

Quick process review for the MHTF application report:

This report is an application report, and is available on the ***Vendor & Payments page*** in the same manner as the LIHEAP application report. When you right-click on the main container of the Vendor & Payment page and select “Preview Application Report”, there are now two options (LIHEAP or MHTF application). **This report is only available when the ECIP Type is MHTF.**

Due to funding source requirements, there are a couple of items that are different for the MHTF application from other Emergency Assistance program payments.

The client information from Central Intake will be used on the report, but the income data will not. The vendor payment data from the Vendor & Payments page will appear on the report.

There are two elements that need to be answered on the Enrollment Application page (use the Emergency Assistance program for MHTF payments). The first is whether or not a Photo ID was obtained (if not, please explain). The second is the 90-day income calculation required by the funding source.

The income is captured by income source, and the first four questions are specifically for income from wages, disability, child support, and social security. Enter the total 90-day income amount for all household members for each income source. If there is no income from a particular source, you can skip that question. There are two questions to capture income from different sources. For these, enter the source of income, click Next, and then enter the amount. If there is no income, you will need to answer the 5th income question as a source of “No Income” and an amount of “0”. When finished, click the Finish button at the bottom.

For example, if a family has one person that earned \$600 in wages and another that earned \$1200 in wages (for the past 90 days), you would enter 1800 for the total 90-day wage amount. If the household income also included \$200/month in child support, you would enter 600 for the 90-day child support amount. Click Finish after entering the last response to save the data.

Initial Questions and Answers:

Question: I’ve tested it yesterday, and today, and showed it to a couple of staff members. It looks excellent to me. On thing that is a bit strange – the line that shows the agency and date – which is at the top of the application, is repeated at the bottom of the application – for no apparent reason.

Response: This was added to the bottom of the report so that when the report extends to a second page, the client name, county, and date of application would be on the same page as the certification statement and client signature.

Question: I have not tried the referral part. Does it include referrals made that day, to prevent lots of unrelated referrals?

Response: There is very little guidance on what constitutes a “related” referral. The report will include referrals made within seven calendar days of the Date Add field on the Vendor & Payments page. The logic for this is to account for situations where data entry may take place a few days after the client visit, and in cases where we may make an appointment for a few days in the future.

Question: Also, since this is a PDF that we can’t type on, where does the estimated value of the referral get applied? Is that just written in after printing it out?

Response: For now, you will need to write in the estimated value of each referral, but the referrals will print on the report (if they were created within seven calendar days of the Date Add field for the MHTF payment). In the near future, we are going to change the current Description field on the Referrals page to an “Estimated Value” field. This will allow users to enter a dollar amount when the referral is made, which will then be printed on the MHTF Application Report.

When recording the payment information, you must select the ECIP Type of MHTF in order to generate the MHTF Application Report:

The screenshot shows the HEAP application interface for recording energy information. The 'ECIP Type' dropdown menu is highlighted with a red circle, showing 'MHTF' as the selected option. The interface includes a navigation pane on the left, a main data entry area with various fields, and a table at the bottom.

Energy Information Table:

Source	FuelType	ApprovedAmount	Vendor	Status	Balance	Ap
Secondary	Electricity	377.33	Howell- Oregon E	Service Terminat	377.33	Paid

Form Fields:

- Program Components: Emergency Vendor
- Milestone: Received
- Activity: MHTF Vendor Payment
- Source: Secondary
- Fuel Type: Electricity
- Vendor: Howell- Oregon Electric
- Account #: 329825-002
- Status: Service Terminated
- Disconnect Date: [Dropdown]
- ECIP Type: MHTF (highlighted)
- Payment Type: Electric Payment
- Obligated: 377.33
- Contract Number: MHTF-MACA 07
- Decision Date: 03/20/2008
- Date Add: 03/20/2008

Table:

BatchID	Batch Date	Check Number	Check Date	User Add	OAI_mgibson
1023993	3/20/2008	40096	3/21/2008 2:00:00	User Modified	OAI_pclark