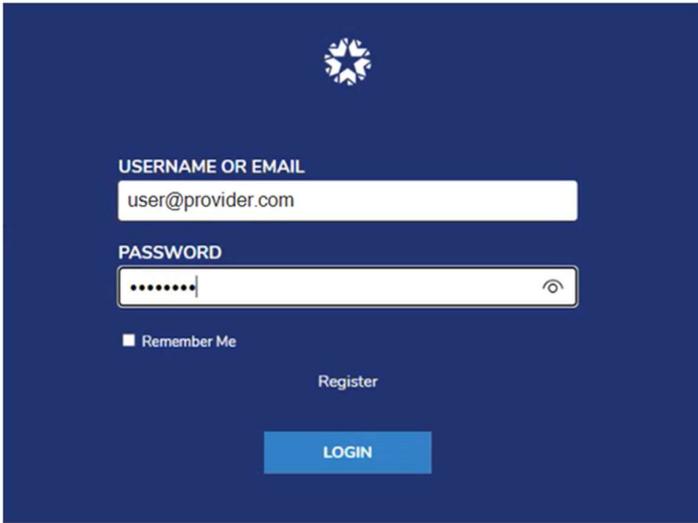
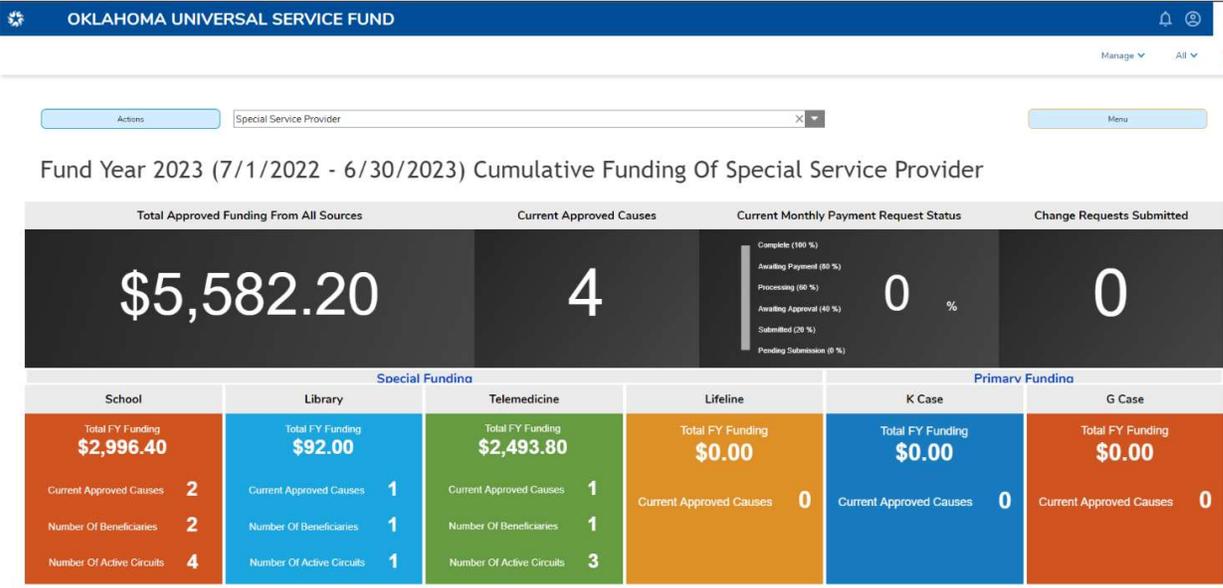
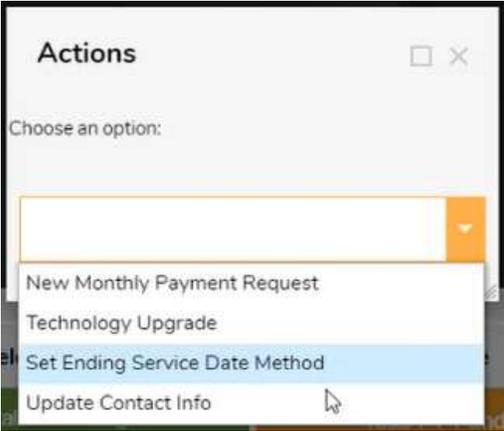
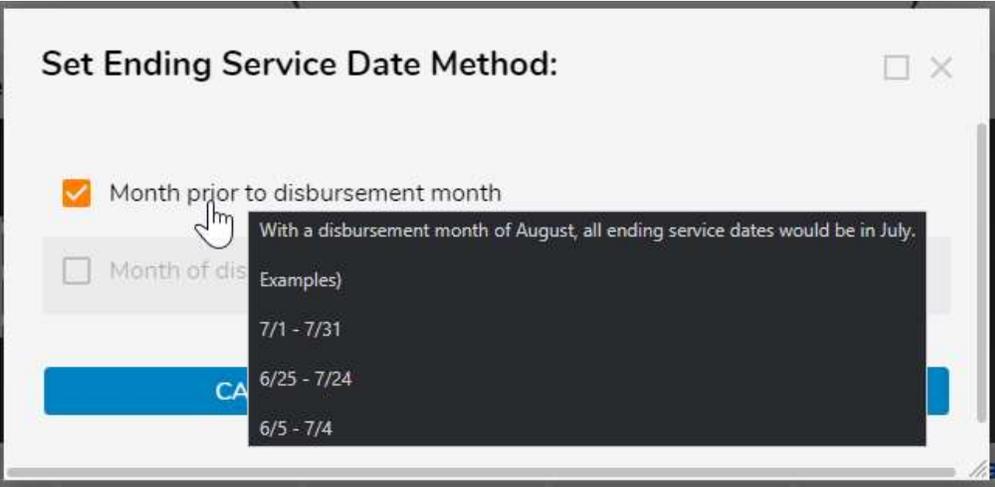
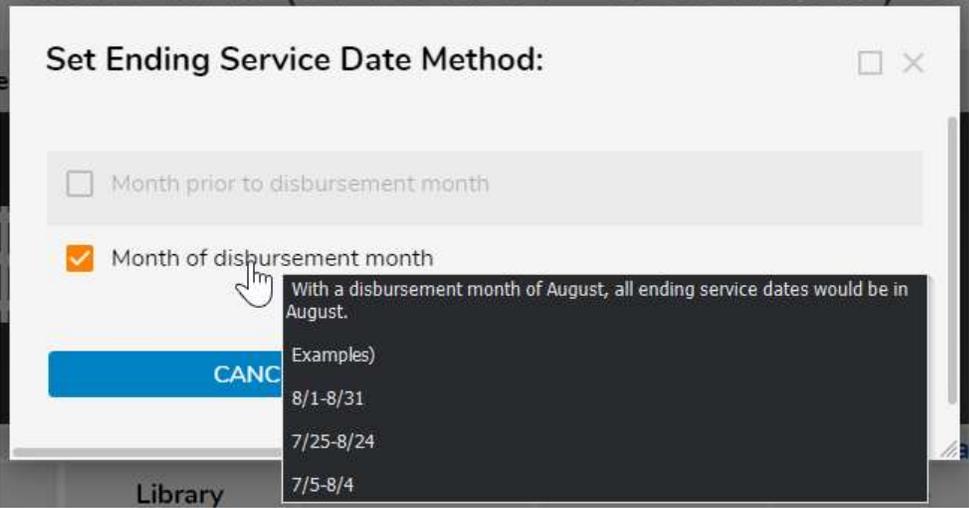
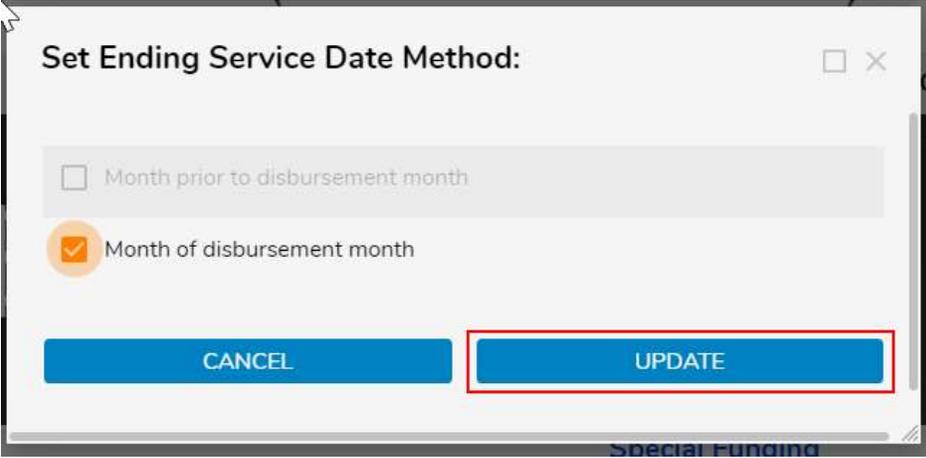


Training Handout: Set Ending Service Date Method

Overview: Ending Service Date refers to the different methods used by Providers to manage their billing cycles. Some Providers bill in arrears, for example. Others bill for the current month. These instructions will show you how to change the "Ending Service Date" to reflect your company's billing process.

Step	Action																																																				
1.	<p>Login: https://occ.decisions.com/</p> 																																																				
2.	<p>Provider Dashboard/Home will automatically open upon login.</p>  <table border="1" data-bbox="264 1486 1463 1871"> <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> </tbody> </table> <table border="1" data-bbox="264 1654 1463 1871"> <thead> <tr> <th colspan="3">Special Fundings</th> <th colspan="3">Primary Fundings</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>	Total Approved Funding From All Sources		Current Approved Causes		Current Monthly Payment Request Status		Change Requests Submitted		\$5,582.20		4		0 %		0		Special Fundings			Primary Fundings			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
3.	Navigate to "Actions" 
4.	Select "Set Ending Service Date Method" 
5.	Select Ending Service Date Method Preference. This will allow you to choose the ending billing date that will be automatically generated on your MPRs. <ul style="list-style-type: none"> For billing dates ending the month prior to disbursement month. For example, with the disbursement month of August, all ending service dates would be in July. (Examples: 7/1-7/31, 6/25-7/24, 6/5-7/4) 

Step	Action
	<ul style="list-style-type: none"> For billing dates ending the same month as the disbursement month. For example, with the disbursement month of August, all ending service dates would be in August. (Examples: 8/1-8/31, 7/25-8/24, 7/5-8/4) 
6.	<p>Select "UPDATE," after the billing method has been chosen.</p>  <p>NOTE: The billing method can be changed/updated at any time, however, it will be effective on the next MPR submission. It will not alter any previously submitted MPRs, including the current month's MPR if it has already been submitted.</p>