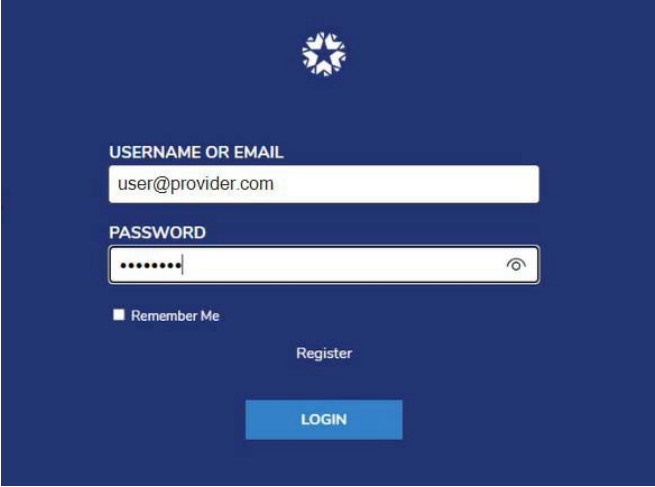
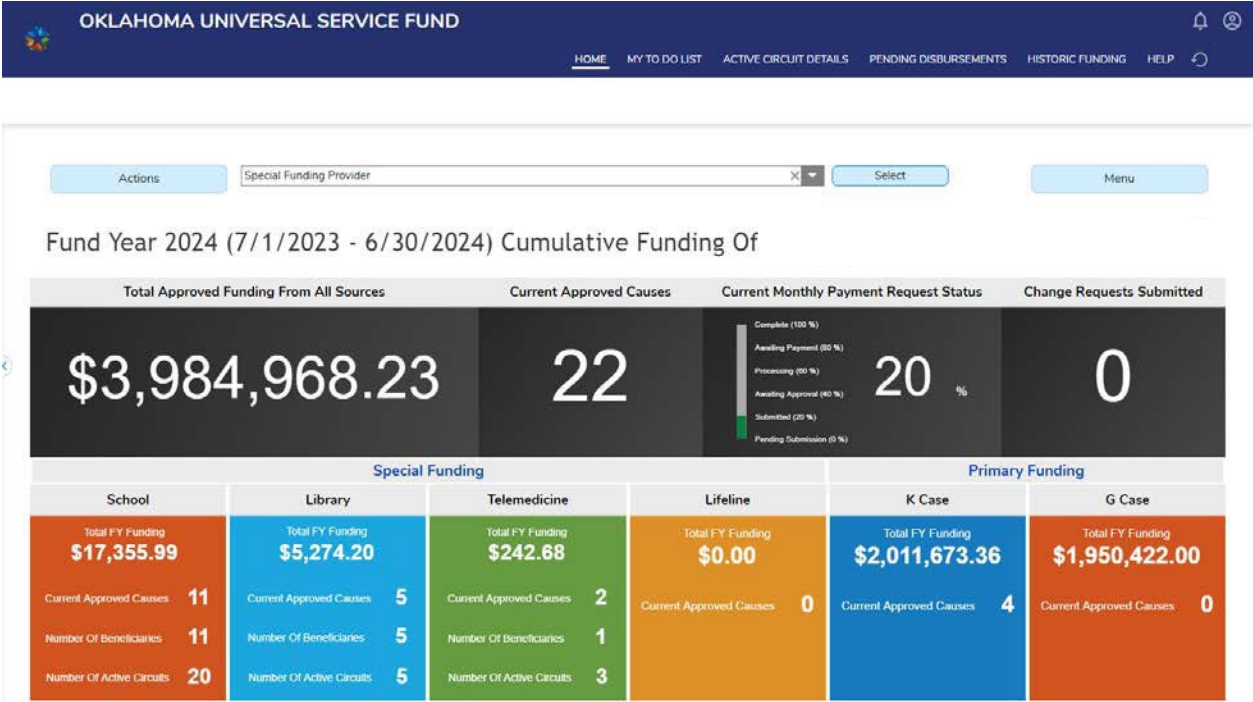

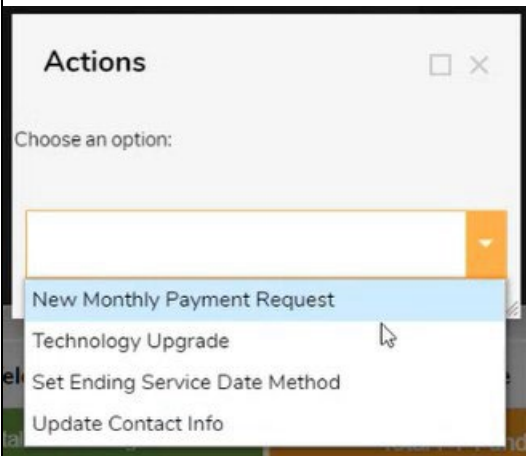


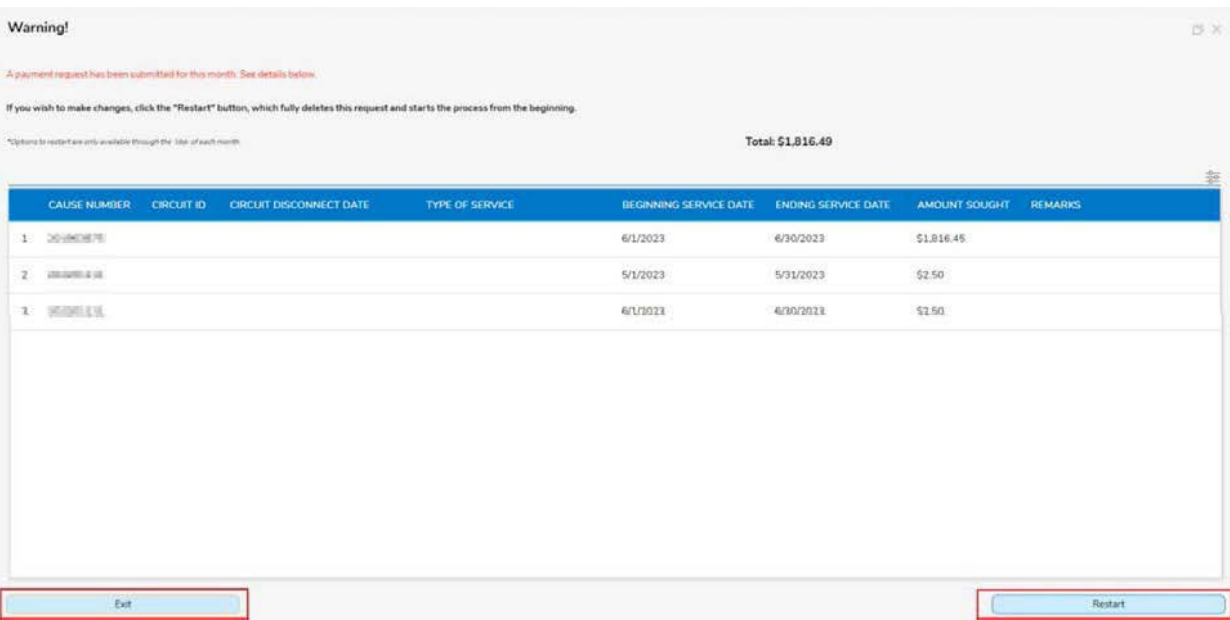
# Training Handout: General MPR Submission

**Overview:** The following training handout reviews step-by-step instructions on how to submit a Monthly Payment Request (MPR) – Special Funding, Primary Funding, or Lifeline Funding.

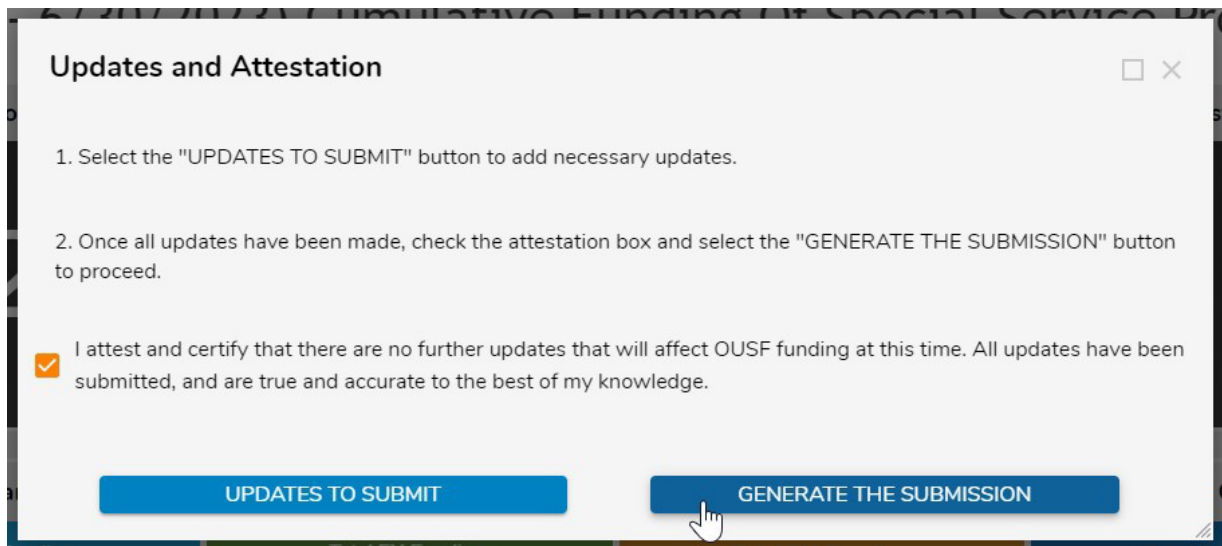
Step	Action																																																																
1.	<p>Login to the OUSF Portal using the Decisions software: <a href="https://occ.decisions.com/">https://occ.decisions.com/</a></p> 																																																																
2.	<p>Provider Dashboard/Home will automatically open upon login. When navigating through the OUSF Portal, the HOME button in the upper blue tool bar may be selected to return to the main dashboard/Home.</p>  <table border="1" data-bbox="277 1499 1469 1921"> <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">\$3,984,968.23</td> <td colspan="2">22</td> <td colspan="2">20 %</td> <td colspan="2">0</td> </tr> <tr> <th colspan="4">Special Funding</th> <th colspan="4">Primary Funding</th> </tr> <tr> <th>School</th> <th>Library</th> <th>Telemedicine</th> <th>Lifeline</th> <th>K Case</th> <th colspan="2">G Case</th> <th></th> </tr> <tr> <td>Total FY Funding <b>\$17,355.99</b></td> <td>Total FY Funding <b>\$5,274.20</b></td> <td>Total FY Funding <b>\$242.68</b></td> <td>Total FY Funding <b>\$0.00</b></td> <td>Total FY Funding <b>\$2,011,673.36</b></td> <td colspan="2">Total FY Funding <b>\$1,950,422.00</b></td> <td></td> </tr> <tr> <td>Current Approved Causes: 11</td> <td>Current Approved Causes: 5</td> <td>Current Approved Causes: 2</td> <td>Current Approved Causes: 0</td> <td>Current Approved Causes: 4</td> <td colspan="2">Current Approved Causes: 0</td> <td></td> </tr> <tr> <td>Number Of Beneficiaries: 11</td> <td>Number Of Beneficiaries: 5</td> <td>Number Of Beneficiaries: 1</td> <td></td> <td></td> <td colspan="2"></td> <td></td> </tr> <tr> <td>Number Of Active Circuits: 20</td> <td>Number Of Active Circuits: 5</td> <td>Number Of Active Circuits: 3</td> <td></td> <td></td> <td colspan="2"></td> <td></td> </tr> </tbody> </table>	Total Approved Funding From All Sources		Current Approved Causes		Current Monthly Payment Request Status		Change Requests Submitted		\$3,984,968.23		22		20 %		0		Special Funding				Primary Funding				School	Library	Telemedicine	Lifeline	K Case	G Case			Total FY Funding <b>\$17,355.99</b>	Total FY Funding <b>\$5,274.20</b>	Total FY Funding <b>\$242.68</b>	Total FY Funding <b>\$0.00</b>	Total FY Funding <b>\$2,011,673.36</b>	Total FY Funding <b>\$1,950,422.00</b>			Current Approved Causes: 11	Current Approved Causes: 5	Current Approved Causes: 2	Current Approved Causes: 0	Current Approved Causes: 4	Current Approved Causes: 0			Number Of Beneficiaries: 11	Number Of Beneficiaries: 5	Number Of Beneficiaries: 1						Number Of Active Circuits: 20	Number Of Active Circuits: 5	Number Of Active Circuits: 3					
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Step	Action
3.	<p><b>Monthly OUSF funding consists of two parts:</b></p> <ol style="list-style-type: none"> <li><b>Pending Disbursements</b> – Includes Lump Sums from new cases and Refunds</li> <li><b>Automatically Generated MPRs</b> – Includes Active Circuit Monthly Recurring for circuits that are not on hold, Monthly Recurring Catch-up (MRC) from new cases, and catch-up payments from Change Requests. (See Step 4 to view/submit the MPR)</li> </ol> <p>MPR Submission Process Note: When submitting an MPR, it is recommended the Provider check the Pending Disbursements and note any payments that will be included on the current disbursement. If Lump Sum payments are on the Pending Disbursements, you can expect to see the Monthly Recurring (MRC) payments on the MPR. The Pending Disbursements page will automatically open in a new window after an MPR submission.</p> <p>To view the <b>Pending Disbursements</b>, use the Pending Disbursements tab in the top blue tool bar or navigate to "Menu".</p> <p>Note: This page is for viewing only. These payments are scheduled by the OUSF team/Decisions. There is no action necessary by the provider to initiate these payments.</p> <div data-bbox="277 909 776 961" style="border: 1px solid #ccc; border-radius: 10px; background-color: #e0f0ff; text-align: center; padding: 5px; width: fit-content; margin: 10px auto;">Menu</div> <p>Select the arrow down from the blank box:</p> <div data-bbox="253 1054 743 1312" style="border: 1px solid #ccc; background-color: #f0f0f0; padding: 10px; margin: 10px auto; width: fit-content;"> <p>Available Pages <span style="float: right;">□ ×</span></p> <div style="border: 1px solid #ccc; height: 30px; width: 100%; margin-bottom: 5px;"></div> <div style="text-align: right; margin-bottom: 5px;">▼</div> <div style="text-align: center; border: 1px solid #ccc; background-color: #e0f0ff; padding: 5px; width: fit-content; margin: 0 auto;">Select</div> </div> <p>Select Pending Disbursements and then choose the select button:</p> <div data-bbox="253 1409 591 1682" style="border: 1px solid #ccc; background-color: #f0f0f0; padding: 10px; margin: 10px auto; width: fit-content;"> <p>Available Pages <span style="float: right;">□ ×</span></p> <div style="border: 1px solid #ccc; height: 30px; width: 100%; margin-bottom: 5px;"></div> <div style="margin-bottom: 5px;">Home</div> <div style="margin-bottom: 5px; background-color: #ffff00;">Pending Disbursements</div> <div style="margin-bottom: 5px;">My To Do List</div> <div style="margin-bottom: 5px;">Historic Funding</div> <div style="margin-bottom: 5px;">Active Circuit Details</div> </div>

Step	Action
4.	<p>To view/submit the <b>Automatically Generated MPR</b>, navigate to "Actions"</p>  <p><b>MPR Submission Process Note:</b> When submitting an MPR, if the Provider has multiple funding types (Special, Primary, and/or Lifeline), a selection form will appear for the available MPR Funding Types to generate. *NOTE: A separate submission should be generated for each applicable MPR Funding type.</p> <ol style="list-style-type: none"> <li>1. <u>Special Funding</u></li> <li>2. <u>Primary Funding</u></li> <li>3. <u>Lifeline Funding</u></li> </ol>
5.	<p>Select "New Monthly Payment Request"</p> 
6.	<p><b>NOTE:</b> If an MPR has already been submitted for the period, a warning screen will be generated. Options are available to make no changes to the submitted MPR or edit the submitted MPR:</p> <ul style="list-style-type: none"> <li>• Exit the warning screen (no changes will be made), or</li> <li>• To make changes to the submitted MPR, select "Restart" to fully delete the request for the selected funding type, and start the submission process from the beginning.</li> </ul> <p><b>NOTE:</b> The option to restart is only available through the 10<sup>th</sup> day of the month unless the 10<sup>th</sup> falls on a weekend or holiday, and submission will be allowed until the following business day.</p>

Step	Action
	

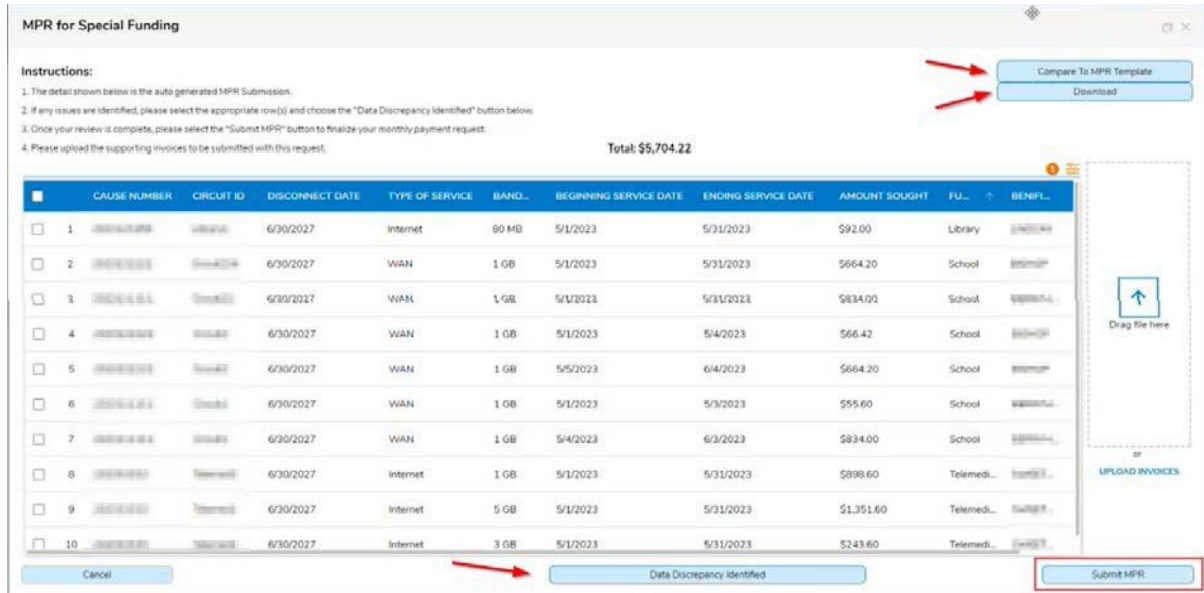
7. Attest and certify that no further updates need to be made and generate the submission by checking the attestation box and selecting "GENERATE THE SUBMISSION."



## Special Funding MPR Submission – School, Library, Telemedicine

1. Navigate to different options. Options available are:

- [Compare to MPR Template](#)
- [Download](#)
- [Data Discrepancy Identified](#)



**MPR for Special Funding**

**Instructions:**

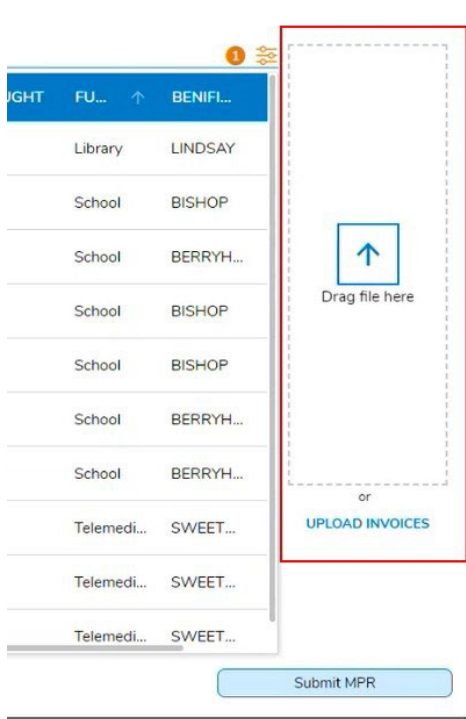
1. The detail shown below is the auto generated MPR Submission.
2. If any issues are identified, please select the appropriate row(s) and choose the "Data Discrepancy Identified" button below.
3. Once your review is complete, please select the "Submit MPR" button to finalize your monthly payment request.
4. Please upload the supporting invoices to be submitted with this request.

Total: \$5,704.22

CAUSE NUMBER	CIRCUIT ID	DISCONNECT DATE	TYPE OF SERVICE	BAND...	BEGINNING SERVICE DATE	ENDING SERVICE DATE	AMOUNT SOUGHT	FU...	BENIF...
1		6/30/2027	Internet	80 MB	5/1/2023	5/31/2023	\$92.00	Library	
2		6/30/2027	WAN	1 GB	5/1/2023	5/31/2023	\$664.20	School	
3		6/30/2027	WAN	1 GB	5/1/2023	5/31/2023	\$834.00	School	
4		6/30/2027	WAN	1 GB	5/1/2023	5/4/2023	\$66.42	School	
5		6/30/2027	WAN	1 GB	5/5/2023	6/4/2023	\$664.20	School	
6		6/30/2027	WAN	1 GB	5/1/2023	5/3/2023	\$55.60	School	
7		6/30/2027	WAN	1 GB	5/4/2023	6/3/2023	\$834.00	School	
8		6/30/2027	Internet	1 GB	5/1/2023	5/31/2023	\$898.60	Telemedi...	
9		6/30/2027	Internet	5 GB	5/1/2023	5/31/2023	\$1,351.60	Telemedi...	
10		6/30/2027	Internet	3 GB	5/1/2023	5/31/2023	\$243.60	Telemedi...	

Buttons: Cancel, Data Discrepancy Identified, Submit MPR

2. If invoices are required for the MPR submission, the following prompt will appear. Simply drag and drop invoices into the box (highlighted red below).



MPR for Special Funding

CAUSE NUMBER	CIRCUIT ID	DISCONNECT DATE	TYPE OF SERVICE	BAND...	BEGINNING SERVICE DATE	ENDING SERVICE DATE	AMOUNT SOUGHT	FU...	BENIF...
1		6/30/2027	Internet	80 MB	5/1/2023	5/31/2023	\$92.00	Library	LINDSAY
2		6/30/2027	WAN	1 GB	5/1/2023	5/31/2023	\$664.20	School	BISHOP
3		6/30/2027	WAN	1 GB	5/1/2023	5/31/2023	\$834.00	School	BERRYH...
4		6/30/2027	WAN	1 GB	5/1/2023	5/4/2023	\$66.42	School	BISHOP
5		6/30/2027	WAN	1 GB	5/5/2023	6/4/2023	\$664.20	School	BISHOP
6		6/30/2027	WAN	1 GB	5/1/2023	5/3/2023	\$55.60	School	BERRYH...
7		6/30/2027	WAN	1 GB	5/4/2023	6/3/2023	\$834.00	School	BERRYH...
8		6/30/2027	Internet	1 GB	5/1/2023	5/31/2023	\$898.60	Telemedi...	SWEET...
9		6/30/2027	Internet	5 GB	5/1/2023	5/31/2023	\$1,351.60	Telemedi...	SWEET...
10		6/30/2027	Internet	3 GB	5/1/2023	5/31/2023	\$243.60	Telemedi...	SWEET...

Buttons: Submit MPR

3. Select "Submit MPR", once ready:

**MPR for Special Funding**

**Instructions:**

- The detail shown below is the auto generated MPR Submission.
- If any issues are identified, please select the appropriate row(s) and choose the "Data Discrepancy Identified" button below.
- Once your review is complete, please select the "Submit MPR" button to finalize your monthly payment request.
- Please upload the supporting invoices to be submitted with this request.

**Total: \$5,704.22**

CAUSE NUMBER	CIRCUIT ID	DISCONNECT DATE	TYPE OF SERVICE	BAND...	BEGINNING SERVICE DATE	ENDING SERVICE DATE	AMOUNT SOUGHT	FU...	BENIFL...
<input type="checkbox"/> 1	...	6/30/2027	Internet	80 MB	5/1/2023	5/31/2023	\$92.00	Library	...
<input type="checkbox"/> 2	...	6/30/2027	WAN	1 GB	5/1/2023	5/31/2023	\$664.20	School	...
<input type="checkbox"/> 3	...	6/30/2027	WAN	1 GB	5/1/2023	5/31/2023	\$934.00	School	...
<input type="checkbox"/> 4	...	6/30/2027	WAN	1 GB	5/1/2023	5/4/2023	\$66.42	School	...
<input type="checkbox"/> 5	...	6/30/2027	WAN	1 GB	5/5/2023	6/4/2023	\$664.20	School	...
<input type="checkbox"/> 6	...	6/30/2027	WAN	1 GB	5/1/2023	5/3/2023	\$55.60	School	...
<input type="checkbox"/> 7	...	6/30/2027	WAN	1 GB	5/4/2023	6/3/2023	\$834.00	School	...
<input type="checkbox"/> 9	...	6/30/2027	Internet	1 GB	5/1/2023	5/31/2023	\$890.60	Telemed...	...
<input type="checkbox"/> 9	...	6/30/2027	Internet	5 GB	5/1/2023	5/31/2023	\$1,351.60	Telemed...	...
<input type="checkbox"/> 10	...	6/30/2027	Internet	3 GB	5/1/2023	5/31/2023	\$243.60	Telemed...	...

Buttons: Cancel, Data Discrepancy Identified, **Submit MPR** (highlighted with a red arrow), Compare To MPR Template, Download, Drag File here, UPLOAD INVOICES

4. After MPRs are submitted, the MPR Summary Box will pop up.
- Press Continue to complete. It will automatically take you back to the main dashboard.

**MPR Submitted**

Thank you for your submission for **Special Funding**

10 rows were submitted, totaling \$7,192.00

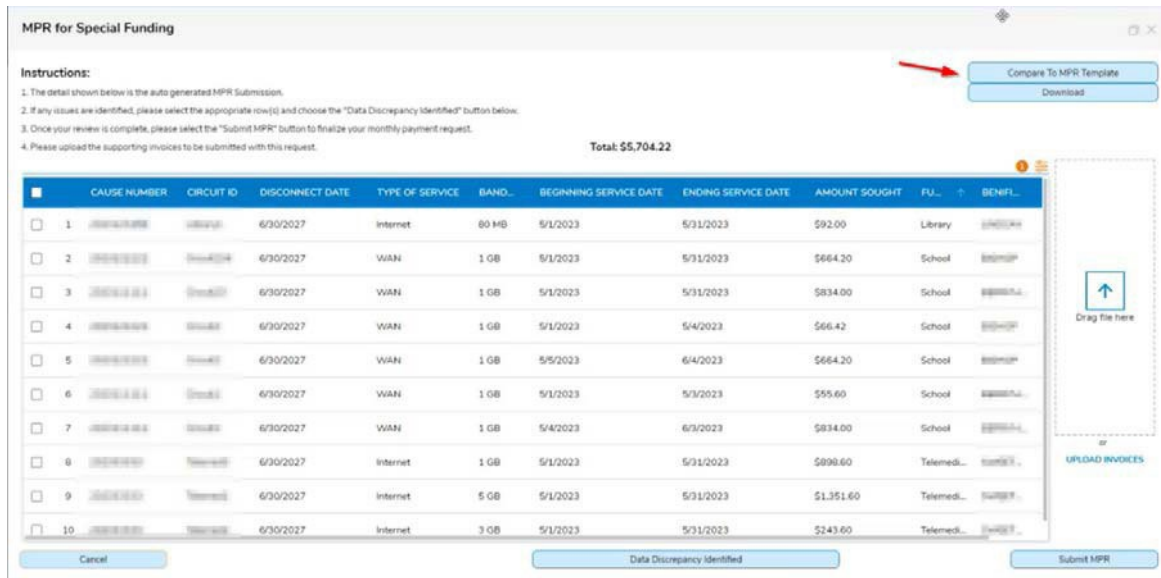
- 10 were for Special funding
- 0 were for Lifeline funding
- 0 were for Primary funding

Your request will be reviewed after the 10th.  
All approved funding will be paid by the 25th.

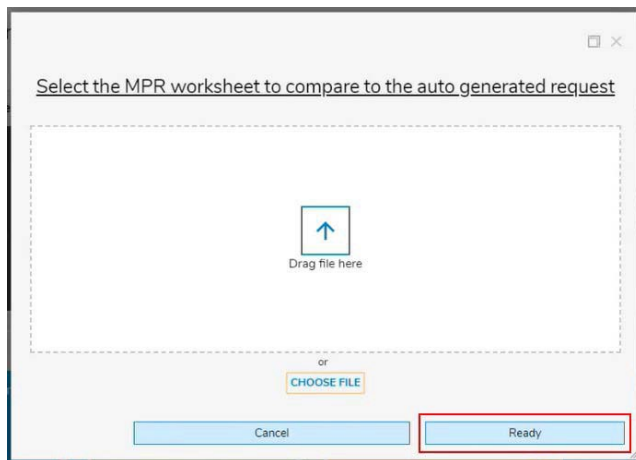
**Continue**

**OPTIONAL: HOW TO COMPARE PROVIDER'S MPR TEMPLATE TO DECISIONS MPR:**  
 While the goal is for the MPR worksheet to match the auto-generated request, we have provided two reconciliation options to compare any differences.

1. Select "Compare to MPR Template"



2. Upload the desired MPR worksheet to compare to the auto-generated request.
  - Select "Ready" once the upload is complete.



3. Two reconciliations are completed, displaying the differences between your MPR and the Auto-Generated Request (see red boxes/arrows in screenshots below):

1. **Auto-Generated Request** lists all items expected on the generated request that are not included in the uploaded MPR file.
2. **MPR Worksheet** lists all items included on the MPR worksheet that does not reconcile with what is expected on the auto-generated request.
  - Select "Download File" to download an Excel version of the differences found.

**Mismatches Identified**

The following differences have been found:

CIRCUIT ID	BEGINNING SERVICE ...	ENDING SERVICE DATE	AMOUNT SOUGHT	DESCRIPTION ↑	WHAT WAS REQUEST...
Auto Generated Request					
MPR Worksheet					
11	5/1/2023	5/31/2023	\$2,940.00	These exact service date...	6/1/2023-6/30/2023 for ...
12	5/1/2023	5/31/2023	\$507.00	These exact service date...	6/1/2023-6/30/2023 for ...
13	5/1/2023	5/31/2023	\$480.00	These exact service date...	6/1/2023-6/30/2023 for ...
14	5/1/2023	5/31/2023	\$480.00	These exact service date...	6/1/2023-6/30/2023 for ...
15	5/1/2023	5/31/2023	\$507.00	These exact service date...	6/1/2023-6/30/2023 for ...
16	5/1/2023	5/31/2023	\$507.00	These exact service date...	6/1/2023-6/30/2023 for ...
17	5/1/2023	5/31/2023	\$507.00	These exact service date...	6/1/2023-6/30/2023 for ...
18	5/1/2023	5/31/2023	\$250.00	These exact service date...	6/1/2023-6/30/2023 for ...

Download File Close

- **NOTE:** The description column specifies the exact difference detected.

**Mismatches Identified**

The following differences have been found:

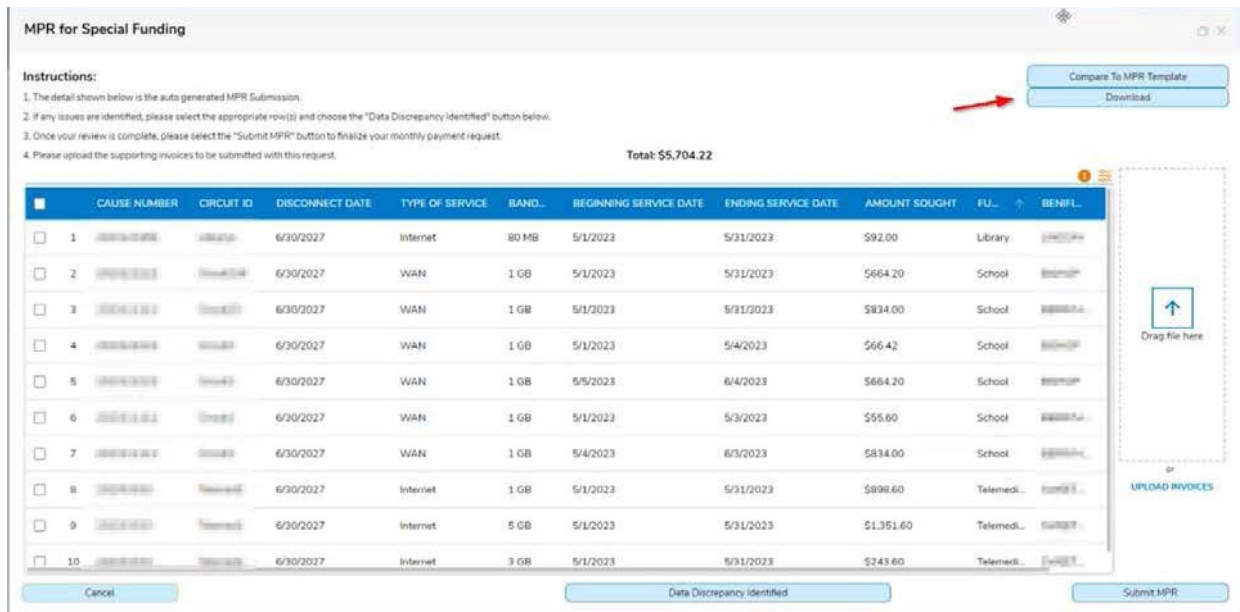
CIRCUIT ID	BEGINNING SERVICE ...	ENDING SERVICE DATE	AMOUNT SOUGHT	DESCRIPTION ↑	WHAT WAS REQUEST...
Auto Generated Request					
1	6/1/2023	6/30/2023	\$507.00	These exact service date...	5/1/2023-5/31/2023 for ...
2	6/1/2023	6/30/2023	\$480.00	These exact service date...	5/1/2023-5/31/2023 for ...
3	6/1/2023	6/30/2023	\$507.00	These exact service date...	5/1/2023-5/31/2023 for ...
4	6/1/2023	6/30/2023	\$2,940.00	These exact service date...	5/1/2023-5/31/2023 for ...
5	6/1/2023	6/30/2023	\$250.00	These exact service date...	5/1/2023-5/31/2023 for ...
6	6/1/2023	6/30/2023	\$507.00	These exact service date...	5/1/2023-5/31/2023 for ...
7	6/1/2023	6/30/2023	\$507.00	These exact service date...	5/1/2023-5/31/2023 for ...
8	6/1/2023	6/30/2023	\$480.00	These exact service date...	5/1/2023-5/31/2023 for ...
9	6/1/2023	6/30/2023	\$507.00	These exact service date...	5/1/2023-5/31/2023 for ...

Download File Close

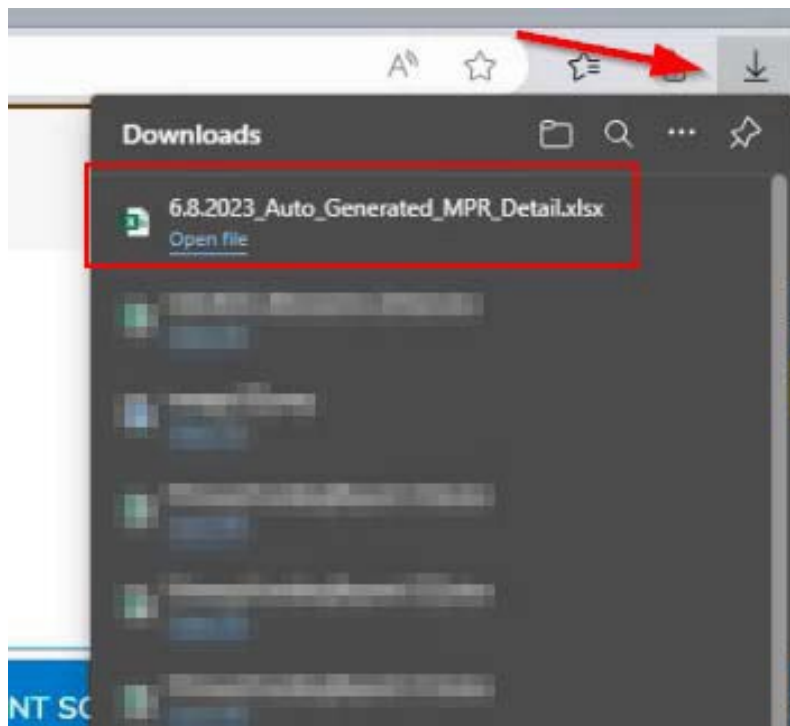


### OPTIONAL: HOW TO DOWNLOAD GENERATED MPR

1. Select "Download" for an Excel version of the MPR that has been generated.

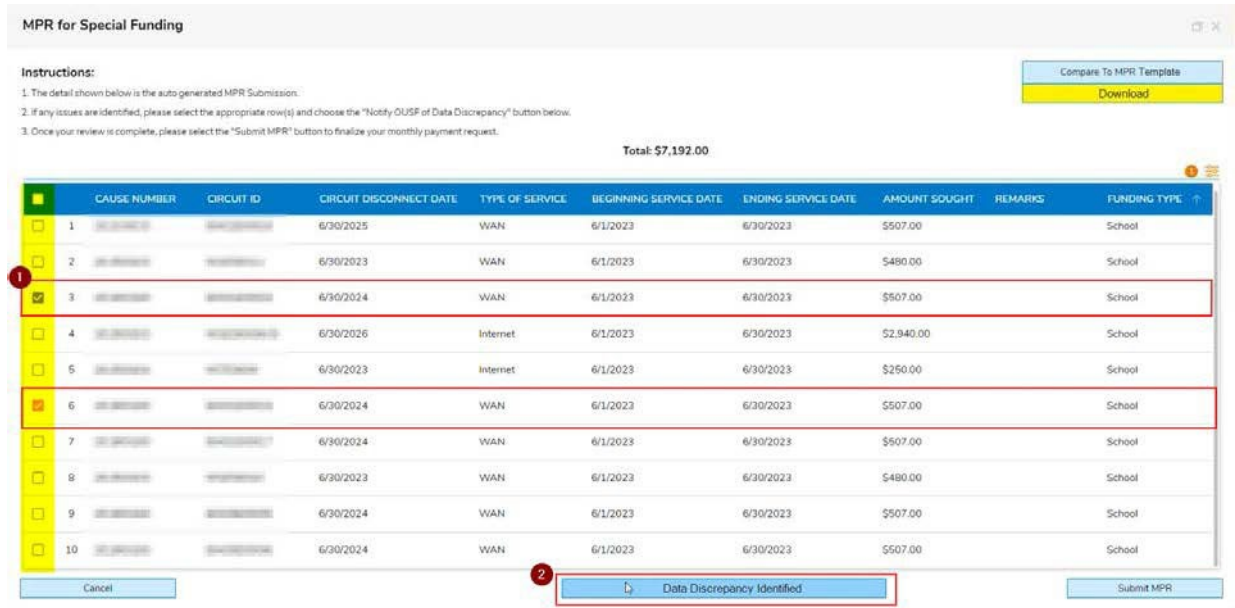


2. Open your computer's Downloads Folder to access the auto generated MPR in an Excel format.



## HOW TO NOTIFY OUSF OF DATA DISCREPANCY:

1.
  1. Select the Circuit(s) that have discrepancies by checking the boxes on the left-hand side of each line item.
    - **NOTE:** Only check the boxes of the line items that have discrepancies.
  2. Select "Data Discrepancy Identified"



**MPR for Special Funding**

Instructions:

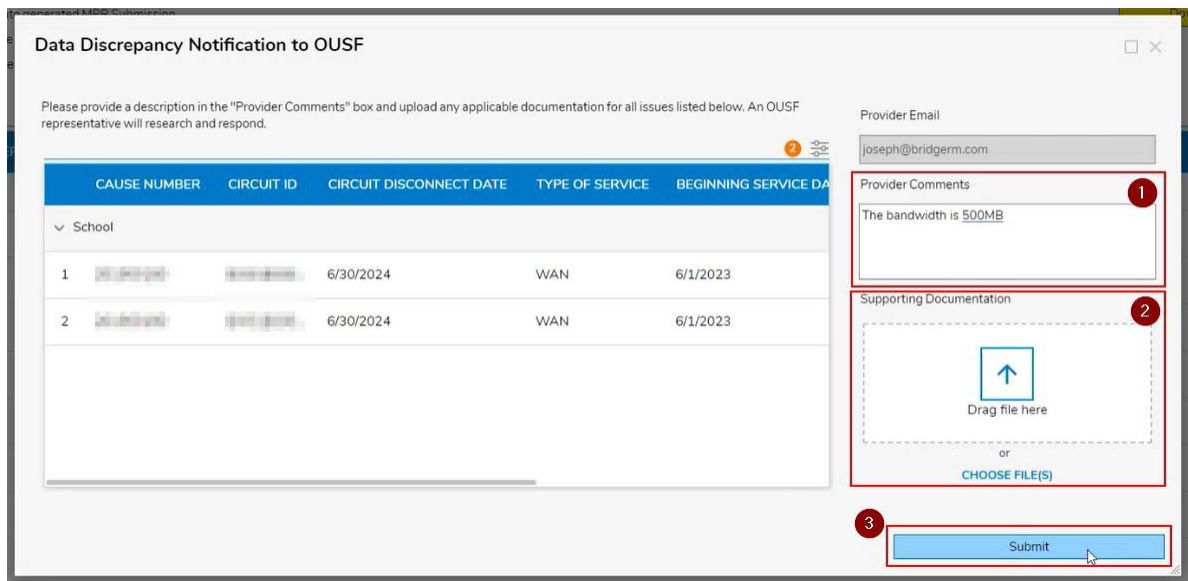
1. The detail shown below is the auto-generated MPR Submission.
2. If any issues are identified, please select the appropriate row(s) and choose the "Notify OUSF of Data Discrepancy" button below.
3. Once your review is complete, please select the "Submit MPR" button to finalize your monthly payment request.

Total: \$7,192.00

CAUSE NUMBER	CIRCUIT ID	CIRCUIT DISCONNECT DATE	TYPE OF SERVICE	BEGINNING SERVICE DATE	ENDING SERVICE DATE	AMOUNT SOUGHT	REMARKS	FUNDING TYPE
1		6/30/2025	WAN	6/1/2023	6/30/2023	\$507.00		School
2		6/30/2023	WAN	6/1/2023	6/30/2023	\$480.00		School
3		6/30/2024	WAN	6/1/2023	6/30/2023	\$507.00		School
4		6/30/2026	Internet	6/1/2023	6/30/2023	\$2,940.00		School
5		6/30/2023	Internet	6/1/2023	6/30/2023	\$250.00		School
6		6/30/2024	WAN	6/1/2023	6/30/2023	\$507.00		School
7		6/30/2024	WAN	6/1/2023	6/30/2023	\$507.00		School
8		6/30/2023	WAN	6/1/2023	6/30/2023	\$480.00		School
9		6/30/2024	WAN	6/1/2023	6/30/2023	\$507.00		School
10		6/30/2024	WAN	6/1/2023	6/30/2023	\$507.00		School

Buttons: Cancel, Data Discrepancy Identified, Submit MPR

2.
  1. Enter a Provider Comment applicable to the selected Circuit ID(s).
    - a. Example in the screenshot below: "The Bandwidth is 500MB."
  2. Upload a file to "Supporting Documentation" to support/reflect the data discrepancy left in the comment.
  3. Select "Submit" when complete.



**Data Discrepancy Notification to OUSF**

Please provide a description in the "Provider Comments" box and upload any applicable documentation for all issues listed below. An OUSF representative will research and respond.

CAUSE NUMBER	CIRCUIT ID	CIRCUIT DISCONNECT DATE	TYPE OF SERVICE	BEGINNING SERVICE DATE
School				
1		6/30/2024	WAN	6/1/2023
2		6/30/2024	WAN	6/1/2023

Provider Email: joseph@bridgerm.com

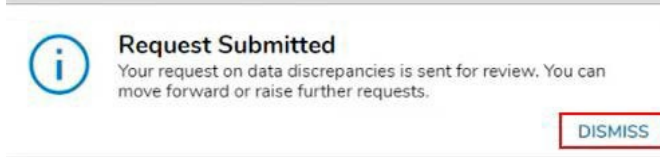
Provider Comments: The bandwidth is 500MB

Supporting Documentation: Drag file here or CHOOSE FILE(S)

Submit

3. Confirmation of the discrepancy submission will appear:

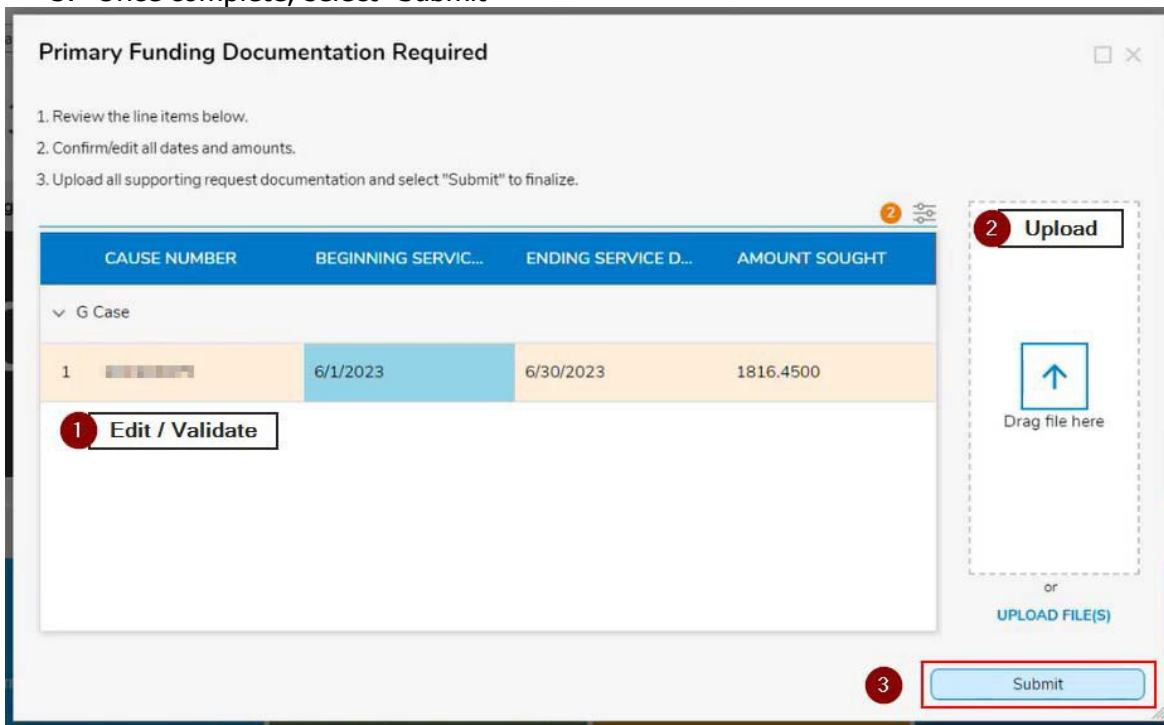
- Select "DISMISS" to close the confirmation box



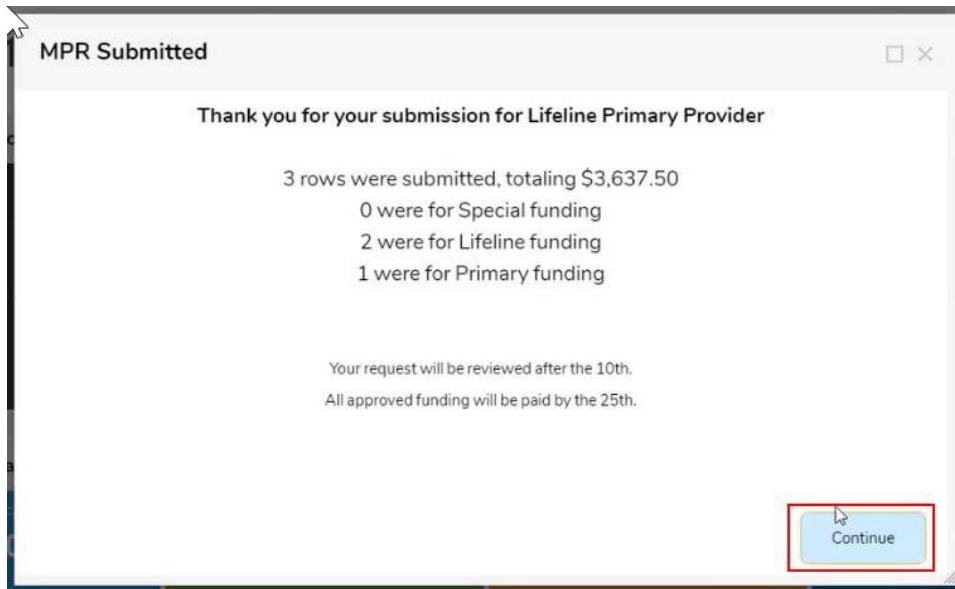
**NOTE:** Notification does not alter the MPR submission, it only sends notice to OUSF. OUSF will research the discrepancy and respond. An email will be sent to the user and the OUSF inbox to document that the discrepancy has been submitted.

**Primary Funding MPR Submission**

1. Validate that the calculated funding amount is correct.
  - a. Edit dates and amounts, if necessary.
2. Upload supporting documentation.
  - a. **NOTE:** MPR submission cannot be completed without uploading supporting documentation
3. Once complete, select "Submit"



2. After MPRs are submitted, the MPR Summary Box will pop up.
  - Press Continue to close Summary Box and return to the main Dashboard.



### Lifeline Funding MPR Submission

1. Validate the following fields. Edit, as necessary:
  - Cause Number
  - Beginning Service Date – reflects the prior Month’s Beginning Service Date
  - Ending Service Date – reflects the prior Month’s Ending Service Date
  - Beginning Customer Count – reflects the prior Month’s Customer Count
  - Update the following fields:
    1. # Added: Enter the number of customers who have been added to funding since the prior month’s submission.
    2. # Removed: Enter the number of customers who have been removed from funding since the prior month’s submission numbers.
  - If the edited fields are incorrect, select “Clear & Restart” which will delete the entered numbers for all rows (# Added and # Removed).
  - Validate the following fields:
    - Ending Customer Count – reflects the customer count for the current month.
      - i.e.: Beginning Customer Count # + # Added - # Removed = Ending Customer Count
    - Amount Requested – reflects the approved OUSF Lifeline Funding Amount per customer multiplied by the Ending Customer Count.
  - Once complete, select “Submit”

### Lifeline Request Submission

Complete the following request form by inputting the number of customers added and removed during the period of service.

Cause Number	Beginning Service Date	Ending Service Date	Beginning Customer Count	# Added	# Removed	Ending Customer Count	Amount Requested
202201111	5/1/2023	5/31/2023	115	10	3	122	2.44
202201111	6/1/2023	6/30/2023	122	5	0	127	2.54

2. After MPRs are submitted, the MPR Summary Box will pop up.
- Press Continue to close Summary Box and return to the main Dashboard.

### MPR Submitted

Thank you for your submission for Lifeline Primary Provider

3 rows were submitted, totaling \$3,637.50

- 0 were for Special funding
- 2 were for Lifeline funding
- 1 were for Primary funding

Your request will be reviewed after the 10th.  
All approved funding will be paid by the 25th.