

Day 1 Families Fund FundManager Training

July 2021



NC COALITION to
HOMELESSNESS end

Today's Agenda

1. FundManager intro
2. The Roles
3. How Does It Work?
4. Fund Request
5. Void Payment
6. Reporting

FundManager

Why Use It?



Why Use FundManager?

- FundManager allows for tracking of services and costs for year-round strategic spending
- FundManager allows management to compare their external services/costs records with what's entered in HMIS



FundManager

The Roles



There are 3 FundManager Roles

Role	Task
Fund Administrator	Sets up fund/vendors, determines funding cycles, determine which projects access the fund(s)
Case Worker	Requests funds, generates vouchers, void requests, include fund source in service transaction
Review Agents	Read only access to fund/vendor admin, oversees fund requests, reconcile vouchers, generate checks

**Day 1 Families Fund will only use the first two

How does it work?

Fund Admin creates the fund and decides applicable services, vendors, eligible projects, and the Review Agent



Case Manager meets with client to determine needs and submits a fund request through a Service Transaction



Case Manager completes and closes the Service Transaction



Fund Admin runs and reviews FundManager reports for accuracy and Fund draw down amounts



FundManager

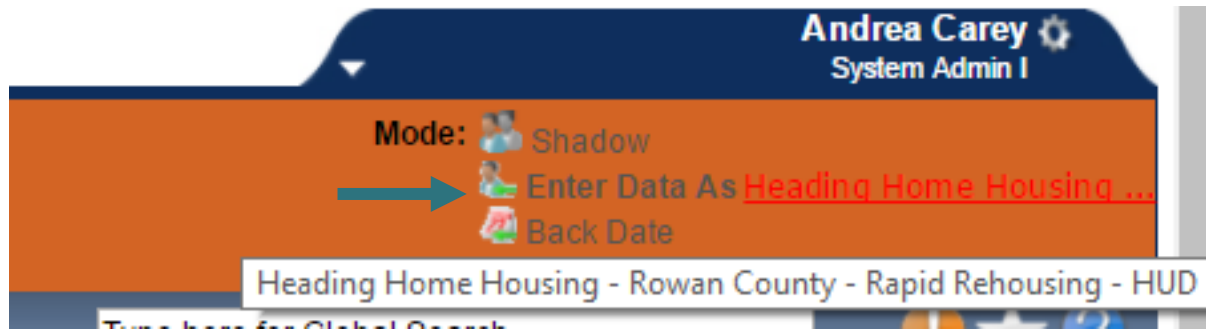
Submitting Fund Requests



Fund Requests

To submit Fund Requests, Case Managers must:

- select Enter Data As for the project



Fund Requests

Clients must have a Release of Information

Release of Information - (52) Smith, Emma

Household Members

To update Household members for this Release of Information, click the box beside each name.

- (66) Multiple Adults
 - (52) [Smith, Emma](#)
 - (53) [Texas, Austin](#)

Release of Information Data

Provider *	Heading Home Housing - Rowan County - Rapid Rehousing - HUD (7123)	<input type="button" value="Search"/> <input type="button" value="My Provider"/> <input type="button" value="Clear"/>
Release Granted	Yes	
Start Date *	06 / 25 / 2017	<input type="button" value="X"/> <input type="button" value="↺"/> <input type="button" value="↻"/>
End Date *	06 / 24 / 2018	<input type="button" value="X"/> <input type="button" value="↺"/> <input type="button" value="↻"/>
Documentation	Signed Statement from Client	
Witness	Fund Test 1	



Fund Requests

Completed through Service Transactions

Add Service

▼ **Household Members**

i To include Household members for this Service, click the box beside each name. Only members from the SAME Household may be selected.

(66) Multiple Adults

- (52) Smith, Emma (Primary Client)
- (53) Texas, Austin

← Make sure the Head of Household is the primary client!

Service Provider * Heading Home Housing - Rowan County - Rapid Rehousing - HUD (7123)

Creating User Andrea Carey

Start Date * 07 / 01 / 2017 8 : 59 : 55 PM









End Date 07 / 31 / 2017 9 : 01 : 41 PM

Service Type * Rent Payment Assistance (BH-3800.7000)

Provider Specific Service -Select-

Fund Requests

Confirm details and add any notes

Service Provider *	 VoAC-SSVF- Priority 2 (BoS) PV - VA (5501)
Creating User	Andrea Carey
Start Date *	11 / 26 / 2017    11 ▾ : 46 ▾ : 30 ▾ AM ▾
End Date	11 / 26 / 2017    11 ▾ : 46 ▾ : 30 ▾ AM ▾
Service Type *	 Rental Deposit Assistance (BH-3800.7250)
Provider Specific Service	-Select- ▾
Service Notes	<div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div>
Type of SSVF Service	-Select- ▾
SSVF Financial Assistance Type	Rental assistance ▾
SSVF Financial Assistance Amount	\$ <input type="text" value="450.00"/>

These notes will only be visible within this service transaction

Fund Requests

Click the arrow next to Apply Funds for Service

You will use the “Vendor” section to identify the Activity type: Day 1 Diversion or Day 1 RRH

Apply Funds for Service

Distribute as Voucher Yes No

Vendor's Client Account Number

Name on Bill ← Double check the details before submitting request!

Vendor* (148) VOA - Volunteers of America

Code for Accounting Department

Source	Amount
Client Co-Pay	\$ <input type="text" value="0.00"/>
502 - VA SSVF - VoA Grant II PV (submit by 09/21/2018)	\$ <input type="text" value="450.00"/>

Save Submission Completed

Info PV services: Rental Assistance, Rental Deposit, Electric Service Connection (Deposit), Gas Service Connection (Deposit), Water Service Connection (Deposit), Utility Assistance, General Assistance

Automatically Submit when Saved

Total: \$450.00

Fund Requests

Add Attachments under Support Documentation

The screenshot displays a web interface for managing support documentation. At the top, a header bar reads "Support Documentation". Below it is a table with columns for "Date Added", "Name", "Description", and "Type". The table is currently empty, with the text "No matches." displayed in the main area. A button labeled "Add Support Documentation" is positioned to the left of the table. A green arrow points from this button to a modal dialog box titled "Upload Support Documentation".

The "Upload Support Documentation" dialog box contains the following fields and controls:

- Name ***: A text input field with a "Choose File" button and the text "No file chosen".
- Description**: A text input field with a cursor, highlighted by a green arrow and the text "Add file and a brief description".
- Upload** and **Cancel**: Two buttons at the bottom of the dialog.

Fund Requests

Specify the Outcome of Need

Need Information

Need Status *	Closed	▼
Outcome of Need	Fully Met	▼
If Need is Not Met, Reason	-Select-	▼

Set to Closed and Fully Met before saving and exiting

Save Save & Exit Exit




FundManager


How to Void Payments



Voiding a Payment

Through Service Transactions







Client - (133) West, Adam 











 (133) West, Adam
Release of Information: Ends 11/26/2018

Client Information | **Service Transactions**

Needs | Services | Referrals | Shelter Stays | **Entire Service History**

All Service Transactions

Select Dates: / /    / /   

			Transaction Type	Date	Provider	Type	Need Status / Outcome	Need Goal
			Need	11/26/2017	VoAC-SSVF- Priority 2 (BoS) PV - VA	Rental Deposit Assistance	Closed / Fully Met	
			Service	11/26/2017	VoAC-SSVF- Priority 2 (BoS) PV - VA	Rental Deposit Assistance		
			Need	11/26/2017	VoAC-SSVF- Priority 2 (BoS) PV - VA	Rent Payment Assistance	Closed / Fully Met	
			Service	11/26/2017	VoAC-SSVF- Priority 2 (BoS) PV - VA	Rent Payment Assistance		

Showing 1-2 of 2

Voiding a Payment

Click the void button to select the reason why

Open the Funding Source for details



Apply Funds for Service

Distribute as Voucher Yes No

Vendor's Client Account Number

Name on Bill

Vendor* (148) VOA - Volunteers of America

Code for Accounting Department

Funding Sources

Source	Amount
Client Co-Pay	\$ 0.00
<input type="checkbox"/> 502 - VA SSVF - VoA Grant II PV (submit by 09/21/2018)	\$ 450.00

Submitted Completed

Total: \$450.00

PV services: Rental Assistance, Rental Deposit, Electric Service Connection (Deposit), Gas Service Connection (Deposit), Water Service Connection (Deposit), Utility Assistance, General Assistance

Submitted on 11/26/2017, Completed

Voiding a Payment

Click the void button to select the reason why

Void Fund Request

You have selected to VOID a Fund Request. Please select a Reason for Void and, if possible, provide additional details in the Additional Notes field.

Reason for Void *	Amount
-Select-	\$ 0.00
Void	\$ 450.00

Submitted on 11/20

Add Funding Source Add Other Contributing Sources Calculate **Total: \$450.00**

Voiding a Payment

The Fund Request is now voided

▼ **Apply Funds for Service**

Distribute as Voucher Yes No

Vendor's Client Account Number


Name on Bill

Vendor*

Code for Accounting Department

Funding Sources

Source	Amount
Client Co-Pay	\$ 0.00
▼ 502 - VA SSVF - VoA Grant II PV (submit by 09/21/2018)	VOIDED\$ 450.00

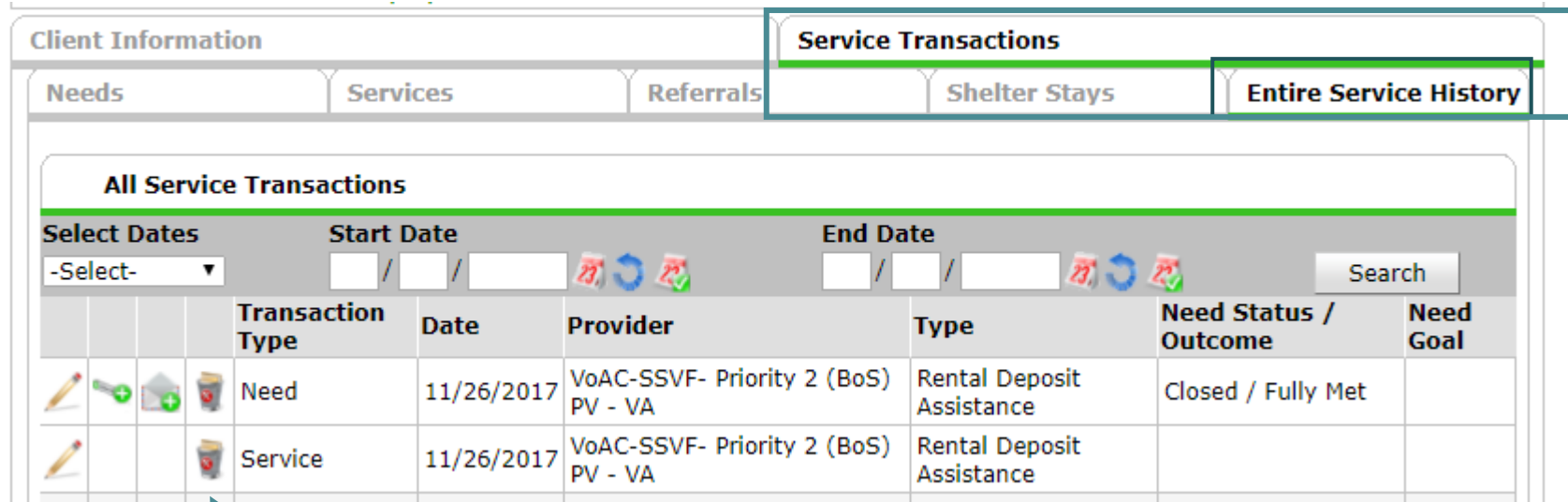
 PV services: Rental Assistance, Rental Deposit, Electric Service Connection (Deposit), Gas Service Connection (Deposit), Water Service Connection (Deposit), Utility Assistance, General Assistance

Voided on 11/26/2017

Total: \$0.00

Voiding a Payment

Finally delete the service transaction with the voided payment



The screenshot shows a software interface with a 'Service Transactions' tab selected. Below the tab is a table titled 'All Service Transactions'. The table has columns for Transaction Type, Date, Provider, Type, Need Status / Outcome, and Need Goal. There are two rows of data. The first row is a 'Need' transaction dated 11/26/2017 from 'VoAC-SSVF- Priority 2 (BoS) PV - VA' for 'Rental Deposit Assistance', with a status of 'Closed / Fully Met'. The second row is a 'Service' transaction dated 11/26/2017 from the same provider for 'Rental Deposit Assistance'. A blue arrow points to the trash can icon in the first column of the second row.

	Transaction Type	Date	Provider	Type	Need Status / Outcome	Need Goal
	Need	11/26/2017	VoAC-SSVF- Priority 2 (BoS) PV - VA	Rental Deposit Assistance	Closed / Fully Met	
	Service	11/26/2017	VoAC-SSVF- Priority 2 (BoS) PV - VA	Rental Deposit Assistance		

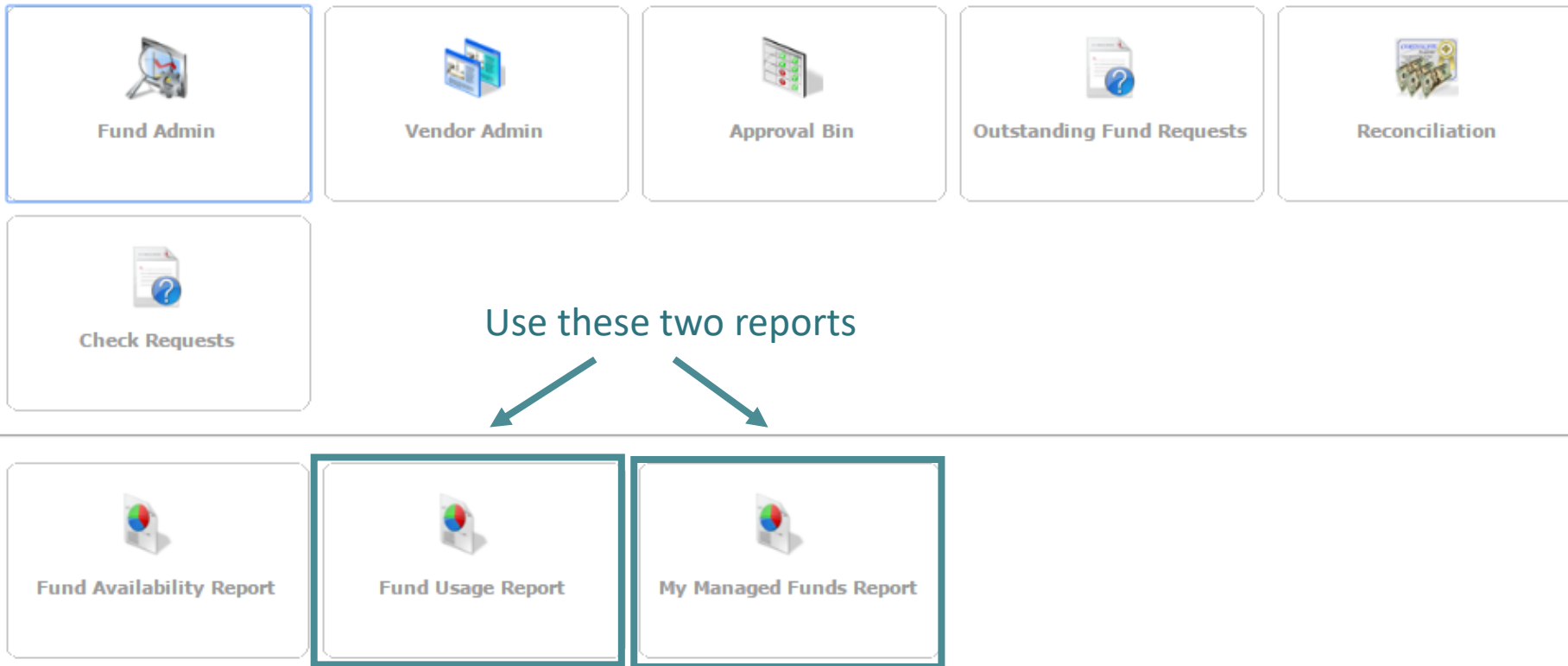
Now select the trash can next to the service with the voided payment

FundManager

Tracking Reports



FundManager Dashboard



My Managed Funds Report

My Managed Funds Report

My Role * Any Fund Administrator Review Agent







Enabled

Report Results

Fund Name ▲	Enabled	Funding Cycle End Date	Fund Amount	In Process	Expended	Remaining Balance
<input type="text" value="503 - Super Fund - Heading Home Rapid Re-Housing"/>	Enabled	06/30/2018	\$250,000.00	\$75.00	\$2,905.00	\$247,020.00

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Fund Usage Report

Fund Usage Report	
Fund	503 - Super Fund - Heading Home Rapid Re-Housing (158) Manage List
Funding Cycle	-Select-
Vendor	-Select- Manage List
Provider	-Select-
Amount Status	-Select-
Fund Request Status	-Select- Awaiting Submission Awaiting Resubmission Awaiting Approval
Last Action Start Date	<input type="text"/> / <input type="text"/> / <input type="text"/>   
Last Action End Date	<input type="text"/> / <input type="text"/> / <input type="text"/>   
Last Action	-Select- Saved Submitted Modified
Has Overrides	-Select-
Report Results Columns	<input type="checkbox"/> Voucher ID <input type="checkbox"/> Check Request ID <input type="checkbox"/> Vendor's Client Account Number <input checked="" type="checkbox"/> Last Action Date <input checked="" type="checkbox"/> Last Action <input checked="" type="checkbox"/> Status <input checked="" type="checkbox"/> Fund <input checked="" type="checkbox"/> Vendor <input checked="" type="checkbox"/> Provider <input type="checkbox"/> Creating User <input type="checkbox"/> Service <input checked="" type="checkbox"/> Client ID <input type="checkbox"/> Client Name <input checked="" type="checkbox"/> Amount <input type="checkbox"/> Support Documentation <input type="checkbox"/> Overrides
Download Build Report Clear	

Fund Usage Report

Download Build Report Clear

Report Results								
	Last Action Date	Last Action	Status	Fund ▲	Vendor	Provider	Client ID	Amount
	06/25/2017	Included in Check Request	Completed	503 - Super Fund - Heading Home Rapid Re-Housing (ends 06/30/2018)	Woodbridge Run Rentals	Heading Home Housing - Rowan County - Rapid Rehousing - HUD (7123)	52	\$825.00
	06/25/2017	Voided	Completed	503 - Super Fund - Heading Home Rapid Re-Housing (ends 06/30/2018)	High Rock Lake Housing	Heading Home Housing - Rowan County - Rapid Rehousing - HUD (7123)	23	\$825.00
	06/25/2017	Submitted	Awaiting Approval	503 - Super Fund - Heading Home Rapid Re-Housing (ends 06/30/2018)	Salisbury-Rowan Utility	Heading Home Housing - Rowan County - Rapid Rehousing - HUD (7123)	99	\$75.00
	06/25/2017	Included in Check Request	Completed	503 - Super Fund - Heading Home Rapid Re-Housing (ends 06/30/2018)	Woodbridge Run Rentals	Heading Home Housing - Rowan County - Rapid Rehousing - HUD (7123)	75	\$350.00
	06/25/2017	Included in Check Request	Completed	503 - Super Fund - Heading Home Rapid Re-Housing (ends 06/30/2018)	Woodbridge Run Rentals	Heading Home Housing - Rowan County - Rapid Rehousing - HUD (7123)	13	\$780.00
	06/25/2017	Included in Check Request	Completed	503 - Super Fund - Heading Home Rapid Re-Housing (ends 06/30/2018)	High Rock Lake Housing	Heading Home Housing - Rowan County - Rapid Rehousing - HUD (7123)	52	\$500.00
	06/25/2017	Included in Check Request	Completed	503 - Super Fund - Heading Home Rapid Re-Housing (ends 06/30/2018)	High Rock Lake Housing	Heading Home Housing - Rowan County - Rapid Rehousing - HUD (7123)	23	\$450.00

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Exit



Other Details

Data Collection

- Minimal data entry records:
 - All household members
 - Their demographics
 - Activity type
 - Eligible services
 - Support documentation
- Tools to support
 - Training slides and recording
 - Program policies & procedures (eligible expenses, documentation details)



Eligible Expenses

Eligible Expenses	Service Option	Service Code Option	Start Date
Landlord Bonus	Landlord/Tenant Assistance	FT-4500	Date of service
Transportation - relocation	Long Distance Transportation	BT-4800	Date of service
Transportation - moving truck rental	Truck Rentals	BT-4500.4500-900	Date of service
Transportation - to and from housing appointments	Local Automobile Transportation	BT-4500.4500	Date of service
Essential Household items	Household Goods	BM-3000	Date of service
Household set-up supplies	Furniture	BM-3000.2000	Date of service
Childcare	Child Care Expense Assistance	NL-3000.1500	Date of service
Car repairs	Automotive Repair and Maintenance	BM-7000.0500	Date of service



Eligible Expenses

Eligible Expenses	Service Option	Service Code Option	Start Date
Rent arrears	Rent Payment Assistance	BH-3800.7000	First day of month covered
Utility arrears	Utility Arrearage Payment Plans	BV-8900.9125-900	First day of month covered
security deposits	Rental Deposit Assistance	BH-3800.7250	Date of service
one-time moving expenses	Moving Expense Assistance	BH-3800.5150	Date of service
storage unit	Household Goods Storage	BH-5000.3100	Date of service
employment services	Homeless Employment Programs	ND-6500.3050	Date of service
reimbursement to landlord for repairs	Repair Services	BM-7000	Date of service
First month's rent	Rent Payment Assistance	BH-3800.7000	First day of month covered



Eligible Expenses

Eligible Expenses	Service Option	Service Code Option	Start Date
pet deposits/fees	Pet Fee/Deposit Payment Assistance	BH-3800.7250-620	Date of service
Documentation related fees	Records/Licenses/Permits Fee Payment Assistance	DF-7020	Date of service
Hotel/Motel costs	Homeless Motel Vouchers	BH-1800.8500-300	First day of month covered
other items	Basic Needs	B	Date of service



What Information is Needed?

Users who should be able to run the reports?

Users who should be able to access and use funds?

Service Transaction codes: Eligible Expenses Service Transactions.xlsx





Discussion/Questions