

**Select originating cluster**

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**Authorized Signature**

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**Topic:** Systems Issues

**Subject:** Improvements to Client Employed Provider Screens

**Applies to (check all that apply):**

- |  |  |
|--|--|
| <input type="checkbox"/> All DHS employees                 | <input type="checkbox"/> County Mental Health Directors                  |
| <input checked="" type="checkbox"/> Area Agencies on Aging | <input type="checkbox"/> Health Services                                 |
| <input type="checkbox"/> Children, Adults and Families     | <input checked="" type="checkbox"/> Seniors and People with Disabilities |
| <input type="checkbox"/> County DD Program Managers        | <input type="checkbox"/> Other (please specify):                         |

**Message:**

*If you have any questions about this information, contact:*

<b>Contact(s):</b>	DHS Service Desk		
<b>Phone:</b>	(503) 945-5623	<b>Fax:</b>	
<b>E-mail:</b>	SERVICEDK@DHS.STATE.OR.US		

## **Improvements to Client Employed Provider Screens**

This is a supplement to Information Memorandum Transmittal SPD-IM-05-043 which described the changes made to the Client Employed Provider Screens. During the implementation of these screens, SPD experienced some navigation and display issues. The functionality difficulties were in HINQ and HINV. While working out some of those issues we also added some function keys to both screens to help you navigate easily from one screen to another screen.

The following issues were reported and corrected on HINQ and HINV:

- HINQ and HINV not paging properly
- User no longer having the ability to hit home or backtab to HINQ or HINV with the voucher number and type over the field to go to screens such as HPAY
- Some records were not displaying on the screens
- Some records were repeating and displaying over and over again

The newly improved HINQ and HINV screens now have added function keys at the bottom for the users. If the user does not have security access to a particular screen, they will not be permitted to navigate to that screen. These function keys will work based on your security rights to those screens.

The screen print on the next page shows some of the screen changes. The function key F21 is now called AUTH, this is because both HATH and OATH are voucher authorization screens. If you select a voucher the system will do the work for you and take you to the appropriate screen for authorization. F23 is called PAY for both HPAY and OPAY. By selecting a voucher this will also take you to the appropriate screen. This should help users process their daily work.

For example:

Select the voucher you want from HINQ:

- Hit F11 to go to HINV, OR ....
- Hit F21 to go to HATH/OATH, OR....
- Hit F23 to go to HPAY/OPAY

```
HINQ P,699999
```

VCH NMBR	PRCS TRANS	PRIM ID	RECIP NAME	PR NMBR	PROV NAME	SERV BEG	SERV END	CHK DATE	PAID
05040001	36	BO00012B	APPLE,	699999	MONTGOMER	050601	050615	050626	176.58
05040002	36	BO00012B	APPLE,	699999	MONTGOMER	050601	050601	050621	13.52
05040003	10	BO00012B	APPLE,	699999	MONTGOMER	050601	050601	000000	.00
05040004	36	BO00012B	APPLE,	699999	MONTGOMER	050516	050531	050626	191.30
05040005	36	BO00012B	APPLE,	699999	MONTGOMER	050501	050515	050626	176.58
05040006	46	BO00012B	APPLE,	699999	MONTGOMER	050416	050430	050626	267.01

MSG 101 TOP OF DISPLAY.  
 F3=EXIT F8=NEXT F11=HINV F21=AUTH F23=PAY

On the example below of HINV, you have the same options to go to the authorization screens and to authorize a payment. It will automatically take you to those screens by hitting the appropriate function keys displayed on the bottom of the example. HINV will also take you to HDTL.

```
HINV P,699999
```

LAST CHG	05/08/02	WKR ID SA	MSG
VCH NMBR	05040001	PRCS TRANS	36 MSG
VCH XREF	00000000	CHK DATE	05/06/26
ICN	100521500000	PAY REF	00/00/00
X REF (ICN)	00000000000000	PROV NMBR	699999
PROC	OP334	PROV NAME	MONTGOMERY, DEAN
BR	1511	ADDR	
PRIM ID	BO000012B	PROV STR	300 HAVEN STREET
RECIP NAME	APPLE, PIE	PROV CITY/ST	MEDFORD, OR
PRNT 598B	05/07/01	MAIL BR	N
		COMPL ZIP	97501-0000
AUTHORIZED -----			
SERVICE PERIOD	HR/DLY	HR/DAY	WAGE MIL MIL HSKP HR HSKP
AUTH BEG	AUTH END	WAGE	AUTH AUTH AUTH AUTH\$ HRS AUTH PCT
05/07/01	05/07/31	9.1000	43.0 \$180.59 0 \$0.00 31 43 72
WORKED -----			
SERV BEG	SERV END	HRS	GRS WAGES MILE MILEAGE VOL F/S
05/07/01	05/07/31	43.0	\$391.30 0 \$0.00 Y
AUTH	PROV	RECIP	
SIGN (DATE)	SIGN (DATE)	SIGN (DATE)	
Y 05/07/01	Y 05/08/01	Y 05/08/01	
F3=EXIT F7=PREV F8=NEXT F11=HDTL F12=HINQ F21=AUTH F23=PAY			