



IL Stipend – IL Job Aid

The *IL Stipend* screen allows the IL Manager to document Stipends for payment to IL Youth.

IL Stipend

IL Stipend

[Referral Summary - Susie Sunshine](#)

▼ JDE Details

JDE# Save

▼ Stipend Summary

IL Unit Begin Date	IL Unit End Date	Subsidy Rate	Voided	Paid	Submitted
02/01/2017		12	No	No	No

Show entries First Previous 1 Next Last

▼ IL Stipend Details

☒ Client ☐ Provider

Stipend Details

IL Unit Begin Date *

IL Unit End Date

Subsidy Rate *

Service

Address *

--Select--

Should this provider receive an admin rate? ☐ Yes ☒ No

Payment Processed

No

Comments

New

Save

Submit

Void



Navigation

- From the **Dashboard** : Locate the desired Referral and click on the *Referral ID* to bring the Referral into focus.
 - Click on the **IL Stipend** tile.
- The **Previous** and **Next** buttons at the bottom of the screen can be used to navigate up or down one screen within the Left Navigation tiles.

JDE Details

- If the Youth's JDE number has not already been documented, enter the *JDE#* and click **Save** .
Note: The JDE Details pane is not editable until after the first Stipend has been submitted.

▼ JDE Details

JDE#

Save

Stipend Summary

- ▼ Stipend Summary** : This pane displays a list of all of the documented Stipend or Admin Rate payments for the Youth. The grid contains information on the *IL Unit Begin Date*, *IL Unit End Date*, and *Subsidy Rate*, as well as whether or not the Stipend/Admin Rate payments have been *Voided*, *Paid*, and/or *Submitted*.

▼ Stipend Summary

IL Unit Begin Date	IL Unit End Date	Subsidy Rate	Voided	Paid	Submitted
02/01/2017		12	No	No	No
01/02/2017	01/20/2017	10	No	No	No

Show

10

 entries

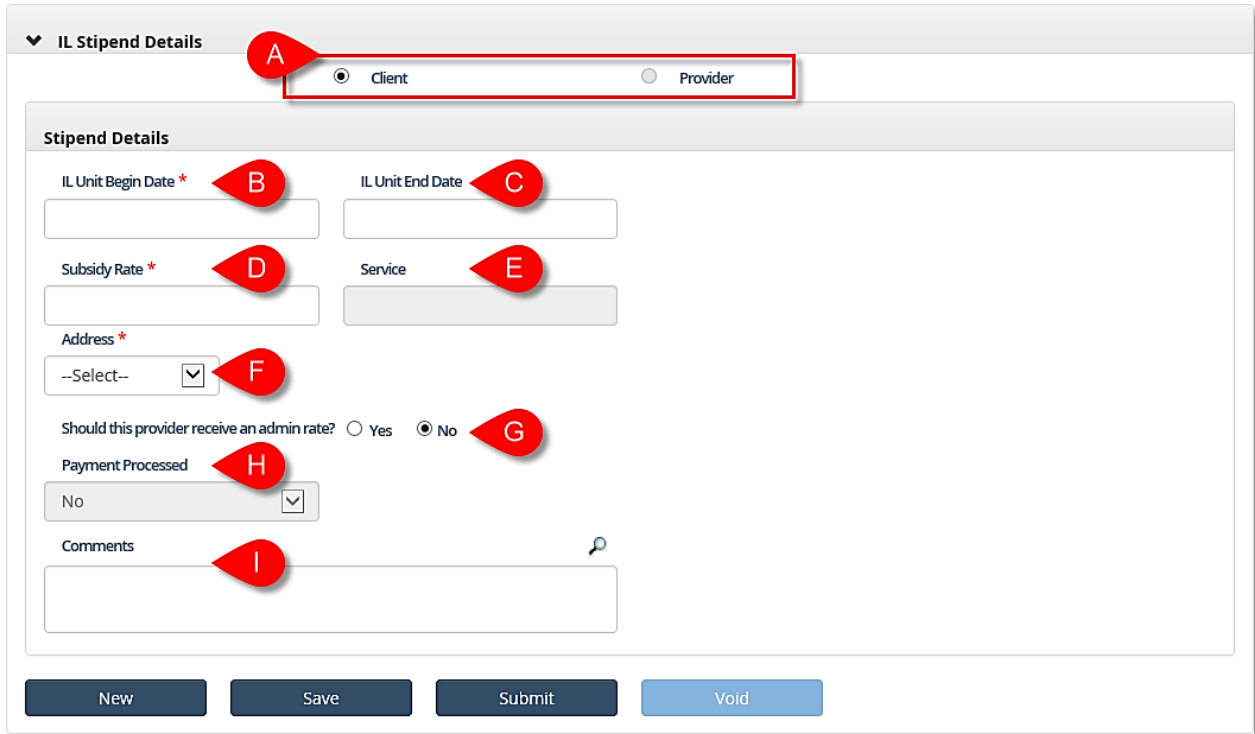
First Previous

1

 Next Last

IL Stipend Details: Client (Youth)

1. **IL Stipend Details** : Client.



IL Stipend Details

☒ Client ☐ Provider

Stipend Details

IL Unit Begin Date *

IL Unit End Date

Subsidy Rate *

Service

Address *

Should this provider receive an admin rate? ☐ Yes ☒ No

Payment Processed

Comments

New Save Submit Void

- Select the ☒ *Client* radio button to document a Stipend for the Youth.
- IL Unit Begin Date*: Enter the start date of the Stipend. This cannot overlap prior Stipends or placements.
- IL Unit End Date*: Enter the End date of the Stipend.
- Subsidy Rate*: Enter the Subsidy Rate (Per Diem for the Youth's Stipend).
- Service*: This is a read-only field that is visible when the Provider Rate is being documented. See **IL Stipend Details** : Provider for more information.
- Address*: Select the address where the Youth will receive their Stipend.
- Should this provider receive an admin rate?*: This defaults to selecting the ☒ *No* radio button so that only the Stipend is paid out during this time period.



- h. *Payment Processed*: This is a read-only field that displays whether or not the payment has been processed.
- i. *Comments*: If applicable, enter comments regarding the Stipend payment.

2. Once the **IL Stipend Details** pane has been completed, click **Submit** to send the Stipend for payment processing.
- a. A *Confirm Submit* pop-up will appear: "Once submitted you will not be able to update the record, Are you sure you want to submit the record?"

Confirm Submit

Once submitted you will not be able to update the record. Are you sure you want to submit this record?

Yes **No**

Clicking **Yes** will submit the Stipend. Clicking **No** will cancel the action and the Stipend will not be submitted.

- b. If **Save** is clicked instead of **Submit** the Stipend will be saved to the *Stipend Summary* grid but will **NOT** send it for payment processing. The user will then need to select the Stipend from the grid and click **Submit** in order to send the Stipend for payment processing.

3. Click **New** to document another Stipend.

4. Voiding a Stipend: Stipends can only be voided before the payment has been made. Select the Stipend to be voided from the *Stipend Summary* grid and click **Void**.
- a. A confirmation pop-up will appear: "Are you sure you want to void this record?"

Confirm Void

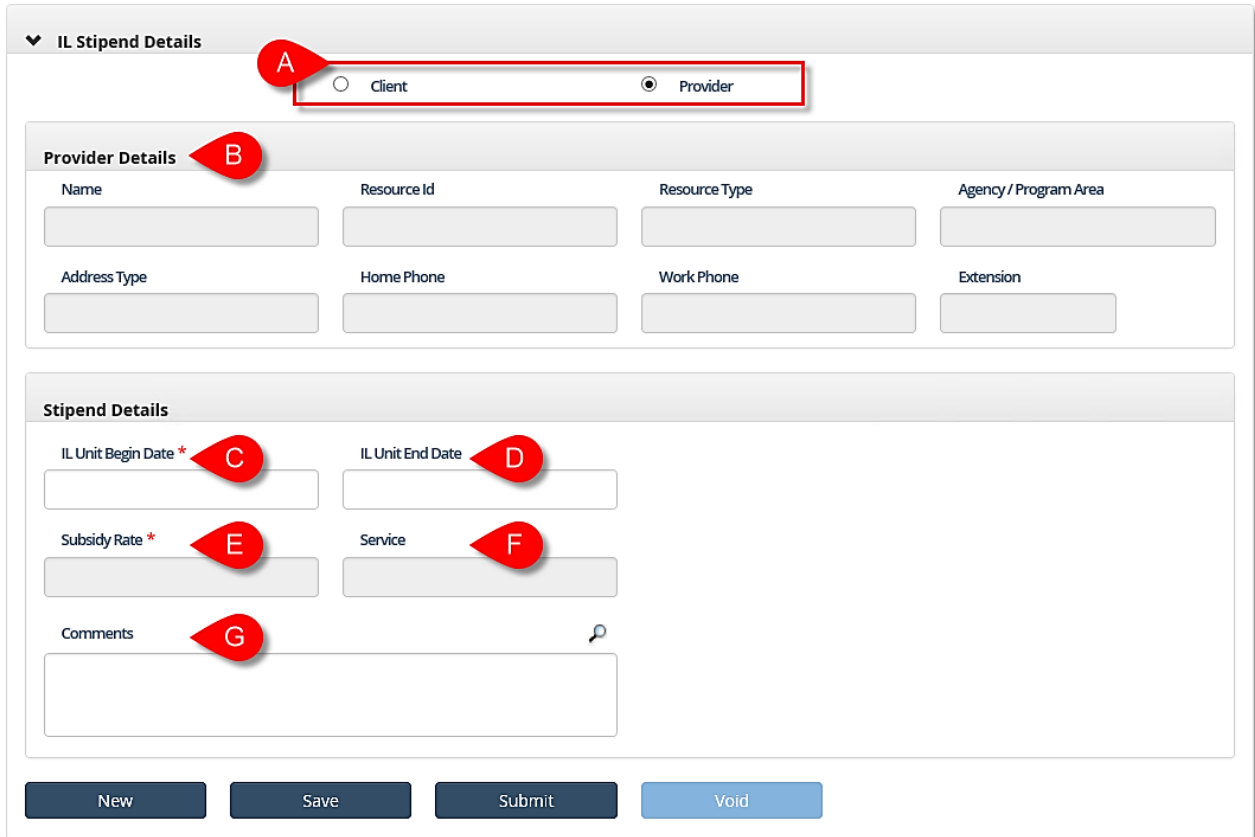
Are you sure you want to void this record?

Yes **No**

Clicking **Yes** will void the Stipend. Clicking **No** will cancel the action and the Stipend will not be voided.

IL Stipend Details: Provider (Admin Rate)

1. **IL Stipend Details**: Provider



IL Stipend Details

☐ Client ☒ Provider

Provider Details

Name	Resource Id	Resource Type	Agency / Program Area
Address Type	Home Phone	Work Phone	Extension

Stipend Details

IL Unit Begin Date * IL Unit End Date *

Subsidy Rate * Service

Comments

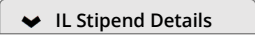
New Save Submit Void

- a. Select the ☒ *Provider* radio button to document an Admin Rate payment for a Provider.
Note: This will pay out to the last placement documented for the youth if that placement was end-dated with an *End Date Reason* of "College" in the KIDS System.
- b. **Provider Details:** This section contains information on the Provider who will be paid, including: *Name*, *Resource ID* (MPER ID), *Resource Type*, *Agency/Program Area*, *Address*, *Home Phone*, *Work Phone*, and *Extension* (of work phone).
- c. *IL Unit Begin Date*: Enter the start date for the Admin Rate payment. This cannot overlap prior Stipends or placements.
- d. *IL Unit End Date*: Enter the End date of the Admin Rate payment.
- e. *Subsidy Rate*: This field will be read only as it is only used when documenting the Youth's Stipend.

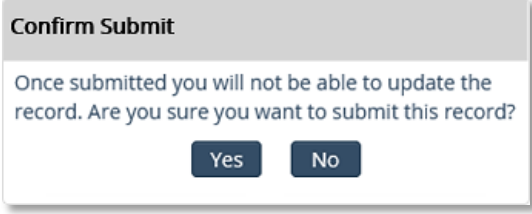


f. *Service*: This is a read-only field that is visible when the Admin Rate payment is being documented.

g. *Comments*: If applicable, enter comments regarding the Admin Rate payment.

2. Once the  pane has been completed, click  to send the Admin Rate for payment processing.

a. A *Confirm Submit* pop-up will appear: "Once submitted you will not be able to update the record, Are you sure you want to submit the record?"



Confirm Submit

Once submitted you will not be able to update the record. Are you sure you want to submit this record?

Clicking  will submit the Admin Rate for payment. Clicking  will cancel the action and the Admin Rate will not be submitted for payment.

b. If  is clicked instead of  the Admin Rate will be saved to the *Stipend Summary* grid but will **NOT** send it for payment processing. The user will then need to select the Admin Rate from the grid and click  in order to send the Admin Rate for payment processing.

3. Click  to document another Stipend or Admin Rate.



4. Voiding an Admin Rate: Admin Rate can only be voided before the payment has been made. Select the Admin Rate to be voided from the *Stipend Summary* grid and click **Void**.
 - a. A confirmation pop-up will appear: "Are you sure you want to void this record?"

Confirm Void

Are you sure you want to void this record?

Yes **No**

Clicking **Yes** will void the Admin Rate. Clicking **No** will cancel the action and the Admin Rate will not be voided.

For more information...

For assistance, please contact the Allegheny County Service Desk at ServiceDesk@AlleghenyCounty.US or call 412-350-HELP (4357). Select Option 2 for the DHS Service Desk.

To access I-Service, go to: <https://servicedesk.alleghenycounty.us>

This and other Job Aids can be found at: <http://s3.amazonaws.com/dhs-application-support/index.htm>