

## CFIS UPDATES in OWD:

**Beginning on Thursday, October 17, 2019, the point of contact for CFIS will be as follows:**

### **OWCMS Help Desk will provide technical assistance for CFIS: Client Tracking to include the following:**

- CFIS user name and password set up
  - Lock out and password reset
- Managing local services, clients and partners, and workshops;
  - Issue with interface/retrieving services from OWCMS to CFIS
  - Issues with approved and/or denied status of services sent back to OWCMS
  - Data entry errors in OWCMS that has caused CFIS issues
- Establishing self-service kiosks
  - Installation and setup for the OMJ Centers (Resource room and Kiosk set up)
  - Issues with client registration/client tracking
  - Issues with the kiosk check-in/check-out
- Please contact the **OWCMS Help Desk staff** in one of the following ways:
  - Phone: 1-888-296-7541, Option 4
  - E-Mail: [OWCMS-Help-Desk@jfs.ohio.gov](mailto:OWCMS-Help-Desk@jfs.ohio.gov)

### **OWD Fiscal Monitoring will provide technical assistance to include the following:**

- How to set up vendor invoices, vouchers, and payments
- Respond to MOU or specific coding questions for CFIS
- Questions about funds and service amounts, obligations, accruals, and expenses
- Issues on moving expenses from one funding source to another
- Questions on cost allocations
- Coordination with JFS Fiscal (as necessary)
  
- Please contact the **Fiscal Monitoring staff** in one of the following ways:
  - Phone: 1-888-296-7541, Option 3
  - E-Mail: [CFIS\\_CLT\\_HELP@jfs.ohio.gov](mailto:CFIS_CLT_HELP@jfs.ohio.gov)

**JFS Fiscal will provide technical assistance to include the following:**

- **CFIS SL Functions:**
  - Draws
  - Monthly Financials
  - Input FTEs
  - Import RMS
  - Cost Allocation
  - Post Allocated Adjustments (PAAs)
  - Certification of Funds
  - Closeout
  - Budget Request
  - FA Budget Distribution
  - FA Budget Transfer
  - FA Draw Consolidation
  - FA State Closeout/Payment
  - FA Cost Allocation
  - FA Adjustment PAA
  - FA Closeout
  - FA Control Functions
  
- Requests to set up county staff that will use the above CFIS SL functions
- All CFIS Reports
- All WIOA Reports
- Submission of the Quarterly Certification (CR520)
- Random Moment Sampling (RMS) system & Processes
- Title XX reporting
- Password resets
  
- Please contact **JFS Fiscal staff** in one of the following ways:
  - E-Mail: [CFIS\\_Help\\_Desk@jfs.ohio.gov](mailto:CFIS_Help_Desk@jfs.ohio.gov)