' – allows vendors to verify that the job coach hours are all recorded and that all consumers for a particular group have had their time recorded.

Recently, work has been done on the DS1964 form, including such features as Data Validation (to allow vendors to enter only appropriate information), a 'remove subtotals' function that allows sort and subtotaling functions to start from scratch and error out less, and, for vendors that have a large number of groups and/or people, a new form is available by special request….

LARGE DS1964.xls FORM

Originally, the DS1964.xls form was set up for 500 lines (meaning that 500 names could be added including consumers and job coaches). However, a file of that size was overwhelming many vendors AND regional center and we were asked to reduce the size. However, one vendor did have more than 300 consumer/job coach names for a form and the regional center they work with was required to perform extra work to pay that vendor during invoicing. So, the 'Large DS1964.xls' for was created.

There is effectively no difference between the regular DS1964 form and the large one. The large one simply has 500 lines. Sorts have been changed to read 500 lines, the totals are set up to ready 500 lines, and when the 'Allocation Summary' page prints during processing, it will ready 500 lines instead of 300. In fact, the EA_Processing.xls file, version 6.06, checks standard DS1964 forms to see if a 'large' DS1964 form is required. If not, normal processing is done. If it is, you will be told, or, if you have a Large DS1964 form stored in your c:/dds_txt directory, it will use that file automatically, when required.

DATA FILE

A new form can be processed with EA_Processing.xls, version 6.06. Referred to as a 'DATA File', because vendors can now simply download data from a billing system they

have, place it into an Excel file (using a standard format) and send the file in for processing for both the invoicing process and the Hab monitoring for service codes 952 and 954. The data file format will require certain fields to be input in a file that is saved in an Excel format. In this manner, someone beside the Information Technology person is able to review the file. An accounting person can open and save the file in Excel. They can then secure the file with a password and the file will be emailed to the regional center from an approved email address. Below are more specific details.

Why a new file format?

The department was contacted by a couple vendors requesting an easier method of submitting attendance. The required attendance, along with the monitoring reports, was taking an excessive amount of extra effort. This was particularly frustrating for them as they had spent a lot of money on billing systems that were acceptable for DOR and those systems were no longer effective in producing the documents we needed.

Working with the two vendors and ALTA Regional Center, we came up with a concept that would allow the vendors to produce information that would not make them reprogram or completely rewrite their billing programs but would allow them to submit all the information they needed. Based on this plan, this file allows vendors to do the following:

1) They can, by programming a download program, place information into a single file;
2) They will not need to open and populate any of the normal forms;
3) They can submit one file, for each vendor number, and have DOR, DDS, and each of the regional centers accept the file all in one step;
4) They are able to generate a file in a matter of minutes, rather than the days of effort that it would take to complete all the appropriate forms.

As long as the vendor maintains their data, they should never have to worry about changing the program or the data being submitted.

This new data file can be sent in place of a CAFÉ V or a DS1964 form. The major difference is that the file will not be ‘user friendly’ for the regional center to view. However, it can be processed just as you would process the other two forms. So, it effectively saves the vendor and the regional center time.

If you are interested in working with a vendor to use this file, please contact the vendor and contact me. Of course, more information will be appearing on the AST web site as processes are finalized and this will, to some degree, answer your questions. But, if there is anyone that can benefit from this process, we would like to allow them to use it.

APPENDIX C - PROCESSING REQUIREMENTS

FILE REQUIREMENTS

1) The 'EA_Processing.xls' file – this contains macro buttons that will be used for both files that are being sent to vendors and those that are received from the vendor.
2) The DS1964.xls file - the file the vendor uses to record attendance for SEP Group Services.
3) 3 ATVND PC files – these files work together as a batch process to move the file of the attendance information from your PC to the AS400.
4) 3 ATVNDQRYF files – these files are used to download invoice information from the AS400 to your PC.
5) The Email List.xls file (actually optional) with vendor numbers, email addresses, and 'nick' names for the vendors (See Appendix F).

All files listed above should be stored in you c:/dds_txt directory.

PROCESS REQUIREMENTS

I) The EA_Processing.xls file requires at least 3 steps before being used.
   i. Your regional center number must be placed in the blue box at the top of the Sheet called 'Macro Buttons' in the file; and
   ii. You must record information about ALL Group Habilitation Vendors in the table provided in the lower part of the "Macro Buttons" sheet. This table requires the vendors numbers, the UCI numbers, the authorizations numbers and any sub code used for all Contract authorizations for Group Habilitation Vendors. Failure to properly populate this file will cause errors during processing.
   iii. The above changes need to be saved as part of the file.

II) A blank DS1964 form from the Hab Services web site must besaved to your c:/dds_txt directory and called "DS1964.xls" for both generating new files (if you need) and for accepting vendor files (creating the ATVND.csv file).

The process has been improved with the hopes that regional centers will no longer see the 'Debug' errors many were getting. You may want to refer to Appendix A for some suggested instructions for your use. And, of course, the AST Helpdesk is available.

SET UP YOUR PERSONAL COMPUTER

For you to work with the files moving from the AS400 to the personal computer, and later moving the files from your personal computer to the AS400, it is necessary to make a few changes to your personal computer:

1) Add a folder called 'dds_txt' to the root directory on your c:/ drive,
2) Copy the following files to your new directory (these files should have been emailed to you – contact the AST help desk if you need these files):
   a. ATVND.dtt
   b. ATVND.fdf
   c. ATVND.xxx
   d. ATVNDQRYF.dtf
   e. ATVNDQRYF.fdf
   f. ATVNDQRYF.xxx
3) Rename the ATVND.xxx file to ATVND.bat and make a shortcut for it on your desktop,
4) Rename the ATVNDQRYF.xxx file to ATVNDQRYF.bat and make a shortcut for it on your desktop.

These two new shortcuts will be used to move files from and to the AS400.

Note: DDS technical staff must customize the .dtt and .dtf files to suit your installation. Please contact the AST Technical Desk at (916) 654-2050 if you need these files. If you can copy the files from someone at your regional center, please do so as this will expedite the process.

Additionally, you should save the following files to your c:/dds_txt directory:

1) The 'EA_Processing.xls' file (available on the AST web site);

2) 'The DS1964SEP_GroupBilling.xls' form from the Habilitation web site, and the file should be renamed 'DS1964.xls'. Please begin using the June, 2006 version as soon as you can.

Instructions for a file called 'Email List.xls', which you will create can be found in Appendix F.

APPENDIX D - SETTING UP VENDORS

VENDOR SIGN UP

The EA process uses the Electronic Billing Batch program and allows a vendor to submit invoices without a paper invoice. So that the vendor may submit a signed certification statement each month, a new form has been created and is available on the AST Web site that the vendor may complete when using Electronic Attendance (DS2086). Because a Certification statement is required each month, the vendor may use a DS2087 (after submitting the DS2086) in their email or the regional center may have them sign a paper invoice each month.

1) A separate agreement form should be completed for each Vendor ID number.
2) Electronic Funds Transfer portions of the Electronic Billing agreement may be completed if the vendor will be using EFT.
3) For User Security, there will be no USERID required. However, the vendor must supply the email address(es) from which the EA files will be sent and each of the files sent by the vendor should be password protected. It is also recommended that a test email be sent to the vendor before sending any actual information.
4) The new form for the vendors is called the DS2086, and is available on the AST Web site. It is much like the agreement form found in the EB manual but has had minor changes pertinent to Electronic Attendance.
5) The vendor may submit the file via email once the DS2086 form has been signed. They can include the total units or any other helpful information in the email, but they must include the certification statement or they may sign a printed invoice to sign as the certification. Our legal unit has approved the email as a certification as long as an assigned email address is used when the vendor sends the file and the DS2087 form should be included IN the email.

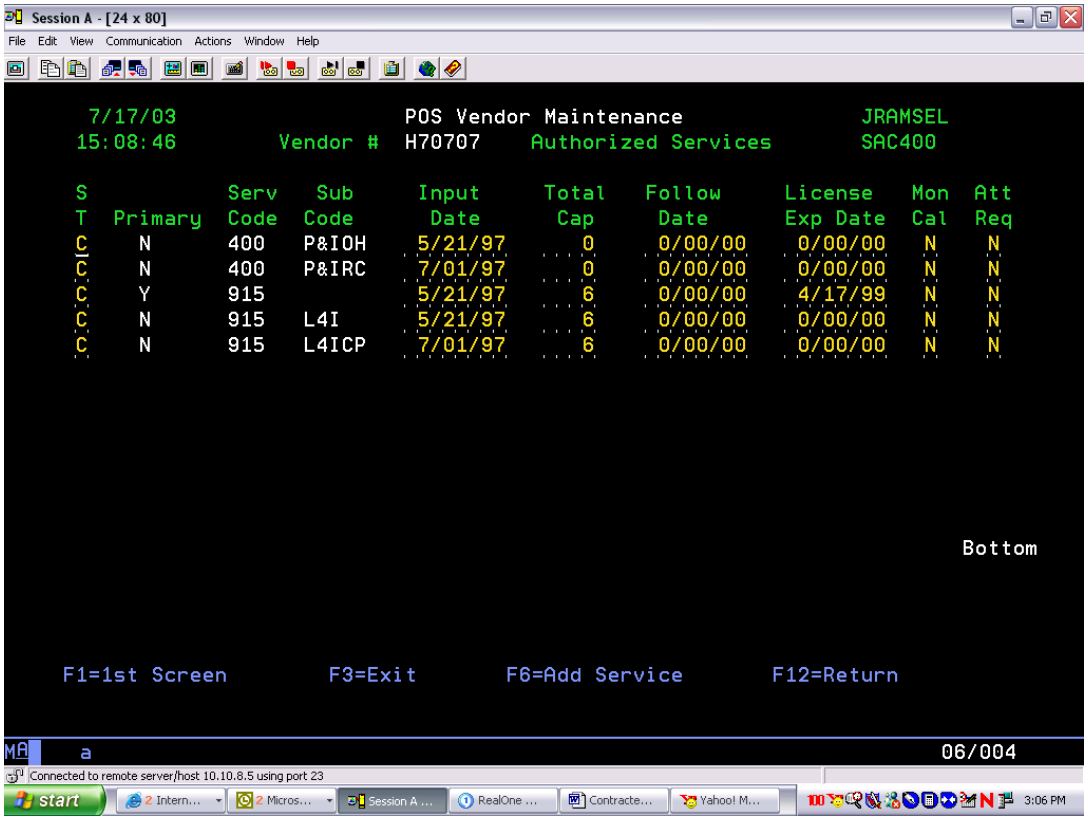
Keep in mind that there will be no ‘Billing History’ available on the internet for these vendors and only those vendors participating in EFT will be able to see a pay history.

VENDOR MASTER SET UP ON THE AS400

In order for the Turnaround Invoices (TAI) to be generated properly and for the system to find information in the correct files, the regional center needs to set up the vendor file to produce attendance file information.

The vendor detail will first need to be marked with a 'Y' or an 'N' in the 'Monthly Calendar' and 'Attendance Only' fields to the far right on the service code entry screen. **An 'N' for each is generally appropriate**. Both fields should be changed, whether they're primary or not. When a service is paid based on a monthly rate, a 'Y' in the 'Monthly Calendar' (Mon Cal) field should be used.

1) Select option 1 on PSMEN1, enter a vendor number and press enter;
2) Press Enter to proceed to the service code detail screen;
3) Place a 'C' in the far left column of each active service code to make a change, and update each active service code with appropriate 'Y' or 'N' entries in the far right columns;
4) Press enter to verify – note that the 'C's in the left column change back to 'A' after selecting 'Enter'.



VENDOR SET UP – EB MASTER – ON THE AS400

In addition to the vendor master record for the vendor, you must also set up the 'EB Master' to use electronic attendance for a vendor.

1) Select Option 1 on the PSME81 menu;

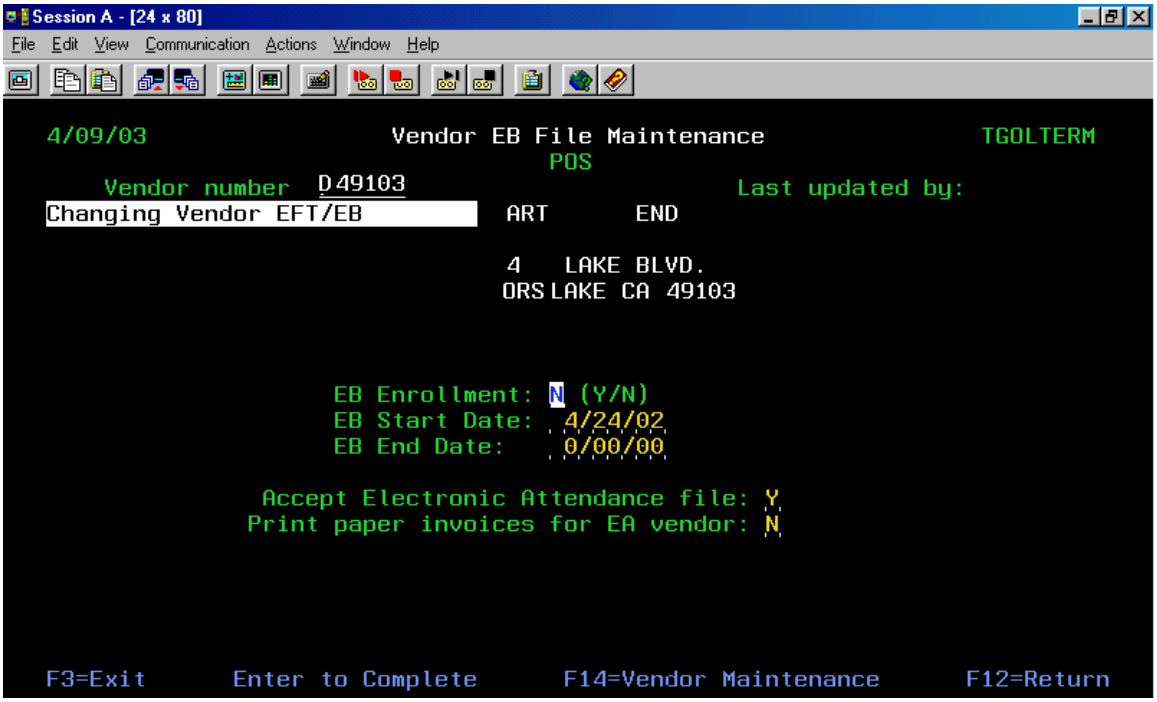
2) Type the vendor number for the vendor being set up for Electronic Attendance (unlike the old vendor master, you do not need to select 'Enter' here);

3) Set "EB Enrollment" to 'N';

4) Input an "EB Start Date" (though they won't be EB, a date is required – also, we suggest that an 'End Date' not be entered until you actually are stopping the vendor from using either EB or EA);

5) Set "Accept Electronic Attendance file" to 'Y';

6) Whether the vendor wants to receive paper invoices as a hardcopy backup or not, set the flag accordingly to 'Y' or 'N';



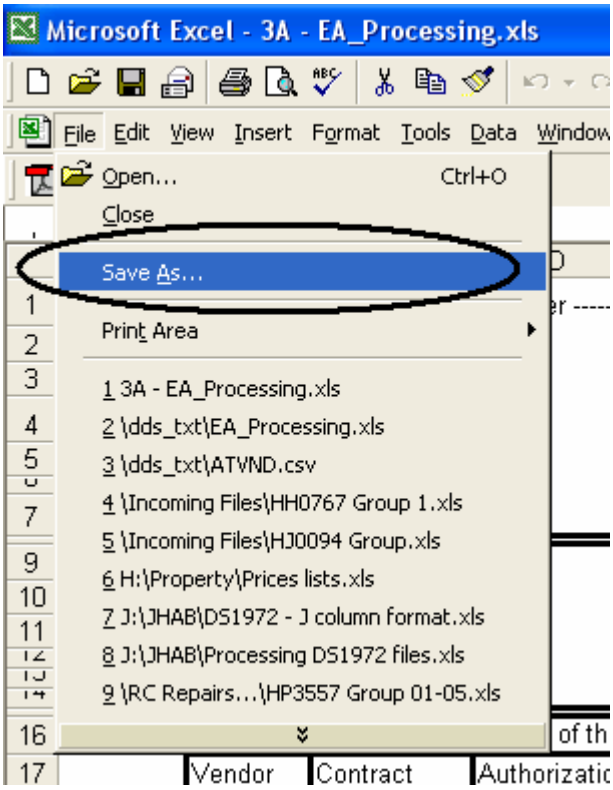
Printing Paper invoices in the beginning may provide the regional center and the vendors a little peace of mind while they adapt to using this new process.

APPENDIX E – HELPFUL HINTS

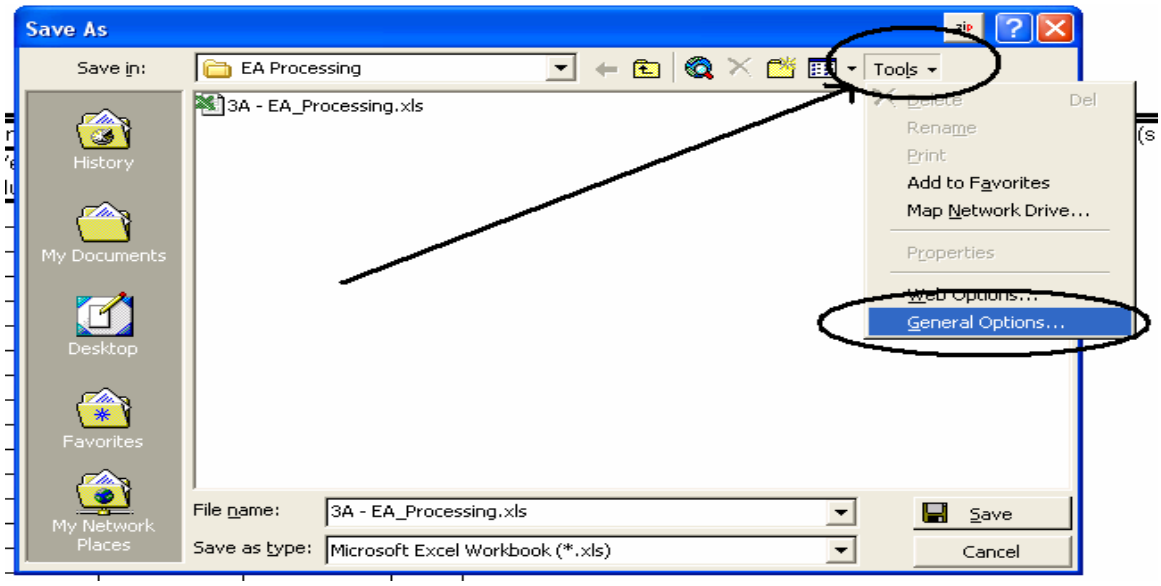
SAVING AN EXCEL FILE WITH A PASSWORD

We will use an example below of Password protecting the EA_Processing.xls file. This file does not need to be password protected, but each of the files sent from the vendor should be password protected. And, because they may not know how, the regional center should know how and you can use this example to explain how to password protect to the vendor.

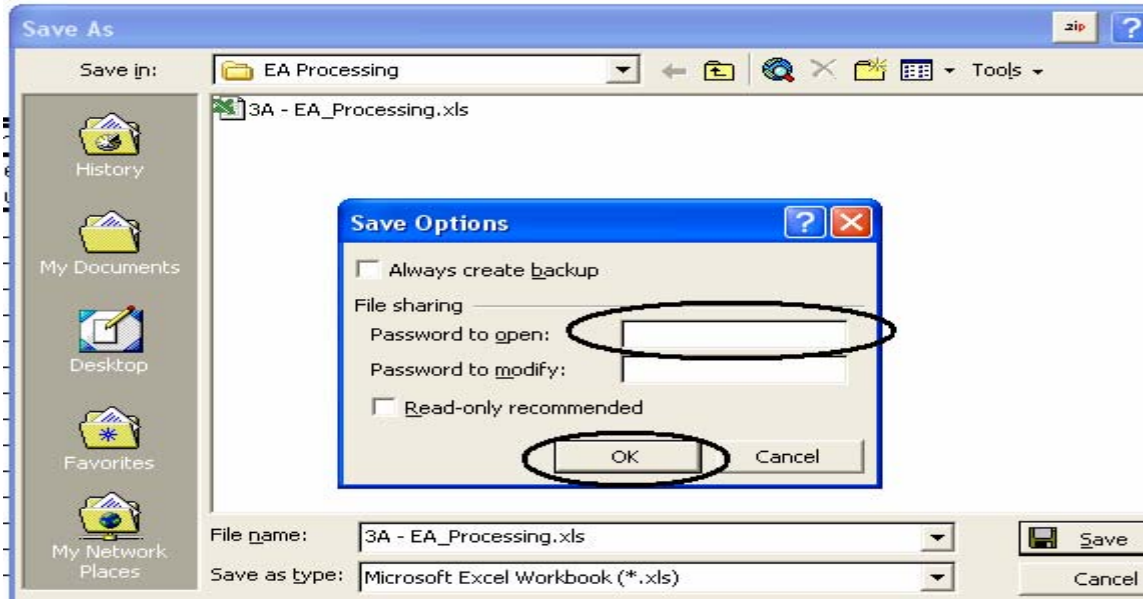
1) While you have the file open, Select from the menu, 'File/Save As' (see example);



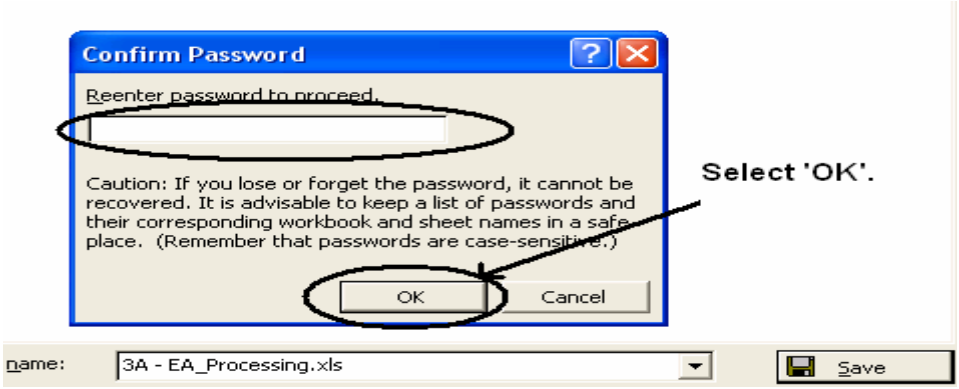
2) In the dialog box, you will find the word 'Tools' with a small arrow just to the right – select that down arrow and you will get a short menu – Select 'General Options';



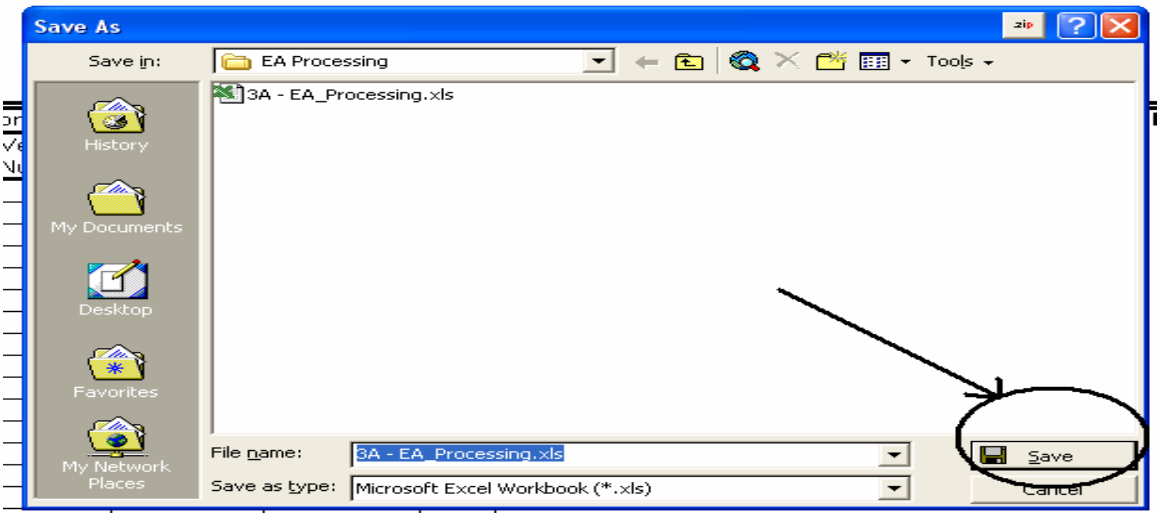
3) A smaller dialog box will appear asking for passwords – While you have the option of inputting 2 passwords, you only need to populate the top cell available ("Password to Open")…you will then select 'OK';



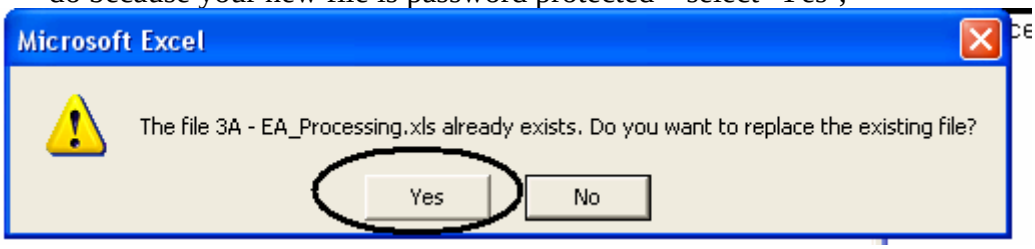
4) When you have selected 'OK' an even smaller dialog box will appear requesting that you confirm your password – retype your password and, again, select 'OK';



5) The screen will then change to leave you the dialog box as though you had not added a password – Select 'Save' and the file will be saved with the password;



6) When you do select 'Save', you will be asked if you would like to 'replace' the old file – this question is to be sure you want to overwrite the old file, which you do because your new file is password protected – select 'Yes';



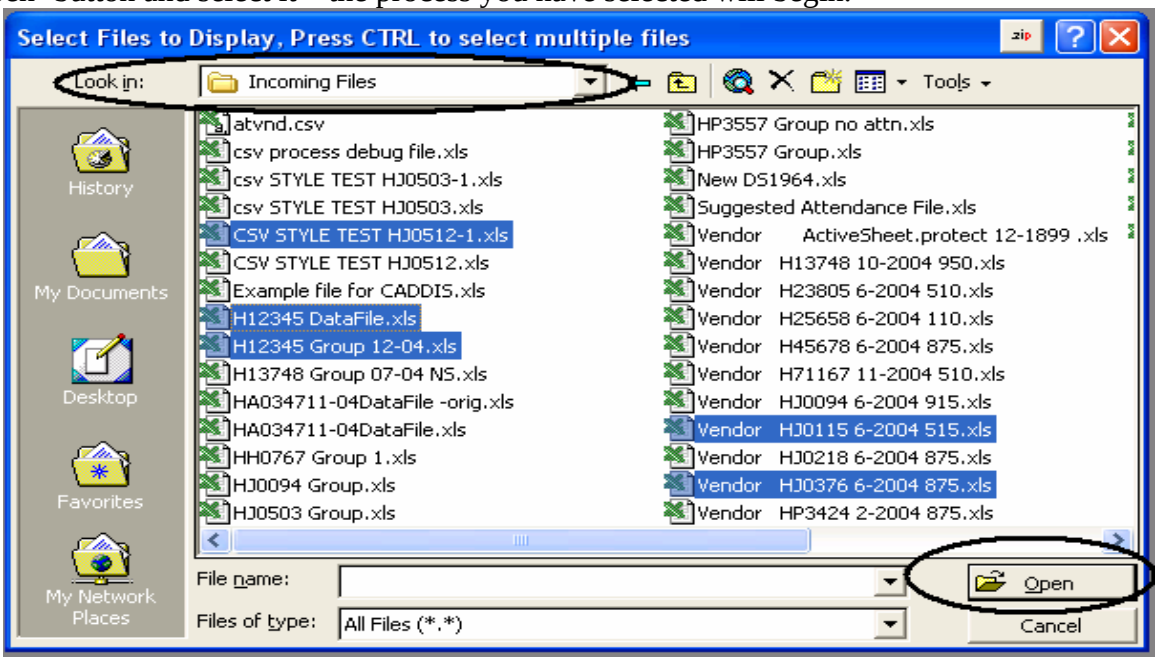
7) Now, where the file was previously stored, you have a password protected file. If you close the file, and then attempt to open the file, you will be asked to enter a password to open the file. Simply enter the same password used to secure the file and you can open it again.

It is suggested that you ask each of your vendors to password protect each of their files and that you password protect files before emailing them if the files contain any consumer or other confidential information.

SELECTING FILES FOR PROCESSING

Below, several files are highlighted in blue. Each time you choose a Macro button in the EA_Processing.xls file, you will be asked which files you want to process – not as a question, but by giving you the option of selecting files. When this dialog box appears, you can select the directory you want by using the drop down in the "Look In:" section (circled near the top); Then select a single file with your mouse, hold down the Control Key and click on several others.

Also, when selecting files, while holding your control key, you may select a file or, click it again, and deselect it. Once you have selected the files, use your mouse to move to the 'Open' button and select it – the process you have selected will begin.

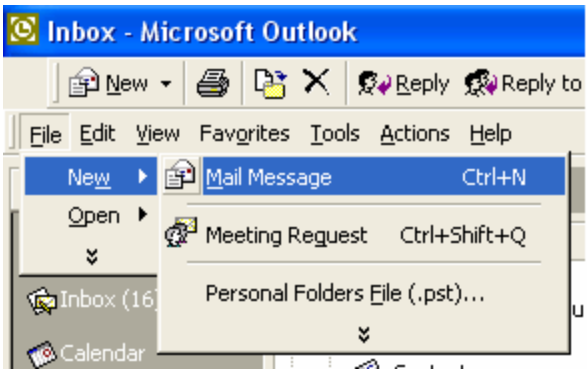


Notice that I have moved to the 'c:/Incoming files Directory – you may now select files from virtually any directory. Also, you can select as many files as you like, depending on the processing power of your computer. Select one file, then hold the 'Ctrl' key down and select the remaining files. While you probably can't tell just by looking, there are 3 different file types selected here. A breakdown of the types of files, the CAFÉ V, the DS1964 and the Data file, is included in Appendix B.

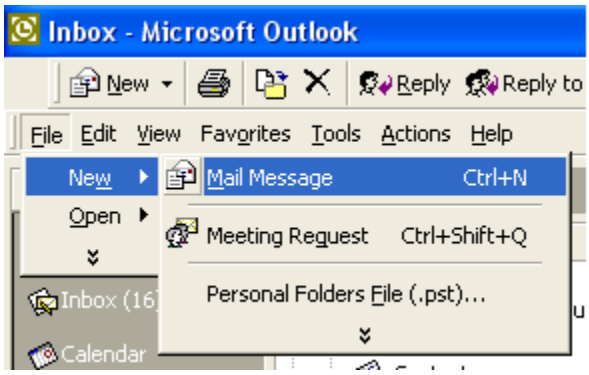
EMAILING A FILE MANUALLY

We use Outlook here at the department, so the examples use outlook. If you have outlook, please try the auto email feature. If not, please look for buttons or menu options that will perform the same functions that are suggested here.

1) Open a new email – in Outlook, this is 'New Message', your program may provide 'New Email' or 'Compose' as an option (picture shows 'File/New/Mail Message' used);



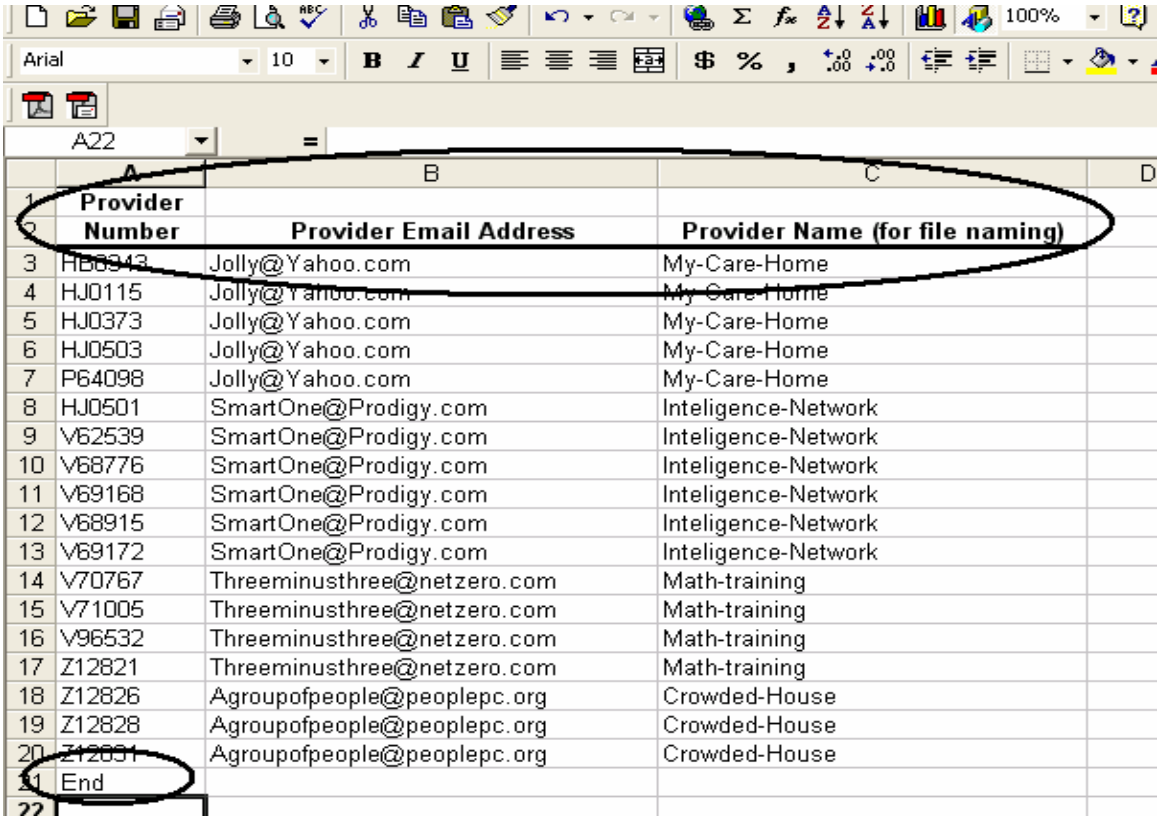
2) In the 'To:' box, enter the vendor's email address;
3) Attach the file to the email by selecting 'Insert/File' or use the short cut Icon (Menu selection is shown in the big circle, the shortcut button is in the small circle) – a dialog box will appear for you to select the file (generally, one file is selected, see 'Selecting Files for Processing' above on choosing multiple files);



4) If you want the vendor to be advised of some specific issues or information about using the invoice or due dates, you may enter that in the 'message' area before sending…but, if not, simply select the 'Send' button and the file will be sent.

5) APPENDIX F - CREATING AN 'EMAIL LIST.XLS'FILE

This file should be saved in your c:/dds_txt directory. We suggest you try using it, especially regional centers using the CAFÉ V forms (for services that are not Group Habilitation services). This file supports the email button and allows you to save files with the vendor's name. It is recommended that you send your file to AST@dds.ca.gov for review before using. Here is an example of the file:



	A	B	C	D
1	Provider			
2	Number	Provider Email Address	Provider Name (for file naming)	
3	HB6943	Jolly@Yahoo.com	My-Care-Home	
4	HJ0115	Jolly@Yahoo.com	My-Care-Home	
5	HJ0373	Jolly@Yahoo.com	My-Care-Home	
6	HJ0503	Jolly@Yahoo.com	My-Care-Home	
7	P64098	Jolly@Yahoo.com	My-Care-Home	
8	HJ0501	SmartOne@Prodigy.com	Inteligence-Network	
9	V62539	SmartOne@Prodigy.com	Inteligence-Network	
10	V68776	SmartOne@Prodigy.com	Inteligence-Network	
11	V69168	SmartOne@Prodigy.com	Inteligence-Network	
12	V68915	SmartOne@Prodigy.com	Inteligence-Network	
13	V69172	SmartOne@Prodigy.com	Inteligence-Network	
14	V70767	Threeminusthree@netzero.com	Math-training	
15	V71005	Threeminusthree@netzero.com	Math-training	
16	V96532	Threeminusthree@netzero.com	Math-training	
17	Z12821	Threeminusthree@netzero.com	Math-training	
18	Z12826	Agroupofpeople@peoplepc.org	Crowded-House	
19	Z12828	Agroupofpeople@peoplepc.org	Crowded-House	
20	Z12831	Agroupofpeople@peoplepc.org	Crowded-House	
21	End			
22				

A few notes about this file:

1) It must have the provider numbers typed properly with **no blank spaces**;
2) The information must be laid out as it is in the picture above – Vendor Number in column A, Email Address in Column B, Vendor Name in column C;
3) The Provider name you type in this file does not need to match the AS400, but should be something you and the provider understand;
4) The **provider name should only be one word or have hyphens** – for example, if you have a provider called 'Family Home', you can call it "Family-Home" or "FamHome", but processing relies on the name in this file having no blank space;
5) If you input Email addresses, you don't need the Provider names – however, if you ONLY input the name, you must input the names in column C, even if column B is blank;

6) **The last thing you must input is the word 'End'** right after the last vendor number entered and be sure it has a capital 'E' (turns out, Excel is case sensitive when comparing some information).

It is recommended that you send your file to AST@dds.ca.gov for review before using.