



**Enhancements for Pre-certification**

**Reviews of FoodShare Cases**

IMAC Presentation

January 2023

# Overview

On February 25, 2023, three enhancements will be implemented to help conduct pre-certification reviews of FoodShare cases.

- State supervisors can choose “All Consortia” as a value on the PCR Sample Criteria page.
- PCR Worker ID will be displayed in Comments/Results section in the PCR tool.
- A Previous button will be available in the PCR tool prior to submitting a review.

## State Supervisors Can Choose “All Consortia”

State supervisors can choose a new value of “All Consortia” on the PCR Sample Criteria page.

Choosing this option effectively gives them control over what criteria agencies consider for PCRs and disregards criteria previously listed by a consortium.

This can be part of an effort to let all agencies know there are high error-prone areas and a need to reduce the error rate as quickly as possible.

# State Supervisors Can Choose “All Consortia”

Once the state supervisor selects **99-ALL CONSORTIA** from the Consortium field and saves the page, that criteria set will apply to all the consortia. All the criteria previously set by state or consortium-level supervisors will be overridden.

Consortium-level supervisors can view the PCR sample criteria but cannot add or edit.

**PCR Sample Criteria** Cancel  Reset

**Case Level Preference**

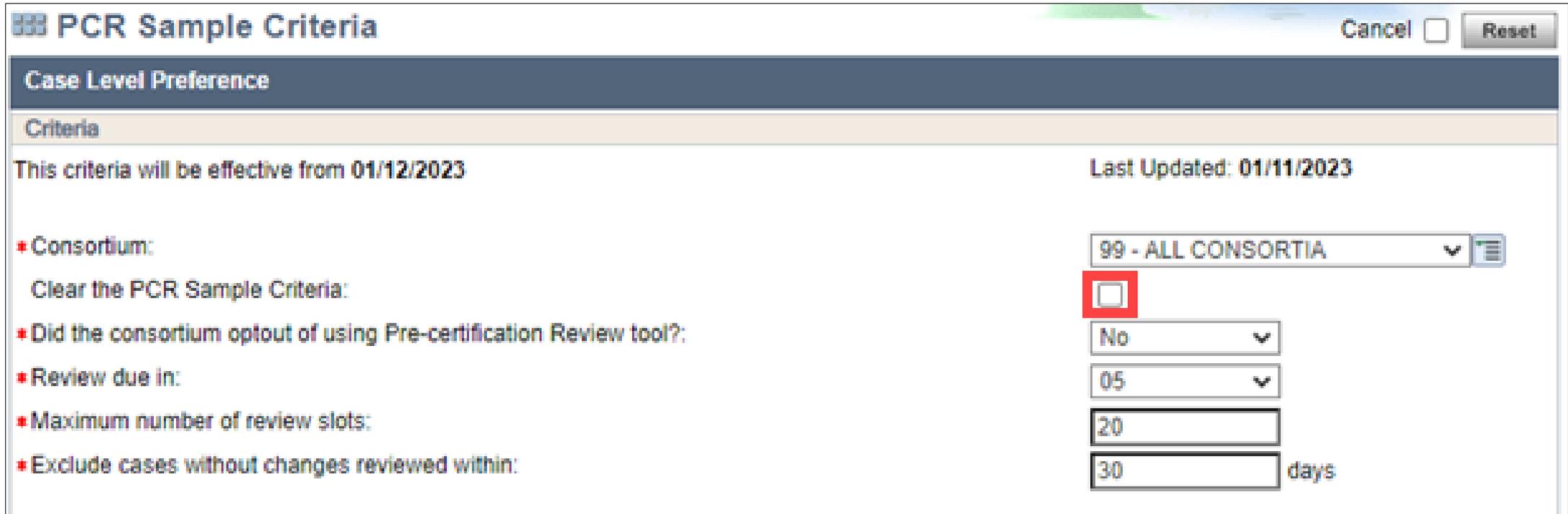
**Criteria**

This criteria will be effective from **01/12/2023** Last Updated: 01/11/2023

- Consortium: **99 - ALL CONSORTIA**
- Clear the PCR Sample Criteria:
- Did the consortium optout of using Pre-certification Review tool?: **No**
- Review due in: **05**
- Maximum number of review slots: **20**
- Exclude cases without changes reviewed within: **30** days

# State Supervisors Can Choose “All Consortia”

State supervisors can check the “Clear the PCR Sample Criteria” checkbox to reset the values on the page. The same checkbox is available to consortium-level supervisors, though not if **99-ALL CONSORTIA** had been selected.



**PCR Sample Criteria** Cancel

**Case Level Preference**

**Criteria**

This criteria will be effective from 01/12/2023 Last Updated: 01/11/2023

\* Consortium: 99 - ALL CONSORTIA

Clear the PCR Sample Criteria:

\* Did the consortium optout of using Pre-certification Review tool?: No

\* Review due in: 05

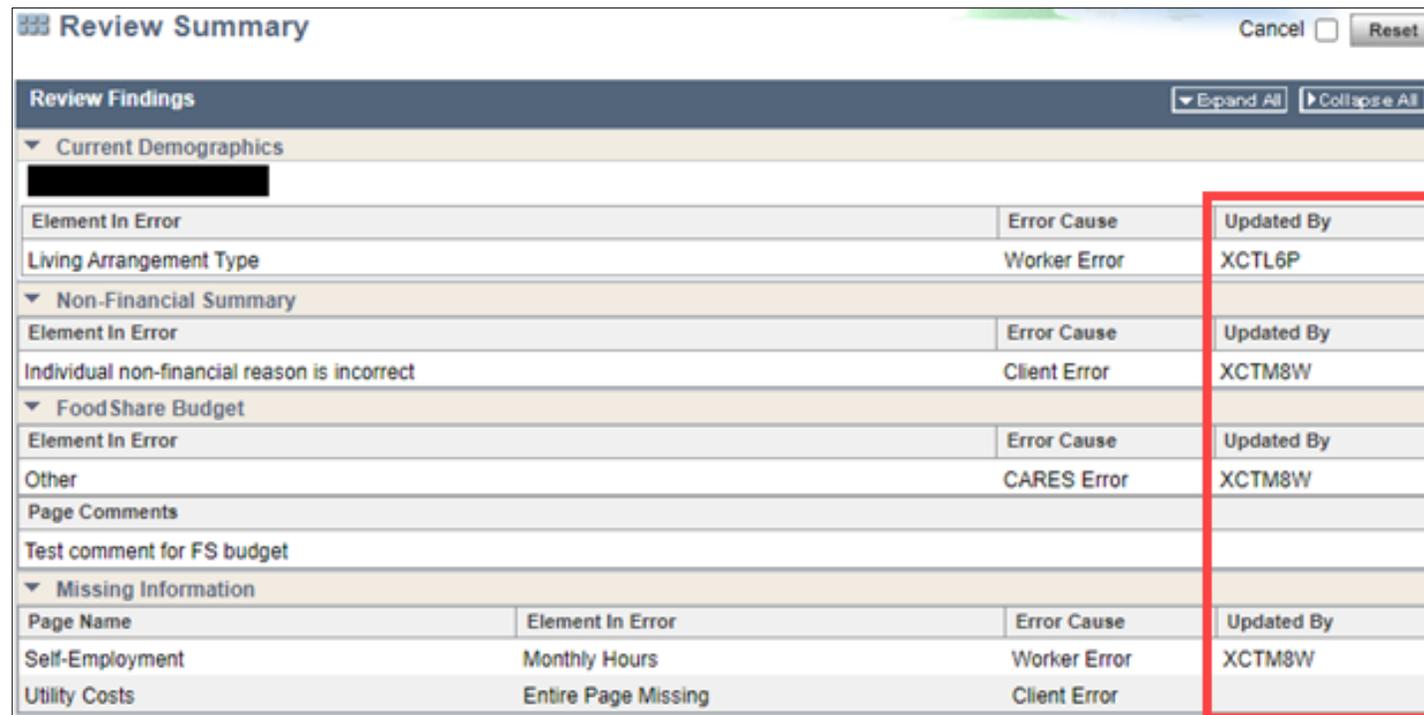
\* Maximum number of review slots: 20

\* Exclude cases without changes reviewed within: 30 days

# PCR Worker ID Will Be Displayed in on the Review Summary Page

To help IM workers contact PCR workers on a case, the PCR Worker ID will be added for each Review Summary page in the “Review Findings” section.

This will help IM workers identify the person who has made a specific comment instead of a general one.



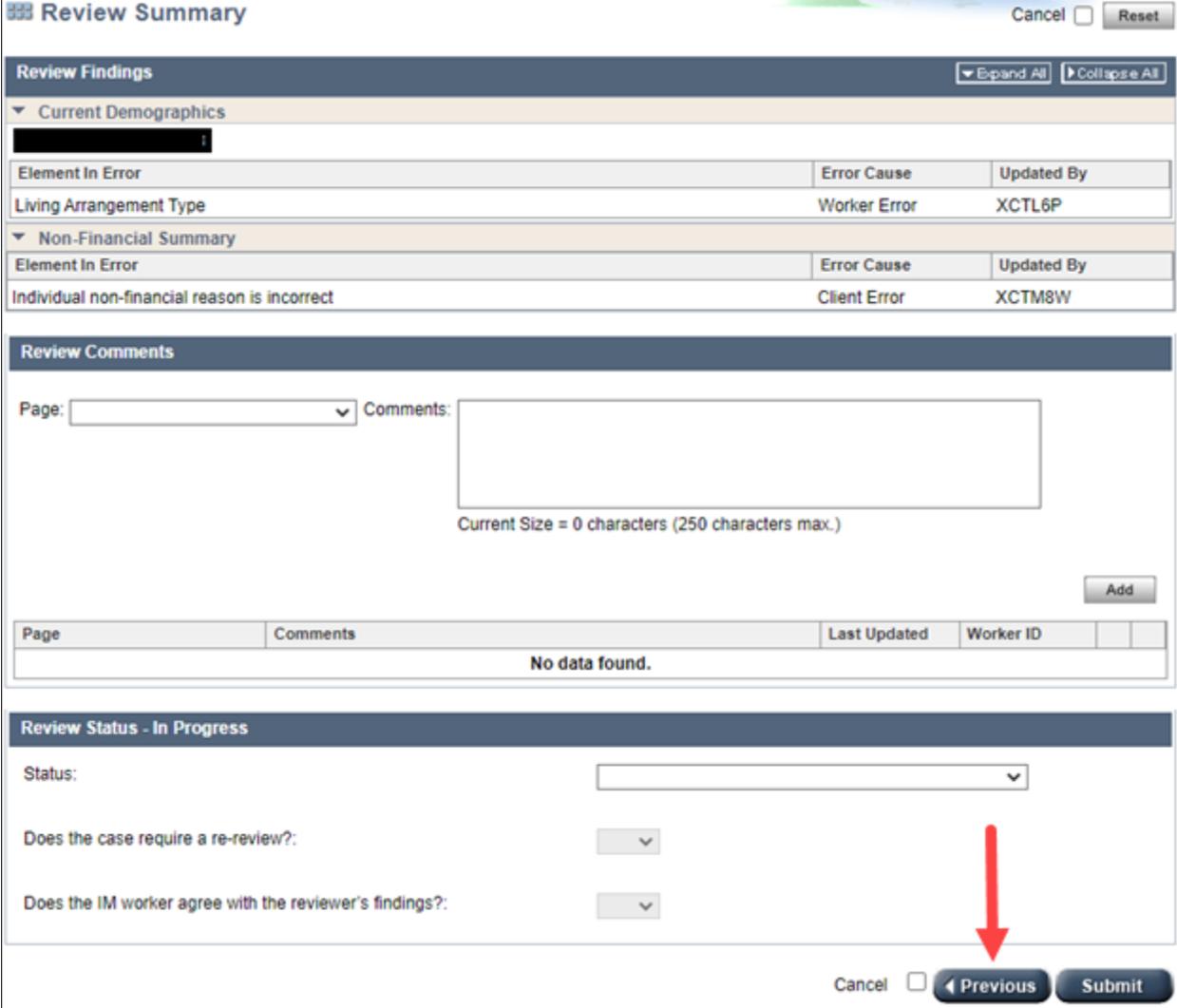
The screenshot shows a web application window titled "Review Summary" with "Cancel" and "Reset" buttons. The "Review Findings" section is expanded, showing a table of errors. A red box highlights the "Updated By" column in the table.

Element In Error	Error Cause	Updated By	
Living Arrangement Type	Worker Error	XCTL6P	
Non-Financial Summary			
Element In Error	Error Cause	Updated By	
Individual non-financial reason is incorrect	Client Error	XCTM8W	
FoodShare Budget			
Element In Error	Error Cause	Updated By	
Other	CARES Error	XCTM8W	
Missing Information			
Page Name	Element In Error	Error Cause	Updated By
Self-Employment	Monthly Hours	Worker Error	XCTM8W
Utility Costs	Entire Page Missing	Client Error	

# New Option to Click Previous in the PCR Tool

A Previous button will be added to the Review Summary page.

This will help the user go back to re-review or make changes before submitting.



**Review Summary** Cancel Reset

**Review Findings** Expand All Collapse All

▼ **Current Demographics**

Element In Error	Error Cause	Updated By
[REDACTED]		
Living Arrangement Type	Worker Error	XCTL6P

▼ **Non-Financial Summary**

Element In Error	Error Cause	Updated By
Individual non-financial reason is incorrect	Client Error	XCTM8W

**Review Comments**

Page:  Comments:

Current Size = 0 characters (250 characters max.)

Add

Page	Comments	Last Updated	Worker ID
No data found.			

**Review Status - In Progress**

Status:

Does the case require a re-review?:

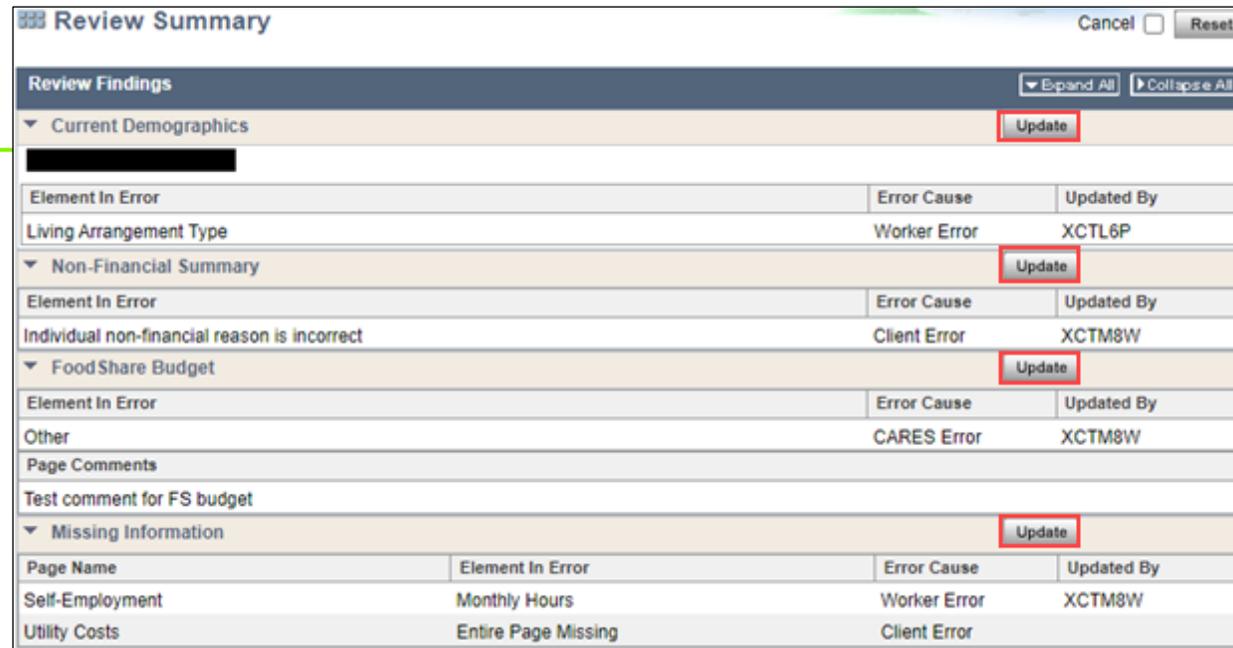
Does the IM worker agree with the reviewer's findings?:

Cancel ← Previous Submit

# New Option to Click Previous in the PCR Tool

Note the Previous button may not be displayed when the user navigates to the Review Summary page via a Review Summary search. This is true when:

- A supervisor or reviewer searches by Review Number.
- An IM worker searches by Case Number (though the IM worker can click Update in any section to navigate back to the corresponding page).



**Review Summary** Cancel  Reset

Review Findings Expand All Collapse All

▼ Current Demographics Update

Element In Error	Error Cause	Updated By
Living Arrangement Type	Worker Error	XCTL6P

▼ Non-Financial Summary Update

Element In Error	Error Cause	Updated By
Individual non-financial reason is incorrect	Client Error	XCTM8W

▼ FoodShare Budget Update

Element In Error	Error Cause	Updated By
Other	CARES Error	XCTM8W

Page Comments

Test comment for FS budget

▼ Missing Information Update

Page Name	Element In Error	Error Cause	Updated By
Self-Employment	Monthly Hours	Worker Error	XCTM8W
Utility Costs	Entire Page Missing	Client Error	

**Questions?**