

The Sub_Modules Worksheet

Click on the Sub_Modules menu option to open the Sub_Modules worksheet, as shown in Figure 15.

	A	B	C	D	E	F	G	H
	CAM-TOOL MENU SYSTEM	? Sub Modules			Copy to the Details Worksheet			
1	System Information	CAM-TEST Project						
2		<input type="checkbox"/>	FUNCTIONAL_MODULE	SUB_MODULE	DESCRIPTION	ALLOCATION_TYPE	BUDGETED_COSTS	ACTUAL_COSTS
3	Benefiting Programs		Alerts					
4			Assessment					
5	Allocation Structure		Case Management					
6			Eligibility Determination					
7	Functional Modules		Financial					
8			Intake					
9	Sub_Modules		Interfaces					
10			Reports					
11	Details		Integration Support					
12	Weighting System		Security Management					
13								
14	USAGE AND CAP							
15	All System Usage							
16								
17	Recipient Counts							
18								
19	Shared Usage LOE							
20								
21	Cost Allocation Plan							
22								
23	Child Welfare CAP							
24	OPTIONAL							
25	Program Summary							
26								
27	Format All System Usage							
28								
29	Format Shared Usage							
30								
31	Help Menu							

Figure 15 Sub_Modules Worksheet after Copying Names from Functional Modules

Overview. When you complete entry of the Functional Modules, and click the command button to **Copy to the Sub_Modules Worksheet**, this worksheet will display the functional module names copied from the Functional Modules worksheet, as shown in Figure 15 above.

Use the worksheet to expand functional modules to identify component sub_modules, if any. For each sub_module, provide a description and an allocation type. In Figure 16, below, the functional modules have been expanded to identify the sub_modules in each. Note that the single Functional Module of Alerts has been expanded into two sub_modules for Management and Staff.

After you complete entering Sub_Modules, clicking the **Copy to the Details Worksheet** command button will copy the Functional Module and Sub_Module names to the Detail worksheet for further breakdown.

	A	B	C	D	E	F	G	H
	CAM-TOOL MENU	?	Sub Modules		Copy to the Details Worksheet			
1			CAM-TEST Project					
2			FUNCTIONAL MODULE	SUB_MODULE	DESCRIPTION	ALLOCATION TYPE	BUDGETED COSTS	ACTUAL COSTS
3	SYSTEM		Alerts	Management	Alerts on actions that need man	Shared		
4	System Information		Alerts	Staff	Alerts that worker actions are ne	Shared		
5	Benefiting Programs		Assessment	Eligibility Verification	Online verification	Shared		
6	Allocation Structure		Assessment	Searches	Access information across legac	Shared		
7	Functional Modules		Case Management	Participant Data	Participant personal, employer	Shared		
8	Sub_Modules		Case Management	Child and Adult Services	Providers	Shared		
9	Details		Case Management	Means Tested Services	Apply guidelines for means-base	Shared		
10	Weighting System		Eligibility	Eligibility Determination	Eligibility qualification interview	Shared		
11	USAGE AND CAP		Financial	Obligations Management	Obligation creation and maintena	Shared		
12	All System Usage		Financial	Payment Processing	Receipt and processing of paym	Shared		
13	Recipient Counts		Financial	Deposit Processing	Create and reconcile bank depos	Shared		
14	Shared Usage LOE		Intake	Customer Info Inq	Customer information inquiry	Shared		
15	Cost Allocation Plan		Intake	Customer Info Maint	Customer information changes a	Shared		
16	Child Welfare CAP		Intake	Financial Affidavit	Customer financial and payment	Shared		
17	OPTIONAL		Interfaces	INT1	Interface legacy system 1 for Me	Direct		
18	Program Summary		Interfaces	INT2	Interface legacy system 2	Shared		
19	Format All System Usage		Interfaces	INT3	Interface legacy system 3	Shared		
20	Format Shared Usage		Interfaces	INT4	Interface legacy system 4 for FN	Direct		
21	Help Menu		Interfaces	INT5	Interface external system 5 for C	Direct		
22			Interfaces	INT6	Interface external system 6 for T	Direct		
23			Interfaces	INT7	Interface external system 7 for C	Direct		
24			Reports	Management	System and performance data fo	Shared		
25			Reports	Staff	Summary information for staff	Shared		
26			Integration Support	Demographics	Client information accessible acr	Shared		
27			Integration Support	Eligibility	Client eligibility information acc	Shared		
28			Integration Support	Medical	Client medical information acces	Shared		
29			Integration Support	Employment	Client employment information a	Shared		
30			Integration Support	Insurance	Client insurance information acc	Shared		
31			Integration Support	Education	Client education information acc	Shared		
32			Security Management	Security Data	Security and access data	Shared		
33								
34								
35								
36								
37								
38								

Functional and Sub module names will be copied to the Details Worksheet

Figure 16 Sub_Modules Worksheet After Entry of Sub_Modules

1. **Worksheet Data.** The worksheet provides the second level of detail in the allocation structure. You can expand the Functional Modules copied from the Functional Modules Worksheet to add one or more Sub_Modules, inserting rows as necessary. The worksheet documents each sub-module name, description, and the allocation type (Direct or Shared) from the dropdown list. The worksheet provides optional fields for entering budgeted or actual costs for each sub-module. Data fields include:

- Functional Module -- copied from Functional Modules spreadsheet. Insert additional rows to break out the Functional Module into multiple Sub_Modules. Copy or enter the Functional Module name to each new Sub_Module row.
- Sub Module -- enter descriptive name for each sub-module.
- Description -- enter description for each sub-module.
- Allocation Type -- dropdown list. Select Direct or Shared allocation type from the dropdown list for each Sub_Module. Allocation type is used in CAM-TOOL automated calculations on the Shared Usage LOE worksheet to distinguish sub-modules that are direct charges to one benefiting program, from those allocated to two or more benefiting programs.

ALLOCATION TYPE	BUD
Direct	
Shared	

Figure 17 Allocation Type Dropdown List

- Budgeted Costs -- document the estimated cost for each sub-module (optional).
- Actual Cost -- for future updates to your Cost Allocation Plan, you may add the actual costs for each sub-module (optional).

2. Command Button.

Copy to the Details Worksheet command button. This button copies the Functional Module and Sub_Module names to the Details worksheet. Clicking this button opens a message box asking if you wish to preserve or delete existing data on the Details worksheet.

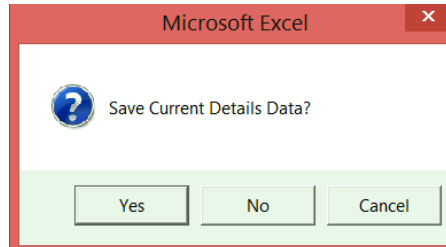


Figure 18 Save Details Data

Clicking **Yes** will save existing data on the Details worksheet. Sub_Module names will be transferred to the Details worksheet, making any necessary additions, changes, and deletions to Sub_Module names already on the Details worksheet.

Clicking **No** will replace all data on the Details Worksheet with the new Functional Module names.

Clicking **Cancel** closes the message box; you will remain in the Sub_Modules Worksheet.

3. Required Fields needed for the CAM-TOOL automated calculations.

- Functional Module names
- Sub_Module names
- Allocation Type

4. Data Copied To Worksheet. Functional Module names.

5. Data Copied From Worksheet.

- Functional Module names -- copied to Detail Worksheet.
- Sub_Module names -- copied to Detail Worksheet.
- Allocation Type -- "Direct" allocations copied to All System Usage.

6. Worksheet Calculations. None.

7. Constraints and Notes.

- You must NOT insert Columns between the defined columns for Functional Module, Sub_Module, Description, and Allocation Type. The CAM-TOOL looks for Allocation Type data in column "F" to use in later automated calculations and in developing the final Cost Allocation Plan.

You may insert as many rows as necessary, starting with Row 3, to document sub-modules.