Department of Job & Family Services

# CFIS

# User Guide for CCMEP

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# CFIS Overview

## What is CFIS?

County Finance & Information System (CFIS), is an intuitive, web-based financial reporting system. The use of CFIS is mandatory per Ohio Administrative Code 5101:9-30-04. CCMEP agencies use CFIS monthly to report financial information to ODJFS and it interfaces with the Ohio Administrative Knowledge System (OAKS).

CFIS was designed to link local workforce services in the case management system to expenditures in the financial system.

At the county level, staff use the system to enter costs that are associated with the programs including but not limited to Supportive Services and ITA's. It is also used for federal reporting.

Client Level Tracking (CLT) is a subset of CFIS that is a client level tracking system that captures the clients that we put in for direct service cost recording.

Clients have their services pulled from ARIES. CLT is now a required process because it is the only way for the state to capture direct services expenditures for performance and Department of Labor reporting purposes.

## Who can access CFIS?

All staff members who have a valid OHID and active ARIES account can have access to CFIS if it is a necessity of their job functions. Access must be requested by supervisors on the initial or subsequent digital 7078 form. It is imperative to remember that the data stored within CFIS is 'Confidential and Personal Information' (CPI) in nature and can only be viewed or shared as required to perform your official duties. The digital 7078 form is available through MyOhio.gov portal.

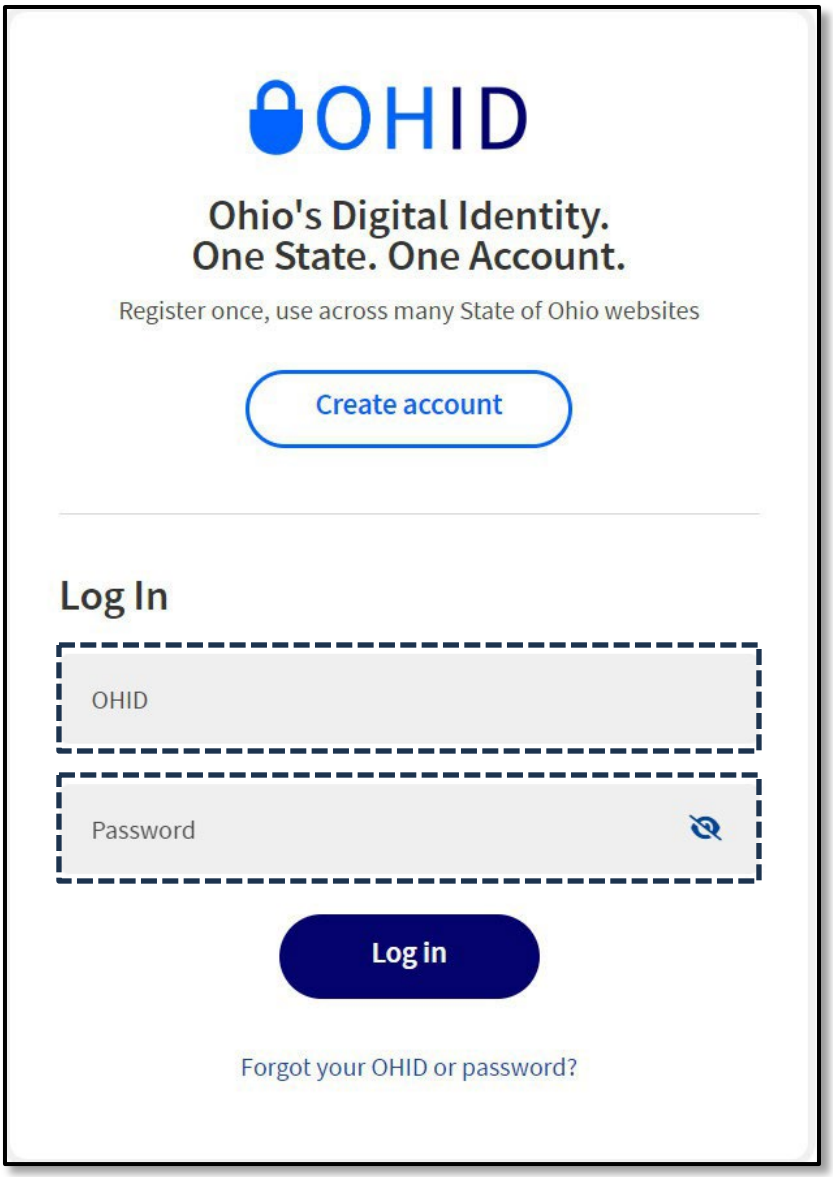
Viewing or sharing of information for other purposes could result in a violation of agency rules and policies concerning the handling of CPI.

# Accessing CFIS

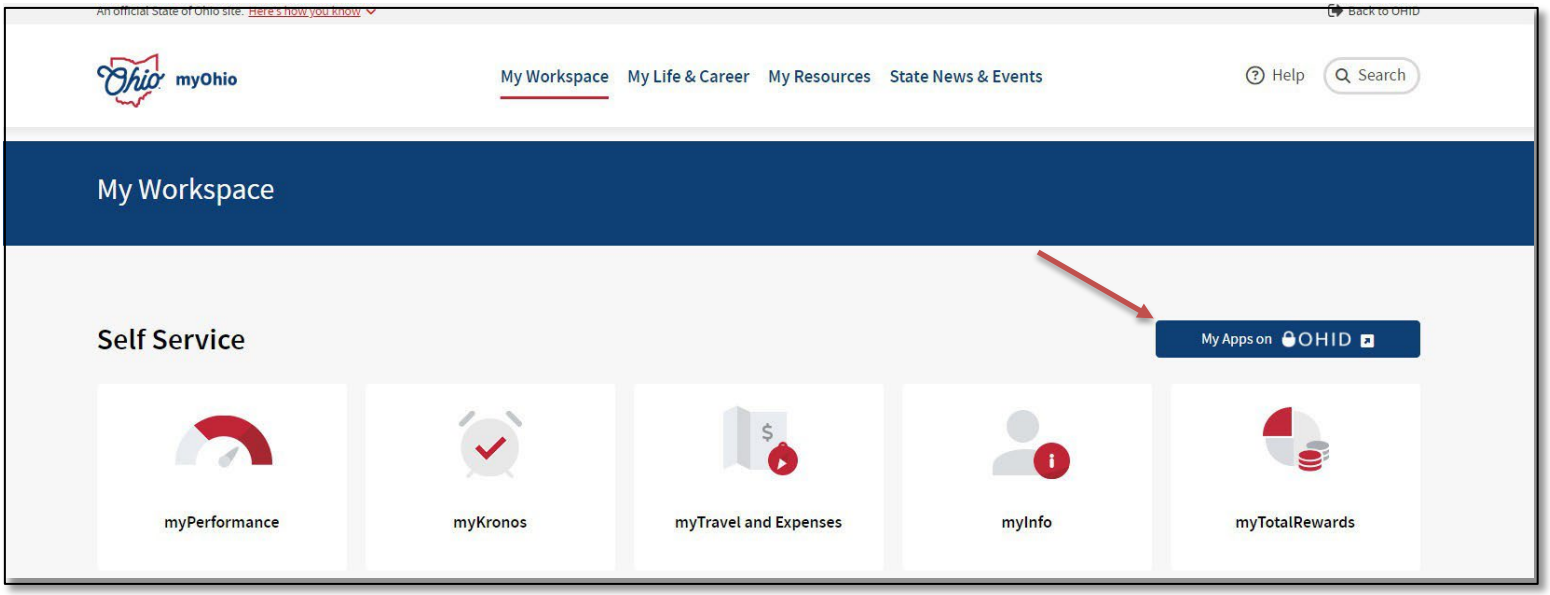
(1) After opening an Internet browser (Google Chrome or Microsoft Edge are preferred).

Please enter the following URL into the address bar to navigate to MyOhio: https://myohio.gov

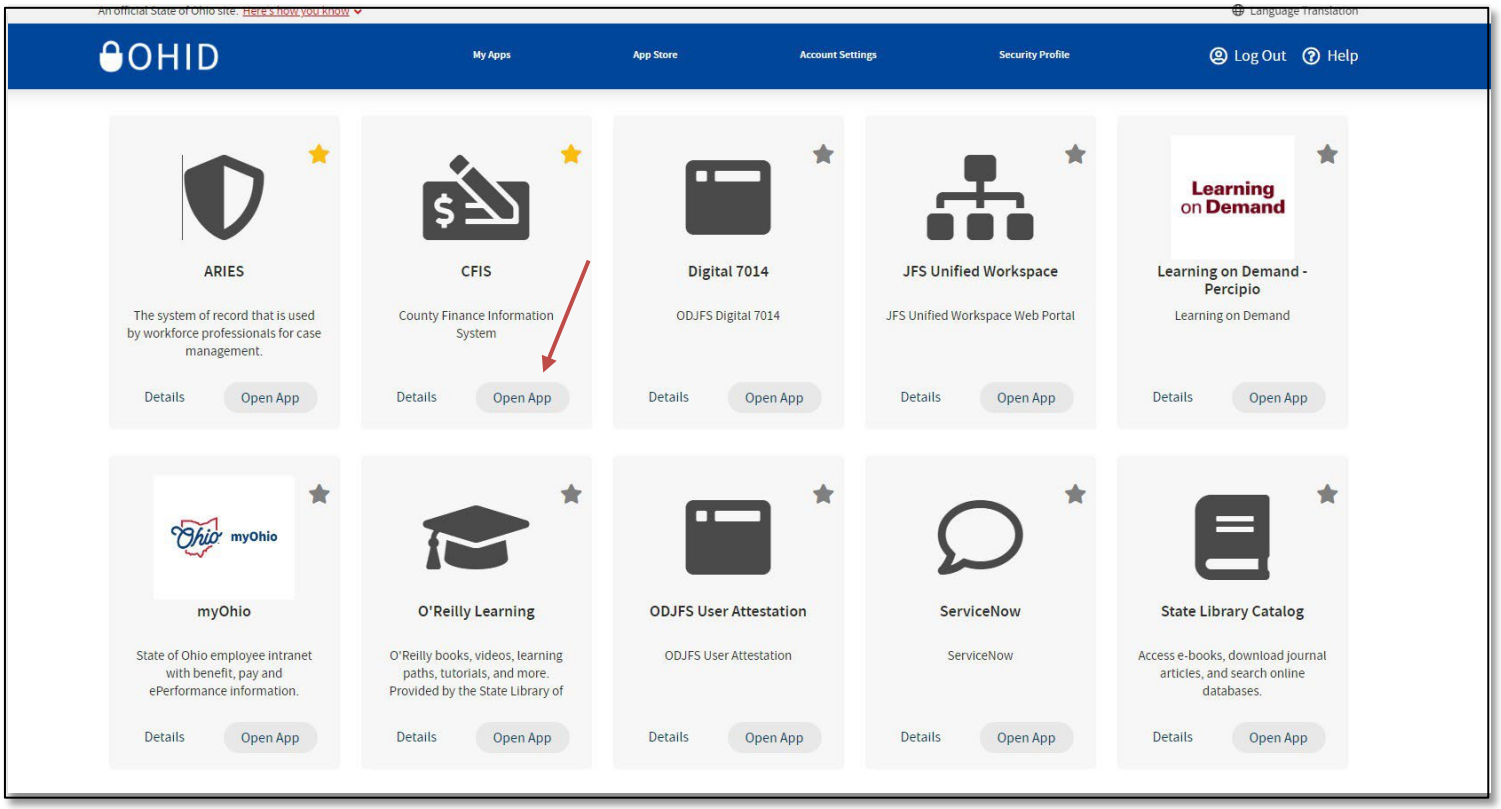
The OH|ID login screen displays. Enter your OH|ID and password in appropriate fields and click the "Log in" button.



(2) The MyOhio web page displays. Click the “My Apps on OH|ID” button in the My Workspace section of My Ohio.

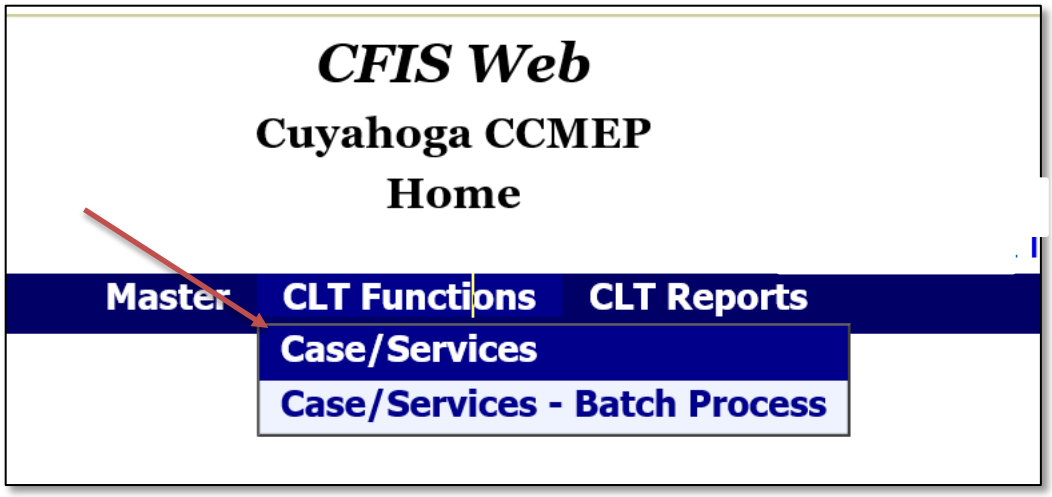



(3) The My Apps web page displays. Locate the CFIS application tile and click the “Open App” button.



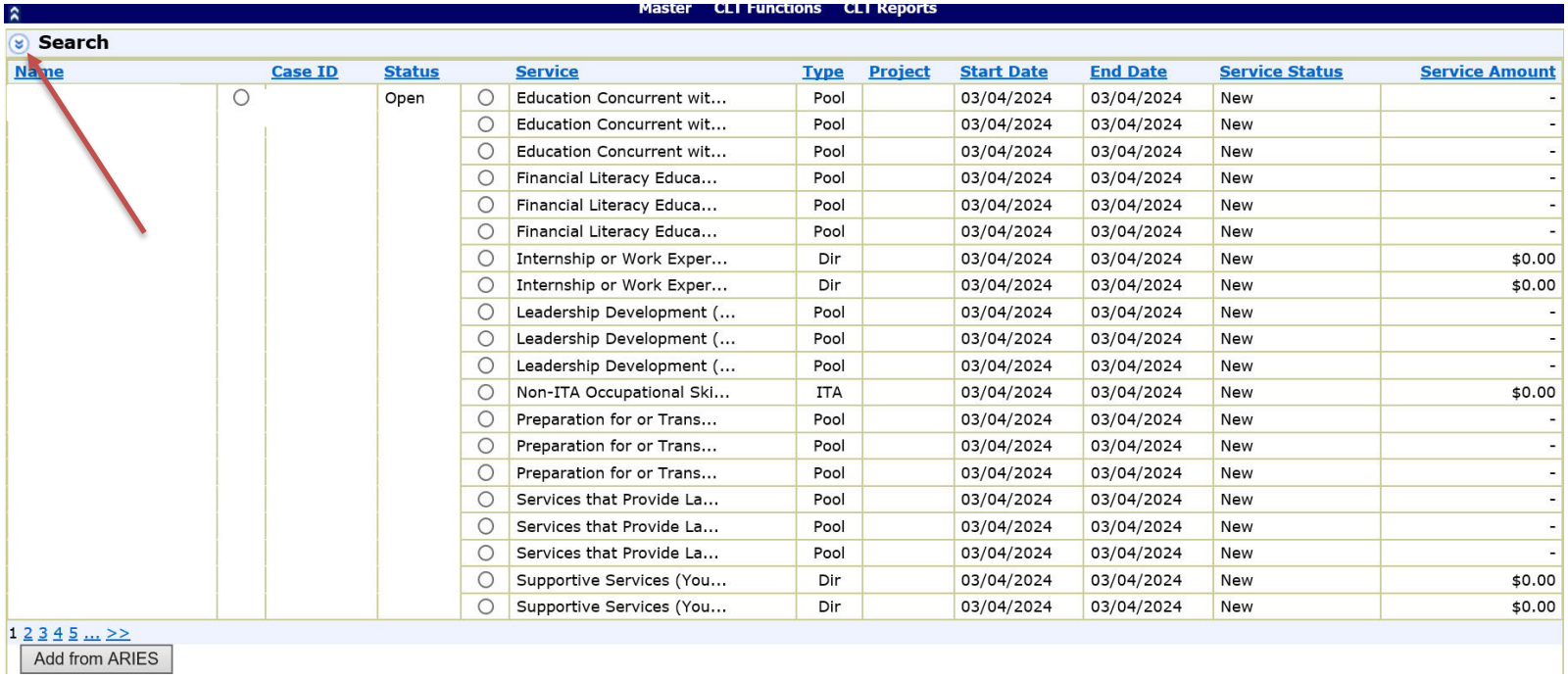
# Searching for Clients

(1) Click the “CLT Functions” option then “Case/Services”.




(2) Below is the default screen that will always be the starting point once you select “Case/Services.” The list of all clients in the system will populate.

(3) On the left side select the drop down to open the "Search" feature.




| Name | Case ID | Status | Service | Type | Project | Start Date | End Date | Service Status | Service Amount |
|---|---|---|---|---|---|---|---|---|---|
| | | Open | Education Concurrent wit... | Pool | | 03/04/2024 | 03/04/2024 | New | - |
| | | | Education Concurrent wit... | Pool | | 03/04/2024 | 03/04/2024 | New | - |
| | | | Education Concurrent wit... | Pool | | 03/04/2024 | 03/04/2024 | New | - |
| | | | Financial Literacy Educa... | Pool | | 03/04/2024 | 03/04/2024 | New | - |
| | | | Financial Literacy Educa... | Pool | | 03/04/2024 | 03/04/2024 | New | - |
| | | | Financial Literacy Educa... | Pool | | 03/04/2024 | 03/04/2024 | New | - |
| | | | Internship or Work Exper... | Dir | | 03/04/2024 | 03/04/2024 | New | $0.00 |
| | | | Internship or Work Exper... | Dir | | 03/04/2024 | 03/04/2024 | New | $0.00 |
| | | | Leadership Development (... | Pool | | 03/04/2024 | 03/04/2024 | New | - |
| | | | Leadership Development (... | Pool | | 03/04/2024 | 03/04/2024 | New | - |
| | | | Leadership Development (... | Pool | | 03/04/2024 | 03/04/2024 | New | - |
| | | | Non-ITA Occupational Ski... | ITA | | 03/04/2024 | 03/04/2024 | New | $0.00 |
| | | | Preparation for or Trans... | Pool | | 03/04/2024 | 03/04/2024 | New | - |
| | | | Preparation for or Trans... | Pool | | 03/04/2024 | 03/04/2024 | New | - |
| | | | Preparation for or Trans... | Pool | | 03/04/2024 | 03/04/2024 | New | - |
| | | | Services that Provide La... | Pool | | 03/04/2024 | 03/04/2024 | New | - |
| | | | Services that Provide La... | Pool | | 03/04/2024 | 03/04/2024 | New | - |
| | | | Services that Provide La... | Pool | | 03/04/2024 | 03/04/2024 | New | - |
| | | | Supportive Services (You... | Dir | | 03/04/2024 | 03/04/2024 | New | $0.00 |
| | | | Supportive Services (You... | Dir | | 03/04/2024 | 03/04/2024 | New | $0.00 |

1 2 3 4 5 ... >>

(4) Below is what you will see once you select the drop down to search for a client. It is here that you are searching the database for your county's clients only. You can type in limited characters or the full name of the person. For example, if the clients name is James Smalls you can type in the following ('Sm' for the last name and 'Ja' for the first name.) If the person you are looking for comes up you can click the radio button to enter their profile and begin working.

Tip: Change the "Case Status" to "All" to include open and closed cases.

Master CLT Functions CLT Reports

Search

SL Name: LAW03 - Cuyahoga County Workforce
Sub-Area: C0318 - Cuyahoga CCMEP
Client Last Name: sm
Client First Name: ja
Client ID:
Date of Birth:
SSN: Show
Case ID:
Case Mgr. ID:
Case Mgr. Last Name:
Case Mgr. First Name:
Case Status: Open
Eligibility: --All--
Type: --All--
Vendor Number:
Vendor Name:
PO Number:
Project:
Services Between: and
Service Status: --All--

Reset Search

| Name | Case ID | Status | Service | Type | Project | Start Date | End Date | Service Status | Service Amount |
|---|---|---|---|---|---|---|---|---|---|
| Smalls, James | | Open | Financial Literacy Educa... | Pool | | 09/19/2023 | 09/19/2023 | New | - |
| | | | Financial Literacy Educa... | Pool | | 09/19/2023 | 09/19/2023 | New | - |
| | | | Leadership Development (... | Pool | | 09/19/2023 | 09/19/2023 | New | - |
| | | | Leadership Development (... | Pool | | 09/19/2023 | 09/19/2023 | New | - |
| | | | Services that Provide La... | Pool | | 09/19/2023 | 09/19/2023 | New | - |
| | | | Services that Provide La... | Pool | | 09/19/2023 | 09/19/2023 | New | - |
| | | | Services that Provide La... | Pool | | 09/19/2023 | 09/19/2023 | New | - |
| | | | Supportive Services (You... | Dir | PY23 YOUTH OOS | 09/21/2023 | 09/27/2023 | Approved | $19.40 |
| | | | Supportive Services (You... | Dir | PY23 YOUTH OOS | 10/04/2023 | 10/04/2023 | Approved | $19.40 |
| | | | Supportive Services (You... | Dir | PY23 YOUTH OOS | 10/12/2023 | 10/12/2023 | Approved | $19.40 |
| | | | Supportive Services (You... | Dir | PY23 YOUTH OOS | 10/26/2023 | 10/26/2023 | Approved | $38.80 |
| | | | Internship or Work Exper... | Dir | PY23 YOUTH WORK EXP OOS | 09/25/2023 | 11/13/2023 | Approved | $495.12 |
| | | | Internship or Work Exper... | Dir | PY23 YOUTH WORK EXP OOS | 10/06/2023 | 11/14/2023 | Approved | $973.60 |

Add from ARIES

(5) If the person isn't in the system, you will receive the message "No Record(s) Found, click "Add from ARIES" so that the entire state database can be searched.

Master CLT Functions CLT Reports

No Record(s) found

Search

SL Name: LAW03 - Cuyahoga County Workforce
Sub-Area: C0318 - Cuyahoga CCMEP
Client Last Name: sm
Client First Name: ja
Client ID:
Date of Birth:
SSN: Show
Case ID:
Case Mgr. ID:
Case Mgr. Last Name:
Case Mgr. First Name:
Case Status: Open
Eligibility: --All--
Type: --All--
Vendor Number:
Vendor Name:
PO Number:
Project:
Services Between: and
Service Status: --All--

Reset Search

| Name | Case ID | Status | Service | Type | Project | Start Date | End Date | Service Status | Service Amount |
|---|---|---|---|---|---|---|---|---|---|
| No Record(s) found | | | | | | | | | |

Add from ARIES

# Adding New Clients

If the client isn't found after selecting "Add from ARIES," then the client will need to be entered into CFIS.

*Tip: When searching for a client, always click the "Add from ARIES" to ensure the system is searching the latest data available.*

(1) Clients in ARIES and CFIS have five data points (below) that must be the same. If the data points do not match, there will be errors causing an inability to retrieve needed data. This includes variations in punctuation like J.R. or JR. or a name being fully spelled out, birth date, or email address. CFIS requires a full social security number. Please ensure that you have it prior to searching for the client. Please note that this feature is searching the county database only.

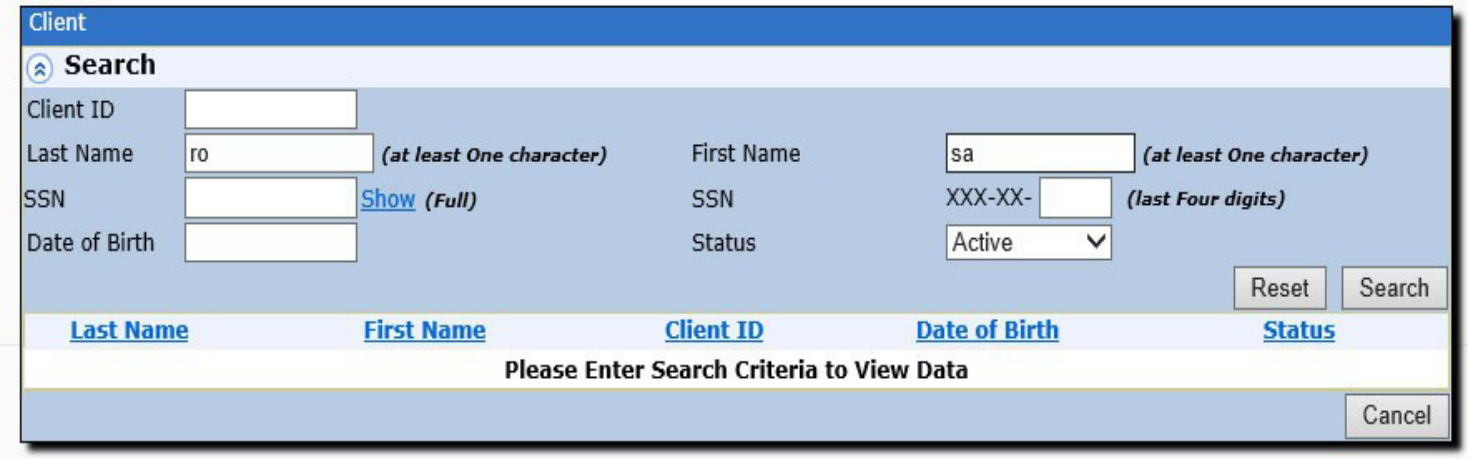
**Key Data Points that Must Match:**

- **Social Security Number**
- **First Name**
- **Last Name**
- **Date of Birth**
- **Email Address**

(2) Click here for instructions on how to create a pseudo social security number.

(3) All information extracted using CFIS should be pulled over from ARIES within ten minutes.

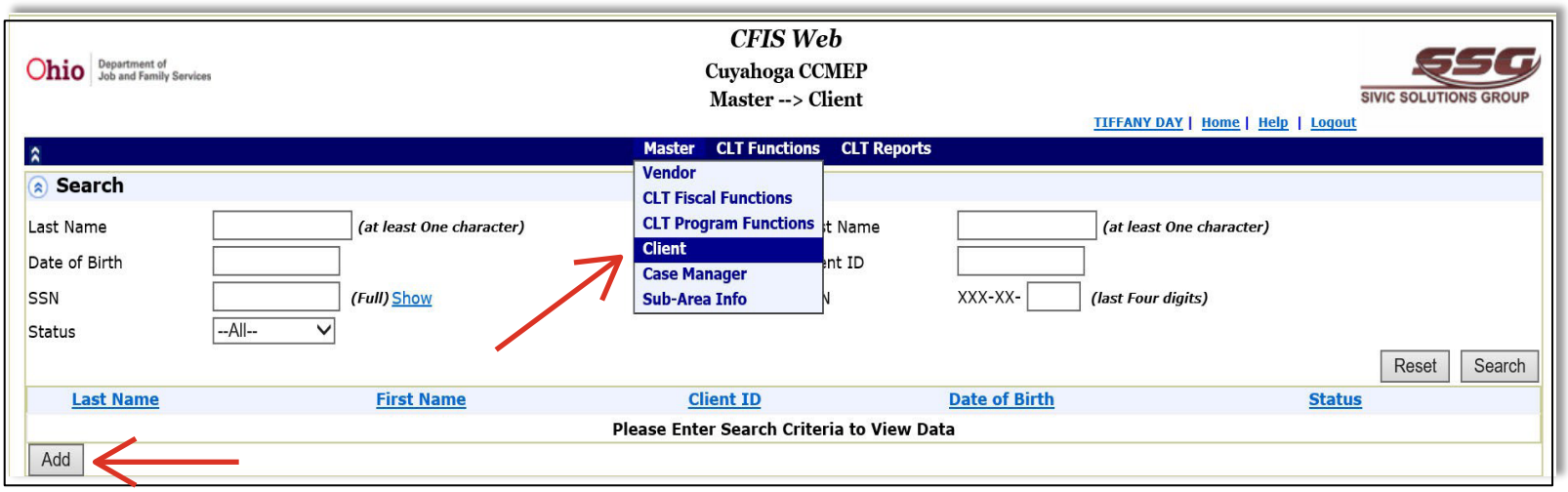
(4) The image below shows no record exists in CFIS for the participant with a first name beginning with "Sa" and a last name beginning with "Ro."



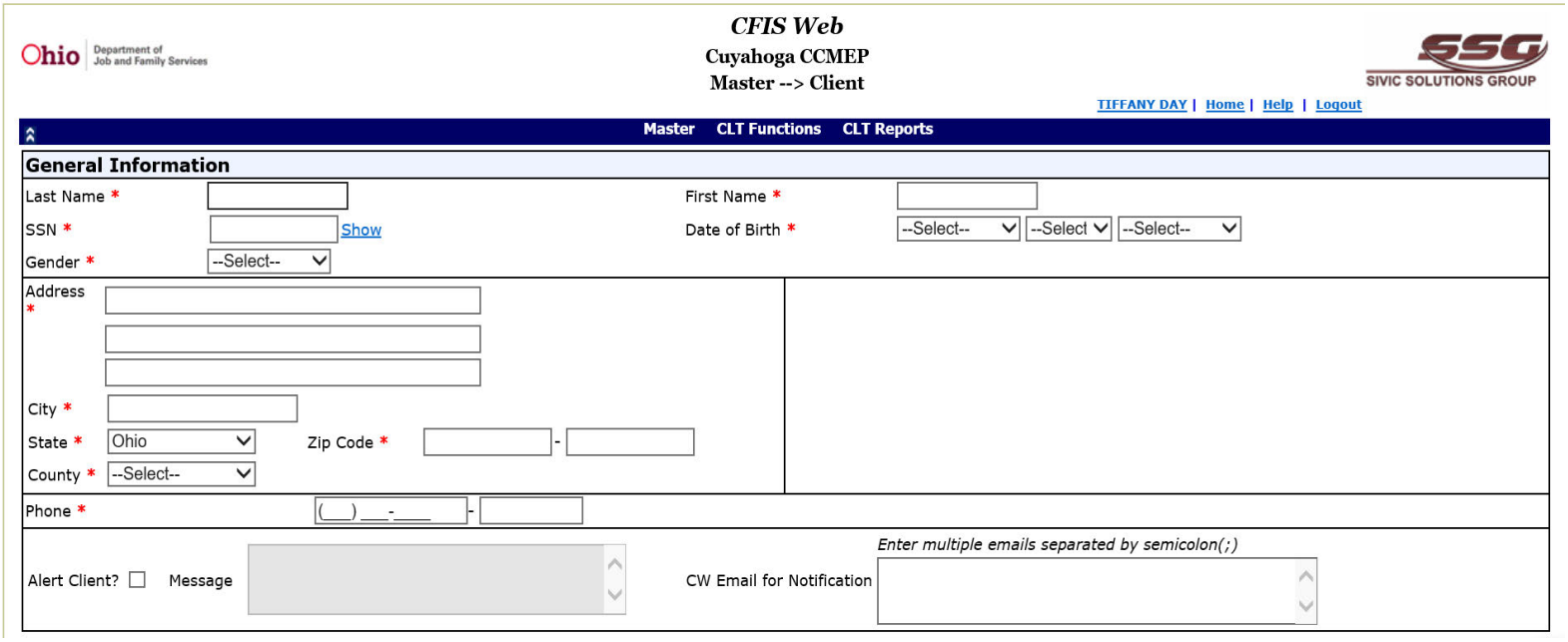
After the search has been completed within the database, and you are sure that your client is not in the system, add them as a new client in CFIS.

(4) Select “Client” from the "Master" drop-down.

(5) Click “Add” and enter the client's information.




(6) As a reminder, clients in ARIES and CFIS have five data points that must be the same. Ensure that you have all your information and that it matches ARIES before you start to enter the client. All fields with an asterisk are required: Social Security Number, First Name, Last Name, Date of Birth, and Email Address.




(7) After entering the client go back to CLT Functions and search for the client. Once they come up select "Add from ARIES" to connect the client to their CFIS profile.

# Viewing Services

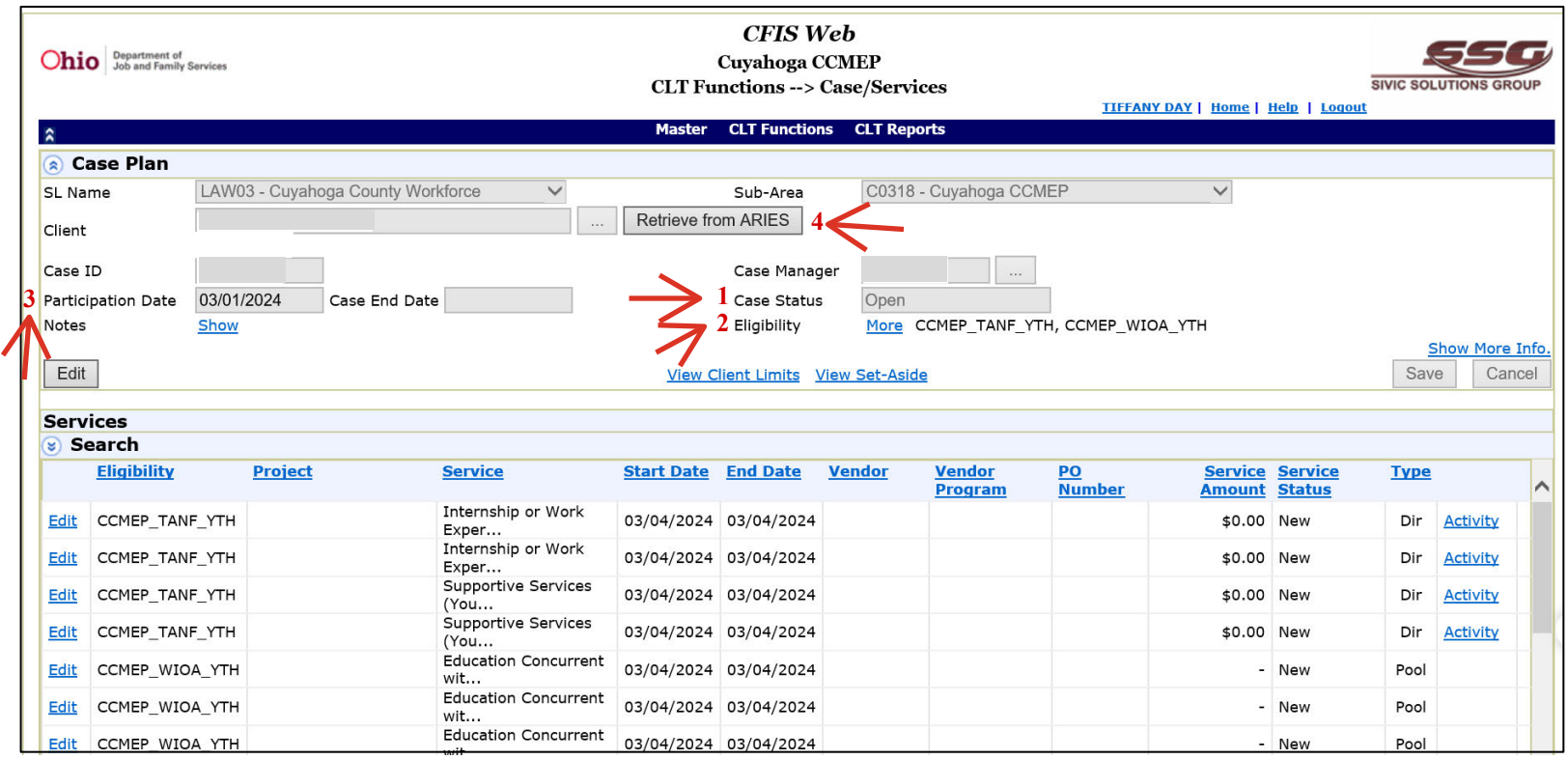
When your client has been identified, click the radio button to enter the client profile to see a list of all the services provided. Please see the image below for corresponding numbers referenced in the list below.

1. **Case Status** - shows the disposition of the case (Open, Closed).

2. **Eligibility** - shows if the service is funded with WIOA, TANF, or both.

3. **Participation Date** - shows the date the person started participating in the CCMEP program.

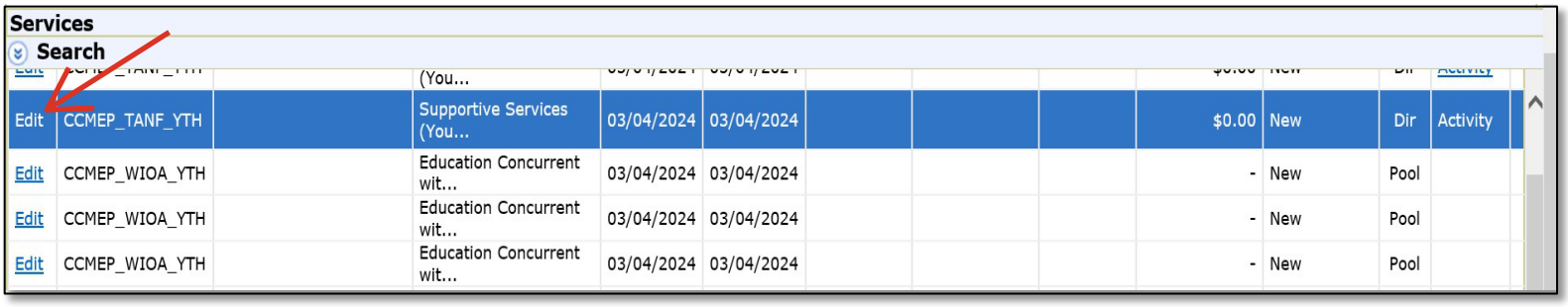
4. **Retrieve from ARIES** - selecting this button manually pulls over the latest service code entries from ARIES. This should be done each time a client is opened.




(2) Please note that when adding dollar amounts, the "Start From" date for services can't be before the participation date.

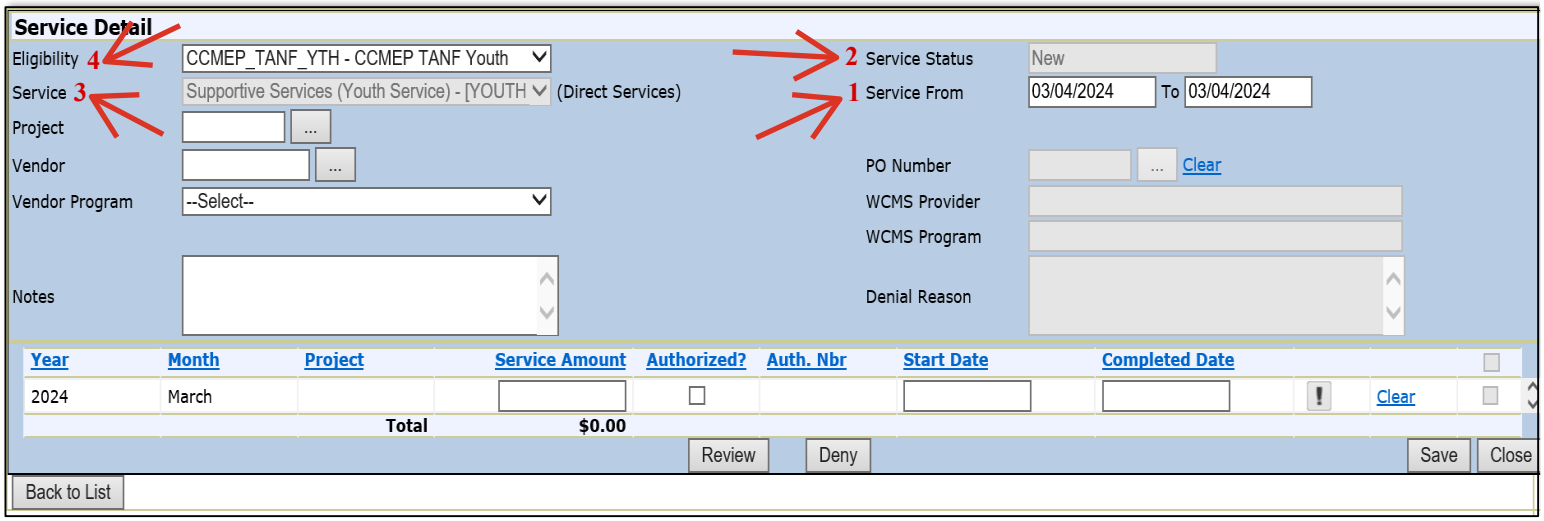
# Adding Amounts to Services

**(1)** When entering amounts to Direct Services (services that have dollar amounts attached to them), select "Edit" on the service to which you will be adding amounts. The service detail box will open.




1. **Service From (Dates)** - the dates of when the services will be provided. Please note that dates can go out as far as two years.
2. **Service Status** - tells you what the status of the service is (New, Open, Sent Back, Closed, Approved).
3. **Service** – identifies the service (Supportive Service, Occupational Skills Training, etc.)
4. **Eligibility** - details if the person is WIOA, TANF, or Both and allows editing.

Note: Supportive Services do not transfer over to CFIS if the case is closed in ARIES. Consider opening a Supportive Service in CFIS before closing out the enrollment in ARIES so you can provide it as a follow up service after exit if needed.




*Tip: To enter a supportive service during follow up, add a line item to the supportive service that is open. Then document what the service is for in CFIS and ARIES on the follow up screens (post-exit screens in ARIES).*

Please note that if a service was not already open, you can still provide one by using add line item. However, the service will not be connected to a specific participant if this is needed.

(2) The image below shows where to enter the dollar amounts for the dates of the services and coincides with the "Service From" fields as indicated in the image below.

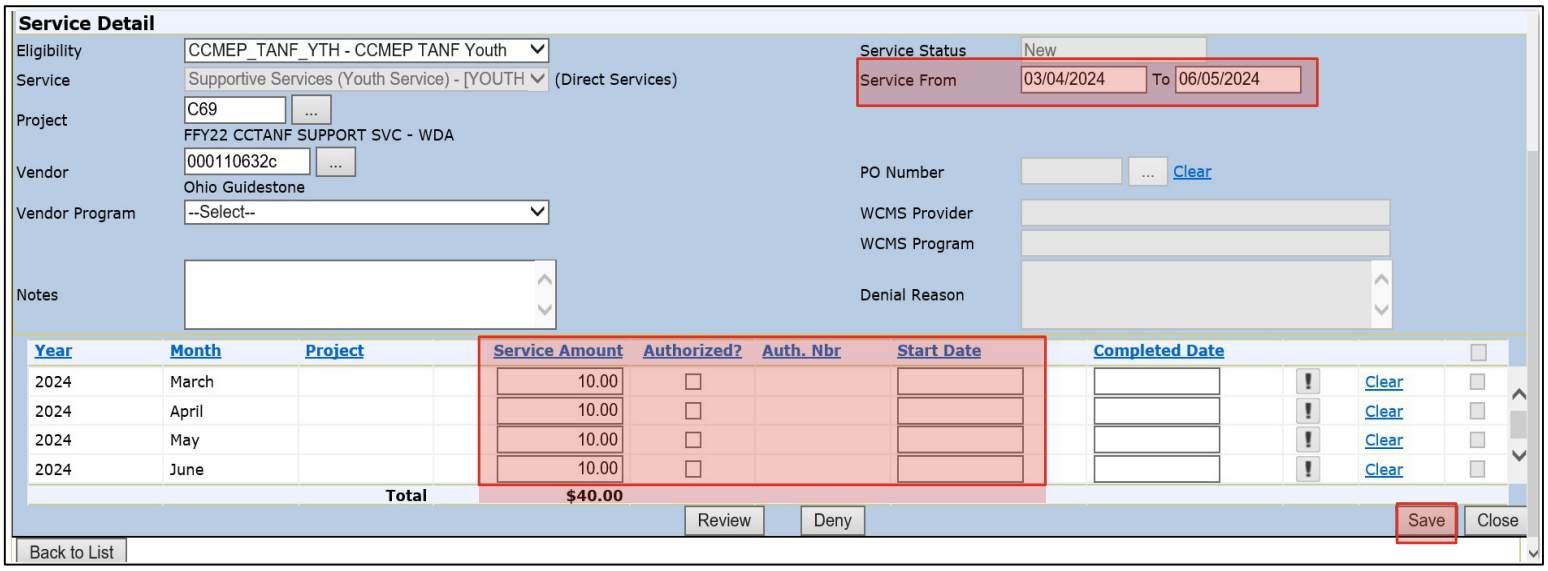
For items like bus passes, you can enter more than one month at a time. For example: If the client is completing a work experience and is set to finish in four months but needs transportation throughout the duration the supportive service for transportation can be added for each month in CFIS even if only added once in ARIES. As a reminder you can future date up to 24 months. These dates can also be edited if they are no longer needed.

(3) Enter the "Project" and "Vendor" for your area and save. Available options should be populated in the drop down. If added successfully, a message will show in the top left corner that says "Records have been updated successfully." If there was an error, a message will indicate the update was unsuccessful.

**Key Terms:**

**Project** = Funding Source
**Vendor** = The entity being paid
**FY** = Fiscal Year
**PY** = Program Year

****The fiscal and program years runs on different time spans****




(4) To complete the process, enter the dollar amount, check the authorize boxes next to each item, enter the start date of each month with an expense, and click "Save." Clicking save commits the dollars to the client from the local allocation.

(5) Click review (not shown) to be prompted with a dialogue box. Select "Ok" to create $40 of obligations.

(6) The next step (approval/denial) can only be done by a supervisor.

# Approving Services

(1) Only the Case Manager's Supervisor or other staff with management permission can approve or deny services.

*Note: The approval is the only information sent back to ARIES. Changes to other data fields do not transfer to ARIES.*

(2) In the box below, you can see that $40 has been reviewed and this means that $40 is waiting to be approved.

**Services**

**Search**

| | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | Trans... | | | | | | | | | |
| Edit | CCMEP_WIOA_YTH | | Services that Provide La... | 03/04/2024 | 03/04/2024 | | | | - | New | Pool | |
| Edit | CCMEP_WIOA_YTH | | Services that Provide La... | 03/04/2024 | 03/04/2024 | | | | - | New | Pool | |
| Edit | CCMEP_WIOA_YTH | | Services that Provide La... | 03/04/2024 | 03/04/2024 | | | | - | New | Pool | |
| Edit | CCMEP_WIOA_YTH | | Tutoring, Study Skills T... | 03/04/2024 | 03/04/2024 | | | | - | New | Pool | |
| Edit | CCMEP_WIOA_YTH | | Tutoring, Study Skills T... | 03/04/2024 | 03/04/2024 | | | | - | New | Pool | |
| Edit | CCMEP_WIOA_YTH | | Tutoring, Study Skills T... | 03/04/2024 | 03/04/2024 | | | | - | New | Pool | |
| View | CCMEP_TANF_YTH | FFY24 CCTANF WORK SUBSID... | Internship or Work Exper... | 03/04/2024 | 03/29/2025 | 000110632c | | | $2,984.38 | Approved | Dir | Activity |
| View | CCMEP_TANF_YTH | FFY24 CCMEP TANF ED EMPL... | Non-ITA Occupational Ski... | 03/04/2024 | 03/04/2025 | 000131708c | | | $980.00 | Approved | ITA | Activity |
| View | CCMEP_TANF_YTH | FFY24 CCTANF SUPPORT SVC... | Supportive Services (You... | 03/04/2024 | 03/04/2025 | 000131708c | | | $310.00 | Approved | Dir | Activity |
| View | CCMEP_TANF_YTH | FFY22 CCTANF SUPPORT SVC... | Supportive Services (You... | 03/04/2024 | 06/05/2024 | 000110632c | | | $40.00 | Reviewed | Dir | Activity |
| | | | | | | | | Total | $4,314.38 | | | |

Back to List | Close Case

(3) Find the line(s) that needs to be approved and select "view" (above) which will open the case to see the service details (below). Here is where the dollar amounts can be sent back if the case manager needs to do some additional work on it. If not, the supervisor will click "approve" and a dialogue box will populate to verify approval.

**Service Detail**

Eligibility: CCMEP_TANF_YTH - CCMEP TANF Youth
Service: Supportive Services (Youth Service) - [YOUTH (Direct Services)
Project: C69 ... FFY22 CCTANF SUPPORT SVC - WDA
Vendor: 000110632c ... Ohio Guidestone
Vendor Program: --Select--
Notes:

Service Status: Reviewed
Service From: 03/04/2024 To 06/05/2024
PO Number: ... Clear
WCMS Provider:
WCMS Program:
Denial Reason:

| Year | Month | Project | Service Amount | Authorized? | Auth. Nbr | Start Date | Completed Date | | |
|---|---|---|---|---|---|---|---|---|---|
| 2024 | March | C69 | 10.00 | ☐ | | | | ! | Clear |
| 2024 | April | C69 | 10.00 | ☐ | | | | ! | Clear |
| 2024 | May | C69 | 10.00 | ☐ | | | | ! | Clear |
| 2024 | June | C69 | 10.00 | ☐ | | | | ! | Clear |
| | | Total | $40.00 | | | | | | |

Unreview | Approve | Send Back | Save | Close

Back to List

**Accrual** - is a service that has been provided or started but has not been paid yet. Example: A client is set to attend school. Once the client starts any amount designated becomes an accrual.

**Expense** - a service that has been paid for.

**Obligation** - Funding assigned for future client direct services or activities not yet started. Example: A client is starting a new semester of classes in two months. Until the semester starts, it is an obligation. Once the semester starts, it would become an accrual as mentioned above.

# Creating a Voucher

(1) Select a check box on the right side under the "print" option for each voucher that should be printed and click print. You have the option to print out one voucher or multiple vouchers. It will open in PDF format. This can help with maintaining records of invoices.

**Service Detail**

Eligibility: CCMEP_TANF_YTH - CCMEP TANF Youth
Service: Supportive Services (Youth Service) - [YOUTH (Direct Services)
Project: C69 ... FFY22 CCTANF SUPPORT SVC - WDA
Vendor: 000110632c ... Ohio Guidestone
Vendor Program: --Select--
Notes:
Service Status: Approved
Service From: 03/04/2024 To 06/05/2024
PO Number: ... Clear
WCMS Provider:
WCMS Program:
Denial Reason:

Print

| Year | Month | Project | Service Amount | Authorized? | Auth. Nbr | Start Date | Completed Date | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| 2024 | March | C69 | 10.00 | ☑ | C24001439 | | | ! | Clear | ☑ |
| 2024 | April | C69 | 10.00 | ☑ | C24001440 | | | ! | Clear | ☑ |
| 2024 | May | C69 | 10.00 | ☑ | C24001441 | | | ! | Clear | ☐ |
| 2024 | June | C69 | 10.00 | ☑ | C24001442 | | | ! | Clear | ☐ |
| | | Total | $40.00 | | | | | | | |

Unapprove Save Close

*** Please note that when entering supportive services each specific item needs to be entered individually. In the event there are multiple entries multiple lines will be visible for each month.***

Using the example below the participant is receiving assistance with transportation for the first four months of their training period. If they received a supportive service for a past due utility or for uniforms each would need to have its own supportive service.

**Service Detail**

Eligibility: CCMEP_TANF_YTH - CCMEP TANF Youth
Service: Supportive Services (Youth Service) - [YOUTH (Direct Services)
Project: C69 ... FFY22 CCTANF SUPPORT SVC - WDA
Vendor: 000110632c ... Ohio Guidestone
Vendor Program: --Select--
Notes: Bus Passes for the first four months of the participants ITA.
Service Status: Approved
Service From: 03/04/2024 To 06/05/2024
PO Number: ... Clear
WCMS Provider:
WCMS Program:
Denial Reason:

Print

| Year | Month | Project | Service Amount | Authorized? | Auth. Nbr | Start Date | Completed Date | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| 2024 | March | C69 | 10.00 | ☑ | C24001439 | | | ! | Clear | ☐ |
| 2024 | April | C69 | 10.00 | ☑ | C24001440 | | | ! | Clear | ☐ |
| 2024 | May | C69 | 10.00 | ☑ | C24001441 | | | ! | Clear | ☐ |
| 2024 | June | C69 | 10.00 | ☑ | C24001442 | | | ! | Clear | ☐ |
| | | Total | $40.00 | | | | | | | |

Unapprove Save Close

# Editing a Voucher

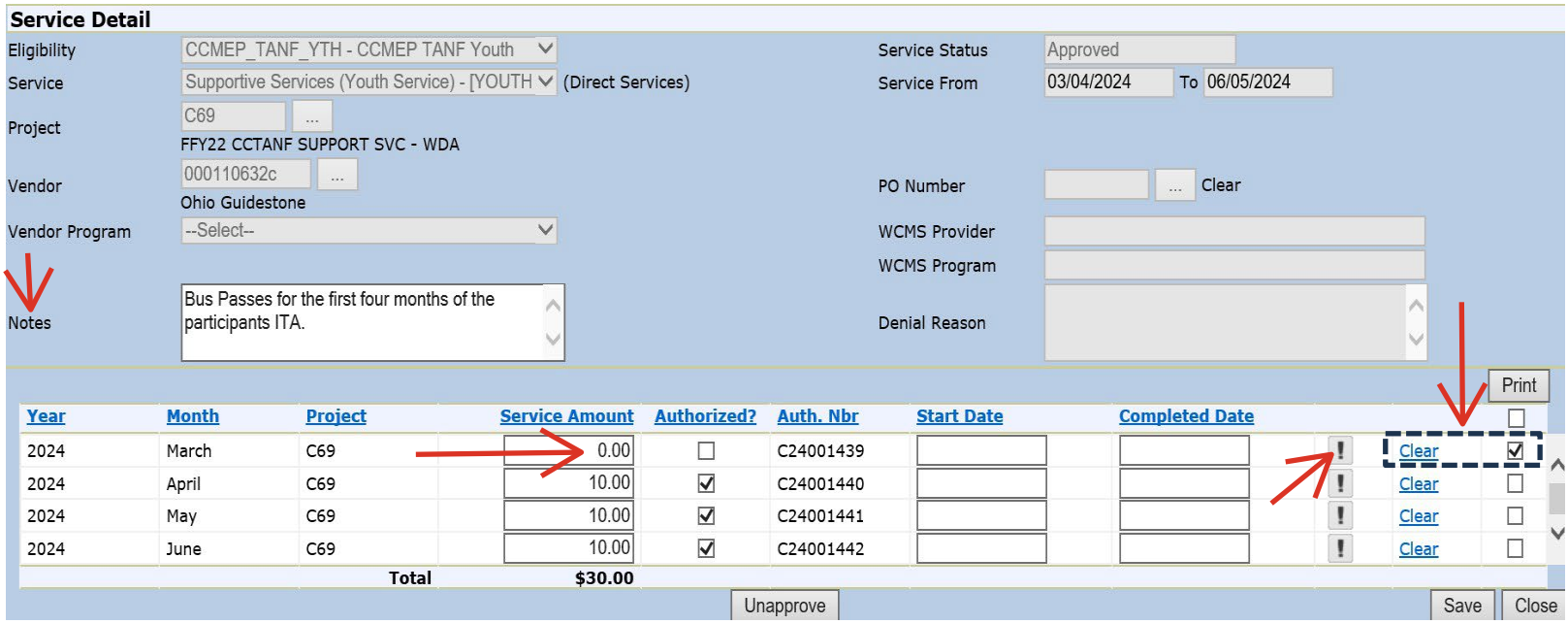
In the event a client no longer needs the supportive service for future months they can be easily cleared. For example, if a participant does not complete a training program.

(1) Select "View" for the approved service. (See page 11 for reference.)

(2) Check the box next to the line(s) that you want to delete and click "Clear." Then select "Save."

(3) The line(s) that you wanted to remove will be set to $0 in the service amount category, the start date will be cleared, and the project code will be removed. The $0 amount is an indicator that there was an amount there.

Things to Know: The exclamation point can be selected to add a note and reference what occurred when editing the dollar amounts. There will be an asterisk to indicate there is a note. This is an excellent feature in the event the client is selected for monitoring. The notes field in CFIS can be used to enter details of changes made and should also be entered into the case note tab in ARIES.




(4) To change the project code, vendor, or dates you must select "Unapprove" first and the status will return to new. You will be prompted with a dialogue box to confirm. The status of the service will return to "new."

*** Please note that if any lines have been paid, they can't be changed. If changes are made, they must be sent through the review and approval process again. ***

# View of a Completed Voucher

Cuyahoga **CCMEP**

**M**ERCHA!NDISE OR SERV1ICE A.UI'THORIZAIiION RIEDEEMABLE I**IN**
MERCHA!NDISE OR SERV1ICE ONLY

IMaiIlTo:

**TAX IEXEMPT INO.**

PAYMENT WIIIL BE REFUSED IIF NOT RETI..IRNED BY

C.ase#: 111D60'560
CIlient N!ame:

Vendor:
Ohio,Guide stone
35D0 Ca:nnegTe Ave
CIleveland, OH 44115

| Voucher# | Sta:rt Date |
|---|---|
| c.24001439 | 01-Ma:r-2024 |

Authorized SignalI!Jne: _____ Date: _____

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| line | Item | Quantity | Unit Price | line Total |
|---|---|---|---|---|
| 1 | Furnd Type: OCIMEP TANF Youth<br>Req1J1estoir:<br>Service **T)'JI'e:** | 1 | $10.00 | $10..00 |

Tobi Amol!!111t Of Autlilionza.tion $10.00

PERSON AUTHORIZED TO PURCHASE:

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City _____ State _____Zip ____ _

I hereby certify th at IIhave orn the dates shown, on the attached I'rnvoicejs)'deliver•ed the iaenfical articles Ilisted to {lile above named client

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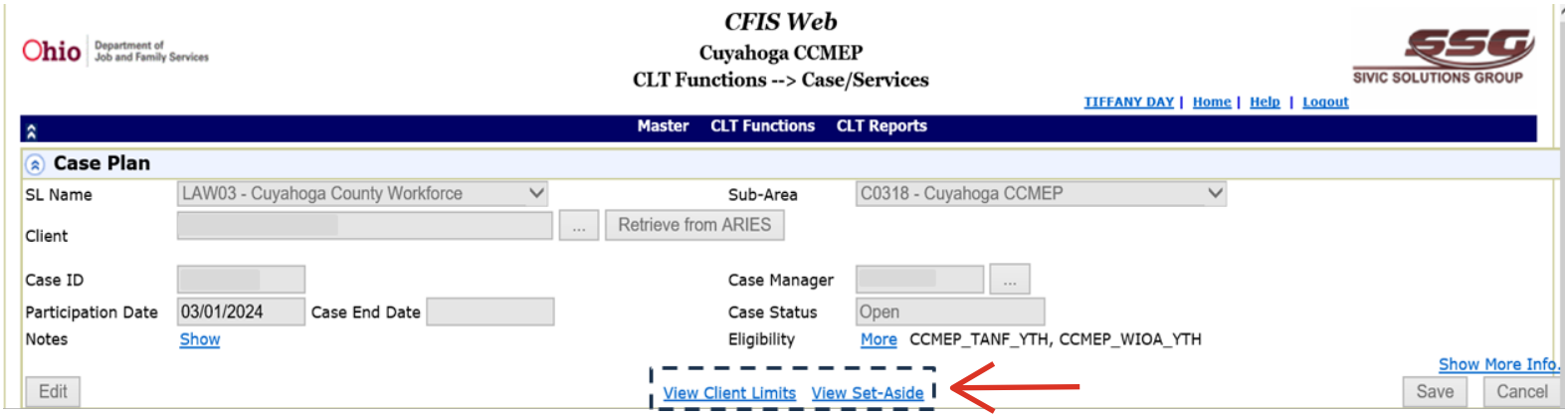
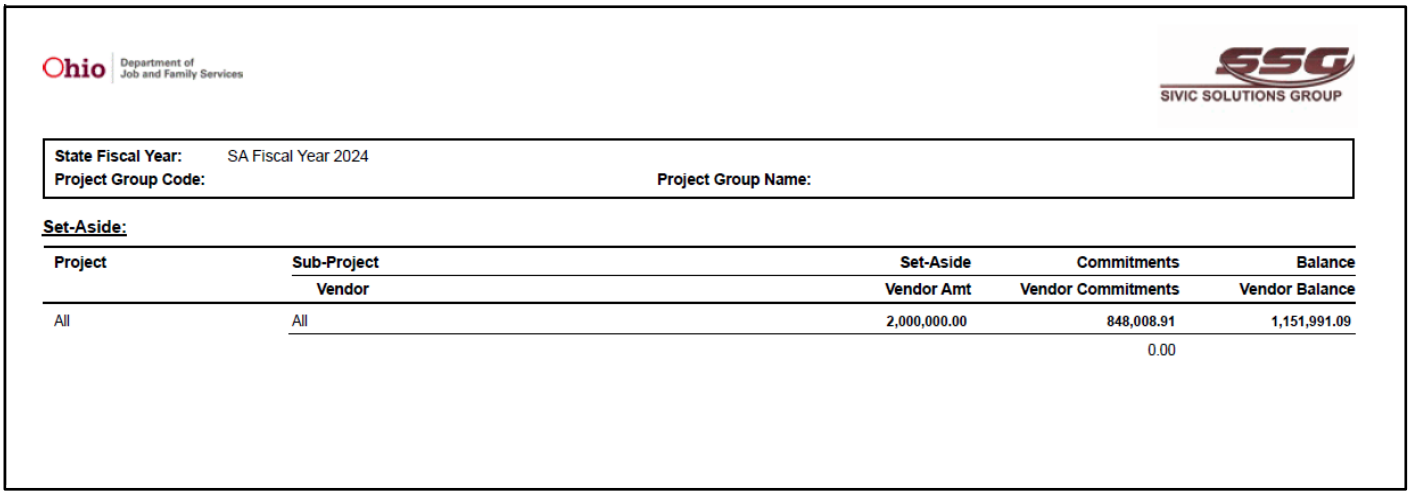
Page 1 **af** 1

# Client Limits and Set Aside Amounts




(1) The "View Set-Aside" amount is the amount of money fiscal has given to each county for the vendors to use for services. Select "View Set-Aside" and "View Report" to see the amount of funding the county has as seen below.



Ohio Department of Job and Family Services

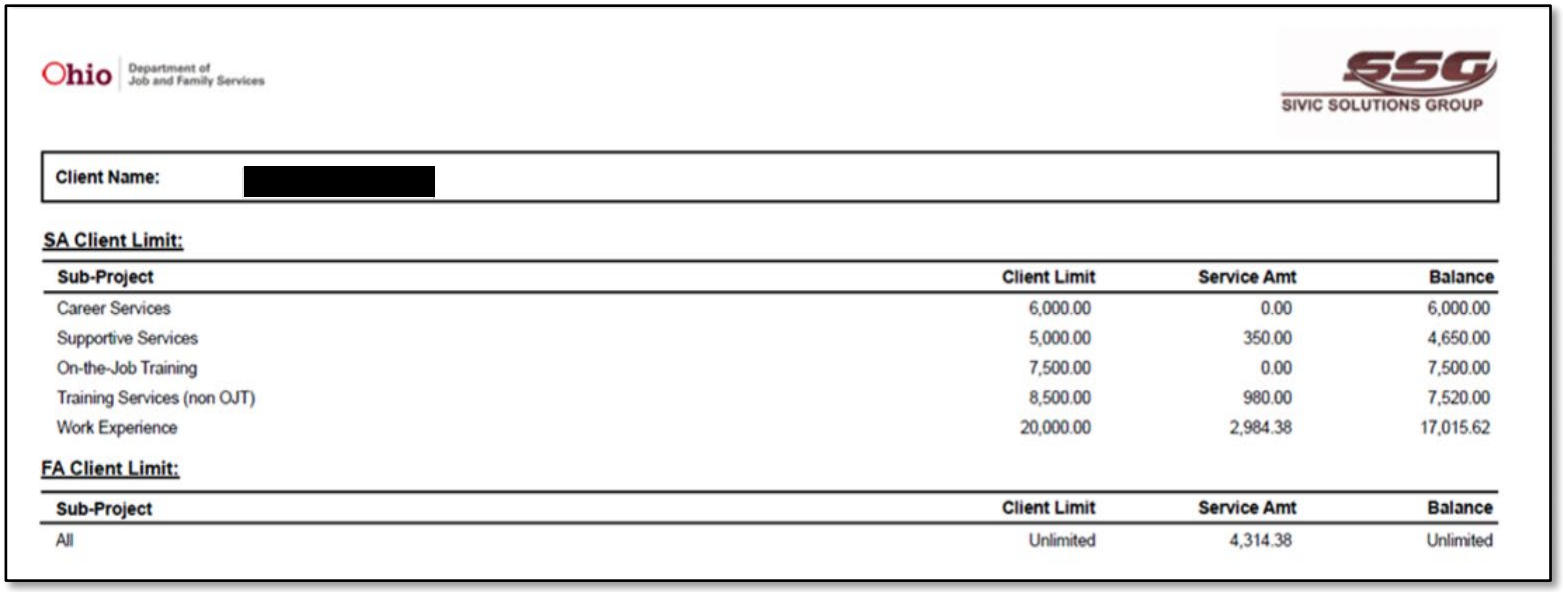
SIVIC SOLUTIONS GROUP

**State Fiscal Year:** SA Fiscal Year 2024
**Project Group Code:** **Project Group Name:**

**Set-Aside:**

| Project | Sub-Project / Vendor | Set-Aside / Vendor Amt | Commitments / Vendor Commitments | Balance / Vendor Balance |
|---|---|---|---|---|
| All | All | 2,000,000.00 | 848,008.91 | 1,151,991.09 |
| | | | 0.00 | |

(2) The "View Client Limits" shows funding limits set for each client, and it can be broken down per service. Select "View Client Limits" and open the PDF to view the client limits, funding approved and remaining balance. (See example below).



Ohio Department of Job and Family Services

SIVIC SOLUTIONS GROUP

**Client Name:** [redacted]

**SA Client Limit:**

| Sub-Project | Client Limit | Service Amt | Balance |
|---|---|---|---|
| Career Services | 6,000.00 | 0.00 | 6,000.00 |
| Supportive Services | 5,000.00 | 350.00 | 4,650.00 |
| On-the-Job Training | 7,500.00 | 0.00 | 7,500.00 |
| Training Services (non OJT) | 8,500.00 | 980.00 | 7,520.00 |
| Work Experience | 20,000.00 | 2,984.38 | 17,015.62 |

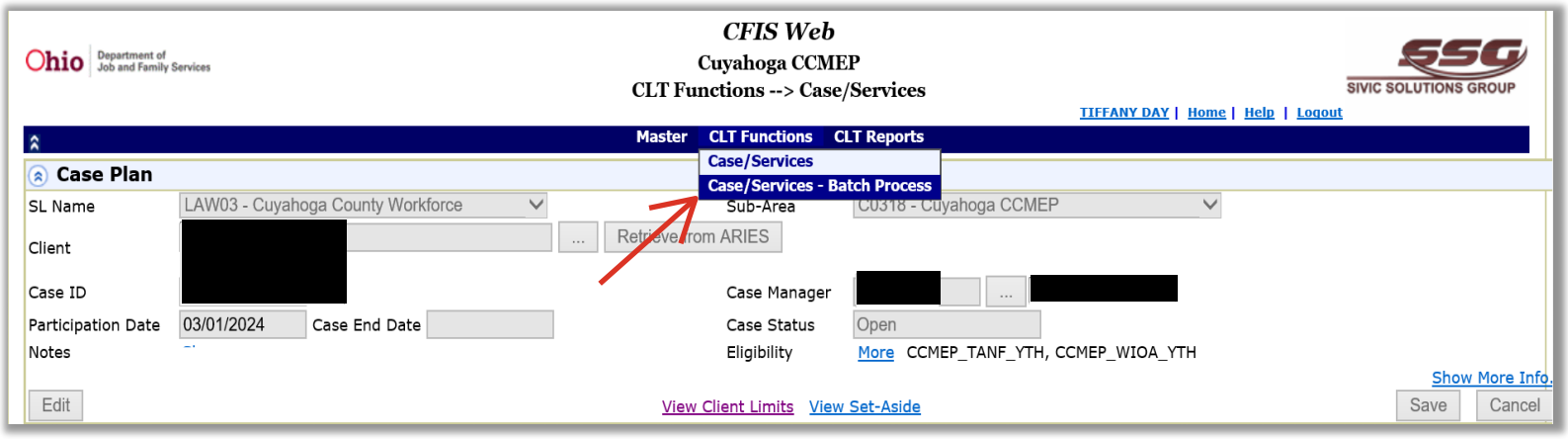
**FA Client Limit:**

| Sub-Project | Client Limit | Service Amt | Balance |
|---|---|---|---|
| All | Unlimited | 4,314.38 | Unlimited |

# Batch Services Process

*Note: Career Coaches may not have this feature available to them.*

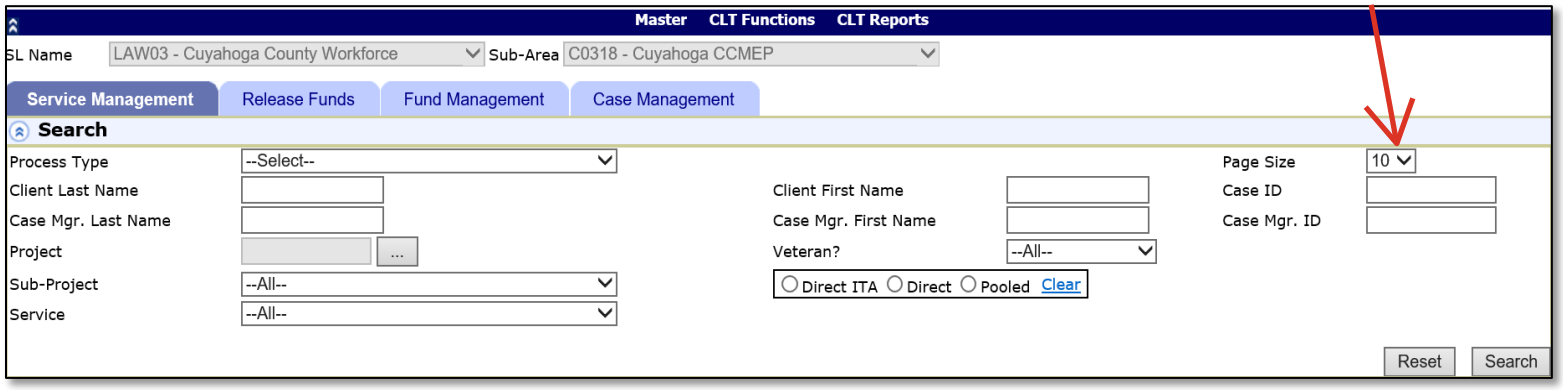
(1) The batch service process allows you to view, approve, or send back multiple services at once. Select "CLT Functions" and then "Case/Services - Batch Process" as seen below.




Batch Services can be sorted in multiple ways including the following:

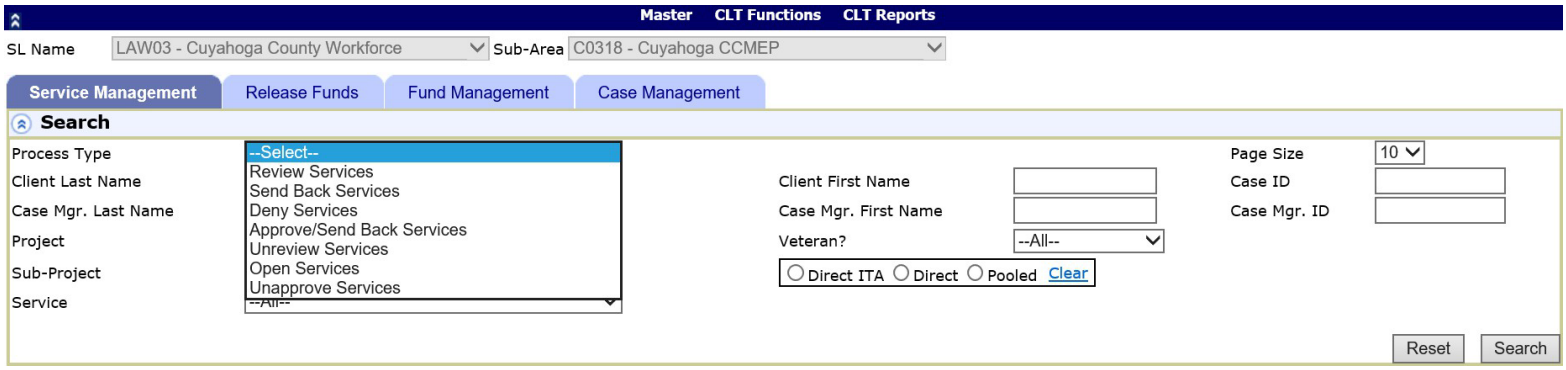
- Service Type
- Project Code
- Client Name
- Case Manager Name

(2) Select the preferred number of rows to view via the "Page Size" option. The default number that populates is 10, however it can be changed to 50 per page. This is a more efficient way to complete mass approvals. It can also help identify potential red flags within services. For example, if most participants receive $500 worth of supportive services, however a few participants have $1,000, using a batch process to see all payouts can help identify differences.

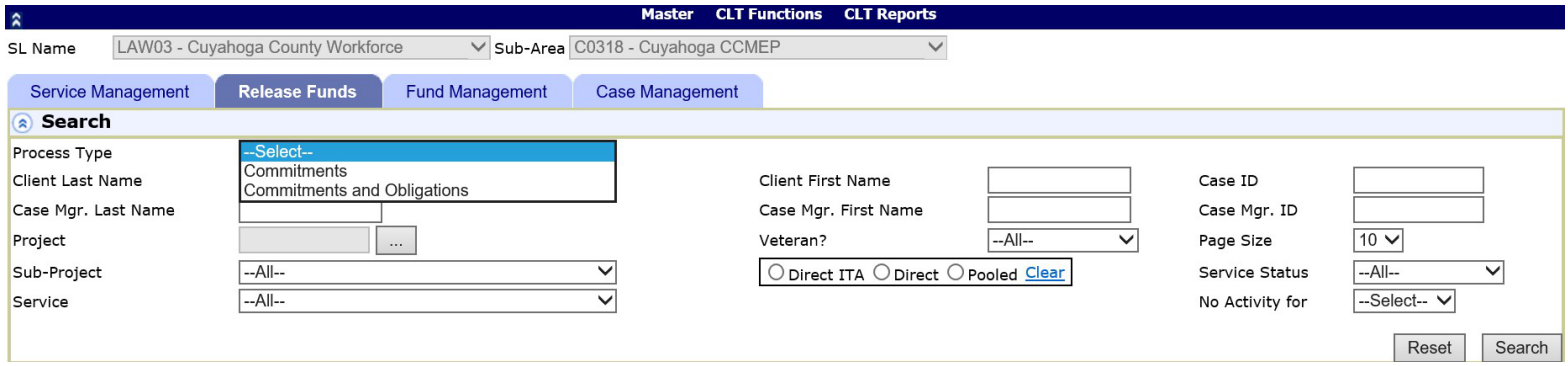


(3) Four tabs contain the batching functions (e.g., A., B., C., D below). Each function has different process types. Select a process type (as seen in the screen shots below). Using the additional fields on the screen will further sort the data.

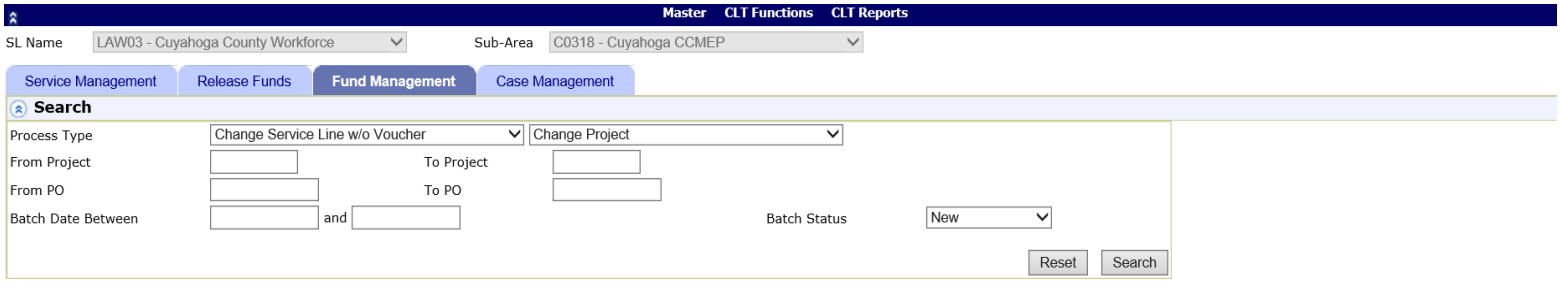
## A. Service Management



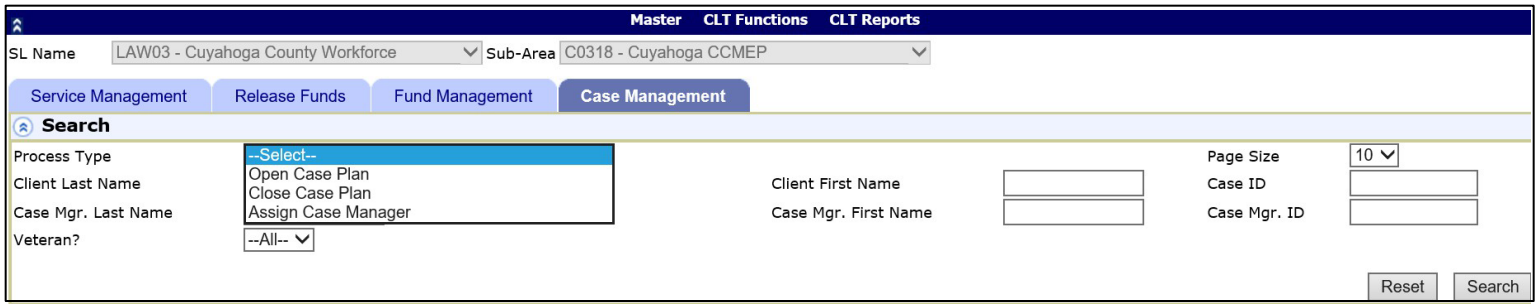

## B. Release Funds




## C. Fund Management




## D. Case Management



# Frequently Asked Questions

**Q1**. Do pooled services need to be rendered and added to CFIS for approval?
**A1**. Although, not required it could be beneficial. Approving pooled service will show up in reports. The report will show that the client was approved for that service, who the vendor was, and what funding source was used to pay the vendor. As a reminder, pooled services does not have dollar amounts attached to them.

**Q2**. If a client's case is accidentally closed in CFIS can it be reopened?
**A2**. Yes, via the client's profile click the "closed button" located at the bottom. It will ask if you are sure want to open the case. Click "Ok" to open.

**Q3**. When would a client need to have a new case opened in CFIS?
**A3**. If the client has been exited from ARIES and 90 days have passed. If there is a case open in CFIS that would need to be closed out before the next case can be opened.

**Q4**. Can a Lead Agency designate a staff member solely for CCMEP and direct charge their time in County Finance Information System (CFIS), instead of having this dedicated staff member utilize Random Moment Sampling (RMS)?
**A4**. Yes, but only if the Lead Agency can direct charge the worker under CCMEP WIOA Youth or CCMEP TANF. A Lead Agency cannot direct charge a worker with two separate funding sources, i.e. both CCMEP WIOA Youth and CCMEP TANF.

**Q5**. Can we modify planned end dates when services and activities are still current?
**A5**. In ARIES the end date is only an estimated date. A client can always complete their plan quicker or slower than originally planned and may also drop out so that is not a firm date.

**Q6**. Can lead agencies use current fiscal year allocations to pay for services that begin in the current funding period and ends in the next funding period?
**A6**. Yes. Any time the service/training begins in one funding period (FFY calendar for TANF) and ends in the next period the funding available at the beginning of the service is used to pay for the service/ training. For example, if a youth starts a class in August 2024 funded by CCMEP TANF, but the class doesn't end until December 2024 (FFY25), the lead agency would still use FFY24 CCMEP TANF funds. This is because the service began within the FFY24 funding period, and it would count as an accrued cost for that period.

**Q7**. Do direct expenditures for WIOA and TANF funding need to be entered in client level tracking (CLT)?
**A7**. There is a requirement to use CFIS-CLT in the sub-grant agreement between ODJFS and the workforce areas. The only funding streams currently available in CLT are: Adult, Dislocated Workers, CCMEP WIOA, CCMEP TANF, Rapid Response, and NEG's.

# Appendix



Please be sure you are using the most up to date URL/web address:
https://cfis.jfs.ohio.gov/CFIS/Login.aspx

## A. Potential CFIS System Errors

***Error 1:*** ***System error. Please contact system administrator for assistance***
This can happen with any function.

**Resolution 1**: If the error is in PA, CSEA, or PCSA logout and restart computer and try again. If that does not work have another person with CFIS access try the same CFIS process. If the same error continues, send CFIS_HELP_DESK@jfs.ohio.gov picture of the error plus what specific function the agency is attempting at the time of error (e.g., importing financials, running reports).

**Resolution 2**: If the error is in a WIOA subarea have user restart their computer and try again. If that does not work have another person with CFIS access, try the same CFIS process. If the same error continues, the subarea should review Error 8 under WIOA Specific errors. If this is not the issue, then contact your fiscal agent for assistance. If the same error continues, send CFIS_HELP_DESK@jfs.ohio.gov picture of the error plus what specific function the agency is attempting at the time of error (e.g., importing financials, running reports).

***Error 2***: ***The request channel timed out while waiting for reply…***
This can happen with any function.

**Resolution 2**: Logout and restart computer and try again. If the same error continues, send CFIS_HELP_DESK@jfs.ohio.gov picture of the error plus what specific function the agency is attempting at the time of error (e.g., importing financials, running reports).

***Error 3***: ***System error, please contact system administrator for assistance Transaction was deadlocked … and has been chosen as a deadlock victim. Rerun Transaction***
This can happen with any function

**Resolution 3**: Logout and restart computer and try again. If the same error continues, send CFIS_HELP_DESK@jfs.ohio.gov picture of the error plus what specific function the agency is attempting at the time of error (e.g., importing financials, running reports).

***Error 4:*** ***Spinning error - Processing, please wait***
This can happen with any SL or LR processes.

**Resolution 4**: Go to the CFIS login page https://cfis.jfs.ohio.gov/CFIS/Login.aspx - Press the Crtl+Shift+R keys simultaneously - Log into CFIS.

***Error 5:*** **Prelim Status on PCSA for a newly combined PA/PCSA agency**

**Resolution 5:** Contact your Fiscal Supervisor. CFIS needs an agency structure update by Administrator.

## B. WIOA Specific

***Error 1:*** ***Sub-Area Project (JFSFWOA1) total Financials $ exceeded prior Allocated amount (3V00/JFSCYP20/JFSCWCWY $)***
This error occurs when a WIOA agency attempts to make a negative coding adjustment for more than the expenditures as recorded at the end of the preceding quarter. For instance, to manually FIFO expenditures.

**Resolution 1:** Make the negative adjustment for the amount of expenditures as of the end of the preceding quarter and code any relevant expenditures for the current quarter to the desired grant.

***Error 2:*** ***Invalid value – Negative Adjustment cannot exceed available Budget for SXXXX***
This error occurs when trying to do a negative budget distribution and there are accruals (and/or obligations) against that budget. The WR201 Budget to Actual report identifies accruals and obligations.

**Resolution 2:** Resolve the accruals/obligations.

***Error 3:*** ***Invalid value - - Payment Date for Sub Area/Grant XXXX/XXXXXXXX***
This error can occur when trying to distribute a negative draw amount on the FA Draw Consolidation-Draw Payment screen. The system misses the FA Paid Date without a comment in the FA Comments field.

**Resolution 3:** Enter the paid date in the FA Paid Date field and enter a comment in the FA Comments field.

***Error 4:*** ***Invalid value – Cannot Unlock Sub Area (XXXXX), CCMEP Financials are approved for (LAA##) This error can occur when trying to unlock the Sub Area after the Sub Area has submitted to FA.***
The FA is unable to unlock the CCMEP SA.

**Resolution 4**: The PA must unapprove financials and reverse CCMEP financials in the PA subset for all three months of the quarter.

***Error 5:*** ***Validation Failed - Sub-Area Project (JFSFWX21) total Financials $ has no prior Allocation***

**Resolution 5**: If moving expenditures reported in current quarter, go back to respective months and change codes used. Coding adjustments can only made up to the value of expenditures reported in prior quarter.

***Error 6***: ***"Invalid Value – SA Project/Account/Sub-Project – Line Number 4"***
Sub-project was not correct.

**Resolution 6**: Ensure valid sub-project is entered in financials.

***Error 7***: "***Validation Failed – Sub-Area Project/Account (XXX/XXXXXX) Financial $ has no available prior allocation."***
No expenditures from previous quarter when performing negative receipt using current service month.

**Resolution 7:** If performing negative receipt using current service month, ensure previous quarter's expenditures exist for that amount. If liquidating grant funds are available, use previous service period.

***Error 8***: ***"System error, please contact system administrator for assistance."***
Wrong service year was entered on SA Financials template.

**Resolution 8**: Review financials template to ensure information is correct (i.e., service year, etc.). If correct information is entered, but still receiving error, consider downloading and using a new financials template before importing to CFIS.

***Error 9***: ***"Validation Failed – Sub-Area Project/Account (FWB/527751) Financial $1404.37 has no available Budget."***
There is insufficient budget for costs to be allocated.

**Resolution 9**: Review WR301 to ensure costs do not exceed available budgets on most recent closed quarter WR501. If budget is available review prior service month for the specific project/account & amount noted in the error. The FIFO process may be unable to allocate prior service months to fully expended grants; change the prior service month to current & reallocate. Best practice is to only use a different service month during liquidating quarters when the expenditure must go to the older grant.

***Error 10***: ***"Validation Failed – Sub-Area total financials $ for project (JFSFWOR7) exceeded available Budget $ by $ for (3310/JFSCES22/JFSCWS23)."***
There is insufficient budget to cover expenditures.

**Resolution 10**: Review WR501 to see budget amount available. Review WR301 to see expenditure amounts. If the expenditures are more than the available budget amount you will receive an error message.

***Error 11***: ***Validation Failed – Draw amount should not be greater than available amount."***

**Resolution 11**: Review Budgets, Regular and Closeout Draws to ensure all have been distributed. Once all Budgets and Draws are distributed will need to delete the original draw request and re-enter. Lock and approve draw.

## C. Budget Transfers

***Error 1***: ***Amount Cannot Exceed Available Budget***
This error occurs when an agency attempts to enter a Budget Transfer or Inter County Transfer request for more than the Available to Draw amount as displayed on the CR501.

**Resolution 1**: Decrease budget request amount, or perform a negative/Net Zero, or Closeout Draw, to restore the desired amount to the grant for transfer.

***Error 2***: ***Invalid value - From Budget and To Budget Cannot be same***
This error occurs when the same Grant is entered on the To Grant of the ICAA Budget Request screen as is entered in the From Grant.

**Resolution 2**: If the receiving county is not giving any funds in transaction leave the To: Grant fields blank.

***Error 3:*** ***System simply does not respond when attempting to Select a grant to make a Pass-Through budget request.***

**Resolution 3:** While on the CFIS site, click Ctrl+R. If this does not work, the user needs to contact their IT people to make sure nothing is getting blocked for the CFIS website.

***Error 4*****:** ***Document exceeds 500KB limit.***
This error occurs when trying to upload documentation for an Intercounty Adjustment of Allocations and file size is greater than 500KB.

**Resolution 4**: Reduce file size to less than 500KB. Also note file title character limit of 50, which must not include special characters. If file does include a special character, it will upload, but you will not be able to access the screen to complete processing. To make upload process successful, copy files you intend to upload to your desktop and access from desktop.

## D. Cost Allocation

***Error 1***: ***Cost Allocation is not Approved*** **(when attempting to run the CR513 Admin Claim report)**
This error occurs when the cost allocation status is either not approved or in the Preliminary Approved status due to not having final RMS or 4281 data.

**Resolution 1**: Import final RMS data, or for the 4281 data wait until the final data is imported to CFIS Main from SACWIS typically the second working day of the month following the end of the respective reporting quarter. Perform cost allocation with the final RMS/4281 data, the Status on the Cost Allocation screen should read "Approved".

***Error 2***: ***No liquidation Grant available for distribution for Project Account – JFSFXXX/XXXXXX***
This occurs when a prior service month is used for a grant, like a local tracking line, that does not have a liquidation period.

**Resolution 2**: Change service month to the current reporting month.

***Error 3***: ***No Grant Speed Chart available to Allocate – Direct Expenditure Project/Account JFSFXXX/XXXXXX***
This error occurs at cost allocation when an incorrect code has been used, likely as a Manually Entered financial.

**Resolution 3**: Correct the coding entry.

***Error 4***: ***No Submit to OAKS button***
This can be the result of a variety of issues, to have a Submit to OAKS button you must have:

- Completed FTE entry for the prior quarter
- Final RMS statistics imported
- In the case of PCSA, final 4281 data
- All 3 months of the quarter allocated and approved once the first 3 issues are resolved

**Resolution 4**: Resolve any that are not completed.

***Error 5:*** ***Allocation completed with warnings – FTE and RMS not available***
This error occurs when trying to do cost allocation without cost pool information in the monthly financials.

**Resolution 5**: Enter/import cost pool financial data.

***Error 6:*** ***PA/CSEA agency is in Prelim Approved status even though final RMS has been imported for IM and SS.*** This error occurs when PA/CSEA agency imported preliminary CW/RMS by mistake.

**Resolution 6:** Import final CW/RMS statistics to remove Prelim Approved status, even though CW/RMS does not apply to PA/CSEA agencies. Since preliminary statistics were imported by mistake, final statistics will need to be imported to move past Prelim Approved status.

## E. FTE

***Error 1***: ***FTE must be filled out with at least 6 periods for XXXXXX***
This error occurs when an agency enters data for fewer than six (6), periods on the FTE screen.

**Resolution 1**: Enter data for 6 or 7 periods depending on the actual pay periods for the quarter. In the unique situation where staff become 100% dedicated to a program after the FTE quarter begins or if an outside agency is combined with the CDJFS after the FTE quarter begins. (As a result, less than 6 payroll periods of data may exist.) In either instance, enter the FTEs for the actual payroll periods to identify the "average" for the quarter as displayed on the FTE screen. Once the average is determined for the quarter, the FTEs are edited so that the average is entered in each of the 6 or 7 payroll periods to enable the system to successfully process Cost Allocation.

***Error 2***: ***FTE data not allowed – Public Children Services Agency***
This error occurs when a combined PA/PCSA agency enters FTE data on the Public Children Services Agency (PCSA) line rather than in the Social Services (SS) line on the FTE screen.

**Resolution 2**: Delete entries on the Public Children Service Agency (PCSA) line and enter the data on the Social Services (SS) line.

## F. RMS

***Error 1***: ***No Grant Speed Chart available to Allocate – FTE RMS Project/Agency Use – JFSSXXXXX/JFSSXXXXX***
This error occurs when an RMS code combination is in the RMS import that is not available for grants in CFIS Main. This could be a result of incorrect selections made by staff, or improper set- up by BCFTA in CFIS Main.

**Resolution 1**: Correct the RMS selection in the sample if applicable. Or notify BCFTA for Investigation/correction to CFIS Main configuration.

***Error 2***: ***Please import RMS data before running Cost Allocation***
This error occurs when a PA agency makes an entry to the 050 Child Support cost pool.

**Resolution 2**: Correct the entry.

***Error 3***: ***Please import RMS data before running Cost Allocation – CW RMS data***
This occurs when a PA agency codes something to the 060 children services cost pool.

**Resolution 3**: Correct the entry.

***Error 4***: ***Please import RMS data before running Cost Allocation – WF RMS data***
This occurs when a PA agency codes something to the 040 Work Force cost pool.

**Resolution 4**: Correct the entry.

## G. Monthly Financials

***Error 1***: ***Invalid File Format***
This error occurs when an agency is attempting to import an Excel file for the Monthly Financials and the file in some way does not meet the necessary formatting.

**Resolution 1**: Access a new "CFIS Financials Template" from the BCFTA CFIS webpage BCFTA CFIS page Enter the correct data (do not copy/paste) in the template without changing any formatting.

***Error 2***: ***Invalid Value – Project/Account Line number: XX***
This error occurs when an agency is attempting to import an Excel file that contains an invalid code for the Monthly Financials.

**Resolution 2**: Check the data at the line number(s) indicated in the error message, correct the data, and attempt the import again.

***Error 3***: ***System error – please contact administrator for assistance***
This can happen when on Monthly Financial screen trying to import an Excel file.

**Resolution 3**: Access a new "CFIS Financials Template" from the BCFTA CFIS webpage BCFTA CFIS page Enter the correct data (do not copy/paste) in the template without changing any formatting.

***Error 4***: ***Error Occurred: File size should be less than 500kb*** – when on the Monthly Financials screen trying to import an Excel file.

**Resolution 4:** Access a new "CFIS Financials Template" from the BCFTA CFIS webpage BCFTA CFIS page Enter the correct data (do not copy/paste) in the template without changing any formatting.

## H. Post Allocated Adjustments (PAA)

***Error 1:*** ***No Allocated Financials available for the selected Grant***
This happens when trying to do a Post Allocated Adjustment (PAA). This occurs when there are no expenditures allocated to the selected From grant.

**Resolution 1**: Wait to do the PAA until there are expenditures to move.