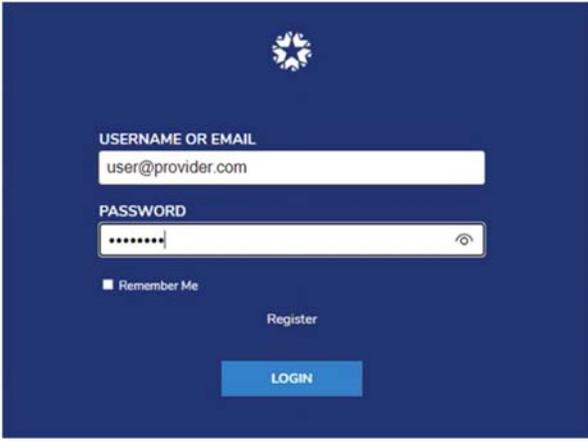
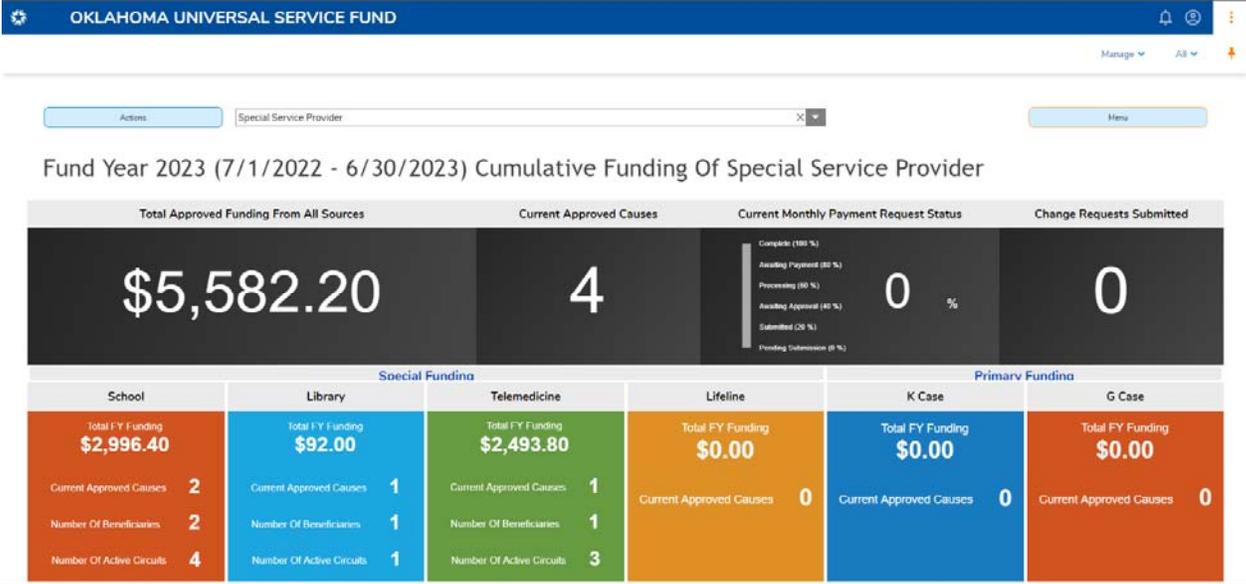
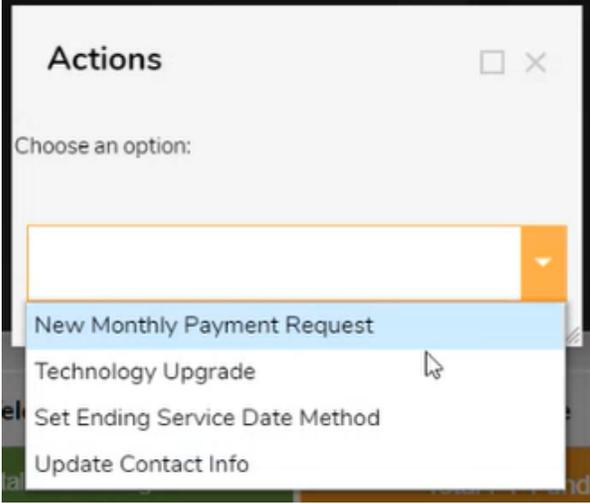
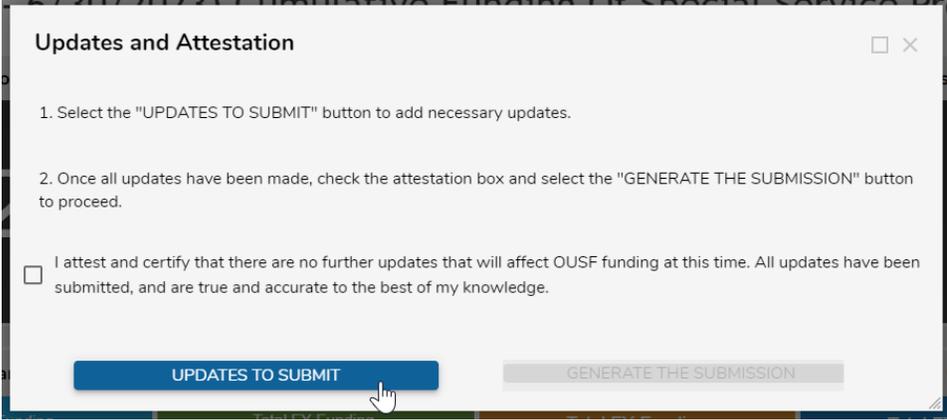


Training Handout: MPR Submission Updates – Pause, Resume, or Stop Funding/Disconnect

Overview: The following training handout reviews step-by-step instructions on how to process updates for an MPR prior to submission. Updates include pausing, resuming, or stopping funding for one or multiple circuits.

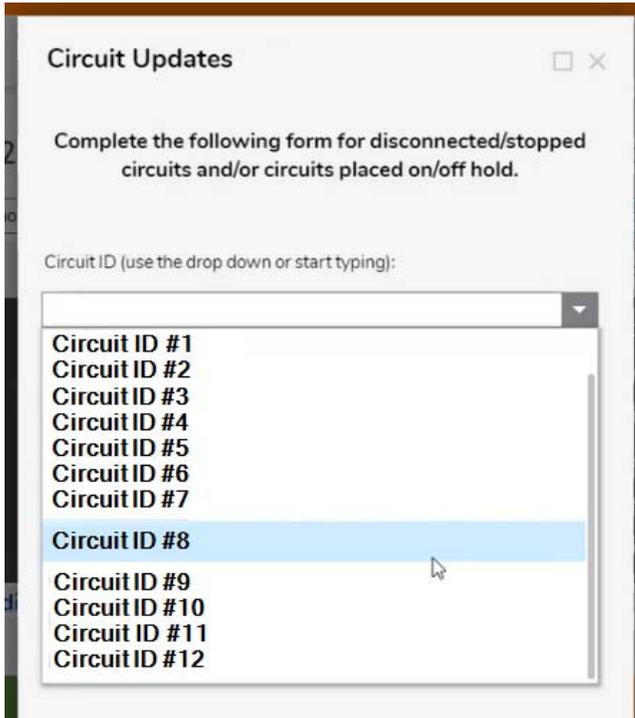
Step	Action																																																												
1.	Login: https://occ.decisions.com/ 																																																												
2.	Provider Dashboard/Home will automatically open upon login.  <table border="1" data-bbox="293 1444 1490 1822"> <thead> <tr> <th colspan="2">Total Approved Funding From All Sources</th> <th colspan="2">Current Approved Causes</th> <th colspan="2">Current Monthly Payment Request Status</th> <th colspan="2">Change Requests Submitted</th> </tr> </thead> <tbody> <tr> <td colspan="2">\$5,582.20</td> <td colspan="2">4</td> <td colspan="2">0 %</td> <td colspan="2">0</td> </tr> <tr> <td colspan="8"> <table border="1"> <thead> <tr> <th colspan="4">Special Funding</th> <th colspan="2">Primary Funding</th> </tr> <tr> <th>School</th> <th>Library</th> <th>Telemedicine</th> <th>Lifeline</th> <th>K Case</th> <th>G Case</th> </tr> </thead> <tbody> <tr> <td>Total FY Funding \$2,996.40</td> <td>Total FY Funding \$92.00</td> <td>Total FY Funding \$2,493.80</td> <td>Total FY Funding \$0.00</td> <td>Total FY Funding \$0.00</td> <td>Total FY Funding \$0.00</td> </tr> <tr> <td>Current Approved Causes: 2</td> <td>Current Approved Causes: 1</td> <td>Current Approved Causes: 1</td> <td>Current Approved Causes: 0</td> <td>Current Approved Causes: 0</td> <td>Current Approved Causes: 0</td> </tr> <tr> <td>Number Of Beneficiaries: 2</td> <td>Number Of Beneficiaries: 1</td> <td>Number Of Beneficiaries: 1</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Number Of Active Circuits: 4</td> <td>Number Of Active Circuits: 1</td> <td>Number Of Active Circuits: 3</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> </td> </tr> </tbody> </table>	Total Approved Funding From All Sources		Current Approved Causes		Current Monthly Payment Request Status		Change Requests Submitted		\$5,582.20		4		0 %		0		<table border="1"> <thead> <tr> <th colspan="4">Special Funding</th> <th colspan="2">Primary Funding</th> </tr> <tr> <th>School</th> <th>Library</th> <th>Telemedicine</th> <th>Lifeline</th> <th>K Case</th> <th>G Case</th> </tr> </thead> <tbody> <tr> <td>Total FY Funding \$2,996.40</td> <td>Total FY Funding \$92.00</td> <td>Total FY Funding \$2,493.80</td> <td>Total FY Funding \$0.00</td> <td>Total FY Funding \$0.00</td> <td>Total FY Funding \$0.00</td> </tr> <tr> <td>Current Approved Causes: 2</td> <td>Current Approved Causes: 1</td> <td>Current Approved Causes: 1</td> <td>Current Approved Causes: 0</td> <td>Current Approved Causes: 0</td> <td>Current Approved Causes: 0</td> </tr> <tr> <td>Number Of Beneficiaries: 2</td> <td>Number Of Beneficiaries: 1</td> <td>Number Of Beneficiaries: 1</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Number Of Active Circuits: 4</td> <td>Number Of Active Circuits: 1</td> <td>Number Of Active Circuits: 3</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>								Special Funding				Primary Funding		School	Library	Telemedicine	Lifeline	K Case	G Case	Total FY Funding \$2,996.40	Total FY Funding \$92.00	Total FY Funding \$2,493.80	Total FY Funding \$0.00	Total FY Funding \$0.00	Total FY Funding \$0.00	Current Approved Causes: 2	Current Approved Causes: 1	Current Approved Causes: 1	Current Approved Causes: 0	Current Approved Causes: 0	Current Approved Causes: 0	Number Of Beneficiaries: 2	Number Of Beneficiaries: 1	Number Of Beneficiaries: 1				Number Of Active Circuits: 4	Number Of Active Circuits: 1	Number Of Active Circuits: 3			
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Step	Action
MPR Submission Updates Process: <ul style="list-style-type: none"> • Pause Funding • Resume Funding, or • Stop/Disconnect Funding 	
1.	Navigate to "Actions" 
2.	Select "New Monthly Payment Request" 
3.	If no updates are needed, select "Generate the Submission" to complete the process. If updates are required, select "UPDATES TO SUBMIT" . 

Step	Action
4.	<p data-bbox="272 279 1218 310">"Examples Requiring a Pause, Resume, or Stop to Funding" will appear.</p> <ul data-bbox="316 331 592 363" style="list-style-type: none"><li data-bbox="316 331 592 363">• Select "Continue" <div data-bbox="316 394 1469 1312"><p data-bbox="354 426 1079 457">Examples Requiring a Pause, Resume, or Stop to Funding □ ×</p><p data-bbox="397 510 495 541"><u>Examples:</u></p><p data-bbox="386 573 532 604">Pause of funding:</p><ul data-bbox="462 636 1274 751" style="list-style-type: none"><li data-bbox="462 636 1274 688">* A billing issue has identified and is being researched. OUSF reimbursement should be paused until discrepancies are resolved.<li data-bbox="462 720 1218 751">* A new application or change request is in process. OUSF reimbursement should be paused.<p data-bbox="386 793 548 825">Resume of funding:</p><ul data-bbox="462 867 1144 898" style="list-style-type: none"><li data-bbox="462 867 1144 898">* A circuit was previously paused but is now ready to resume OUSF reimbursement.<p data-bbox="386 930 524 961">Stop to funding:</p><ul data-bbox="462 1003 1380 1108" style="list-style-type: none"><li data-bbox="462 1003 1380 1035">* A circuit has been disconnected. OUSF reimbursement will no longer be applicable after the date of disconnect.<li data-bbox="462 1077 917 1108">* OUSF reimbursement is no longer required for a circuit.<p data-bbox="844 1192 925 1224">Continue</p></div>

HOW TO PAUSE FUNDING:

1. The "Circuit Updates" screen will appear:
 - Select a Circuit ID via the dropdown:



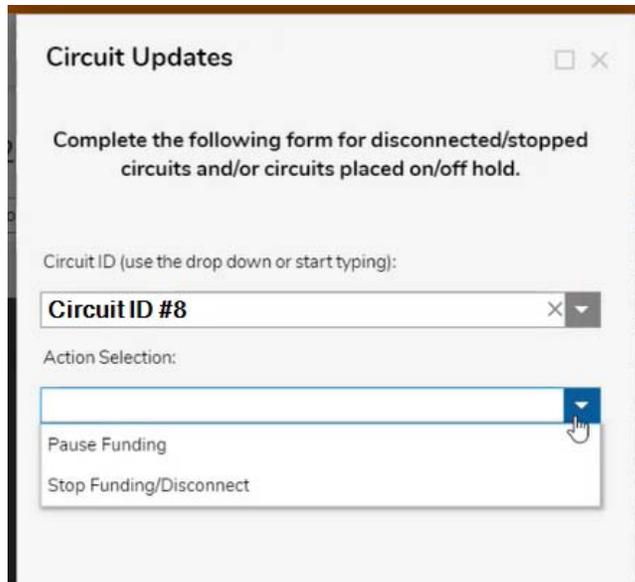
Circuit Updates □ ×

Complete the following form for disconnected/stopped circuits and/or circuits placed on/off hold.

Circuit ID (use the drop down or start typing):

Circuit ID #1
Circuit ID #2
Circuit ID #3
Circuit ID #4
Circuit ID #5
Circuit ID #6
Circuit ID #7
Circuit ID #8
Circuit ID #9
Circuit ID #10
Circuit ID #11
Circuit ID #12

- Select "Pause Funding"



Circuit Updates □ ×

Complete the following form for disconnected/stopped circuits and/or circuits placed on/off hold.

Circuit ID (use the drop down or start typing):

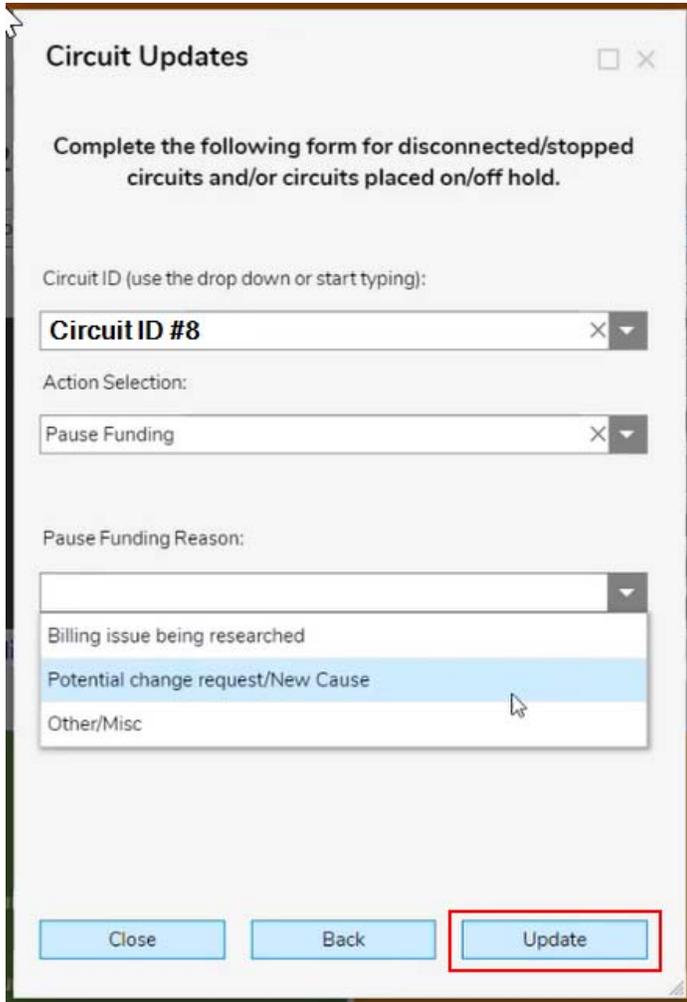
Circuit ID #8 × ▾

Action Selection:

Pause Funding
Stop Funding/Disconnect

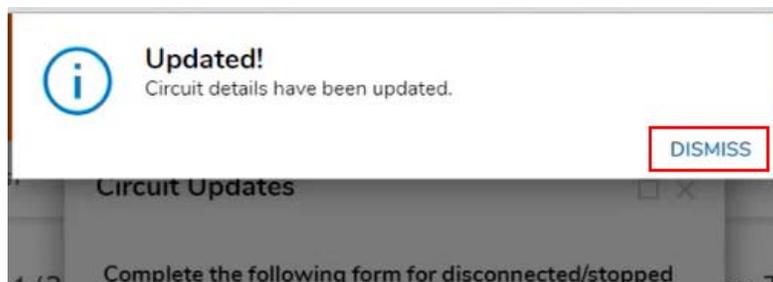
Last Updated: JUNE 26th, 2023

- Select a "Pause Funding Reason"
- Select "Update" when complete.



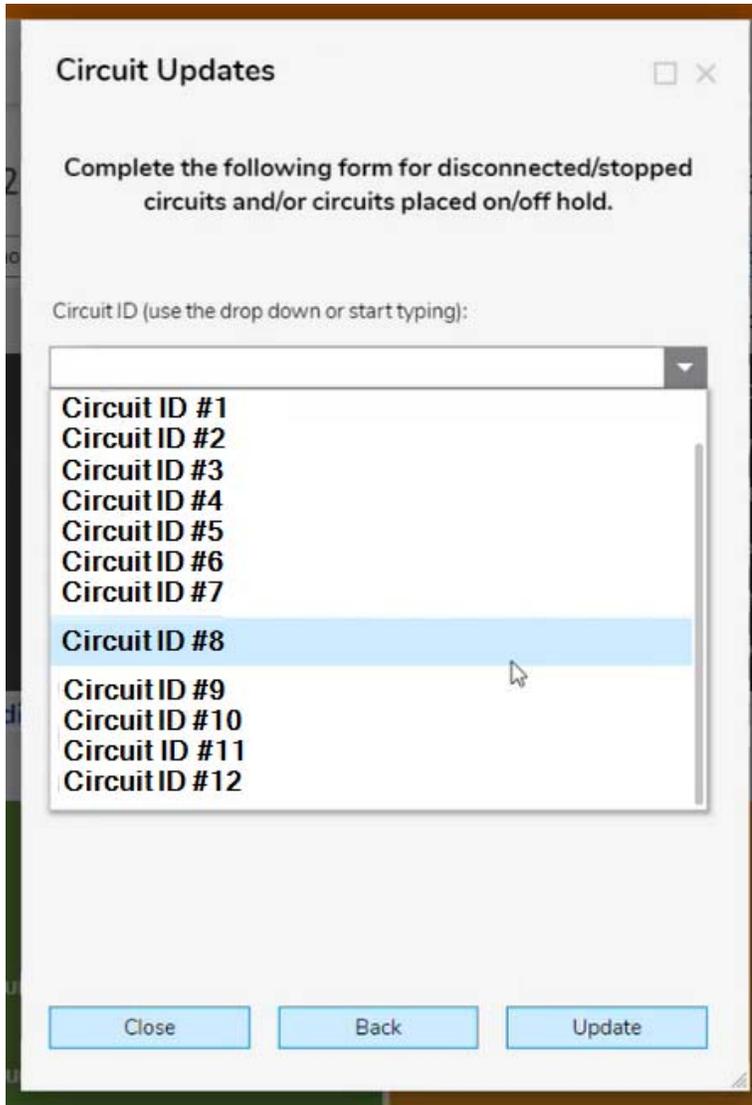
2. Confirmation of the update will appear:

- To close the update confirmation alert, select "DISMISS."



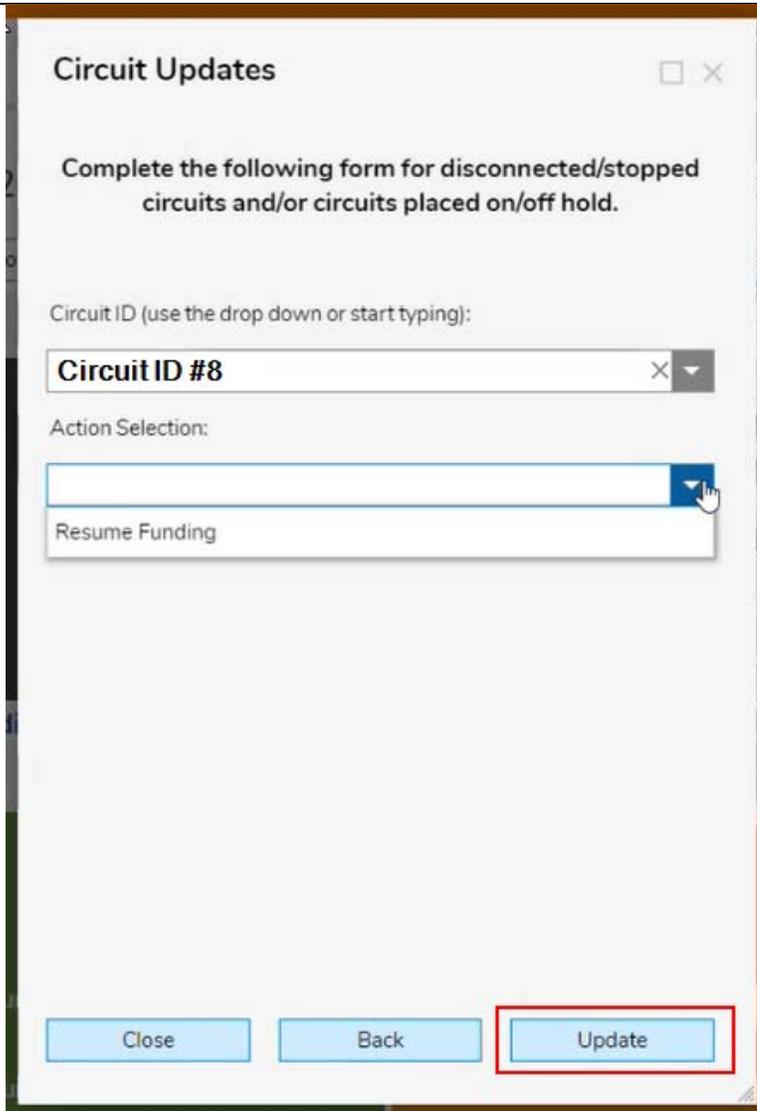
HOW TO RESUME FUNDING:

1. The "Circuit Updates" screen will appear:
 - Select a Circuit ID via the dropdown:



NOTE: The option to "Resume Funding" will only appear on a Circuit ID that has previously been paused. *By following the steps above*.

- Select "Resume Funding"
- Select "Update" when complete.



Circuit Updates

Complete the following form for disconnected/stopped circuits and/or circuits placed on/off hold.

Circuit ID (use the drop down or start typing):

Circuit ID #8

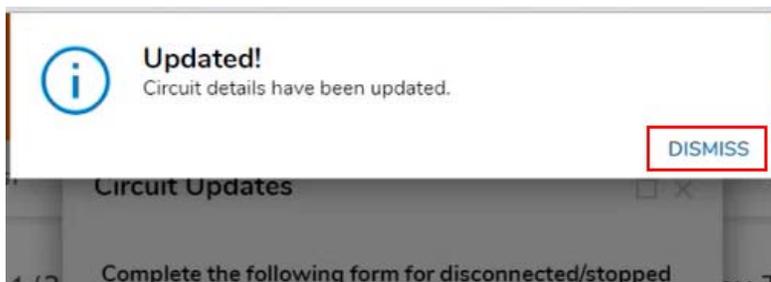
Action Selection:

Resume Funding

Close Back Update

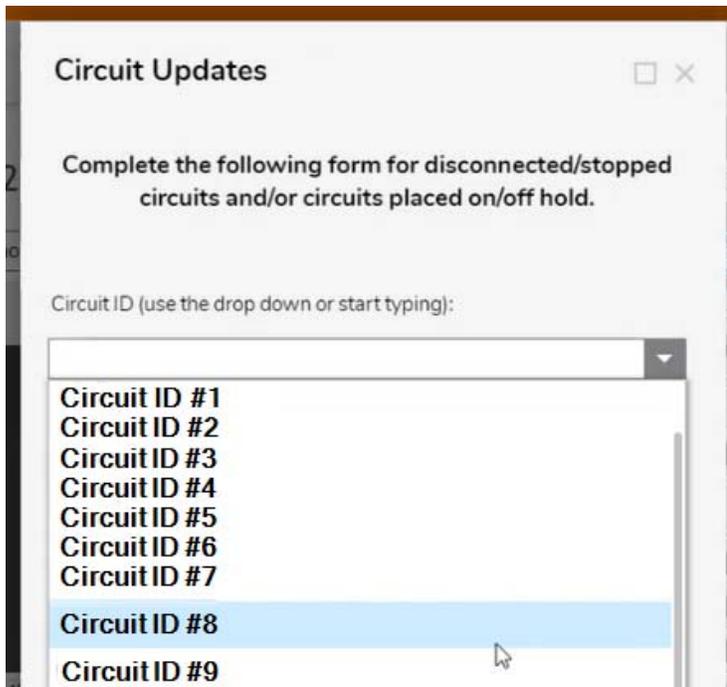
2. Confirmation of the update will appear:

- To close the update confirmation alert, select "DISMISS."



HOW TO STOP FUNDING/DISCONNECT:

1. The "Circuit Updates" screen will appear:
 - Select a Circuit ID via the dropdown:



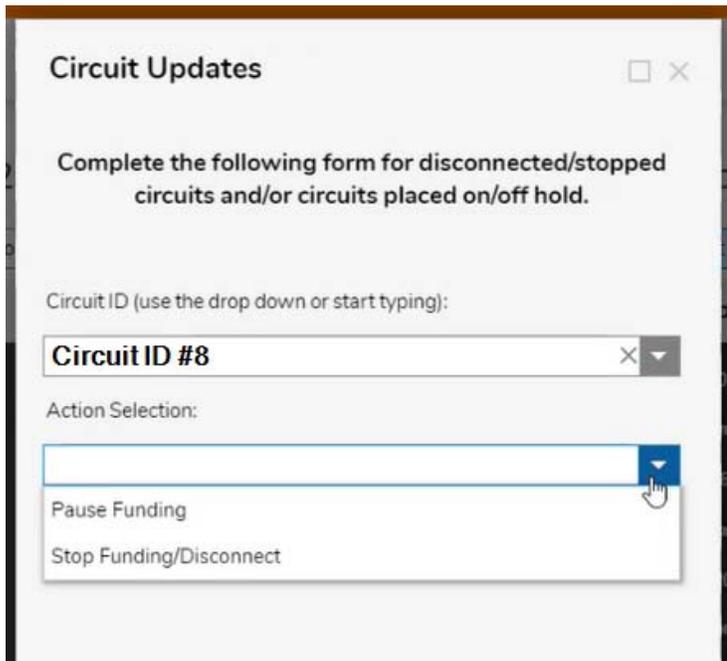
Circuit Updates □ ×

Complete the following form for disconnected/stopped circuits and/or circuits placed on/off hold.

Circuit ID (use the drop down or start typing):

- Circuit ID #1
- Circuit ID #2
- Circuit ID #3
- Circuit ID #4
- Circuit ID #5
- Circuit ID #6
- Circuit ID #7
- Circuit ID #8**
- Circuit ID #9

- Select "Stop Funding/Disconnect"



Circuit Updates □ ×

Complete the following form for disconnected/stopped circuits and/or circuits placed on/off hold.

Circuit ID (use the drop down or start typing):

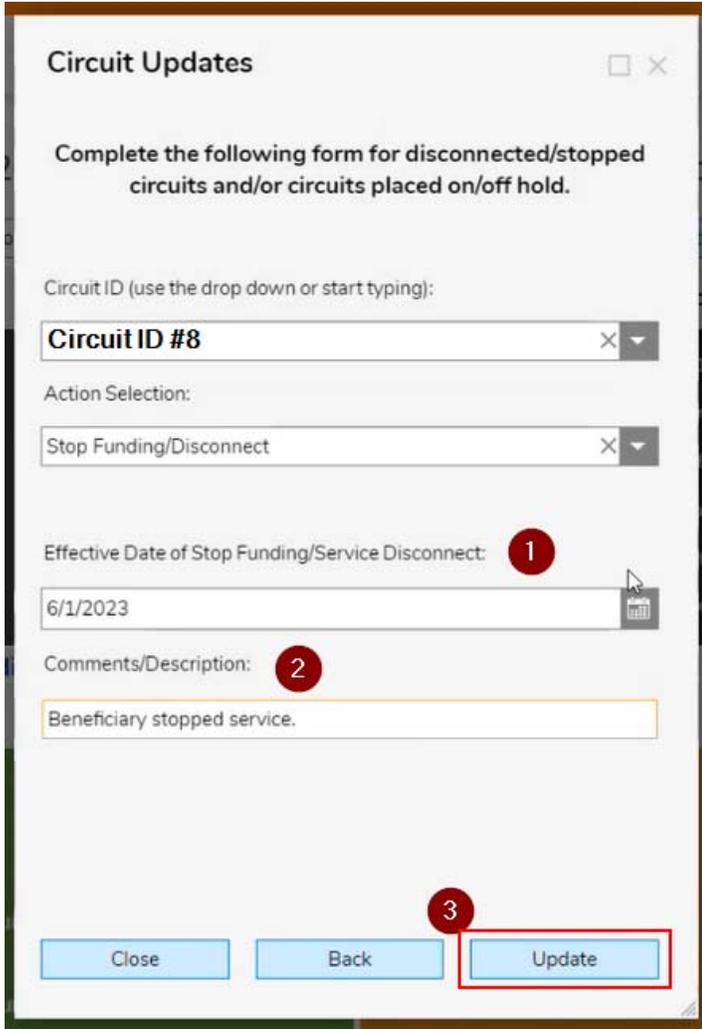
Circuit ID #8 × ▾

Action Selection:

- Pause Funding
- Stop Funding/Disconnect**

Last Updated: JUNE 26th, 2023

1. Enter the applicable Effective Disconnect Date for the Circuit ID selected.
2. Enter a Comment/Description applicable to the Circuit ID selected:
 - a. Example in screenshot: "Beneficiary stopped service."
3. Select "Update" when complete.



2. Confirmation of the update will appear:

- To close the update confirmation alert, select "DISMISS."

