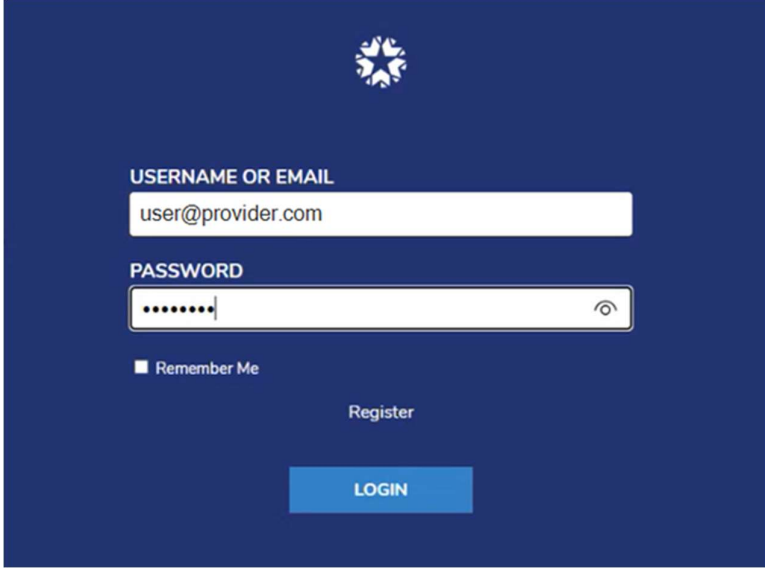
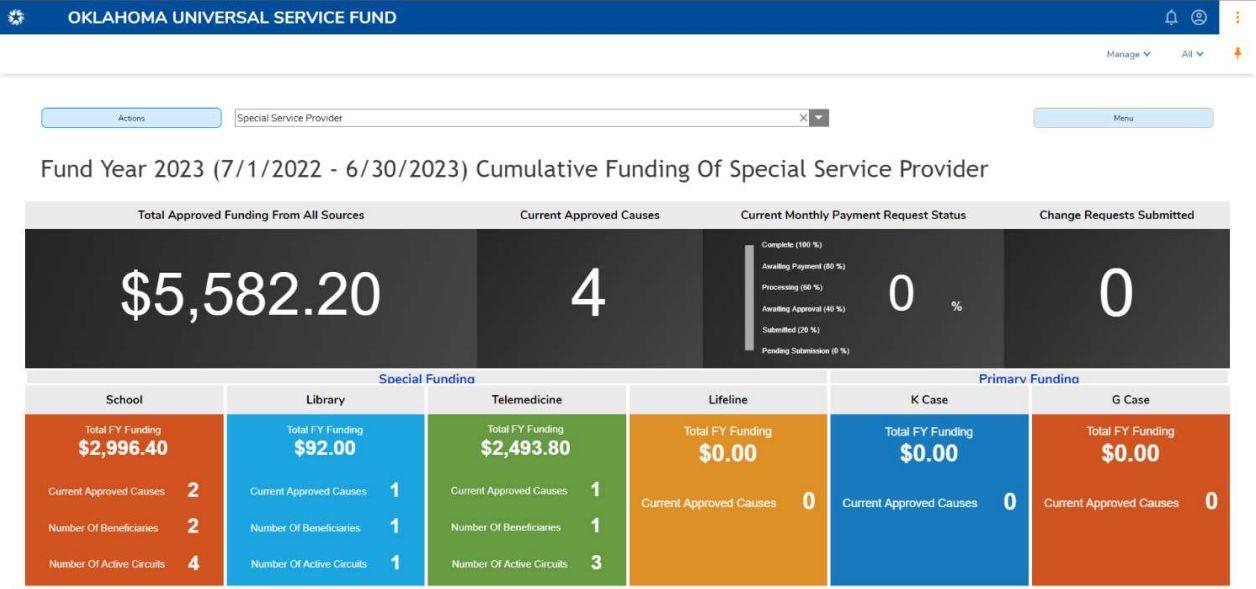

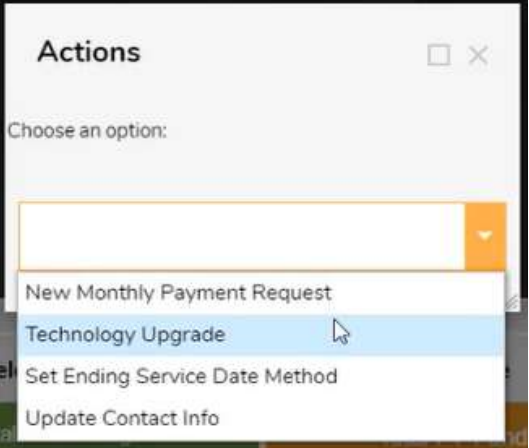
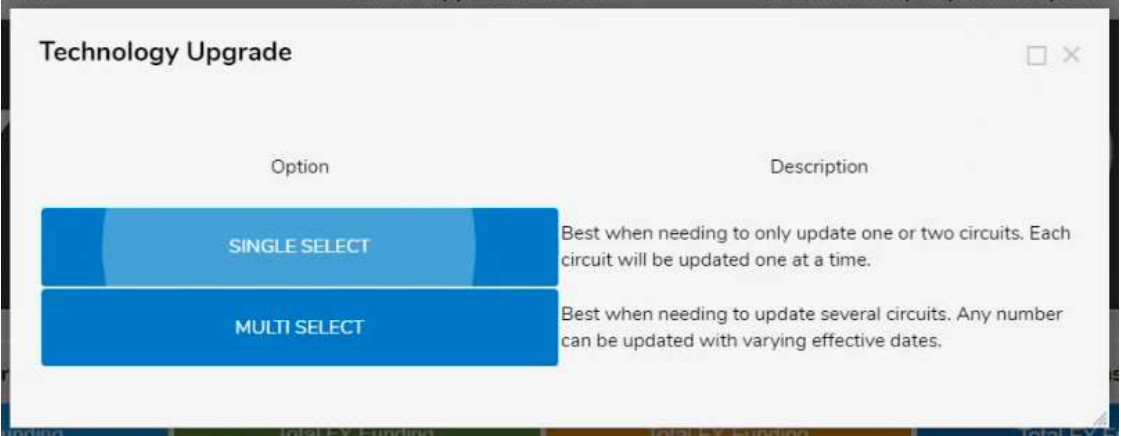


Training Handout: Technology Upgrade

Overview: This handout explains how to report a change in Circuit ID to OUSF. Please note: this would not include any changes to Bandwidth or Price.

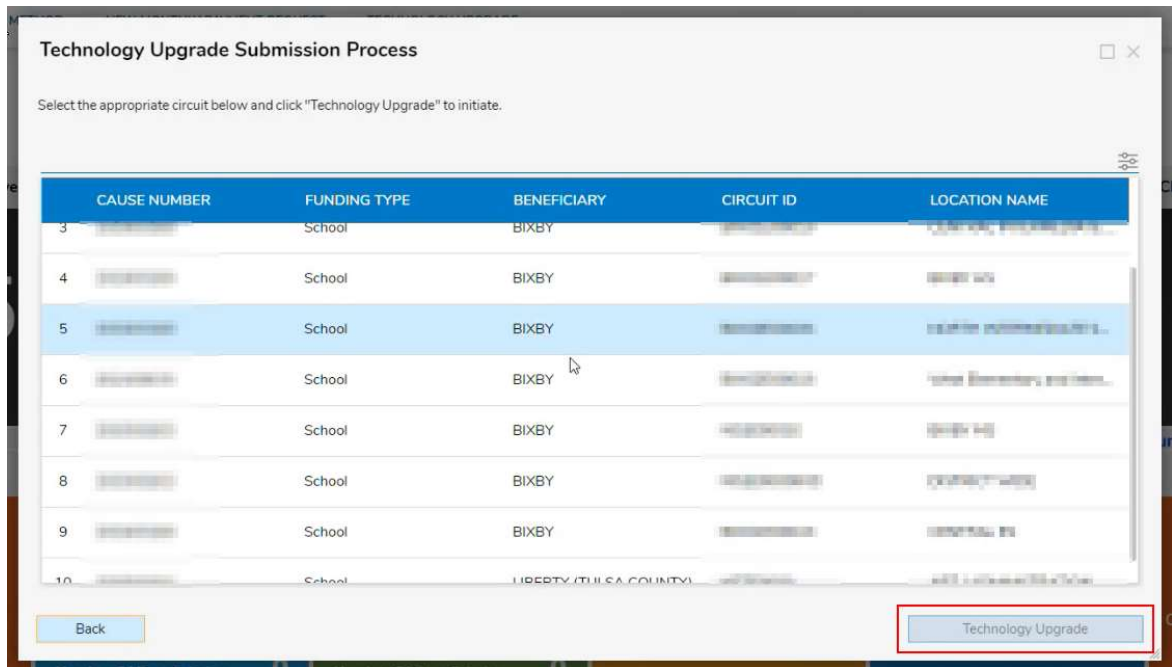
Step	Action																																																																
1.	Login: https://occ.decisions.com/ 																																																																
2.	Provider Dashboard/Home will automatically open upon login.  <table border="1" data-bbox="264 1472 1463 1850"> <thead> <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">\$5,582.20</td> <td colspan="2">4</td> <td colspan="2">0 %</td> <td colspan="2">0</td> </tr> <tr> <td colspan="4">Special Funding</td> <td colspan="4">Primary Funding</td> </tr> <tr> <th>School</th> <th>Library</th> <th>Telemedicine</th> <th>Lifeline</th> <th>K Case</th> <th>G Case</th> <th colspan="2"></th> </tr> <tr> <td>Total FY Funding \$2,996.40</td> <td>Total FY Funding \$92.00</td> <td>Total FY Funding \$2,493.80</td> <td>Total FY Funding \$0.00</td> <td>Total FY Funding \$0.00</td> <td>Total FY Funding \$0.00</td> <td colspan="2">Total FY Funding \$0.00</td> </tr> <tr> <td>Current Approved Causes: 2</td> <td>Current Approved Causes: 1</td> <td>Current Approved Causes: 1</td> <td>Current Approved Causes: 0</td> <td>Current Approved Causes: 0</td> <td>Current Approved Causes: 0</td> <td colspan="2">Current Approved Causes: 0</td> </tr> <tr> <td>Number Of Beneficiaries: 2</td> <td>Number Of Beneficiaries: 1</td> <td>Number Of Beneficiaries: 1</td> <td></td> <td></td> <td></td> <td colspan="2"></td> </tr> <tr> <td>Number Of Active Circuits: 4</td> <td>Number Of Active Circuits: 1</td> <td>Number Of Active Circuits: 3</td> <td></td> <td></td> <td></td> <td colspan="2"></td> </tr> </tbody> </table>	Total Approved Funding From All Sources		Current Approved Causes		Current Monthly Payment Request Status		Change Requests Submitted		\$5,582.20		4		0 %		0		Special Funding				Primary Funding				School	Library	Telemedicine	Lifeline	K Case	G Case			Total FY Funding \$2,996.40	Total FY Funding \$92.00	Total FY Funding \$2,493.80	Total FY Funding \$0.00	Total FY Funding \$0.00	Total FY Funding \$0.00	Total FY Funding \$0.00		Current Approved Causes: 2	Current Approved Causes: 1	Current Approved Causes: 1	Current Approved Causes: 0	Current Approved Causes: 0	Current Approved Causes: 0	Current Approved Causes: 0		Number Of Beneficiaries: 2	Number Of Beneficiaries: 1	Number Of Beneficiaries: 1						Number Of Active Circuits: 4	Number Of Active Circuits: 1	Number Of Active Circuits: 3					
Total Approved Funding From All Sources		Current Approved Causes		Current Monthly Payment Request Status		Change Requests Submitted																																																											
\$5,582.20		4		0 %		0																																																											
Special Funding				Primary Funding																																																													
School	Library	Telemedicine	Lifeline	K Case	G Case																																																												
Total FY Funding \$2,996.40	Total FY Funding \$92.00	Total FY Funding \$2,493.80	Total FY Funding \$0.00	Total FY Funding \$0.00	Total FY Funding \$0.00	Total FY Funding \$0.00																																																											
Current Approved Causes: 2	Current Approved Causes: 1	Current Approved Causes: 1	Current Approved Causes: 0	Current Approved Causes: 0	Current Approved Causes: 0	Current Approved Causes: 0																																																											
Number Of Beneficiaries: 2	Number Of Beneficiaries: 1	Number Of Beneficiaries: 1																																																															
Number Of Active Circuits: 4	Number Of Active Circuits: 1	Number Of Active Circuits: 3																																																															

Step	Action
3.	Navigate to "Actions" 
4.	Select "Technology Upgrade"  NOTE: Technology upgrades only change/update the circuit ID, nothing else can be updated or changed through this process.
5.	Select one of the following options: <ul style="list-style-type: none"> • SINGLE SELECT – Allow one Circuit ID to be updated at a time. • MULTI SELECT – Allows multiple Circuit IDs, with a variety of effective dates, to be updated at one time. 

HOW TO COMPLETE A SINGLE SELECT TECHNOLOGY UPGRADE:

1. All active circuits will be displayed, click on the Circuit that needs updating.

- Select "Update Technology"



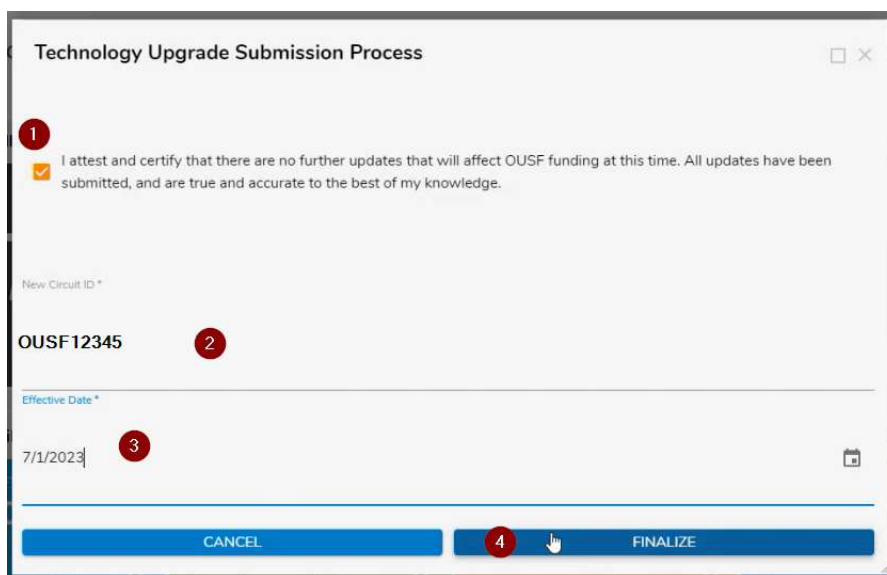
Technology Upgrade Submission Process

Select the appropriate circuit below and click "Technology Upgrade" to initiate.

CAUSE NUMBER	FUNDING TYPE	BENEFICIARY	CIRCUIT ID	LOCATION NAME
3	School	BIXBY		
4	School	BIXBY		
5	School	BIXBY		
6	School	BIXBY		
7	School	BIXBY		
8	School	BIXBY		
9	School	BIXBY		
10	School	LIBERTY (TULSA COUNTY)		

Back Technology Upgrade

2.
 1. Attest and certify that no other updates need to be made other than the Circuit ID change.
 2. Enter the new Circuit ID name on the text line below "New Circuit ID*"
 3. Enter the effective date of the change in Circuit ID below "Effective Date*"
 4. Finalize the submission by selecting "FINALIZE"



Technology Upgrade Submission Process

1 I attest and certify that there are no further updates that will affect OUSF funding at this time. All updates have been submitted, and are true and accurate to the best of my knowledge.

New Circuit ID *

OUSF12345 2

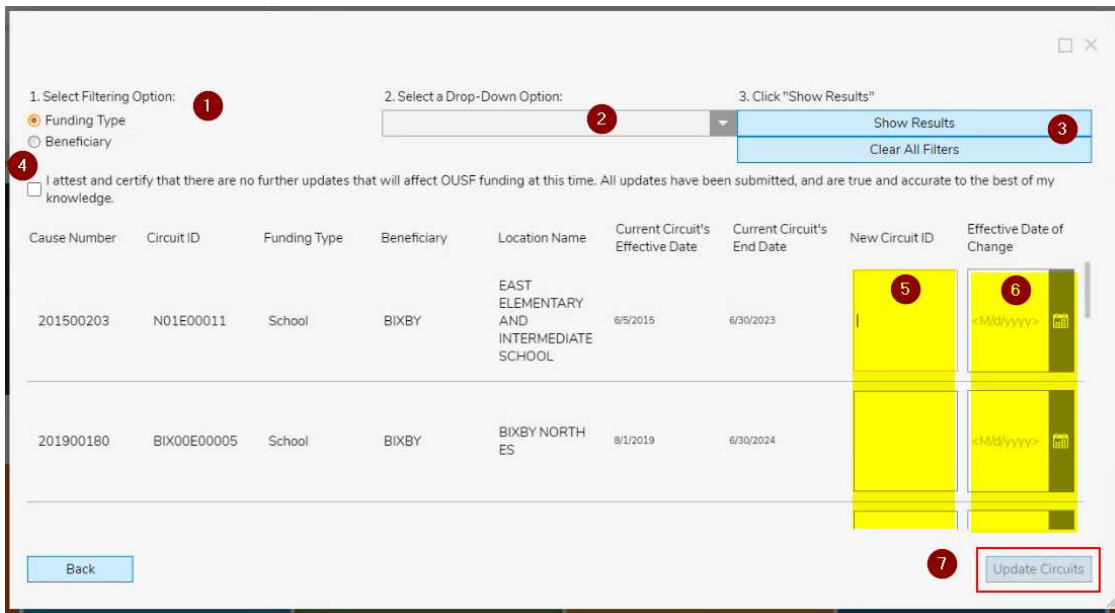
Effective Date *

7/1/2023 3

CANCEL 4 FINALIZE

HOW TO COMPLETE A MULTIPLE SELECT TECHNOLOGY UPGRADE:

1. All active circuits will be displayed.
 1. Select filtering options in the upper left-hand corner, if desired, by following steps 1, 2, & 3.
 - Step 1 – Select Filtering Preference:
 - Funding Type
 - Beneficiary
 - Step 2 – Select a Drop-Down Option:
 - Funding Drop-Down Options: School, Library, etc.
 - Beneficiary Drop-Down Options – will display a list of all Beneficiaries for Provider selected on the main dashboard.
 - Step 3: Select to run the filter or clear all filters.
 - Select “Show Results” to generate the filtering.
 - Select “Clear All Filters” to clear any prior filters that have been generated.
 2. Attest and certify that no other updates need to be made other than the Circuit ID change.
 3. For each Circuit ID that needs to be upgraded, enter the new Circuit ID in the blank text box under the “New Circuit ID” Column. There will be a blank text box for each Circuit ID Line Item.
 4. For each Circuit ID that needs to be upgraded, enter the new effective date in the blank date box under the “Effective Date of Change” Column. There will be a blank text box for each Circuit ID Line Item.
 5. Ensure all desired changes have been entered.
 6. Finalize the submission by selecting “Update Circuits.”



1. Select Filtering Option: **1**

○ Funding Type

○ Beneficiary

2. Select a Drop-Down Option: **2**

3. Click "Show Results" **3**

4 **4**

I attest and certify that there are no further updates that will affect OUSF funding at this time. All updates have been submitted, and are true and accurate to the best of my knowledge.

Cause Number	Circuit ID	Funding Type	Beneficiary	Location Name	Current Circuit's Effective Date	Current Circuit's End Date	New Circuit ID	Effective Date of Change
201500203	N01E00011	School	BIXBY	EAST ELEMENTARY AND INTERMEDIATE SCHOOL	6/5/2015	6/30/2023	5	6
201900180	BIX00E00005	School	BIXBY	BIXBY NORTH ES	8/1/2019	6/30/2024	5	6

7

Back Update Circuits