CFIS CLT Training Questions and Answers

What Is CFIS and CLT?

CFIS is County Finance Information System and is the system all county JFS and WIOA agencies use to report financial transactions to the state. CLT is Client Level Tracking and is a subset of the CCMEP and WIOA modules of the CFIS system. CLT is used to track and charge direct service costs to individual clients and to track approved pooled services. (Updated: 3/2021)

How is OWCMS and CLT related and how does the data transfer?

OWCMS is the state WIOA and CCMEP case management tracking system that documents client services and maintains the client service plans. CLT receives the client services details from OWCMS through a nightly data batch process. Case managers then assign a funding source for direct and pooled costs and the funding amount to direct services. CLT can also immediately access OWCMS data by using the retrieval process. Activities in CLT service lines are also loaded back to OWCMS as case managers update the client services in CLT. (Updated: 3/2021)

What is ARIES and how will it impact CFIS and CLT?

Advancement through Resources, Information and Employment Services (ARIES) is the new WIOA and CCMEP case management system that is scheduled to replace OWCMS in 2022. At this time, the relationship with CLT and CFIS is not known because that part of ARIES has not been developed yet. Currently we are in the early stages of discovery for the ARIES system but we will provide updates as they become available. (Updated: 3/2021)

How does set-aside work and how long is it available in CFIS?

Set-aside is funding made available by fiscal to case managers to provide funding for direct services to clients. If there is not enough set-aside, case managers will need to request additional funding from their fiscal staff.

Set-aside is based on the state fiscal year and must be set up annually by the local fiscal staff. Set-aside is usually set up two or three months before the new state fiscal year to allow case managers to assign funding for future services on available grants. (Updated: 3/2021)

Can I ever see a negative set-aside in CFIS?
Agencies can have negative set-aside if fiscal adjusts the set-aside funding down after it has already been assigned to clients. If this happens either fiscal will need to adjust the set-aside or case managers will need to reduce services for that funding. (Updated: 3/2021)

What are the different funding years in CFIS and how do I know which one to choose?
WIOA funds are multi-year allocations.
CCMEP WIOA starts on July 1st and lasts 24 months with a three month liquidation period.
All other traditional WIOA funds have a 21 month availability period, usually starting October 1st and a three month liquidation period.
CCMEP TANF is a one year allocation beginning October 1st and has a three month liquidation period. Other special grants can have varying lengths.
Local fiscal staff will set up the set-aside for available funding and will advise case managers on the appropriate choices. (Updated: 3/2021)

When do I approve, deny, or send back a client service in CLT?
Once services are pulled over from OWCMS into CLT case managers and their supervisors have three options.

1. A service can be approved once a case manager has selected the appropriate funding and assigned the necessary dollars to cover the cost of the service. Approval can only be done by someone with case manager supervisor access.
2. Client services can be sent back any time once it has been saved and reviewed. A service would be sent back to have the line modified for some reason, such as a change in the funding amount or coding option.
3. The deny option can be applied at any time it is determined the service is no longer needed, such as the client exits the program before the service is provided. (Updated:

3/2021)

Are case managers notified when services are changed in CLT, such as a service line is sent back?
Unfortunately, case managers are not automatically notified of changes in CLT and must monitor their cases for any changes. Ideally, supervisors should be notifying their staff of any items that may need to be addressed due to issues identified by the supervisor. Any time a case is sent back or denied there should be some communication so the case manager can be expecting a change in CLT.
Case managers can use the "service status" search option to quickly search for sent back or denied client services by searching on denied or sent back. (Updated: 3/2021)

How many years is a service line available in CLT?
A service line in CLT can contain a maximum of two years of service. For example, if a service started on 1/1/2020 it can only run through 12/31/2022. A date of 1/1/2023 or later will create an error in CLT.
If extended service time is needed a new service line must be added in OWCMS. (Updated: 3/2021)

Why do I need a separate line for each service payment in CLT? Is this related to duplicate service lines?

Each payment for a service must have a separate line in CLT for fiscal to pay for the service.

If a client receives a service that requires only one payment per month for multiple months, then only one service line is needed in OWCMS. Once the line is imported into CLT a payment can be entered on each month of the total service period.

If there are multiple payments for a service per month, such as work experience, then you will need duplicate lines in OWCMS to create the multiple lines in CLT. For example, if a client has four payments per month for multiple months the agency will need four duplicate service lines in OWCMS so they can have four separate lines to pay for the multiple payments per month over multiple months. (Updated: 3/2021)

How do I change funding in CLT, such as going from WIOA to TANF?

Any time a funding change is made between CCMEP TANF and CCMEP WIOA the service will need to be changed in OWCMS and imported into CLT. For example, if a client had a TANF funded service you would deny the service in CLT, enter the service again in OWCMS with WIOA funding and pull the new line into CLT. (Updated: 3/2021)

What is liquidation and why can't I use liquidating funds to pay for current services in CLT?

Both TANF and WIOA funds have a liquidation period of 90 days. Liquidation is the time-period between the cut off date for services and when the agency can still use the funding to pay for the services.

Both allocations have a service end date, which means the service must happen by that date. After the service end date agencies have 90 days to pay for the services, which is the liquidating period.

During the liquidation period the liquidating funds can't be used to pay for services occurring in the current grant period. (Updated: 3/2021)

When should I post a service in CLT; the month the service is paid or the month the service occurs?

All service costs should be entered in CLT in the month the service is provided. Entering the cost in the month the service begins properly tracks the client direct costs obligations and accruals. The tracking of WIOA accruals and obligations is required for federal reporting purposes. (Updated: 3/2021)

When can I start obligating funding in CLT?

Funds cannot be obligated until the allocation is entered into CFIS and made available to the local agencies. This also means allocations cannot be added to the set-aside until it is in local agency CFIS.   (Updated: 3/2021)

Is the client ID the same as the seeker ID in CLT?

The client ID and the seeker ID are the same. Occasionally additional cases are added in OWCMS in error and this can cause OWCMS and CLT to become disconnected. When this happens the OWCMS help desk must merge the OWCMS cases to link CLT and OWCMS again. (Updated: 3/2021)

Who do I contact to add a new vendor in CLT?

New vendors are added by the local fiscal staff. Fiscal usually works with the local county auditor in the process. (Updated: 3/2021)

Why can CLT and OWCMS have different dates for services?

OWCMS is the official book of record for capturing client performance details and are the dates used for performance measurements. CLT dates are used for financial reporting purposes and helps track obligations and accruals for client services.

Service dates are entered in OWCMS and pulled into CLT. Once in CLT the dates can be modified to reflect changes in service start times relating to costs. These dates don't transfer back to OWCMS so they will stay different between the two databases. (Updated: 3/2021)

How do I clear a line of service in CLT if the client is no long receiving or participating in the service?

To clear a line of service in CLT, open the client, select the service, and go to the month to be cleared. Click on the blue underlined "Clear" on the far right of the month you are clearing.

If the "Clear" option is not blue and underlined it can't be cleared because it has already been processed in a voucher. (Updated: 3/2021)

What are lifetime limits in CLT and why can't I have an annual limit? Also, who sets the limits, the local agency or the WIOA Area?

When the CLT system was built it was decided by the local agency stakeholders that they wanted a lifetime limit on client services.

The client limits can be set by both WIOA Area and the local agency. Area limits override the local limits.

Client limits can also be adjusted for individual clients if approved by the Area and/or local agency based on who set the limit. (Updated: 3/2021)

Where do I post follow up costs?

Follow up costs are not entered into CLT. They are treated as a standard line item expense by fiscal and not charged to a client. Fiscal would treat the expense as a standard vendor invoice. (Updated: 3/2021)

When do I close out a client in CLT and what happens if I close one in error?

Once a client has been closed in OWCMS and all services have been paid in CLT the client can be closed in CLT. It is common that CLT is closed later than OWCMS due to a delay if payment of final services.

If a client is closed in CLT in error, it can easily be reopened by just searching the closed cases and clicking the "Open Case" box. (Updated: 3/2021)

Is it a conflict of interest for fiscal to both approve CLT services and pay for the services?
It can be a conflict of interest for fiscal to both approve lines in CLT and pay for the service. There must be some type of cross check or additional approval to eliminate this potential conflict. The best option is to have program staff manage/change CLT and fiscal pay for the service.
If you believe there is a conflict in how client services are approved and paid please work with Mark Anderson (mark.anderson@jfs.ohio.gov) to review and discuss possible resolutions. (Updated: 3/2021)