

## The Details Worksheet

Click on the Details menu option to open the Details worksheet, as shown in Figure 19.

	A	B	C	D	E	
	CAM-TOOL MENU SYSTEM	?	Details		Copy to the All System Usage Worksheet	
1	System Information		CAM-TEST Project			
2			FUNCTIONAL_MODULE	SUB_MODULE	DETAIL	DESCRIPTION
3	Benefiting Programs		Alerts	Management		
4			Alerts	Staff		
5	Allocation Structure		Assessment	Eligibility Verification		
6			Assessment	Searches		
7	Functional Modules		Case Management	Participant Data		
8			Case Management	Child and Adult Services		
9	Sub_Modules		Case Management	Means Tested Services		
10			Eligibility	Eligibility Determination		
11	Weighting System		Financial	Obligations Management		
12			Financial	Payment Processing		
13	USAGE AND CAP		Financial	Deposit Processing		
14			Intake	Customer Info Inq		
15	All System Usage		Intake	Customer Info Maint		
16			Intake	Financial Affidavit		
17	Recipient Counts		Interfaces	INT1		
18			Interfaces	INT2		
19	Shared Usage LOE		Interfaces	INT3		
20			Interfaces	INT4		
21	Cost Allocation Plan		Interfaces	INT5		
22			Interfaces	INT6		
23	OPTIONAL		Interfaces	INT7		
24	Program Summary		Reports	Management		
25			Reports	Staff		
26	Format All System Usage		Integration Support	Demographics		
27			Integration Support	Eligibility		
28	Format Shared Usage		Integration Support	Medical		
29			Integration Support	Employment		
30	Help Menu		Integration Support	Insurance		
31			Integration Support	Education		
32			Security Management	Security Data		

**Figure 19 Details Worksheet after Copying Names from Sub\_Modules Worksheet**

**Overview.** When you complete entry of the Sub\_Modules, and click the command button to **Copy to the Details Worksheet**, this worksheet will display the functional module and sub-module names.

The worksheet documents the third level of the allocation structure. You will expand the Sub\_Modules copied into the worksheet to add one or more Detail objects, inserting rows as necessary. The worksheet documents the name and description for each detail object or program. In Figure 20, below, the sub-module rows have been expanded to identify the detail objects in each. Note that the single Sub\_Module for Management Alerts has been expanded into three detail-level alerts, Mgt Alert 1, Mgt Alert 2, and Mgt Alert 3.

After you complete entering data for the Detail level of allocation, clicking the **Copy to the All System Usage Worksheet** command button will copy the Functional Module names, Sub-Module names, and Detail names to the All System Usage worksheet.

	A	B	C	D	E	F
	CAM-TOOL MENU	?	Details		Copy to the All System Usage Worksheet	
1			CAM-TEST Project			
2			FUNCTIONAL MODULE	SUB MODULE	DETAIL	DESCRIPTION
3	SYSTEM		Alerts	Management	Mgt Alert 1	Financial action pending
4			Alerts	Management	Mgt Alert 2	Case Action pending
5	System Information		Alerts	Management	Mgt Alert 3	Security action pending
6			Alerts	Staff	Staff Alert 1	Ticklers
7	Benefiting Programs		Alerts	Staff	Staff Alert 2	Payment suspended
8			Alerts	Staff	Staff Alert 3	Case Action pending
9	Allocation Structure		Assessment	Eligibility Verification	None	
10			Assessment	Searches	None	
11	Functional Modules		Case Management	Participant Data	Person data	Client personal demographic data
12			Case Management	Participant Data	Education	Client education data
13	Sub_Modules		Case Management	Participant Data	Employment	Client employment data
14			Case Management	Participant Data	Grants	Client
15	Details		Case Management	Child and Adult Services	None	Provid
16	Weighting System		Case Management	Means Tested Services	Interactive Review	Struct
17			Case Management	Means Tested Services	Integration with XNDS	Integra
18	USAGE AND CAP		Case Management	Means Tested Services	Interface Controllers Office	Access
19			Case Management	Means Tested Services	Overpayments Analysis	Analys
20	All System Usage		Case Management	Means Tested Services	Quality Control Reviews	Green
21			Eligibility	Eligibility Determination	None	
22	Recipient Counts		Financial	Obligations Management	None	
23			Financial	Payment Processing	None	
24	Shared Usage LOE		Financial	Deposit Processing	None	
25			Intake	Customer Info Inq	None	
26	Cost Allocation Plan		Intake	Customer Info Maint	None	
27			Intake	Financial Affidavit	None	
28	Child Welfare CAP		Interfaces	INT1	None	
29			Interfaces	INT2	INT2 for TANF	Interface legacy sys 2 for TANF only
30	OPTIONAL		Interfaces	INT2	INT2 for CSE	Interface legacy sys 2 for CSE only
31			Interfaces	INT3	INT3 for TANF	Interface legacy system 3 for TANF
32	Program Summary		Interfaces	INT3	INT3 for CSE	Interface legacy system 3 for CSE
33			Interfaces	INT4	None	
34	Format All System Usage		Interfaces	INT5	None	
35			Interfaces	INT6	None	
36	Format Shared Usage		Interfaces	INT7	None	
37			Reports	Management	Mgt Report 1	Mgt Report dashboard
38	Help Menu		Reports	Management	Mgt Report 2	Financial summary

Functional, Sub\_Module, and Detail names will be copied to All System Usage Worksheet

**Functional, Sub Module, and Detail names will be copied to All System Usage Worksheet**

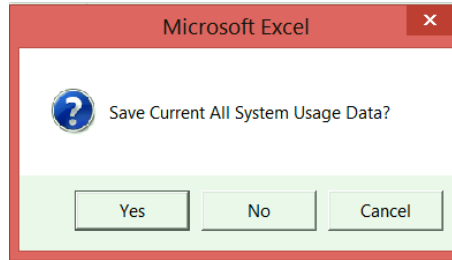
**Figure 20 Completed Details Worksheet After Entry of Detail**

1. **Worksheet Data.** Data fields include:

- **Functional Module** -- copied automatically from the Functional Modules spreadsheet. As you create each new Detail row, enter or copy the Functional Module name to the row.
- **Sub\_Module** -- copied by the CAM-TOOL from Functional Modules spreadsheet. As you create each new Detail row, enter or copy the Sub\_Module name to the row.
- **Detail** -- enter the name of each Detail level object or program. If there is no Detail level object for a Sub\_Module, enter "none" for the Detail name.
- **Description** -- Enter a description for each Detail object or program.

2. **Command Button.**

**Copy to the All System Usage Worksheet** command button. This button copies the functional module, sub-module, and details names to the All System Usage worksheet for weight, base value, and program usage assignment. Clicking this button opens a message asking if you wish to preserve or delete existing data on the All Systems Usage worksheet.



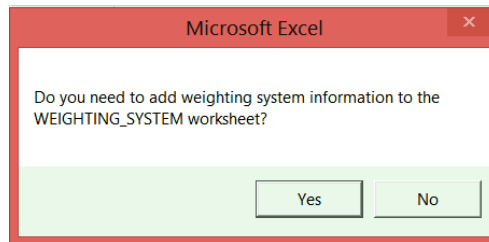
**Figure 21 Save All System Usage Data**

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

Clicking **No** will replace all data on the All Systems Usage Worksheet with the new Details module names.

Clicking **Cancel** closes the message box; you will remain in the Details worksheet.

After data is copied to the All System Usage worksheet, a message box will appear asking if you need to complete Weighting System data.



**Figure 22 Add Weighting System Information**

Clicking **Yes** your screen redirects to the Weighting System Worksheet so you can add weighting system narrative.

Clicking **No** displays the All System Usage worksheet.

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

- Functional Module names
- Sub\_Module names (optional)
- Detail names (optional)

### **4. Data Copied To Worksheet.**

- Functional Module
- Sub\_Module

### **5. Data Copied From Worksheet.**

- Functional Module names -- copied to All System Usage Worksheet, Recipient Counts Worksheet, and Shared Usage Worksheet

- Sub\_Module names -- copied to All System Usage Worksheet, Recipient Counts Worksheet, and Shared Usage Worksheet.
- Detail names -- copied to All System Usage Worksheet, Recipient Counts Worksheet, and Shared Usage Worksheet.

**6. Worksheet Calculations.** None.

**7. Constraints and Notes.** None.