

The Format Shared Usage Worksheet

Click on the Format Shared Usage menu option to open the Format Shared Usage worksheet, as shown in Figure 56.

A	B	C	D	E	F	G	H	I	J	K	L
CAM-TOOL MENU SYSTEM	?	Format Shared Usage LOE	Sum Program Values (Program Totals)	Sum Program Values (SubTotal)	Copy Worksheet for Backup						
System Information		CAM-TEST Project									
Benefiting Programs		FUNCTIONAL_MODULE	SUB_MODULE	DETAIL	USAGE_TYPE	WEIGHT_TYPE	WEIGHT	BASE_VALUE	NUM_SMALL	NUM_LARGE	SNAP
Allocation Structure		Alerts	Management	Mgt Alert 1	Shared		20	1	3	6.663255444	
Functional Modules		Alerts	Management	Mgt Alert 2	Shared		25	2	2	12.47940898	
Sub_Modules		Alerts	Management	Mgt Alert 3	Shared		10	1	1	9.982032342	
Details		Alerts	Staff	Staff Alert 1	Shared		5	2	2	2.495732689	
Weighting System		Alerts	Staff	Staff Alert 2	Shared		5	0	3	1.666666667	
USAGE AND CAP		Alerts	Staff	Staff Alert 3	Shared		12	1	4	2.998659983	
All System Usage		Assessment	Eligibility Verification	None	Shared		150	3	3	45.27893679	
Recipient Counts		Assessment	Searches	None	Shared		125	3	3	37.73244733	
Shared Usage LOE		Case Management	Participant Data	Person data	Shared		100	7	4	22.22124148	
Cost Allocation Plan		Case Management	Participant Data	Education	Shared		100	6	1		
Child Welfare CAP		Case Management	Participant Data	Employment	Shared		100	3	3	28.75593542	
OPTIONAL		Case Management	Participant Data	Grants	Shared		75	5	4	18.63112712	
Program Summary		Case Management	Child and Adult Services	None	Shared		120	3	3	39.72612026	
Format All System Usage		Case Management	Means Tested Services	Interactive Review	Shared		100	3	3	33.08043174	
Format Shared Usage		Case Management	Means Tested Services	Integration with XNDS	Shared		100	3	3	33.10510022	
Help Menu		Case Management	Means Tested Services	Interface Controllers Office	Shared		75	4	3	24.79520682	
		Case Management	Means Tested Services	Overpayments Analysis	Shared		120	4	3	39.67233092	
		Case Management	Means Tested Services	Quality Control Reviews	Shared		200	4	3	66.12055153	
		Eligibility	Eligibility Determination	None	Shared		12	3	3	3.622314944	
		Financial	Obligations Management	None	Shared		275	4	4	65.49167534	
		Financial	Payment Processing	None	Shared		200	5	4	47.61341876	
		Financial	Deposit Processing	None	Shared		200	5	4	47.61341876	
		Intake	Customer Info Inq	None	Shared		100	7	4	22.22124148	
		Intake	Customer Info Maint	None	Shared		100	7	4	22.22124148	
		Intake	Financial Affidavit	None	Shared		100	4	4	23.1472968	
		Interfaces	INT2	INT2 for TANF	Direct		50	0	1		
		Interfaces	INT2	INT2 for CSE	Direct		50	0	1		
		Interfaces	INT3	INT3 for TANF	Direct		50	0	1		
		Interfaces	INT3	INT3 for CSE	Direct		50	0	1		

Figure 56 Format Shared Usage Worksheet

Overview. Data was copied from the Shared Systems Usage LOE worksheet by action of the command button **Format Shared System Usage LOE (Copy)**.

This worksheet is optional to the basic computations of the CAM-TOOL. You are free to manipulate data, make further calculations, or conduct any customized analyses needed, without affecting CAM-TOOL operations.

Please note that data on this worksheet is completely refreshed whenever you click the **Format Shared System Usage LOE (Copy)** command button on Shared System Usage worksheet. You may use the command button **Copy Worksheet for Backup** to preserve any changes you make to the worksheet.

1. Data Copied to the Worksheet.

- Functional Module.
- Sub-Module
- Detail
- Usage_Type
- Weight_Type and Weight
- Base Value
- Num_Small and Num_Large
- Program Abbreviation columns
- Program usage (calculated level of effort attributed to each benefiting program)

2. Command Buttons.

- **Sum Program Values (Program Totals)** command button. Click this button to highlight a group of system components used by one or more programs and then to tally the number of components used by each program in the group.

- 1) Clicking the button opens the Sum Values by Program userform.
- 2) Click into a benefiting program column, on the topmost cell to be totaled. Hold the left mouse button and highlight the area to be totaled. The cells you select must be a continuous rectangular area.

You may select all the cells in one program column, or all the cells for a particular program function, across several columns. In Figure 57 below, the SNAP, TANF, and MED benefiting programs columns are highlighted, and the selection field shows L18:N46 as the area to be totaled.

TYPE	WEIGHT_TYPE	WEIGHT	BASE_VALUE	NUM_SMALL	NUM_LARGE	SNAP	TANF	MED	
			75	4	3	24.79520682	24.79520682	24.79520682	
			120	4	3	39.67233092	39.67233092	39.67233092	
			200	4	3	66.12055153	66.12055153	66.12055153	
			12	3	3	3.622314944	3.622314944	3.622314944	
			275	4	4	65.49167534	65.49167534	65.49167534	65.
			200	5	4	47.61341876	47.61341876	47.61341876	47.
			200	5	4	47.61341876	47.61341876	47.61341876	47.
						22.22124148	22.22124148	22.22124148	22.
						22.22124148	22.22124148	22.22124148	22.
						23.1472968	23.1472968	23.1472968	23
						50			
						50			
						50			
			50	0	1				
			50	0	1				
			30	5	4	7.452450847	7.452450847	7.452450847	7.4
			80	4	4	19.88203065	19.88203065	19.88203065	19.
			20	5	4	4.968300565	4.968300565	4.968300565	4.9
			50	6	4	11.89829147	11.89829147	11.89829147	11.
			20	7	4	4.444248295	4.444248295	4.444248295	4.4
			20	7	4	4.444248295	4.444248295	4.444248295	4.4
			10	7	4	2.222124148	2.222124148	2.222124148	2.2
			12	7	4	2.666548977	2.666548977	2.666548977	2.6
			10	7	4	2.222124148	2.222124148	2.222124148	2.2
			10	7	4	2.222124148	2.222124148	2.222124148	2.2
			10	5	4	2.484150282	2.484150282	2.484150282	2.4
			10	5	4	2.484150282	2.484150282	2.484150282	2.4
			80	7	4	17.77699318	17.77699318	17.77699318	17.
			80	7	4	17.77699318	17.77699318	17.77699318	17.

Figure 57 Cells Selected for Program Totals

- 3) Clicking OK opens the Select the Output Cells window, asking you to "Select Output Cells for Program Totals."

PT_TYPE	WEIGHT	BASE_VALUE	NUM_SMALL	NUM_LARGE	SNAP	TANF	MED
		20	5	4	4.968300565	4.968300565	4.968300565
					11.89829147	11.89829147	11.89829147
					4.444248295	4.444248295	4.444248295
					4.444248295	4.444248295	4.444248295
					2.222124148	2.222124148	2.222124148
					2.666548977	2.666548977	2.666548977
					2.222124148	2.222124148	2.222124148
					2.222124148	2.222124148	2.222124148
					2.484150282	2.484150282	2.484150282
					2.484150282	2.484150282	2.484150282
		10	5	4			
		80	7	4	17.77699318	17.77699318	17.77699318
		80	7	4	17.77699318	17.77699318	17.77699318
		80	7	4	17.77699318	17.77699318	17.77699318

Figure 58 Cells Selected to Display Program Totals

Select the cells (one below each program column) to display totals. Click into an empty cell below the first benefiting program you selected. Holding down the left mouse button, select adjacent empty cells below the program columns to be totaled. In Figure 58, adjacent cells L50:N50 under the SNAP, TANF, and MED columns have been selected to hold totals.

Clicking **OK** will add the totals into the cells you have selected.

Clicking **Cancel** will close the window with a confirming message box; you will remain in the Format All System Usage worksheet.

Note: The CAM-TOOL does not label the new totals. You need to create a descriptive label for the group of totals in a nearby cell, i.e., the “Totals” shown in the example was entered manually after the totals were created.

- 4) You may use the **Sum Program Values (Program Totals)** command button to create any number of totals, because the button does not automatically delete or overwrite data.
- **Sum Program Values (Subtotal)** command button.
Click this button to calculate a single total for the usage shares within a single highlighted group, whether that group is within one column, or drawn across several program columns. Use this button to total a particular set of functions in one or more program columns, such as all Alerts.
- 1) Clicking the button opens the Subtotal Selected Values window asking you to “Select the cells that you want to tally.”

To select the cells you want to tally, click into the topmost cell to tally. The cells you select must be a continuous rectangular area.

You may select all the cells in one program column, or all the cells for a particular program function, across several columns. In Figure 59 below, Security functions were selected for the SNAP, TANF, and MED programs. The selection field shows L44:N46 will be totaled.

WEIGHT_TYPE	WEIGHT	BASE_VALUE	NUM_SMALL	NUM_LARGE	SNAP	TANF	MED
	20	7	4	4.444248295	4.444248295	4.444248295	
			4	2.222124148	2.222124148	2.222124148	
			4	2.666548977	2.666548977	2.666548977	
			4	2.222124148	2.222124148	2.222124148	
			4	2.222124148	2.222124148	2.222124148	
			4	2.484150282	2.484150282	2.484150282	
			4	2.484150282	2.484150282	2.484150282	
			4	17.77699318	17.77699318	17.77699318	
	80	7	4	17.77699318	17.77699318	17.77699318	
	80	7	4	17.77699318	17.77699318	17.77699318	

Figure 59 Cells Selected to Tally

- Clicking OK opens the Select Output Cell window asking you to "Select one Output Cell to display the Subtotal." Click into one empty cell to display the calculated total. In the illustration below, L50 has been selected to display the total.

WEIGHT_TYPE	WEIGHT	BASE_VALUE	NUM_SMALL	NUM_LARGE	SNAP	TANF	
	20	7	4	4.444248295	4.444248295	4.444248295	4.44
			4	2.222124148	2.222124148	2.222124148	2.22
			4	2.666548977	2.666548977	2.666548977	2.66
			4	2.222124148	2.222124148	2.222124148	2.22
			4	2.222124148	2.222124148	2.222124148	2.22
			4	2.484150282	2.484150282	2.484150282	2.48
			4	2.484150282	2.484150282	2.484150282	2.48
			4	17.77699318	17.77699318	17.77699318	17.7
	80	7	4	17.77699318	17.77699318	17.77699318	17.7
	80	7	4	17.77699318	17.77699318	17.77699318	17.7

Figure 60 Usage Total for Selected Cells

Clicking **OK** will add the total into the cell you have selected.

Clicking **Cancel** will close the window with a confirming message box; you will remain in the Format All System Usage worksheet.

Note: the CAM-TOOL does not label the new total. You need to create a descriptive label for each total in a nearby cell.

- You may use the **Sum Program Values (Subtotal)** command button to create any number of totals, because the button does not automatically delete or overwrite data.

- Copy Worksheet for Backup command button.**

Clicking the button copies the entire worksheet tab, creating a new tab FORMAT_SHARED_USAGE_(2). Right-click the new worksheet tab and select Rename to give your tab a scenario-specific name.

3. Required Fields needed for the CAM-TOOL automated calculations. None