

Training Handout: General MPR Submission

Overview: The following training handout reviews step-by-step instructions on how to submit a Monthly Payment Request (MPR) – Special Funding, Primary Funding, or Lifeline Funding.

Step	Action
1.	Login to the OUSF Portal using the Decisions software: <u>https://occ.decisions.com/</u>
	USERNAME OR EMAIL User@provider.com PASSWORD Image: Compare the C
2.	Provider Dashboard/Home will automatically open upon login. When navigating through the OUSF Portal, the HOME button in the upper blue tool bar may be selected to return to the main
	dashboard/Home.
	OKLAHOMA UNIVERSAL SERVICE FUND
	Actions Special Funding Provider X Select Menu
	Fund Year 2024 (7/1/2023 - 6/30/2024) Cumulative Funding Of
	Total Approved Funding From All Sources Current Approved Causes Current Monthly Payment Request Status Change Requests Submitted
	⁸ \$3,984,968.23 22 ^{Andre your (8%)} ¹ Andre your (8%) ² Andre your (8%) ³ Andre your (8%)
	Special Funding Primary Funding School Library Telemedicine Lifeline K Case G Case
	Total FY FundingTotal FY FundingTotal FY FundingTotal FY FundingTotal FY Funding\$17,355.99\$5,274.20\$242.68\$0.00\$2,011,673.36\$1,950,422.00
	Current Approved Causes 11 Current Approved Causes 5 Current Approved Causes 2 Current Approved Causes 0
	Number Of Active Circuits 20 Number Of Active Circuits 5 Number Of Active Circuits 3

Last Updated: MAY 31st, 2024



Action
 Monthly OUSF funding consists of two parts: 1. Pending Disbursements – Includes Lump Sums from new cases and Refunds 2. Automatically Generated MPRs – Includes Active Circuit Monthly Recurring for circuits that are not on hold, Monthly Recurring Catch-up (MRC) from new cases, and catch-up payments from Change Requests. (See Step 4 to view/submit the MPR)
MPR Submission Process Note: When submitting an MPR, it is recommended the Provider check the Pending Disbursements and note any payments that will be included on the current disbursement. If Lump Sum payments are on the Pending Disbursements, you can expect to see the Monthly Recurring (MRC) payments on the MPR. The Pending Disbursements page will automatically open in a new window after an MPR submission.
To view the Pending Disbursements , use the Pending Disbursements tab in the top blue tool bar or navigate to "Menu". Note: This page is for viewing only. These payments are scheduled by the OUSF team/Decisions. There is no action necessary by the provider to initiate these payments.
Menu
Select the arrow down from the blank box:
Available Pages
Select
Select Pending Disbursements and then choose the select button:
Available Pages
Home Pending Disbursements My To Do List Historic Funding Active Circuit Details



Step	Action
	To view/submit the Automatically Generated MPR, navigate to "Actions" Actions MPR Submission Process Note: When submitting an MPR, if the Provider has multiple funding types (Special, Primary, and/or Lifeline), a selection form will appear for the available MPR Funding Types to generate. *NOTE: A separate submission should be generated for each applicable MPR
	Funding type. 1. <u>Special Funding</u> 2. <u>Primary Funding</u> 3. <u>Lifeline Funding</u>
5.	Select "New Monthly Payment Request" Actions × Choose an option: × New Monthly Payment Request × Technology Upgrade × Set Ending Service Date Method × Update Contact Info ×
6.	 NOTE: If an MPR has already been submitted for the period, a warning screen will be generated. Options are available to make no changes to the submitted MPR or edit the submitted MPR: Exit the warning screen (no changes will be made), or To make changes to the submitted MPR, select "Restart" to fully delete the request for the selected funding type, and start the submission process from the beginning. NOTE: The option to restart is only available through the 10th day of the month unless the 10th falls on a weekend or holiday, and submission will be allowed until the following business day.



Step	Action	
	Warning! A payment registed has been submitted for this month. See details below. If you wish to make changes, click the "Rester" button, which fully deletes this request and starts the process from the beginning. "Sphere in recent are only wished through the law shared much. Total: \$1,816.49	B X
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	1 DOUBDETH 6/1/2023 6/30/2023 \$1,816.45	
	2 571/2023 5731/2023 52.50 1 5751/2023 61/2023 52.50	
	1 MARKET 6(17021 470/2021 \$2.50	
	Bot	
7.	Attest and certify that no further updates need to be made and generate the submission by checking the attestation box and selecting "GENERATE THE SUBMISSION."	
	1. Select the "UPDATES TO SUBMIT" button to add necessary updates.	
	2. Once all updates have been made, check the attestation box and select the "GENERATE THE SUBMISSION" button to proceed.	
	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.	
	UPDATES TO SUBMIT	1.



Navig	gate to	differe	nt optior	ns. Optio	ns ava	ailable are	e:				
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٠	<u>Data</u>	Discre	pancy Id	entified							
MPR fo	or Special Fund	ling								*	
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Last Updated: MAY 31st, 2024



APR for Special Funding	Ê.								
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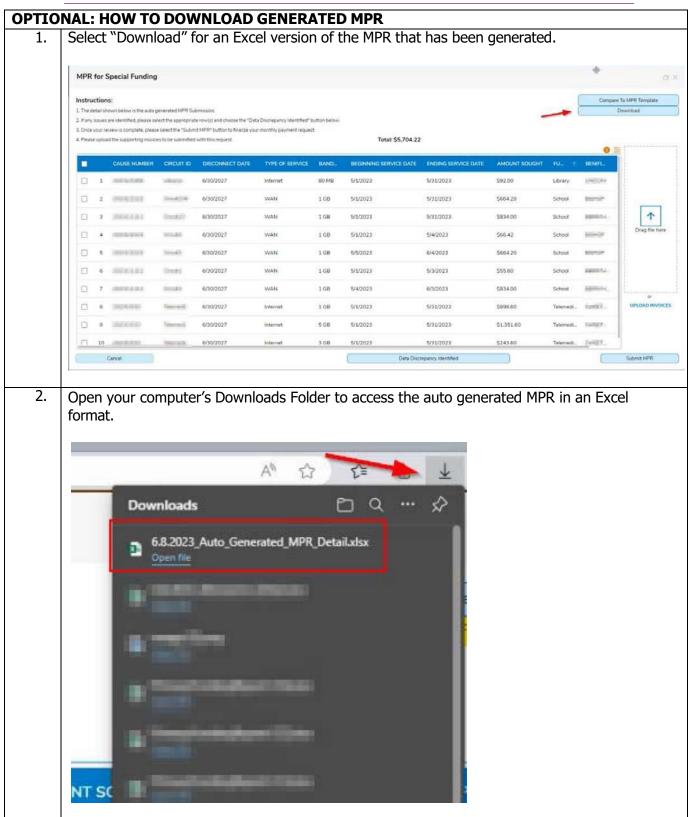


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• **NOTE:** The description column specifies the exact difference detected.

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MF	IPR for Special Fundir		. ,					
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	CAUSE NUMBE	R CIRCUIT ID	CIRCUIT DISCONNECT	DATE TYPE OF SERVICE	BEGINNING SERVIC	E DATE ENDING SERVICE D	ATE AMOUNT SOUGHT REMARKS	FUNDING
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Last Updated: MAY 31st, 2024



3.	Confirmation of the discrepancy submission will appear:	
	Select "DISMISS" to close the confirmation box	
	Request Submitted Your request on data discrepancies is sent for review. You can move forward or raise further requests. DISMISS	
	NOTE : Notification does not alter the MPR submission, it only sends notice to OUSF. OUSF	
	will research the discrepancy and respond. An email will be sent to the user and the OUSF	
	inbox to document that the discrepancy has been submitted.	
	ry Funding MPR Submission	
1.	1. Validate that the calculated funding amount is correct.	
	a. Edit dates and amounts, if necessary.	
	2. Upload supporting documentation.a. NOTE: MPR submission cannot be completed without uploading supporting	
	documentation	
	3. Once complete, select "Submit"	
	Primary Funding Documentation Required	
	Review the line items below. Z. Confirm/edit all dates and amounts.	
	3. Upload all supporting request documentation and select "Submit" to finalize.	
	2 2 Upload	
	CAUSE NUMBER BEGINNING SERVIC ENDING SERVICE D AMOUNT SOUGHT	
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	or	
	UPLOAD FILE(S)	
	3 Submit	



2.	After MDDs are schwitted the MDD Commence Devouillinger un
۷.	After MPRs are submitted, the MPR Summary Box will pop up.
	 Press Continue to close Summary Box and return to the main Dashboard.
	MPR Submitted
	Thank you for your submission for Lifeline Primary Provider
	3 rows were submitted, totaling \$3,637.50
	0 were for Special funding
	2 were for Lifeline funding
	1 were for Primary funding
	Your request will be reviewed after the 10th.
	All approved funding will be paid by the 25th.
	Continue
Lifelin	e Funding MPR Submission
1.	Validate the following fields. Edit, as necessary:
	• Cause Number
	 Beginning Service Date – reflects the prior Month's Beginning Service Date
	 Ending Service Date – reflects the prior Month's Ending Service Date
	 Beginning Customer Count – reflects the prior Month's Customer Count
	Update the following fields:
	 # Added: Enter the number of customers who have been added to funding since the prior month's submission.
	# Removed: Enter the number of customers who have been removed from funding since the prior month's submission numbers.
	 If the edited fields are incorrect, select "Clear & Restart" which will delete the entered numbers for all rows (# Added and # Removed).
	Validate the following fields:
	 Ending Customer Count – reflects the customer count for the current month. i.e.: Beginning Customer Count # + # Added - # Removed = Ending
	 Customer Count Amount Requested – reflects the approved OUSF Lifeline Funding Amount per
	customer multiplied by the Ending Customer Count.
	Once complete, select "Submit"

Last Updated: MAY 31st, 2024



Cauca Muraha	Decinging Consist	en Date	Fadina Carrier	Date Decision Cur	tomar Count 1 # A dated	2 # Removed	Ending Customer Court	Amount Door
Cause Number		ce Date			tomer Count 🕕 # Added		Ending Customer Count	and the second se
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202201111	6/1/2023	(01)	6/30/2023	122	5	0	127	2.54
Clear & Restart)		-					Subr
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