

DSHS/DBHR Prevention Management Information System (PBPS) Update

DBHR Process Priorities:

- During this process, DBHR's goal is that service delivery can be maintained without interruption due to changes in a Management Information System.
- DBHR will communicate about any changes to data collection and data entry processes in order to minimize the burden of change.
- During the transition, DBHR will work with contractors to prevent or minimize interruptions to payment.
- The outcome will be an updated Management Information System to maintain the collection of funding-source and administrative requirements.
- DBHR will ensure that training is provided once a new system is available.

Current Timeline:

- July 13, 2016 DSHS plans to announce the Apparent Successful Bidder from the Request for Qualifications and Quotation (RFQQ) solicitation process.
- August 8, 2016 DSHS plans to execute contract with selected bidder.
- Once a contract is executed, DBHR will be scheduling stakeholder meetings with the new vendor for input on allowable customizations to the new system.
- October 1-15, 2016 DBHR plans to launch the new system to enter data for September prevention services. Trainings will be offered for new system instructions.

Additional Information:

- Updates on the timeline and status of this process will be provided once the vendor is secured and transition processes are established.
- Once a transition schedule is established, DBHR will offer a webinar to instruct prevention contractors to save all reports in PBPS to have access to data that was entered in the current 2015-17 PBPS database.
- Question about this process, contact Camille Goldy, DBHR Prevention System Project Manager, goldycd@dshs.wa.gov

DSHS/DBHR State Fiscal Year 17 (SFY17) PBPS Instructions

Until further notice, prevention service reporting remains the same: reporting for the previous month's services is due by the 15th of the each month. **On-time reporting is critical during this transition process.**

1. Continue collecting and reporting prevention service data as per the contract.

Go to PBPS Site: <https://waprev.onmosaix.com/waprevent2015/pEnter.aspx>

2. Permissions:

We recommend the person logging into PBPS to make these changes temporary change their title to "Prevention Specialist". This is done within the Administration screen. Once all changes have been made for SFY17, be sure to change your title back. For most individuals, they will select "Community Coalition Coordinator".

For additional details on changing job titles, review [PBPS Training Module 1 "Getting Started"](#).

3. Updating and Entering Budget Plan:

- i. Click on Planning, then click on Budget Plan
- ii. Click Edit
- iii. Enter the dollar amounts allocated to your contract from each funding source for the current fiscal year only(FY17 July 1 2016-June 30, 2017)
- iv. **Do not** change the Start Date in the budget plan
- v. Change the End Date to 12/31/2016
- vi. Click Save

Budget Plan Service Data For 2015-2017 (Live) Settings

Home > Planning > Budget Plan

Budget Plan
Organization: Test Account

Funding Budget

	DMF	EUDL	MHBG	PFS	SAPT	SF-G
Total Contracted Amount	200000.00	0.00	2000.00	59453.00	60000.00	4800.00
Total Allocated Amount	113504.00		500.00	1000.00	29758.00	
Amount Balance	86496.00	0.00	1500.00	58453.00	30242.00	4800.00

Enter Budget

Funding Source	Amount	Start Date	End Date
DMF	200000.00	07/01/2015	06/30/2018
EUDL	0.00		
MHBG	2000.00	07/01/2015	12/31/2016
PFS	59453.00	07/01/2015	12/31/2016
SAPT	60000.00	07/01/2015	12/31/2016
SF-G	4800.00	07/01/2015	12/31/2016

Please note: The above amounts are just an example, and do not correspond with your DBHR prevention contract allocation. Refer to your approved annual budget for FY17 to update your PBPS budget plan accordingly. You may also contact your assigned Prevention System Manager for assistance.

DSHS/DBHR State Fiscal Year 17 (SFY17) PBPS Instructions

4. Updating a Program

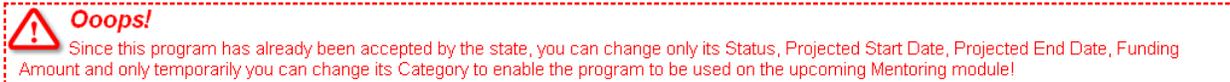
Instructions for program updates and entry can be found in [PBPS Training Module 2 "Planning"](#).

Two options are outlined for completing this task. For a program that has no changes to the funding source(s) it uses, follow the directions for Option 1.

Option 1

Updating programs using the same fund source from last fiscal year:

- i. Click on Planning, then click on Programs
- ii. Select program (click on the "Select" button to the right of each program listing)
- iii. Click Edit



^You will see this error message come up after pressing Edit; you are allowed to continue with the steps below.

- iv. Change Projected Start to the date indicated in approved FY17 Action Plan
- v. Change End Date to 12/31/2016
- vi. Change Dollar amounts
- vii. Click Save

Option 2

Updating Funding Source(s):

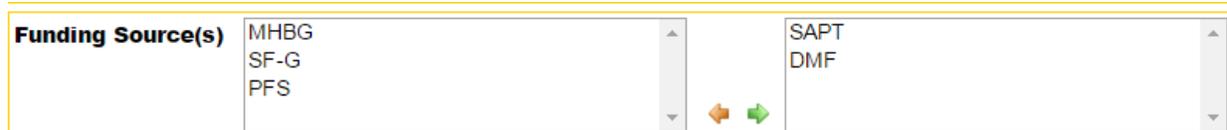
In order to complete this step the program will have to be unaccepted by the state.

Contact your system manager with a list of programs that need to be unaccepted. Once the programs are unaccepted, follow these steps:

- i. Click on Planning, then click on Programs
- ii. Select program (click on the "Select" button to the right of each program listing)
- iii. Click Edit
- iv. Change Projected Start to the date indicated in approved FY17 Action Plan
- v. Change End Date to 12/31/2016
- vi. Keep Fund Type as *Per Annual*

Fund Type Per Annual ▾

- vii. Change Funding Source(s)

A screenshot of a web interface for selecting funding sources. On the left, a dropdown menu labeled "Funding Source(s)" contains the options: MHBG, SF-G, and PFS. On the right, another dropdown menu contains the selected options: SAPT and DMF. Between the two dropdowns are two arrows: a red arrow pointing left and a green arrow pointing right.

- viii. Update the Dollar amounts
- ix. Click Save
- x. Click the Resubmit button

Repeat the steps above for each program that is currently entered in PBPS that will be implemented in FY17.

DSHS/DBHR State Fiscal Year 17 (SFY17) PBPS Instructions

5. Adding New Programs in PBPS (if needed)

- i. Ensure the needed risk/protective factor is listed as one of the “targeted” factors
- ii. Create an objective
- iii. Submit objective for approval
- iv. Once objective has been approved, build and submit the program
- v. Once the program has been accepted, set start date to the date indicated in approved FY17 Action Plan
- vi. Set end date for 12/31/2016
- vii. Create groups
- viii. Add participants

For more detailed instructions on adding programs to PBPS, review [PBPS Training Module 2 "Planning"](#).

6. Update the program status screen:

Please ensure any program that is being continued is marked as active in the Program Status Screen

- i. Click on Planning, then click on Programs Status
- ii. Click Edit
- iii. Select “2016-2017” from the drop down list in the Fiscal Year field
- iv. Check boxes for each month that each program will be active between July 2016 and December 2016
- v. Click Save

NOTE: This can only be done by Parent Organizations with 3-digit Organization IDs. If your Organization ID is a 6-digit Sub-organization, you will need to coordinate with your fiscal sponsor using the Parent Organization ID to update this page.

Program Status Service Data For 2015-2017 (Live) [Print] [Refresh]

Home > Planning > Programs > Program Status

Program Reporting Status

County/Tribe: Test Account

Fiscal Year: 2016-2017

Check = Active | No Check = Inactive

		2016					
		Jul	Aug	Sep	Oct	Nov	Dec
1)	Be The Wall [Add Note]	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2)	CBO Family or Youth Program [Add Note]	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3)	Mentoring: Big Brothers/Big Sisters [Add Note]	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4)	NFP - parenting education - Recurring service [Add Note]	<input checked="" type="checkbox"/>					
5)	NFP as Mentoring, chosen from the EBP list [Add Note]	<input type="checkbox"/>					
6)	Nurse-Family Partnership [Add Note]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7)	PAX Good Behavior Game (GBG) in Community X [Add Note]	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
8)	Program of Programs [Add Note]	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
9)	Public Awareness/ Info of Coaliton Efforts [Add Note]	<input checked="" type="checkbox"/>					
10)	Washington Community Coalition (WCC) [Add Note]	<input checked="" type="checkbox"/>					
		Jul	Aug	Sep	Oct	Nov	Dec
		2016					

7. Permissions:

After making needed changes to the budget and programs, be sure to change your title back to “Community Coalition Coordinator” in the Administration page.

For any questions contact your assigned Prevention System Manager or send an email to: prevMIS@dshs.wa.gov