

**Human Services Application and Monthly Reimbursement Request
for
Boone, Campbell, and Kenton Counties**

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Prior to entering data, please print this page.

Required Software

Excel version 2010 or newer.

General Information about the Excel File

These directions and the Excel file are for two purposes. The first purpose is to apply for Human Service funds in January. Second, to transfer data from the application to the Monthly Reimbursement Request (MRR) that will be used next July, if funded.

Description of Tabs at bottom of Application/MRR.

Blue Tab is for the Application, due January 17th.

Gold/Tan Tabs are Monthly Reimbursement Request (MRR) to use beginning of fiscal year.

Yellow Tab is for confirming addresses in the 41030, 41042, 41018 and 41094 zip codes.

Application Directions (Blue Tab)

A2 – “Application” tab:

This is a protected page that only allows data to be entered into white and yellow cells inside the application area (columns B thru F).

A3 – “Agency Set Up”:

1. Type agency name in cell **B3**. Please abbreviate, using NKY or other to shorter name(s).
2. From the dropdown list (pale yellow), please select the best program name, column B.

A4 - To Print Application(s) in Excel 2013 (may vary depending on Excel version):

1. At the top of Applications tab: Click “File”, click “Print”
2. Print only the pages needed. There are 2 pages for the Organization info and 2 pages for each program. i.e. If your agency has 1 program...print, settings: Pages 1 to 4.
3. Print on both sides so that the comments are on the back of each application page. Click “Page Setup”, then select “Over, then down”

The image shows a composite screenshot of the Excel interface. On the left, a 'Settings' dialog box is open, showing 'Print Active Sheets' selected, 'Only print the active sheets' checked, and 'Pages: 1 to 4'. On the right, the 'Print' task pane is visible, showing 'Copies: 3', 'Printer: Hallway_lexmark on kcfapp02', and 'Settings' for 'Print Active Sheets', 'Print One Sided', 'Collated', 'Portrait Orientation', 'Letter', 'Normal Margins', and 'No Scaling'. Below the 'Print' pane, the 'Page Setup' dialog box is open, with the 'Page' tab selected. The 'Page order' section shows 'Down, then over' selected. Red arrows point from the text instructions to these specific settings: one arrow points from 'Pages: 1 to 4' in the Settings dialog to the 'Pages' field in the Print pane; another arrow points from 'Over, then down' in the Page Setup dialog to the 'Page order' section.

Other Requirements and Documentation

For each program application, answer the following questions in a Microsoft Word Document and submit with application to each county.

1. Number of clients waiting for service by county & average waiting time, if applicable.
2. Include measurable outcomes per program (ex. United Way reports). If outcomes are not available, when will you be able to report?
3. Some services/products, such as meals have a cost per meal in addition to delivery cost that may vary based on the price of gasoline and the distance for delivery. If applicable, please forward a copy of the delivery cost sheet.
4. Attach a PDF copy of the most recent audit and IRS 990, if applicable.

Special and Final Directions

Before Emailing Applications


1. For-profit agencies should not input any revenues, but should include expenses and units to be supplied that produces unit cost.
2. **Applications must be emailed by the "organizational leader" to the 3 county representatives listed below: copy & paste by hi-lighting the following:**
LPlleman@boonecountyky.org
AReinecke@campbellcountyky.org
Wayne.Speigel@KentonCounty.org
3. **In the email subject line type:** "Application from" followed by the name of your agency.
Example: Application from Smiths Food Inc.
4. **Attach the Excel file**, name it as follows:
FY18 App Agency Name. **Example:** FY18 App Smiths Food Inc.

Monthly Reimbursement Report (MRR) Directions

Using “MRR Set Up” tab:

1. The Allocations section (B4 thru D9) must be completed if your agency receives funding.
2. If your agency was funded last year, enter the Vendor # and Account # used on the last MRRs emailed to each County. These numbers are unique for each County.
3. Enter information for 2 Billing Contacts.

MRR1 - Using “Client Data” tab

In row 4 of the “Client Data” tab is a row of field names (see picture below). Note the  in the lower right hand corner of each field name in row 4- these are **filters**. Under the field names in column A (Month), column B (Program) and column J (Checked the Address) are **drop down lists** (pale yellow cells) for your selection.

Month	Program	Zip Code	Address (sample - 123 Way Rd)	First Name (or Initials)	Last Name (or Case Number)	Units	Co-Pay	Amount of Payment Received	Checked the Address (Listed or Not)
June	Adult Day Care Over 60	41011	123 Way Court	3rd	Sample	3			

MRR2 - To Enter Client Data

- **To manually enter one record (row) at a time:**
 - Enter client information in the next blank row.
- **To enter multiple records at a time:**
 - Copy and paste data using the field format in row 3 from your system software.
 - If your software system does not have the month or program name:
 - First paste your data, then use the drop down lists to set month and program name (see picture above).
 - Click in the cell in column H (Month) and select the appropriate month.
 - Copy and paste for all remaining clients in column H for the month.
 - Repeat directions for column I (Program)
- **Addresses are required**, because zip codes 41018, 41030, 41042 and 41094 are in both Boone and Kenton County to verify:
 - Go to the tab titled “**KC Addresses**” if street address is listed, then under column J select “listed”; the red type “**Check KC Addresses tab**” will go away. If you select “Not Listed”, “Boone” will appear.

Required Data Entry								Formulas	
Zip Code	Address (sample - 123 Way Rd)	First Name (or Initials)	Last Name (or Case Number)	Units	Co-Pay	Amount of Payment Received	Checked the Address (Listed or Not)	County that the Zip Code Covers.	Boone or Kenton Zip
41042	3903 ARROW CT	2nd	Sample	2			Listed	Kenton	
41042	7771 E COVERED BRIDGE DR	4th	Sample	4			Listed	Kenton	
41042	7771 E COVERED BRID DR	5th	Sample	5				Kenton or Boone	Check KC Addresses tab
41048	456 The Other Road	7th	Sample	7				Boone	
41071	789 Bird Way	6th	Sample	6		\$ 200.00		Campbell	

MRR3 - To Enter Payment Received

- In column I field name “Amount of Payment Received”.
- Enter the amount received in the row with the month and county.
 - In the snip-it below, a check was received for June \$170.00 from Boone County.

Month	Program	Zip Code	Address (sample - 123 Way Rd)	First Name (or Initials)	Last Name (or Case Number)	Units	Co-Pay	Amount of Payment Received	Checked the Address (Listed or Not)	County that the Zip Code Covers.
June	Adult Day Care Over 60	41048	456 The Other Road	7th	Sample	7		\$ 170.00		Boone
June	Adult Day Care Over 60	41071	789 Bird Way	6th	Sample	6				Campbell
July	Adult Habilitation	41011	123 Way Court	3rd	Sample	3				Kenton

MRR4 - To Update and Print MRR Invoice Tab

- On the “Summary Report” tab, place the mouse cursor anywhere under the heading shown below and right click. Select “Refresh” to bring in any changes made on the “Client Data” tab.

Select County	Select Months	To Update Data	Sum of	YTD Requests	Count of Clients	Request Outstanding
County	Month	Program				
Kenton	June	Homemaker		\$ 1,705.44	12	\$1,705.44
		Personal Car		\$ 650.76	4	\$650.76
		Payment Rec		\$ -		-\$2,827.44
	June Total		\$ 2,356.20	16	-\$471.24	

- Then select “File”, click “Print”, click “Print” or use a short cut like “Print Preview”

