

W-2 Contractors' Meeting –Agenda

Date: Thursday, October 20, 2016

Time: 10:00am-12:00pm

Location: H206

Conference Line: (888) 557-8511 Access Code: 5834260

Adobe Connect Link: <https://connect.wisconsin.gov/dcfdfesbwfw-2contractorsmeeting/>

Members			
	America Works		Ross
	Adenike Joyner		Nicole Hagen
	Carlyle Outten		Reno Wright
	Forward Service Corp.		UMOS
	Tony Dziedzic		Vang Lee
	Stacey Eggen		Parker Rios
	Brian Wolfe		Workforce Connections Inc.
	MAXIMUS		Gina Brown
	MacArthur Strawder		Shannon Franek
	Rachel Zietlow		Workforce Resource Inc.
	Bureau of Working Families		Jody Connor
	Debra Cronmiller		Carolyn Frogness
	Danise Doudna		Deb Leslie
	LaTanya Dukes		ResCare
	Amy Duncan		Michelle Day
	Ed Emmons		Bureau of Regional Operations
	Beverly Jenkins		Jamie Fawcett
	Beki Lockery		Justine Girard
	Margaret McMahon		Zulema Hauer
	Lorinda Patzner		Kathy Kloes
	Linda Richardson		Audrey Roecker
	Luz Scott		Tim Schindler
	Neng Thor		Roxanne Sperber
	MayChee Yang		Lori Thuli
			John Tuohy
			Jean Zawacki

Agenda Item	Presenter/Duration
1. Welcome and Introductions	Margaret McMahon – 5 minutes
2. Contract Changes	Linda Richardson – 10 minutes
3. POP Changes	Jason Bergh – 10 minutes
4. Submission of CLIA Letters	Leah Watson – 5 minutes
5. Policy Updates Career Assessment 48 Months Transitional Jobs Expansion Milwaukee Response Initiative	Jenifer Cole, Leah Watson, Becky Yang – 15 minutes
6. Systems Changes BRITS Navigator	Linda Richardson – 5 minutes
7. Contract Follow-up and SPARC	Sue Losen - 60

NEXT MEETING: December 15, 2016

Dear Sir/Madam:

You are receiving this notification because you currently submit a CORE expense report.

Effective for January 2017 expense reporting, all grants will be processed by a new system, SPARC (**S**ystem for **P**ayment and **R**eporting of **C**ontracts). Rather than submit an excel worksheet as an attachment to an email, you will be signing on to a DCF SPARC portal and entering your data into an online form.

DCF will be providing training in January. Everyone needs to have their ids submitted to SPARC Grant Processing by **November 18th** so that the training environment can be set up with individual WIEXT ids.

Each agency can have as many authorized users as needed. If you already have a WIEXT id for other applications such as RMS or RMTS, you can use the same id for SPARC as well. There is no need to get a new one. Each STAR supplier ID will need a unique WIEXT id. If you submit Core forms for multiple legal entities, contact DCF CORE/SPARC Accountant (DCFFinanceGrants@wisconsin.gov) for assistance.

Please follow these steps to create your WIEXT id/ DWD User name:

Go to this site: <https://www.dwd.state.wi.us/accountmanagement/>

- Click on the "Login Creation" link
- Click on the "accept" for the user agreement
- Enter your First Name, Last Name, **WORK** Email address (**NOTE: Enter WORK email address so that you may recover/ reset passwords**)
- Create a User Name (this can be anything that you can easily remember, but must be 5-10 characters, using only letters and numbers - no spaces or any special characters)
- Create a password
- Create a Password Recovery question
- Enter the "Verification" numbers that appear in the box
- Then press submit

(note: both your user ID and password are case sensitive)

If at some point in time you forget your user name and/ or password, please click on the "User Name/ Password Recovery" link at the bottom of the page or call **DWD Service Desk** - (608) 266-7252 -- Hours of Service - **Monday thru Friday, 6:00 am to 5:00 pm**

After creating WIEXT ID, complete the SPARC Authorization Form and submit by email to DCFFinanceGrants@wisconsin.gov.

After November 18th, all SPARC authorization requests have to come through the formal DCF Security Form. We will send a follow up letter with the new security form and directions.

Thank you. We look forward to the training session and assisting you using SPARC.



Department of Children and Families SPARC Initial Sign-In Authorization Request Form

CORe Agency ID: _____

Agency Name: _____

No.	WIEXT ID	Name	Email Address	Phone Number
Ex	JDoeABC	John Doe	JDoe@abc.org	(608)123-4567
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Please fill out and submit to DCFFinanceGrants@wisconsin.gov by **November 18, 2016**.
All requests after this date will need to be done by DCF Security.

Submitted By: _____

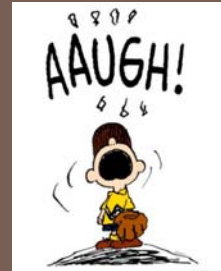
Submission Date: _____

Directions

- Fill out or type in all authorized personals, who are submitting expenses through SPARC portal.
 - If you need to sign up for WIEXT ID, visit <https://www.dwd.state.wi.us/accountmanagement/>.
- Submit the form to DCF Finance Grants (DCFFinanceGrants@Wisconsin.gov) by November 18, 2016.

OHH NOOOO!!!!
'THE TIMES, THEY ARE A CHANGING'

Grant Processing – SPARC



Future, Here We come!

Oh,
Yeah!



CORE Is Becoming... WHAT!?

- Starting with January 2017 grant activity, CORE will be replaced with...

SPARC

(System for Payment And Reports of Contracts)



Why Are We Changing CORE?

- Old application that is no longer supported by Microsoft
- Maximus is no longer maintaining software
 - → no staff available
- Integrate with State Accounting System (STAR) and Contract System (SIMON)
 - Why not use STAR?
 - STAR would have trouble with line code splits and match
- Improved security with online portal vs email
 - No more email reports submission caught in SPAM filter
- Excel Upload is no longer efficient

What Will Remain The Same In SPARC? Summary

Before we discuss changes, let's review what stays the same
Summary:

- Process
 - Replacement System
 - DocuSign contract process
 - Report due date
 - Payment date
- Coding Structure
 - Contract Code
 - Line Code
 - Class Code
 - The relationship of the above codes

What Will Be Changing In SPARC? Summary

Summary of Changes:

- SPARC Website
- Portal Entry
- Replacing Subset with Report Criteria
- Available Data Entry Forms
- Replacing CORE ID (2 digits) with STAR Supplier ID (10 digits)
- Effect on removing Subset and CORE ID

What Stays The Same?

- Let's look at the details
- Process
 - SPARC will be a replacement System
 - Will need to report all total expenses for the month even if you are submitting a revised report
 - DocuSign contract process
 - Payment will be generated for submitted expenses after the contract is signed via DocuSign
 - Report Due Date will remain the same
 - Report Due Date is now called "**Report Criteria**"
 - The contract payment date will be the same

What Stays The Same? (Continue)

- Coding Structures
 - Contract Code
 - Will be 4 or 5 digits in SPARC
 - 5th digits will be alpha/numeric.
 - Last digit will most often be used where Core had multiple agencies
 - Line Code
 - Will be 4 or 5 digits in SPARC
 - 5th digits will be alpha
 - Dropping 2- prefix
 - Last digit may be used when fiscal agents are reporting for multiple entities
 - Class Code
 - You will see the description of class code instead of digits in new form

What Will Be Changing In SPARC?

- SPARC Website will be essentially the same as CORE website, but...
 - Website will be available sometime in December
 - Core Website will have SPARC information at the end of October
 - <http://dcfsparc.wisconsin.gov/>
 - Forms will not exist in SPARC site
 - SPARC contracts will be entered when approved by DCF
 - Payment will only be generated for submitted expenses after agency signs via DocuSign
 - More flexibility with reports
 - Available to select Agency, contracts, period, etc. to customize the report

What Will Be Changing In SPARC? (Continue)

- Portal Entry
 - No longer using excel form to upload into system
 - Improving efficiency and security
 - Web based portal enables you to log on from anywhere
 - Using WIEXT ID to log on
 - Setting up WIEXT ID and Password
 - [Direction](#) (shown in next slide)
 - Can have multiple authorized staff members to enter data for each agency
 - Agency employees may use existing WIEXT ID if they have one

What Will Be Changing In SPARC? (Continue)

- WIEXT ID is a 2 step process
- First get log in
 - ▣ See next slide
 - ▣ Get security to access SPARC
 - Initially submit request to SPARC team by November 18th
 - Use form and send to DCF Security

What Will Be Changing IN SPARC? (Continue)

- ▣ Using WIEXT ID to log on (Continue)
 - WIEXT ID Set Up Direction
 - Go to this site: <https://www.dwd.state.wi.us/accountmanagement/>
 - Click on the "Log In Creation" link
 - Click on the "accept" for the user agreement
 - Enter your First Name, Last Name, **WORK Email address** (NOTE: Enter WORK email address so that you may recover/ reset passwords)
 - Create a User Name (this can be anything that you can easily remember, but must be 5-10 characters, using only letters and numbers - no spaces or any special characters)
 - Create a password
 - Create a Password Recovery question
 - Enter the "Verification" numbers that appear in the box
 - Then press submit
 - (note: both your user ID and password are case sensitive)
 - If you need multiple WIEXT ID, contact [DCF Finance](#)

What Will BE Changing In SPARC? (Continue)

- Using WIEXT ID to log on (Continue)
 - Initial WIEXT ID Set up in SPARC
 - Submit the form by November 18, 2016 to [DCF Finance Grants](#)
 - All request after 11/18 will need to be done by the formal security form with supervisor's approval
 - Form will be available on website

What Will Be Changing In SPARC? (Continue)

- Report Criteria
 - Also known as a report due date from contract
 - Due on 20th
 - Home Visiting and other grants
 - Due on 23rd
 - Child Support, Tribes – Non-County Child Care
 - Due on 28th
 - County - Child Care and Child Welfare Report

What Will Be Changing In SPARC? (Continue)

- Available Data Entry Forms
 - Selecting from report criteria or special reports
 - W2
 - Cost Pool Report (Shared Cost and IV-E informational cost)
 - No longer need to submit to DHS CARS unit
 - Employee Count Report
 - No longer need to submit to DHS CARS unit
 - General
 - Report Criteria – Due on 20th (Home Visiting, Other Grants)
 - Report Criteria – Due on 23rd (Child Support, Tribes non-county Child Care)
 - Report Criteria – Due on 28th (County Reports)

What Will Be Changing In SPARC? (Continue)

- Available Reports (Continue)
 - Only active/current contracts will be shown in portal
 - Form will display line code only
 - Will have hover feature over line code description
 - Data is only saved when agency submits the report
 - Will allow printing the report after the submission
 - If there's any previous submission for the selected month and year, the last submitted expenses will be filled for each line
 - Easier for agencies to create the revised report
 - Will allow 90 days to revise the report
 - For January report, you can revise until April 30th
 - After the cut-off, contact [DCF SPARC Accountants](#)

What Will Be Changing In SPARC? (Continue)

- STAR Supplier ID
 - ▣ 10 digit supplier ID will be used in SPARC
 - After logging on with WIEXT ID, STAR Supplier ID will auto-generate in portal

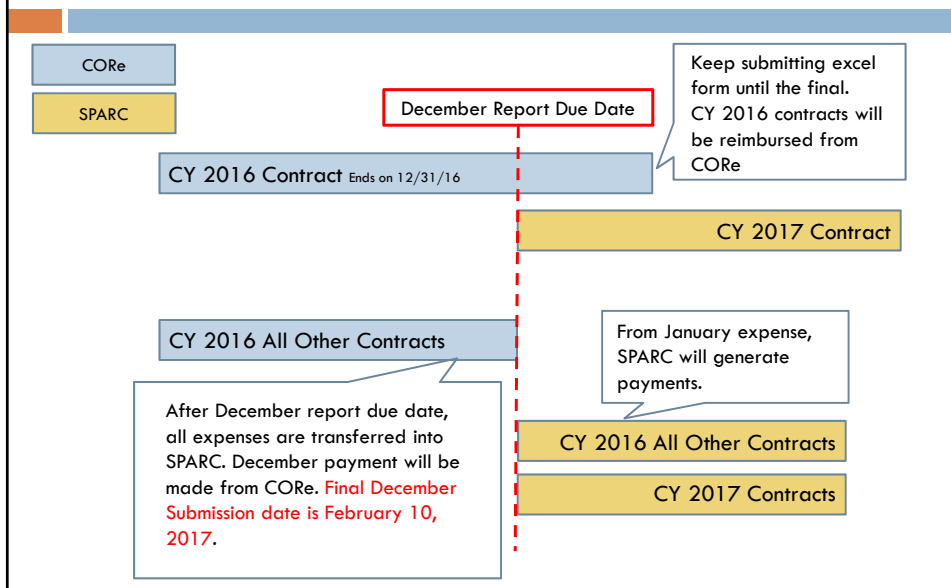
What Will Be Changing In SPARC? (Continue)

- Effect on removing subset and CORE ID
 - ▣ Will need to select Report Criteria to select form with correct codes
 - ▣ If agencies have multiple department, such as Health Services, Child Support, and Human Services under one STAR Supplier ID...
 - Only one bank account can be used to receive payments
 - Only one email address to receive an ACH Remittance Note

Transition to SPARC

- All agencies are required to submit the report through the portal starting with January 2017 reported expense.
- Contract that ends on...
 - December 31, 2016 → Continue submitting reports for December 2016 with excel form to [DCF Finance Grants](#) until the final report for CY 2016 contract
 - All others → Submit reports with excel form for month through December, 2016. We will enforce December due date of Friday January 20th or January 23rd depending on the subset. With prior approval agencies with continuing contracts can submit a December report until **Feb 10th**. From January and on, the new portal must be used. After 2/10/17, any December adjustments **CANNOT BE ACCEPTED**. If you need to revise, do it in January or later month.

Transition to SPARC (part 2)



Training For SPARC?

- Currently developing training plans and schedule
 - In person training in Madison and key sites
 - Web based training or Webinars
 - Intend to have some extended training
 - Archived Webinars
 - Written Job Aids



SPARC Contacts

- SPARC General Email
 - DcfFinanceGrants@wisconsin.gov
- Sue Losen
 - Sue.Losen@wisconsin.gov
 - 608-422-6379
- Kozue Bush
 - Kozue2.Bush@wisconsin.gov
 - 608-422-6397

