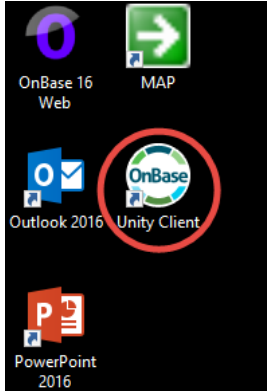


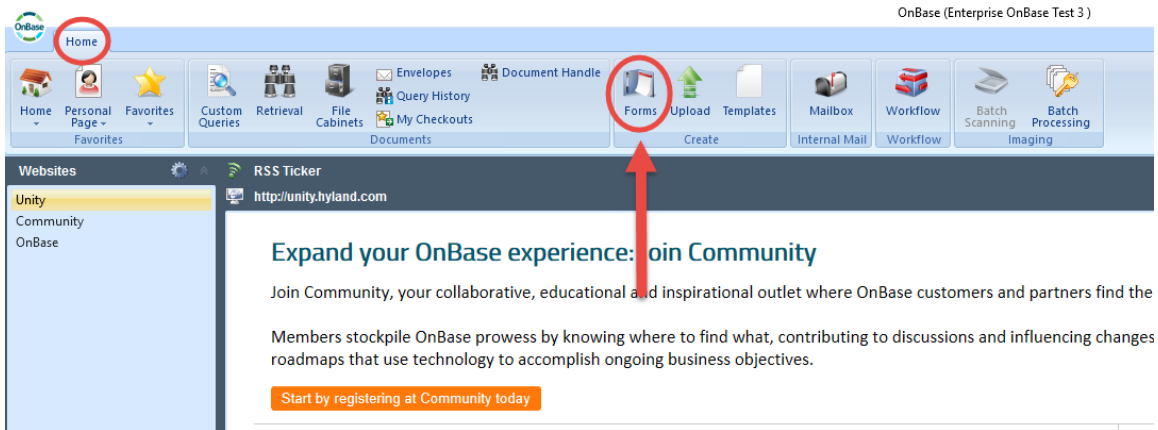
# Program Code Change Request

## Entering a new request:

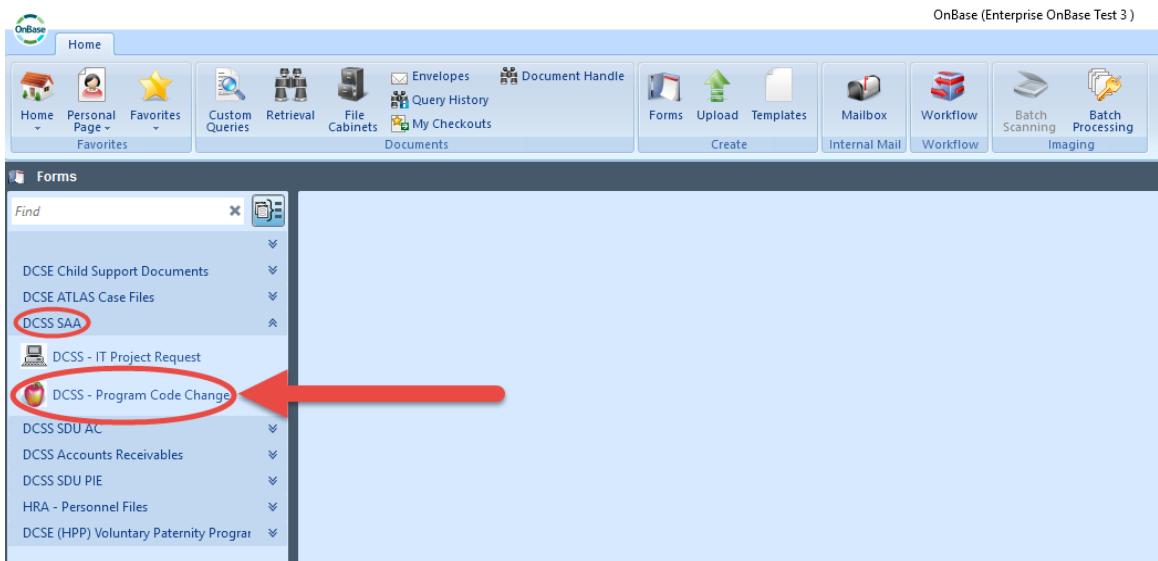
1. Double-click on OnBase Unity Client desktop icon.



2. In "Home" tab, select "Forms".



3. Select dropdown "DCSS SAA" from the forms selection, and "DCSS – Program Code Change".



- New form will populate. Request Number, Date/Time, Requestor Name, Requestor Email, OPID, Requestor Supervisor, and Supervisor Email will already be completed. Use dropdown to complete Priority (defaults to "Normal").

**DCSS – Program Code Change**

Priority: NORMAL (dropdown) Request Number: 477 Date/Time: 06/04/2018 03:15:38 PM

**Requestor Information**

Requestor Name\*: Ferrin, Courtney J Requestor Email\*: CFerrin@azdes.gov OPID\*: NA2

Requestor Supervisor\*: Zbiegien, James Requestor Supervisor Email\*: jZbiegien@azdes.gov

- Enter the affected ATLAS Case Number and CP's AZTECS Case Number (if applicable). CP SSN and Current CAST Program Code should auto-populate from the ATLAS Case Number entry (if they do not auto-populate, the fields can be entered manually). Select New CAST Program Code from dropdown and enter the Last TANF Start and End Date. Select "Yes" or "No" for Is CPPI Info Correct, Is the CATH Info Correct, and Is the URA Correct. Select the applicable CAAL Documentation and enter any additional information necessary to the request in the Comments field.

**Case Information**

Atlas Case Number AZTECS Case Number CP SSN

Current CAST Program Code New CAST Program Code

Last TANF Start Date Last TANF End Date

Is CPPI Info Correct (YES/NO) Is the CATH Info Correct (YES/NO) Is the URA Correct (YES/NO)

CAAL Documentation

- Responding to Local I0052
- Responding to Local I0053
- Responding to Local I0054
- Responding to Local I0056
- Local to Responding I0051
- Local to Responding F1013
- Local to Responding F1014
- Other

Comments

*The correct CAAL codes must be on the ATLAS case within the last 12 months if you are requesting the case be moved from local to responding or responding to local. The CAAL codes needed are: Responding to Local - I0052 AND I0053 or I0054 Local to Responding - I0051 AND F1013 or F1014*

- When all information has been entered correctly, select the Submit button near the bottom of the form.

Comments

**Submit**

Current User's Name: 0024894

Current User's Real Name: Ferrin, Courtney J

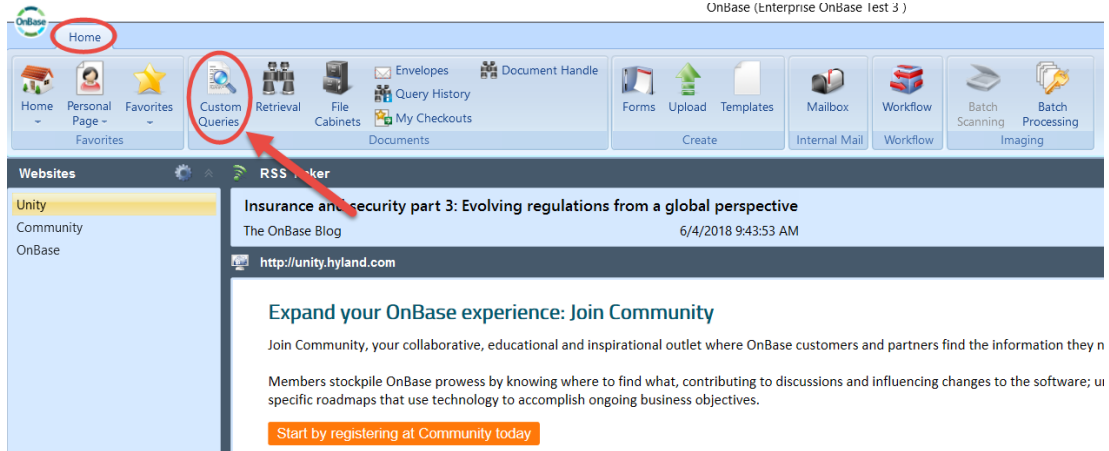
- Once Submit button is selected, a window will populate as shown below. Select "Yes" if a separate Program Code Change request needs submitted for a separate ATLAS Case. If not, select "No".

Would you like to create a new form?

Yes No

## Searching for historical or active requests:

1. From the OnBase Unity Client home screen, in “Home” tab select “Custom Queries”.



2. From the query form list, select “DCSS – Program Code Change”.



3. A window for search criteria will populate with the option to search for a PCC form based on Date Range, Request Number, ATLAS Case Number, Requestor OPID, Task Status, and Priority. Enter information into one or more search fields and select “Search”.

DCSS Program Code Change

Search for: DCSS Program Code Change

Date Options

From  To

Request Number PCC

Atlas Case Number PCC

OPID

Task Status

Priority PCC

4. A list of PCC requests that match the criteria will populate. Double left click on a form listing to view the form.
5. If a form is active and an email has been sent to the requestor requiring more information, the requestor can access the form and update any necessary information and select "Submit" to save the changes.