

The Shared Usage LOE Worksheet

Click on the Shared Usage LOE menu option to open the Shared System Usage worksheet, as shown in Figure 41.

CAM-TOOL MENU SYSTEM	Shared Usage LOE (Level of Effort)													Create Cost Allocation Plan Summary			Create Cost Allocation Plan Section			Create Program Base Summary (Shared)			Format Shared Usage LOE (Copy)		
System Information	CAM-TEST Project																								
	FUNCTIONAL MODULE	SUB_MODULE	DETAIL	USAGE TYPE	WEIGHT TYPE	WEIGHT	BASE VALUE	NUM SMALL	NUM LARGE		SNAP	TANF	MED												
Benefiting Programs	Alerts	Management	Mgt Alert 1	Shared		20		1	3		6.663255444	6.663255444	6.663255												
	Alerts	Management	Mgt Alert 2	Shared		25		2	2		12.47940898		12.47940												
Allocation Structure	Alerts	Management	Mgt Alert 3	Shared		10		1	1		9.982032342														
Functional Modules	Alerts	Staff	Staff Alert 1	Shared		5		2	2		2.495732685	2.495732685													
	Alerts	Staff	Staff Alert 2	Shared		5		0	3		1.666666667	1.666666667	1.666666												
Sub Modules	Alerts	Staff	Staff Alert 3	Shared		12		1	4		2.998659983	2.998659983	2.998659												
Details	Assessment	Eligibility Verification	None	Shared		150		3	3		45.27893679	45.27893679	45.27893												
	Assessment	Searches	None	Shared		125		3	3		37.73244733	37.73244733	37.73244												
Weighting System	Case Management	Participant Data	Person data	Shared		100		7	4		22.22124148	22.22124148	22.22124												
	Case Management	Participant Data	Education	Shared		100		6	1																
USAGE AND CAP	Case Management	Participant Data	Employment	Shared		100		3	3		28.75599342	28.75599342													
All System Usage	Case Management	Participant Data	Grants	Shared		75		5	4		18.63112712	18.63112712	18.63112												
	Case Management	Child and Adult Services	None	Shared		120		3	3		39.72612026	39.72612026	39.72612												
Recipient Counts	Case Management	Means Tested Services	Interactive Review	Shared		100		3	3		33.08043174	33.08043174	33.08043												
Shared Usage LOE	Case Management	Means Tested Services	Integration with XNDS	Shared		100		3	3		38.10510022	38.10510022	38.10510												
	Case Management	Means Tested Services	Interface Controllers Office	Shared		75		4	3		24.79520682	24.79520682	24.79520												
Cost Allocation Plan	Case Management	Means Tested Services	Overpayments Analysis	Shared		120		4	3		39.67233092	39.67233092	39.67233												
	Case Management	Means Tested Services	Quality Control Reviews	Shared		200		4	3		66.12055153	66.12055153	66.12055												
Child Welfare CAP	Eligibility	Eligibility Determination	None	Shared		12		3	3		3.622314944	3.622314944	3.622314												
	Financial	Obligations Management	None	Shared		275		4	4		65.49167534	65.49167534	65.49167												
OPTIONAL	Financial	Payment Processing	None	Shared		200		5	4		47.61341876	47.61341876	47.61341												
	Financial	Deposit Processing	None	Shared		200		5	4		47.61341876	47.61341876	47.61341												
Program Summary	Intake	Customer Info Inq	None	Shared		100		7	4		22.22124148	22.22124148	22.22124												
	Intake	Customer Info Maint	None	Shared		100		7	4		22.22124148	22.22124148	22.22124												
Format All System Usage	Intake	Financial Affidavit	None	Shared		100		4	4		23.1472968	23.1472968	23.14729												
	Interfaces	INT2	INT2 for TANF	Direct		50		0	1				50												
Format Shared Usage	Interfaces	INT2	INT2 for CSE	Direct		50		0	1																
	Interfaces	INT3	INT3 for TANF	Direct		50		0	1				50												
Help Menu	Interfaces	INT3	INT3 for CSE	Direct		50		0	1																

Figure 41 Shared Usage LOE Worksheet.

Overview. At this point in the cost allocation process, the final shared usage level of effort values have been calculated, and the results have been copied onto this worksheet.

Four command buttons on the worksheet allow you to populate additional worksheets: **Cost Allocation Plan**, **Cost Allocation Plan Section**, **Program Base Plan Summary (Shared)** and **Format Shared Usage LOE (Copy)**.

Note: data copied from the worksheet is identified under each command button. Constraints are also identified as they apply to each command button.

1. Data Copied To Worksheet.

- Functional Module, Sub_Module, Detail, Usage Type, Weight Type, Weight, Base Value, Num Small, Num Large, Benefiting Programs abbreviations and calculated share of development effort are copied onto this worksheet from the Recipient Count Worksheet, by use of the command button **Calculate Shared Usage Level of Effort (LOE)**.

2. Worksheet Command Buttons.

- Create Cost Allocation Plan Summary** command button.
This button generates a cost allocation summary for all benefiting programs and displays the result on the Cost Allocation Plan worksheet. The Cost Allocation Summary lists the benefiting programs and the calculated share of usage for each program. Clicking the button initiates the calculations, and then opens the Cost Allocation Plan Worksheet to display results.

Calculation 1: In creating the Summary, the CAM-TOOL first adds up all of the shared usage level of effort values for each of the benefiting programs, as shown on the shaded Program Totals row in Figure 42 below. In the example, the total of FS

program usage is 33.288, the total for TANF is 10.826, for MED the total is 20.8105, for Program 4 the total is .0315, and for Program 5, the total is .045.

Calculation 2: The CAM-TOOL then determines a grand total for the shared usage elements. The grand total for the program totals is 65.

Calculation 3: Finally, the CAM-TOOL calculates the ratio of the grand total for each program.

FS program usage total of 33.288 represents 51 percent of the grand total, or .5121.
 TANF program usage total of 10.826 represents 16 percent of the grand total, or .1616.
 MED program usage total of 20.8105 represents 32 percent of the grand total, or .3202.
 Program 4 usage total of .0315 represents .05 percent of the grand total, or .0005.
 Program 5 usage total of .045 represents .07 percent of the grand total, or .0007.

The percent shares in decimal format are summed in the Total column to show that the final percentages add up to the "1," accounting accurately for the full grand total of 65.

Functional Module	Sub_Module	Detail	Base Value	Weight	FS	TANF	MED	Program4	Program5	Total
Alerts	Management	AL1	20		6.664	6.664	6.664	0.01		20
Alerts	Management	AL2	25		12.48		12.48	0.0175	0.0225	25
Alerts	Management	AL3	10		9.982				0.018	10
Alerts	Staff	AL4	5		2.4955	2.4955		0.004	0.0045	5
Alerts	Staff	AL5	5		1.6665	1.6665	1.6665			5
TOTALS:					33.288	10.826	20.8105	0.0315	0.045	65
Percent Share in decimal format:					0.5121	0.1666	0.3202	0.0005	0.0007	1.0000

Figure 42 Usage Totals for Cost Allocation

Calculation 4: The resulting percent share in decimal format is displayed on the Cost Allocation Plan Summary as each program's "fair share" of the allocation budget.

- **Create Cost Allocation Plan Section** command button.
 Clicking this button generates subset or section of cost-allocation for selected system components. This button performs the same calculations as the Create Cost Allocation Plan Summary button, but does so for a selected set of system components.

Clicking on this button opens the Create Cost Allocation Section userform listing all system components, as shown in Figure 43.

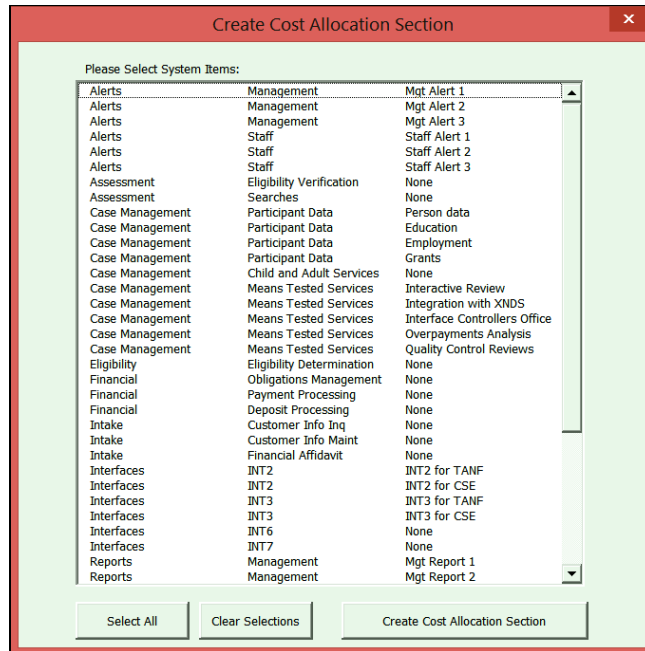


Figure 43 Create Cost Allocation Section

- **Please select system items.** Highlight one or more system functions to compose the "section" you wish to summarize.
- **Select All** button. Click to select all system components for summarization.
- **Clear Selections** button. Click to remove all highlights.
- **Create Cost Allocation Section** button. Click to open a confirming message box asking "Are you sure that you want to create a cost allocation section?"

Clicking **Yes** will open a naming message box (Enter Name of Cost Allocation Section).

Clicking **No** closes the message box; you will remain in the "Create Cost Allocation Section screen."

- **Enter Name of Cost Allocation Section message box** is shown in Figure 44 below. Enter a descriptive name for the cost allocation section / subset.

(Note: The Cost Allocation Plan worksheet will display any number of cost allocation plan sections that you wish to create. Use a naming convention that will allow you to distinguish the basis for each scenario.)

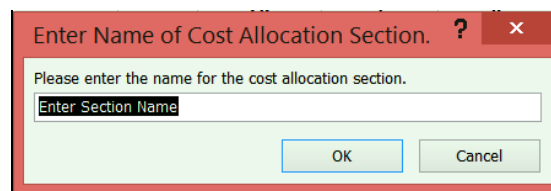


Figure 44 Create Cost Allocation Section Highlighted

Clicking **OK** will summarize the program shares for the highlighted items and copy the results to the Cost Allocation Plan worksheet.

Clicking **Cancel** closes the message box without naming the new Section.

NOTE: Creating a Cost Allocation Plan Section does not delete existing data on the Cost Allocation Plan Worksheet. Each time a Cost Allocation Plan Section is created, the new Section is appended below existing summaries on the Cost Allocation Plan worksheet. This allows you to create an overall summary, and to separately generate and display summaries of any subset combination of system functions. See the Cost Allocation Plan Worksheet for examples.

- **Create Program Base Summary (Shared)** command button

This button is optional to the basic computations of the CAM-TOOL. The button creates a summary of shared usage by benefiting program, and displays results on the Program Summary worksheet. The optional summary worksheet is provided for reference and for your use for further calculations, analysis, or formatting.

How it works: one benefiting program may share in the use 45 of 100 system components, and a second benefiting program may share in the use of 30 of 100 system components. This button will create two separate lists of shared system components on the Program Summary worksheet, one for each benefiting program.

Clicking this button opens a message box warning "All information in the Program Base Summary worksheet will be DELETED! Are you sure that you want to create a program base summary for shared usage?"

Click **Yes** to copy information to the Program Base Summary worksheet and open the worksheet.

Click **No** to close the message box; you will remain in the Shared System Usage worksheet.

Copied data includes, for each benefiting program, the total number of shared system components used; a list of each component's name, base value, and calculated final value.

Note: This button differs from the Create Program Summary (All) button on the All System Usage worksheet in the amount of data copied.

- **Format Shared Usage LOE (Copy)** command button.

This button creates an optional copy of all worksheet information onto the Format Shared Usage LOE worksheet. The optional worksheet is provided for reference and your use for further calculations, analysis, or formatting.

Clicking this button opens a message box warning "All information in the Format Shared Usage LOE worksheet will be DELETED! Are you sure that you want to create new summary for shared usage?"

Click **Yes** to copy information to the Format Shared Usage LOE worksheet and open the worksheet.

Click **No** to close the message box; you will remain in the Shared System Usage worksheet.

Copied data includes all data visible on the worksheet.

3. Data Copied From Worksheet. Data copied to Cost Allocation Plan Worksheet for includes Program Abbrev, and calculated values for program share of cost.

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

- Functional Module
- Sub_Module
- Detail
- Program Abbrev
- Usage Type (calculated from Recipient Counts Worksheet)
- Weight Type (if used in this scenario)
- Weight (if used in this scenario)
- Base Value
- Num_Small (calculated from Recipient Counts Worksheet)
- Num_Large (calculated from Recipient Counts Worksheet)
- Usage (calculated from Recipient Counts Worksheet)