

Pennsylvania Department of Human Services

DHS CARES Act Funding Tracking Tool – Interim Reporting User Guide

Office of Developmental Programs (ODP)
Office of Medical Assistance Programs (OMAP)
Office of Income Maintenance (OIM)

Version 1.1 October 19, 2020

User Guide Overview & Purpose



- This User Guide provides an overview of how to use the DHS CARES Act Funding Tracking Tool for Interim Reporting for Act 24 of 2020. The document also includes frequently asked questions and troubleshooting support.
- To assist providers in projecting eligible costs, DHS recommends using the cost report provided by your program office.
- The entities covered in this user guide include:

ODP	OMAP	OIM
All Entities	Critical Access Hospitals	Domestic Violence, Legal Assistance, Homeless Assistance

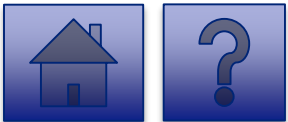


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Utilize these buttons
throughout the User guide to:



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Jump to the FAQs

Logging In

First Time Account Set-Up

(One-Time Activity for New Business Portal Users)



First Time Account Set-Up (One-Time Activity)



Note: This is a one-time activity to set up your user Account. After setting up your account, refer to the [Risk Based Authentication \(RBA\) Login](#) or [Ongoing Login](#) instructions. If you already have a Commonwealth Business Partner user account, these steps are not required. Please Proceed to Slide 12.

1. Click on the link below to navigate to the login page:

<https://www.hhsidm.state.pa.us/iam/im/businesspartners/ca12/index.jsp>

Note: Your login ID and password were provided to you in two separate automated emails from PW, Unified Security inbox (ra-unifiedsecurity@pa.gov).

Note: The recommended browsers are Google Chrome and Microsoft Edge.

A screenshot of the login page for the Pennsylvania Department of Human Services. The page has a blue header with the "PA pennsylvania" logo. Below the header, there's a "Keystone Key" section with two input fields: "Username" and "Password", followed by a yellow "LOGIN" button. To the right of the login fields, there are two panels. The top panel is titled "Self-service for Business Partner" and contains three links: "Forgot User ID", "Forgot Password", and "Edit Profile". The bottom panel is titled "Self-service for Commonwealth Employees" and contains one link: "Change CWOPA Password or Hint Questions". At the bottom of the page, there is a small warning text about unauthorized access and a copyright notice for 2018.

User Release Agreement Page



2. Review the Management Directive.
3. Select “I have read, fully understand, and agree to the Management Directive” radio button.
4. Enter your Full Name in the **Full Name Box** to E-Sign.
5. Click **[Next]**.

A screenshot of the "DPW User Agreement and Update Hint QA: User Agreement" page. The page has a dark blue header with the "PA pennsylvania" logo. Below the header, there's a navigation bar with "Manage My Profile" and "(Logout)". A yellow banner indicates the current step: "1 User Agreement" (selected) and "2 Hint QA". A red error message states: "Error: [User Agreement::User Agreement] Please accept the agreement to set Password Hint Questions and Answers". Below this, a "Required" section states: "Below is the Commonwealth's Management Directive MD 205.34. You must read, agree with and accept all of the terms and conditions contained in the directive." A large window displays the "MANAGEMENT DIRECTIVE" document from the "Commonwealth of Pennsylvania Governor's Office". The document details the "Subject: Commonwealth of Pennsylvania Information Technology Acceptable Use" and "Number: 205.34 Amended". At the bottom of the page, there are two radio buttons under the heading "User Agreement": "I have read, fully understand and agree to the Management Directive MD 205.34" (which is selected) and "I do not accept the terms and conditions in Management Directive MD 205.34". Below the radio buttons is a text input field labeled "Full name". At the very bottom right, there are "Next" and "Cancel" buttons. Red arrows point to the selected radio button, the "Full name" field, and the "Next" button.

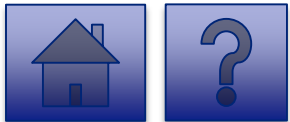
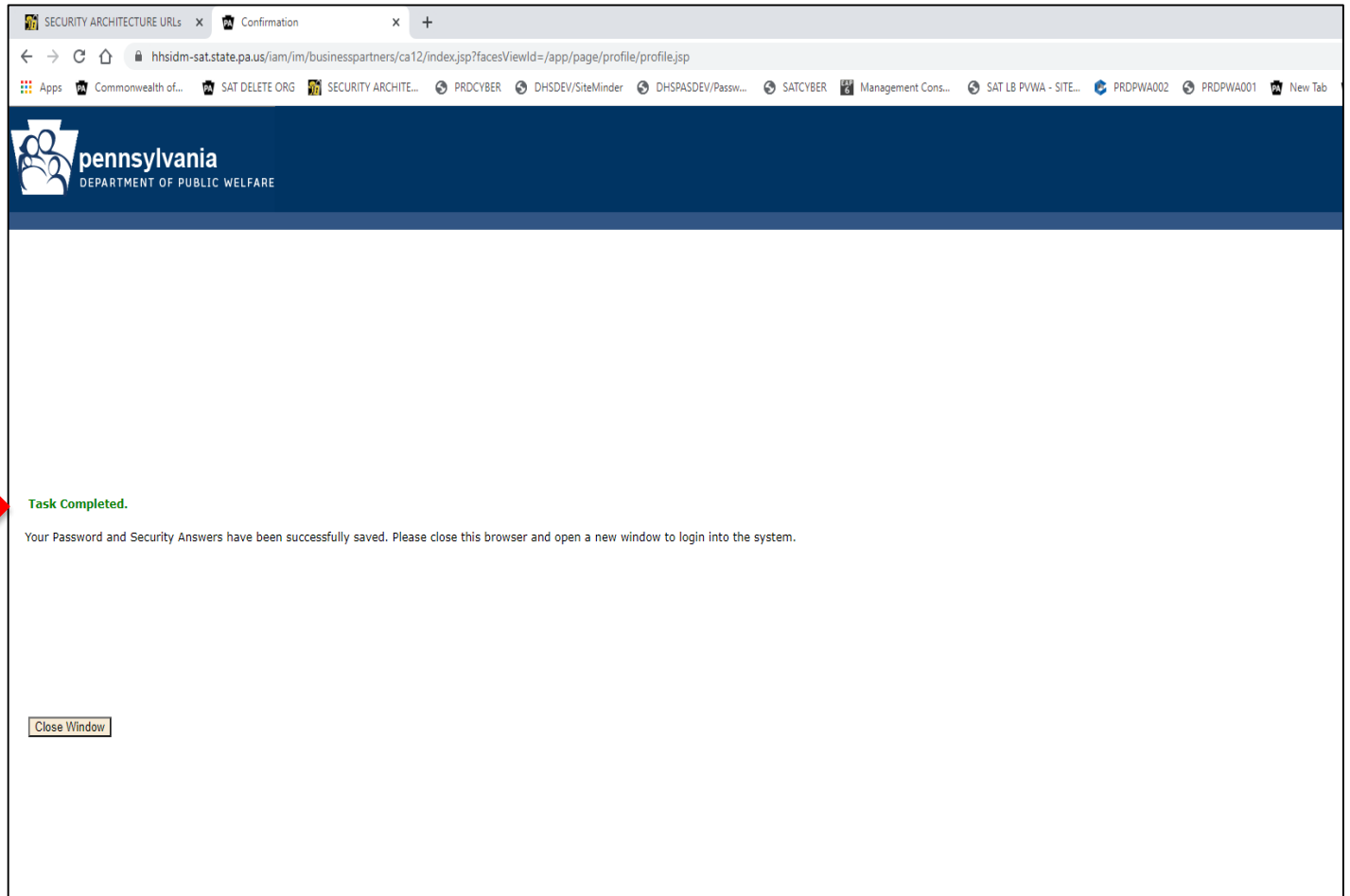
Verify Account and Password Page



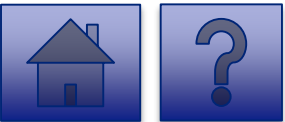
6. On the next page, validate your account information.
7. Please set a new password in the **Password** field per the requirements and **Confirm Password**.
8. Provide your response to the **Security Questions**.
9. Click **[Submit]**.

A screenshot of the "DHS Update Hint Questions" page on the Pennsylvania Department of Human Services website. The page has a dark blue header with the "PA pennsylvania" logo. Below the header, there's a navigation bar with "Logged in as:" and "(Logout)". A "Manage My Profile" link is visible. The main content area is titled "DHS Update Hint Questions" and includes a legend "• = Required". The form contains several fields: "User ID" (b-testuser), "First Name" (test), "Last Name" (test), "Password" (masked with dots), "Confirm Password" (masked with dots), "Email" (testuser@test.com), "Confirm Email" (testuser@test.com), three "Security Question" dropdowns (all set to "What is the first school you attended"), three "Answer" text boxes (test1, test2, test4), and "Primary Phone" (123-123-4123). To the right of the password fields, there are "Password Policy Requirement" details: minimum eight characters, at least one uppercase letter, at least one lowercase letter, at least one number, at least one special character, and restrictions on user ID and previous passwords. At the bottom right, there are "Submit" and "Cancel" buttons, with a red arrow pointing to the "Submit" button.

10. A **Task Completed** message displays. This completes the initial login process for setting up your account.
11. Proceed to the next step, **Risk Based Authentication**.



Risk Based Authentication (RBA) Login



What is
Risk-Based
Authentication?



Risk-Based Authentication (RBA) evaluates the risk of a login transaction and identifies if an increased level of authentication is required. If the transaction is considered low risk, the user is directed to their desired application. Similarly, if the transaction is considered high risk, the user is prompted for another level of authentication beyond their user ID and password.

Why is this
needed?



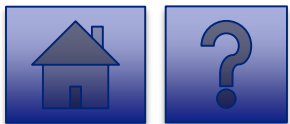
The Commonwealth of Pennsylvania has taken additional measures to protect users' personal information. RBA has been implemented in order to help ensure that the identity of users is protected on state agency sites.



Tool Login Page



1. Open your web browser.
Note: The recommended browsers are Google Chrome and Microsoft Edge.
2. Click on <https://pop.copacld.com/cfa/st/covid> to navigate to the Website.
3. Enter your credentials- **Username** and **Password** on the login screen.
4. Click **[Login]**.


A screenshot of the Pennsylvania Department of Human Services login page. The page has a light blue background. At the top center is the "PA pennsylvania" logo. Below it is the "Keystone Key" section, which contains a login form. The form has two input fields: "Username" and "Password", both with red borders. Below these fields is a yellow "LOGIN" button, also with a red border. To the right of the login form are two service boxes. The top box is titled "Self-service for Business Partner" and contains three links: "Forgot User ID", "Forgot Password", and "Edit Profile". The bottom box is titled "Self-service for Commonwealth Employees" and contains one link: "Change CWOPA Password or Hint Questions". At the bottom of the page, there is a warning message in small text: "WARNING! US GOVERNMENT SYSTEM and DEPARTMENT OF HUMAN SERVICES SYSTEM. Unauthorized access is prohibited by Public Law 99-474 'The Computer Fraud and Abuse Act of 1986'. Use of this system constitutes CONSENT TO MONITORING AT ALL TIMES and is not subject to ANY expectation of privacy. Unauthorized use of or access to this system may subject you to civil or criminal penalties under state or federal law. This statement is being posted by the Department of Human Services Security and Audits Unit." Below the warning is the copyright notice: "Copyright© 2016 by the Commonwealth of Pennsylvania. All Rights Reserved."

Security Code Verification Page



2. Enter the security code sent to your registered email address. The code is sent from: ***automatedemailDONOTREPLY@pa.gov***
3. Click **[Next]**.

Email Security Code Verification



Email Security Code
Receive a security code via your email address to verify your account

A security code has been sent to c*****@y****.com

What is the security code from the email?

[Unhide entries](#)




Note: If the security code is entered incorrectly five times, your account will be locked. You will need to contact the help desk at RA-PWDHSMFAHELPDESK@pa.gov to unlock it. This security code will expire after one hour. If your code expires, you will have to repeat steps one through three in order to receive a new security code.

4. Select either **Private Device** or **Public Shared Device** based on the criteria below:

- Select **Private** if you are logging in from your personal laptop.
 - Note: You will not be prompted for RBA again for 12 hours.
- Select **Public** if you are logging in from any public computer such as a library or a hotel business center.


What type of device are you using?



Private Device
(Authorize Device)

By selecting this option, you are allowing this website to recognize this device for future logins

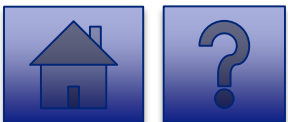
SELECT



Public or Shared Device
(Do NOT Authorize Device)

By selecting this option, this website will NOT recognize this device for future logins

SELECT



Login Completion



Login is complete and you are directed to the **Licensed Facility COVID Data Collection** page.



Data Collection Tools

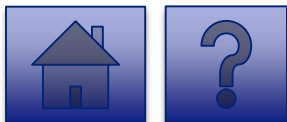
b-bdaytreat Home Updates Help Logout

Licensed Facility COVID Data

[View Submissions](#)

Report new COVID infections at a Licensed Facility

This tool is used by DHS licensed facilities to gather data on staff and program participants COVID-19 infections.



Note: Your session will remain active until you close your browser or log off from the application.

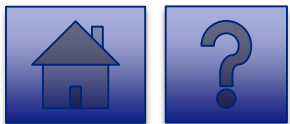
Ongoing Login



Login Page



1. Open your web browser.
Note: The recommended browsers are Google Chrome and Microsoft Edge.
2. Click on <https://pop.copacld.com/cfast/covid> to navigate to the Website.
3. Enter your credentials in the **Username** and **Password** fields.
4. Click **[Login]**.

A screenshot of the Keystone Key login page. At the top, there is a blue header with the "PA pennsylvania" logo. Below the header, the title "Keystone Key" is centered. The main content area contains a login form with two input fields: "Username" and "Password", both outlined in red. Below these fields is a yellow "LOGIN" button, also outlined in red. To the right of the login form is a sidebar with two sections. The first section, "Self-service for Business Partner", contains three links: "Forgot User ID", "Forgot Password", and "Edit Profile". The second section, "Self-service for Commonwealth Employees", contains one link: "Change CWOPA Password or Hint Questions". At the bottom of the page, there is a warning message in small text: "WARNING! US GOVERNMENT SYSTEM and DEPARTMENT OF HUMAN SERVICES SYSTEM. Unauthorized access is prohibited by Public Law 99-474 'The Computer Fraud and Abuse Act of 1986'. Use of this system constitutes CONSENT TO MONITORING AT ALL TIMES and is not subject to ANY expectation of privacy. Unauthorized use of or access to this system may subject you to civil or criminal penalties under state or federal law. This statement is being posted by the Department of Human Services Security and Audits Unit." Below the warning is a copyright notice: "Copyright© 2016 by the Commonwealth of Pennsylvania. All Rights Reserved."

Using the Data Collection Tool

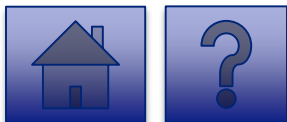
Homepage Overview



Home Page



- 1 Click to complete the online form for ODP or OMHSAS-Critical Access Hospitals
- 2 Click to complete the online form for OIM
- 3 View previously submitted reports and resume saved reports
- 4 View Help and FAQ documentation
- 5 Log out of the Data Collection Tool



Data Collection Tools Home Updates Help Logout

Licensed Facility COVID Data View Submissions

[Report new COVID infections and deaths at a Licensed Facility](#)

This tool is used by DHS licensed facilities to gather data on staff and program participants COVID-19 infections and deaths.

CARES Act Funding Tracking: ODP, MA, and OLTL PAS, HHA, and Rehab Entities View Submissions

[Report CARES Act funding tracking information](#)

Use this report to capture CARES Act-related funding and expenditure information if you are representing an ODP facility, Critical Access Hospital, OLTL Personal Assistance Services, Home Health Agency, or Residential Rehab facility.

CARES Act Funding Tracking: OLTL ADC, PCH, and AL Facilities View Submissions

[Report CARES Act funding tracking information](#)

Use this report to capture CARES Act-related funding and expenditure information if you are representing an OLTL Adult Day Center, Personal Care Home, or Assisted Living facility.

CARES Act Funding Tracking: OLTL Nursing Facilities View Submissions

[Report CARES Act funding tracking information](#)

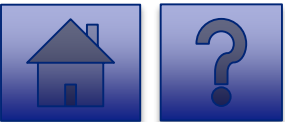
Use this report to capture CARES Act-related funding and expenditure information if you are representing an OLTL Nursing Facility.

CARES Act Funding Tracking: Domestic Violence, Legal Assistance, Homeless Assistance Entities View Submissions

[Report CARES Act funding tracking information](#)

Use this report to capture CARES Act-related funding and expenditure information if you are representing a Domestic Violence grantee, Legal Assistance grantee, or Homeless Assistance program.

Complete the Report: ODP Entities and OMAP-Critical Access Hospitals



Under the **CARES Act Funding Tracking: ODP, MA, and OLTL PAS, HHA, and Rehab Entities** heading, the **Report CARES Act funding tracking information** link allows users to enter the interim report information for ODP entities and OMHSAS-Critical Access Hospitals.

1. Click on the **Report CARES Act funding tracking information** link.



Data Collection ToolsHome Updates Help Logout

Licensed Facility COVID DataView Submissions

[Report new COVID infections and deaths at a Licensed Facility](#)

This tool is used by DHS licensed facilities to gather data on staff and program participants COVID-19 infections and deaths.

CARES Act Funding Tracking: ODP, MA, and OLTL PAS, HHA, and Rehab EntitiesView Submissions

[Report CARES Act funding tracking information](#)

Use this report to capture CARES Act-related funding and expenditure information if you are representing an ODP facility, Critical Access Hospital, OLTL Personal Assistance Services, Home Health Agency, or Residential Rehab facility.

CARES Act Funding Tracking: OLTL ADC, PCH, and AL FacilitiesView Submissions

[Report CARES Act funding tracking information](#)

Use this report to capture CARES Act-related funding and expenditure information if you are representing an OLTL Adult Day Center, Personal Care Home, or Assisted Living facility.

CARES Act Funding Tracking: OLTL Nursing FacilitiesView Submissions

[Report CARES Act funding tracking information](#)

Use this report to capture CARES Act-related funding and expenditure information if you are representing an OLTL Nursing Facility.

CARES Act Funding Tracking: Domestic Violence, Legal Assistance, Homeless Assistance EntitiesView Submissions

[Report CARES Act funding tracking information](#)

Use this report to capture CARES Act-related funding and expenditure information if you are representing a Domestic Violence grantee, Legal Assistance grantee, or Homeless Assistance program.

Report CARES Act Funding Tracking: ODP, MA, and OLTL PAS, HHA, and Rehab Entities



Instructions:

2. Select a **Facility or Entity** from the dropdown list.

Note: Facilities/Entity are listed by Facility ID and/or Legal Name.

Tip: If a user has a number of facilities listed, you can type into the search field the Facility ID and/or Legal Name and the results will narrow.

CARES Act Funding Tracking: ODP, MA, and OLTL PAS, HHA, and Rehab Entities

Home Updates Help Logout

Data Collection Tools / CARES Act Funding Tracking: ODP, MA, and OLTL PAS, HHA, and Rehab Entities

Please select your facility or entity from the dropdown. If you are assigned to more than one facility or entity, each facility or entity will appear in the list.

2390050107 ADAMS HOUSE

1090050257 KIDSPEACE NATIONAL CENTERS

1060050138 KIDSPEACE NATIONAL CENTERS

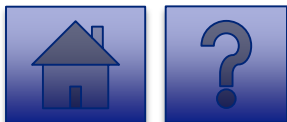
1060050137 KIDSPEACE NATIONAL CENTERS

2390050107 ADAMS HOUSE

Enter your entity's total COVID-19 revenue.*
Required
This figure excludes Act 24 CARES Act funding, and refers to COVID-19 revenue projected through November 30th, 2020.

\$

Enter your entity's total estimated fiscal impact.*
Required
Report COVID-19 related costs projected through November 30th, 2020. Do not list expenses as negative. Examples of expenses include:



Report CARES Act Funding Tracking: ODP, MA, and OLTL PAS, HHA, and Rehab Entities



2. Complete each of the Form Fields.

Note: All fields are required and are denoted by a red asterisk (*).

Tip: Help text is available in grey italics below each question for additional guidance.

Tip: If any fields are not filled out, the user will not be able to submit the form and the user receives a **“Please enter a value for all required fields before submitting the form”** error message.

A screenshot of the "CARES Act Funding Tracking: ODP, MA, and OLTL PAS, HHA, and Rehab Entities" web form. The form is displayed within a browser window. At the top, there's a navigation bar with "Home", "Updates", "Help", and "Logout" links. Below the navigation bar, a message from "pop-t.copacld.com" says "Please enter a value for all required fields before submitting the form." with an "OK" button. The main form area has a title "CARES Act Funding Tracking: ODP, MA, and OLTL PAS, HHA, and Rehab Entities" and a detailed instruction paragraph. It contains two required input fields: "Enter your entity's total COVID-19 revenue.*" and "Enter your entity's total estimated fiscal impact.*", both with dollar sign (\$) prefixes. At the bottom, there are "Save" and "Submit Survey" buttons. A dropdown menu for entity selection is visible, showing "2390050107 ADAMS HOUSE".

Question Support Overview



	Steps	Description
1	Please select the provider/facility/entity that you are reporting on behalf of (entity identifier selection type will change based on logged-in user)	<i>Please select the entity or location you are reporting on behalf of. Depending on your entity type, a unique identifier such as MA ID or MPI is also provided. You may also type in the dropdown box to search & limit your results.</i>
2	Enter your entity's total COVID-19 revenue.	<i>This figure excludes Act 24CARES Act funding, and refers to COVID-19 revenue projected through November 30th, 2020.</i>
3	Enter your entity's total estimated fiscal impact.	<i>Report COVID-19-related costs projected through November 30th, 2020. Do not list expenses as negative. Examples of expenses include education, training, communication, supplies, information technology.</i>



Report CARES Act Funding Tracking: ODP, MA, and OLTL PAS, HHA, and Rehab Entities Submission



3. To submit the report, click the **[Submit Survey]** button located at the bottom of the page.
4. A *Thank you for completing the survey!* Message displays.
5. Click the **[Return]** button to return to the homepage.

Tip: If you are not ready to submit the report, click the **[Save]** button. You can access saved services from the home page using the **View Submissions** link.



CARES Act Funding Tracking: ODP, MA, and OLTL PAS, HHA, and Rehab Entities

Home Updates Help Logout

Data Collection Tools / CARES Act Funding Tracking: ODP, MA, and OLTL PAS, HHA, and Rehab Entities

Please select your facility or entity from the dropdown. If you are assigned to more than one facility or entity, each facility or entity will appear in the list.

2390050107 ADAMS HOUSE

CARES Act Funding Tracking: ODP, MA, and OLTL PAS, HHA, and Rehab Entities

This report is to be used to capture the COVID-19 revenue received, costs and lost revenue as a result of the Public Health Emergency (PHE). The provider completing this form should provide actual COVID-19 related revenue, expenses, and lost revenue where available and estimate revenue, expenses and lost revenue where actual data is not available. Please enter in the total amounts for the following categories. Please note that Act 24 provides funding for expenses incurred between March 1, 2020 and November 30, 2020 as a result, reporting captured here is only through November 30th.

Enter your entity's total COVID-19 revenue.*
Required
This figure excludes Act 24 CARES Act funding, and refers to COVID-19 revenue projected through November 30th, 2020.

\$

Enter your entity's total estimated fiscal impact.*
Required
Report COVID-19-related costs projected through November 30th, 2020. Do not list expenses as negative. Examples of expenses include education, training, communication, supplies, information technology.

\$

Save Submit Survey

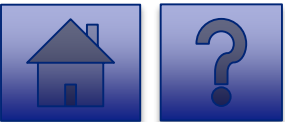
CARES Act Funding Tracking: ODP, MA, and OLTL PAS, HHA, and Rehab Entities

Thank you for completing the survey!

Click the button below to return to the form selection page.

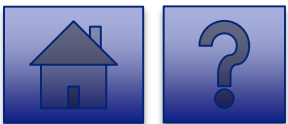
Return

Complete the Report: OIM



Under the **CARES Act Funding Tracking: Domestic Violence, Legal Assistance, Homeless Assistance Entities** heading, the **Report CARES Act funding tracking information** link allows users to enter the interim report information for ODP entities and OMHSAS-Critical Access Hospitals.

1. Click on the **Report CARES Act funding tracking information** link.




Data Collection Tools Home Updates Help Logout

Licensed Facility COVID Data View Submissions
[Report new COVID infections and deaths at a Licensed Facility](#)
This tool is used by DHS licensed facilities to gather data on staff and program participants COVID-19 infections and deaths.

CARES Act Funding Tracking: ODP, MA, and OLTL PAS, HHA, and Rehab Entities View Submissions
[Report CARES Act funding tracking information](#)
Use this report to capture CARES Act-related funding and expenditure information if you are representing an ODP facility, Critical Access Hospital, OLTL Personal Assistance Services, Home Health Agency, or Residential Rehab facility.

CARES Act Funding Tracking: OLTL ADC, PCH, and AL Facilities View Submissions
[Report CARES Act funding tracking information](#)
Use this report to capture CARES Act-related funding and expenditure information if you are representing an OLTL Adult Day Center, Personal Care Home, or Assisted Living facility.

CARES Act Funding Tracking: OLTL Nursing Facilities View Submissions
[Report CARES Act funding tracking information](#)
Use this report to capture CARES Act-related funding and expenditure information if you are representing an OLTL Nursing Facility.

 CARES Act Funding Tracking: Domestic Violence, Legal Assistance, Homeless Assistance Entities View Submissions
[Report CARES Act funding tracking information](#)
Use this report to capture CARES Act-related funding and expenditure information if you are representing a Domestic Violence grantee, Legal Assistance grantee, or Homeless Assistance program.

Report CARES Act Funding Tracking: Domestic Violence, Legal Assistance, Homeless Assistance Entities



Instructions:

2. Select a **Facility or Entity** from the dropdown list.

Note: Facilities/Entity are listed by Facility ID and/or Legal Name.

Tip: If a user has a number of facilities listed, you can type into the search field the Facility ID and/or Legal Name and the results will narrow.

CARES Act Funding Tracking: Domestic Violence, Legal Assistance, Homeless Assistance Entities

Home Updates Help Logout

Data Collection Tools / CARES Act Funding Tracking: Domestic Violence, Legal Assistance, Homeless Assistance Entities

Please select your facility or entity from the dropdown. If you are assigned to more than one facility or entity, each facility or entity will appear in the list.

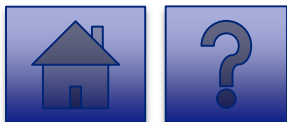
- 1090050257 KIDSPEACE NATIONAL CENTERS
- 1060050138 KIDSPEACE NATIONAL CENTERS
- 1060050137 KIDSPEACE NATIONAL CENTERS
- 2390050107 ADAMS HOUSE
- 001674422 FAYETTE COUNTY COMMUNITY ACTION AGENCY INC**
- 001692805 BETHLEHEM YWCA ADULT DAY SERVICE
- PENNSYLVANIA LEGAL AID NETWORK (PLAN) - Harrisburg

Public Health Emergency (PHE). The Grantee reports revenue and expenses where actual data is not available by November 30, 2020 as a result, this reporting is only projected through November 30th, 2020.

This figure excludes CARES Act funding and refers to COVID-19 revenue projected through November 30th, 2020.

\$

Enter your entity's total COVID-19 related estimated expenses.*
Required
Report COVID-19-related costs projected through November 30th, 2020. Do not list expenses as negative. Examples of expenses include accounting/audit, consultants, dues/memberships, equipment, postage, printing/photocopy, professional development, space costs, supplies, telephone, travel.



Report CARES Act Funding Tracking: Domestic Violence, Legal Assistance, Homeless Assistance Entities



2. Complete each of the Form Fields.

Note: All fields are required and are denoted by a red asterisk (*).

Tip: Help text is available in grey italics below each question for additional guidance.

Tip: If any fields are not filled out, the user will not be able to submit the form and the user receives a **“Please enter a value for all required fields before submitting the form”** error message.

CARES Act Funding Tracking: Domestic Violence, Legal Assistance, Homeless Assistance Entities

Data Collection Tools / CARES Act Funding Tracking: Domestic Violence, Legal Assistance, Homeless Assistance Entities

Please select your facility or entity from the dropdown. If you are assigned to more than one facility or entity, each facility or entity will appear in the list.

001674422 FAYETTE COUNTY COMMUNITY ACTION AGENCY INC

CARES Act Funding Tracking: Domestic Violence, Legal Assistance, Homeless Assistance Entities

This report is to be used to capture the COVID-19, revenue received and costs as a result of the Public Health Emergency (PHE). The Grantee completing this form should provide actual revenue and expenses where available and estimate revenue and expenses where actual data is not available. Please note that Act 24 provides funding for incurred between March 1, 2020 and November 30, 2020 as a result, this reporting is only through November 30th.

Enter your entity's total COVID-19 revenue.*
Required
This figure excludes Act 24 CARES Act funding, and refers to COVID-19 revenue projected through November 30th, 2020.

\$

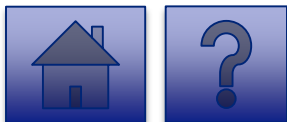
Enter your entity's total COVID-19 related estimated expenses.*
Required
Report COVID-19-related costs projected through November 30th, 2020. Do not list expenses as negative. Examples of expenses include accounting/audit, consultants, dues/memberships, equipment, postage, printing/photocopy, professional development, space costs, supplies, telephone, travel.

\$

Is the remainder of the funding committed through subgrantee awards?*
Required
Report whether the remainder of the funding has been committed through subgrantee awards, projected through November 30th, 2020.

Save Submit Survey

pop-t.copacl.com says
Please enter a value for all required fields before submitting the form.
OK



Question Support Overview



	Steps	Description
1	Please select the provider/facility/entity that you are reporting on behalf of (entity identifier selection type will change based on logged-in user)	<i>Please select the grantee entity you are reporting on behalf of. You may also type in the dropdown box to search & limit your results.</i>
2	Enter your entity's total COVID-19 revenue.	<i>This figure excludes Act 24CARES Act funding, and refers to COVID-19 revenue projected through November 30th, 2020.</i>
3	Enter your entity's total COVID-19 related estimated expenses.	<i>Report COVID-19-related costs projected through November 30th, 2020. Do not list expenses as negative. Examples of expenses include accounting/audit, consultants, dues/memberships, equipment, postage, printing/photocopy, professional development, space costs, supplies, telephone, travel.</i>
4	Is the remainder of the funding committed through subgrantee awards?	<i>Report whether the remainder of the funding has been committed through subgrantee awards, projected through November 30th, 2020.</i>

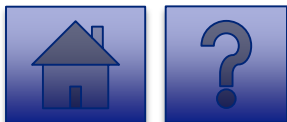


Report CARES Act Funding Tracking: Domestic Violence, Legal Assistance, Homeless Assistance Entities Submissions



3. To submit the report, click the **[Submit Survey]** button located at the bottom of the page.
4. A *Thank you for completing the survey!* Message displays.
5. Click the **[Return]** button to return to the homepage.

Tip: If you are not ready to submit the report, click the **[Save]** button. You can access saved services from the home page using the **View Submissions** link.



CARES Act Funding Tracking: Domestic Violence, Legal Assistance, Homeless Assistance Entities

Home Updates Help Logout

Data Collection Tools / CARES Act Funding Tracking: Domestic Violence, Legal Assistance, Homeless Assistance Entities

Please select your facility or entity from the dropdown. If you are assigned to more than one facility or entity, each facility or entity will appear in the list.

001674422 FAYETTE COUNTY COMMUNITY ACTION AGENCY INC

CARES Act Funding Tracking: Domestic Violence, Legal Assistance, Homeless Assistance Entities

This report is to be used to capture the COVID-19, revenue received and costs as a result of the Public Health Emergency (PHE). The Grantee completing this form should provide actual revenue and expenses where available and estimate revenue and expenses where actual data is not available. Please note that Act 24 provides funding for incurred between March 1, 2020 and November 30, 2020 as a result, this reporting is only through November 30th.

Enter your entity's total COVID-19 revenue.*
Required
This figure excludes Act 24 CARES Act funding, and refers to COVID-19 revenue projected through November 30th, 2020.

\$

Enter your entity's total COVID-19 related estimated expenses.*
Required
Report COVID-19-related costs projected through November 30th, 2020. Do not list expenses as negative. Examples of expenses include accounting/audit, consultants, dues/memberships, equipment, postage, printing/photocopy, professional development, space costs, supplies, telephone, travel.

\$

Is the remainder of the funding committed through subgrantee awards?*
Required
Report whether the remainder of the funding has been committed through subgrantee awards, projected through November 30th, 2020.

Save Submit Survey

CARES Act Funding Tracking: ODP, MA, and OLTL PAS, HHA, and Rehab Entities

Thank you for completing the survey!

Click the button below to return to the form selection page.

Return

Logging Out

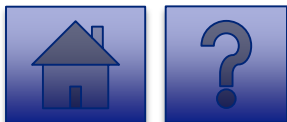
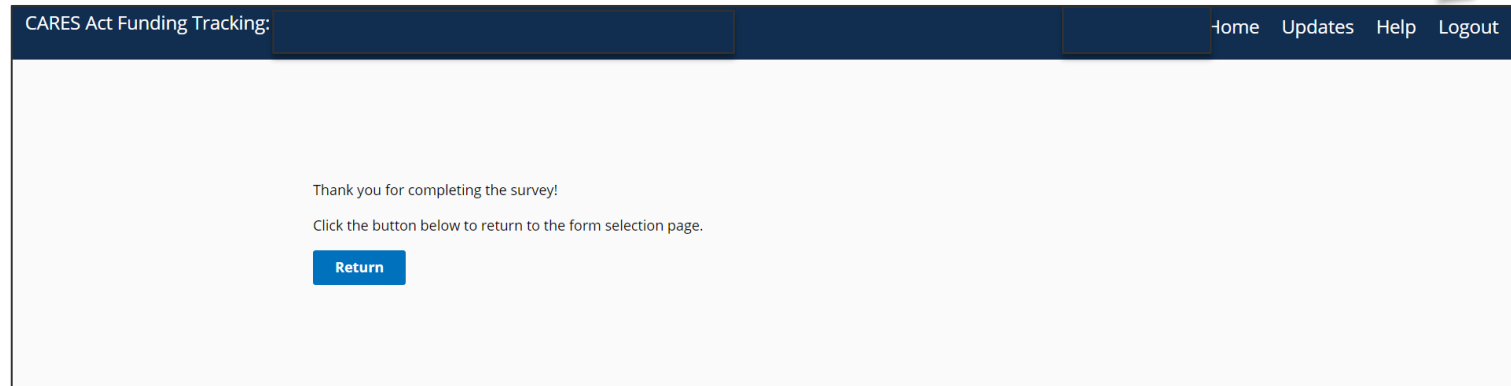


Logging Out



1. Once a user completes the report, to logout, the user clicks the **[Logout]** button in the upper right corner to end the session.

***Tip:** To return to the homepage and review prior submissions, click the **[Return]** or **[Home]** button.*



Troubleshooting

Frequently Asked Questions



Q: Where do I receive my login credentials and password?

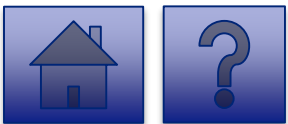
A: You will receive two emails to the email associated with your account from **PW, Unified Security inbox** (ra-unifiedsecurity@pa.gov). The first will include your username and the second one will have a temporary password for first-time sign in.

Q: What if I forget my Username?

A: On the login page, click **Forgot User ID** under the **Self-service For Business Partners** menu and follow the prompts.

Q: How do I reset my Password if I forget it?

A: On the login page, click **Forgot Password** under the **Self Service for Business Partners** menu and follow the prompts.



Q: How long is my verification security code valid?

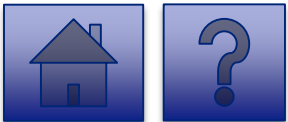
A: Your security code is valid for up to one hour and is sent email registered to your account. You are required to use the security code from your latest email; previously sent codes will not work.

Q: Why am I not being prompted for RBA?

A: If you have labeled your device as private, you will not be asked to enter a security code on that device for 12 hours after you login. If you are not prompted and the tool does not load, please ensure all browser windows are closed to end your active session and prompt RBA.

Q: What happens if I don't enter the right security code?

A: If the security code is entered incorrectly five times, your account is locked and you must contact the help desk at RA-PWDHSMFAHELPDESK@pa.gov.



Q: After logging in, what if the page won't load properly or is blank?

A: Try using Google Chrome or Microsoft Edge as they are the recommended browsers. You also may need to clear your cache or browsing history. Please see the embedded document:



BrowserTroubleshooting

Q: What do I do if I don't see a Facility/Entity I need to enter data for or need to change the User associated with a Facility/Entity?

A: Please reach out to your specific Program Office contact to update and troubleshoot:

- ODP: Rick Smith at riesmit@pa.gov
- OMAP-Critical Access Hospitals: FinancialGatekeeper@pa.gov
- OIM-Homeless Assistance: RA-PWHAPOIM@pa.gov
- OIM-Grantees: Jazmin Cartwright at jnixoncart@pa.gov



Q: What do I do if I'm associated with more than one Facility/Entity?

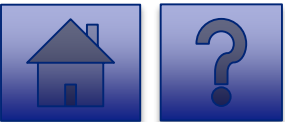
A: You will see a list of all Facilities/Entities you are associated with after you click on the **Report CARES Act funding tracking information** link. If you need to submit more than one report, complete the report for the first Facility/Entity and continue to complete for the others.

Q: What if multiple users are associated with one Facility/Entity?

A: Each user sees their associated Facilities/Entities in the drop-down list.

Q: What if I don't know the Facility ID/MPI/License Number?

A: The Facility ID and the Legal name are pre-populated in the drop-down based on the User ID logged in.



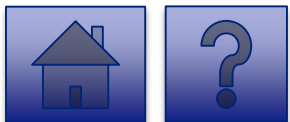
Password Reset



Password Reset



1. Click **Forgot Password** under the **Self-service for Business Partner** menu.

A screenshot of the Pennsylvania Department of Human Services login page. The page has a blue header with the "PA pennsylvania" logo. Below the header, there is a "Keystone Key" login section with fields for "Username" and "Password", and a yellow "LOGIN" button. To the right of the login section, there are two self-service menus. The first menu, "Self-service for Business Partner", contains three options: "Forgot User ID" (with a question mark icon), "Forgot Password" (with a lock icon and a red arrow pointing to it), and "Edit Profile" (with a person icon). The second menu, "Self-service for Commonwealth Employees", contains one option: "Change CWOPA Password or Hint Questions" (with a question mark icon).

Password Reset



2. Enter the **User ID** and click **[OK]**
3. After entering the **User ID**, complete the **First Name** and **Last Name** fields, the user is asked to answer two **Password Hint** security questions.
4. Click **[OK]**.


This screenshot shows the second step of the password reset process. The header is dark blue with the "PA pennsylvania" logo. The main heading is "DHS Forgotten Password Reset: Please enter the following to identify yourself". Below this, there is a list of required fields. The "User ID" field is highlighted with a red border and contains the text "b-useres34". At the bottom right, there are two buttons: "OK" (highlighted with a red border) and "CANCEL".

PA pennsylvania

DHS Forgotten Password Reset: Please enter the following to identify yourself

- Required
- User ID

OK CANCEL

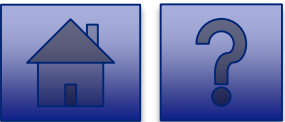
This screenshot shows the third step of the password reset process. The header is dark blue with the "PA pennsylvania" logo. The main heading is "DHS Forgotten Password Reset: Please enter the following to verify your identity". Below this, there is a list of required fields. The "User ID" field is pre-filled with "b-useres34". The "First Name" field is pre-filled with "user". The "Last Name" field is pre-filled with "test". The "Password Hint" section has two questions. The first question is "What is your favorite movie" and the "Answer" field is pre-filled with "user". The second question is "What city was your spouse born in" and the "Answer" field is pre-filled with "test". At the bottom right, there are two buttons: "OK" (highlighted with a red border) and "CANCEL".

PA pennsylvania

DHS Forgotten Password Reset: Please enter the following to verify your identity

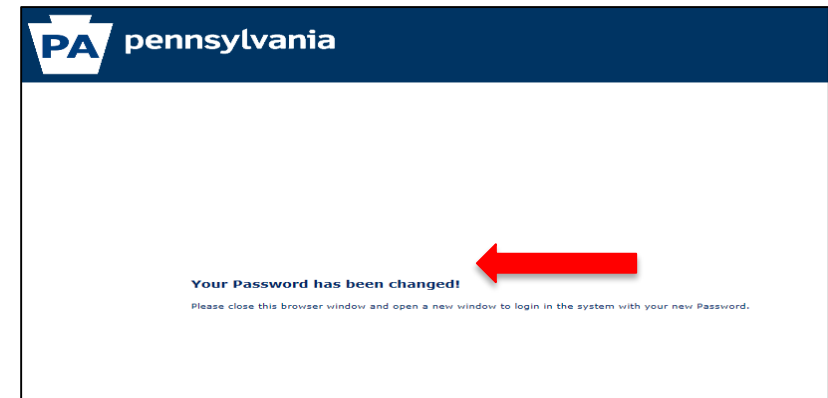
- Required
- User ID
- First Name
- Last Name
- Password Hint
- Answer
- Password Hint
- Answer

OK CANCEL



Set a New Password

- Once the security questions are successfully answered, the user enters a new password in the **Password** field and confirms the new password in the **Confirm Password** field.
- Click **[SUBMIT]**.
- User is redirected to a confirmation page displaying a *Your Password has been changed!* message.

A screenshot of the 'DHS Forgotten Password Reset' web form. The form has a dark blue header with the 'PA pennsylvania' logo. Below the header, the title 'DHS Forgotten Password Reset' is displayed. The form contains several input fields: 'Organization' (with 'ExampleOrg7244' entered), 'User ID' (with 'b-useres34' entered), 'First Name' (with 'user' entered), and 'Last Name' (with 'test' entered). There are also fields for 'Password' and 'Confirm Password', both showing masked characters (asterisks). A green progress bar next to the Password field indicates it is 'Strong'. To the right of the form, there is a 'Password Policy Requirement' section with a list of rules. At the bottom right, there are 'SUBMIT' and 'CANCEL' buttons. The 'SUBMIT' button is highlighted with a red border.

Login with a New Password



7. User can now log in using the new password.

A screenshot of the Pennsylvania Department of Human Services login page. The page has a blue gradient background. At the top center is the "PA pennsylvania" logo. Below it, the "Keystone Key" login section contains two input fields for "Username" and "Password", followed by a yellow "LOGIN" button. To the right of the login section are two self-service boxes. The first box, "Self-service for Business Partner", contains links for "Forgot User ID", "Forgot Password", and "Edit Profile". The second box, "Self-service for Commonwealth Employees", contains a link for "Change CWOPA Password or Hint Questions". At the bottom of the page, there is a small warning text about unauthorized access and a copyright notice for 2018.

Additional Support



Additional Support Contacts



Password Support: If you continue to experience password issues after trying to reset, send an email to the *PW, Unified Security inbox* (ra-unifiedsecurity@pa.gov).

Risk-Based Authentication (RBA) Support: If you continue to experience RBA issues, please email the help desk at RA-PWDHSMFAHELPDESK@pa.gov.

Tool Technical Issues: If the tool will not load, you do not see a needed Facility in the drop-down, or need to change your designated users, please contact your specific program office for support:

- ODP: Rick Smith at riesmit@pa.gov
- OMAP-Critical Access Hospitals: FinancialGatekeeper@pa.gov
- OIM-Homeless Assistance: RA-PWHAPOIM@pa.gov
- OIM-Grantees: Jazmin Cartwright at jnixoncart@pa.gov

