

ROLLOVER SERVICE OFFERINGS

Summary

How to Rollover Service Offerings from a previous FY Contract to a renewed Contract in MPER and then check the Service Offerings have rolled over.

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All organizations and individuals who contract with the Allegheny County Department of Human Services (DHS) are required to input and maintain up-to-date information in the Master Provider Enterprise Repository (MPER) application.

MPER is the repository of record for complete, real-time provider, services, and contracts information. MPER will also capture all information on services contracted for and rates on the contract.

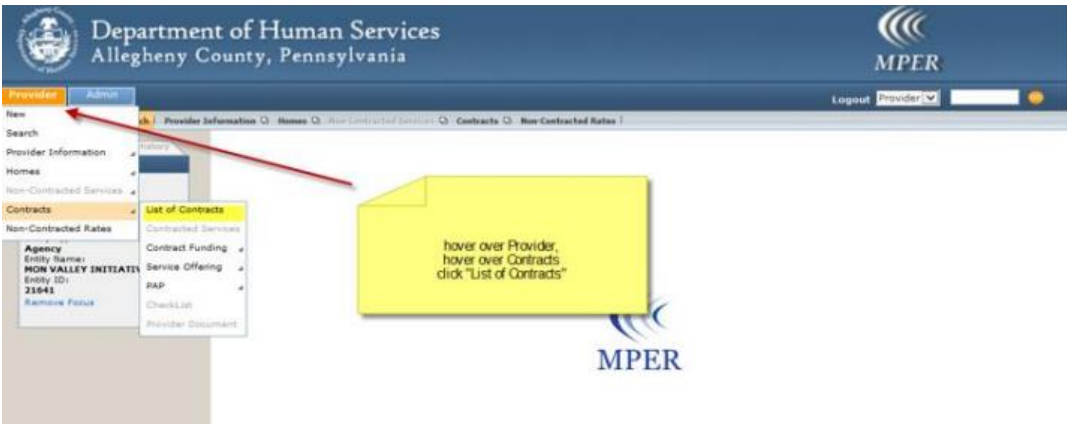
When a contract is renewed the MPER application will help manage and simplify the service offering process by giving the provider the ability to rollover a single or multiple service offerings from the previous fiscal years contract.

Service offerings are used to identify which facilities at the agency will be providing the services on the contract.

When rolling over a service offering the provider can rollover single or multiple service offerings at a time.

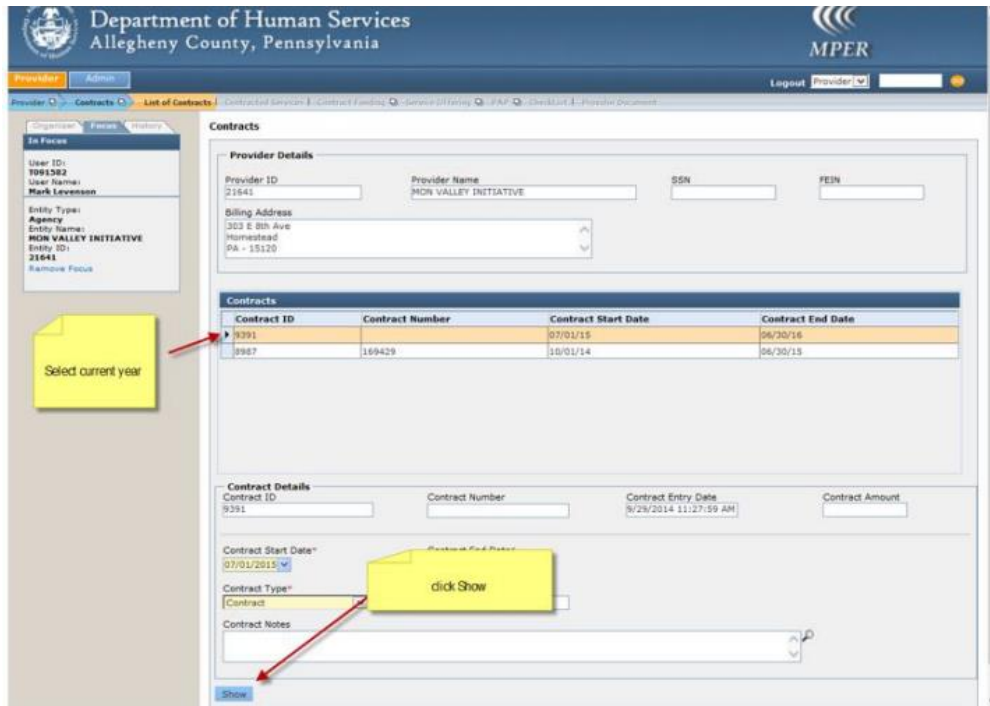
Navigating to Contracts Screen

- Log onto MPER.
- Hover cursor over the Provider TAB.
- Roll cursor to Contracts.
- Click on List of Contracts.



Selecting the Contract

- Highlight the NEW Fiscal Year row by clicking into the row. (Do NOT click the row for prior fiscal year contracts).
- Click the Show button.

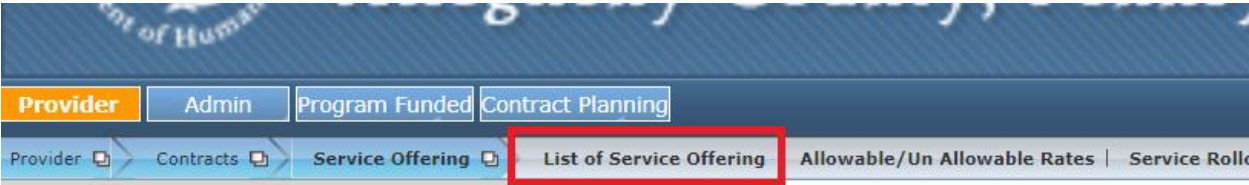


Navigating to Rollover option

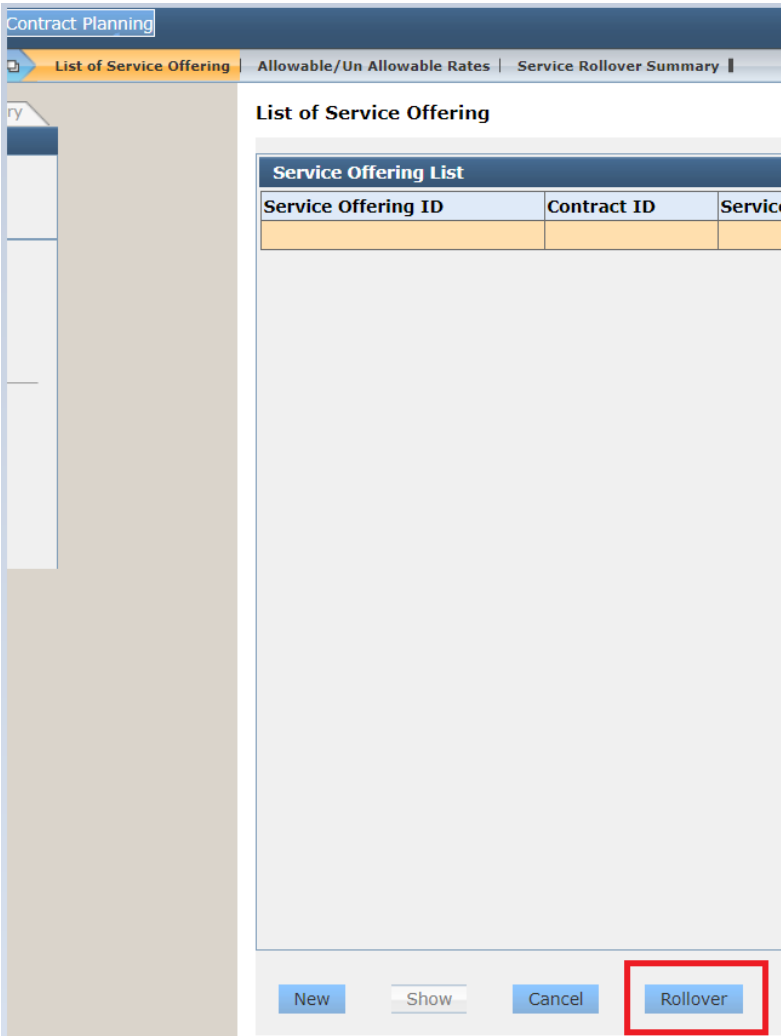
- Click the Service Offering TAB.



- Click the List of Service Offering TAB.



- Click the Rollover button:



- You may have to scroll down to the bottom of the screen.

What to do if there is no Rollover Button

o If there is not a ROLLOVER button, this means:

If this Contract was renewed from a previous contract which did not have Service offerings, the ‘Rollover’ button will not appear and please refer to the job aid ‘Create Facility-Individual-Service Offering’

If this is a brand-new contract (no renewal) then there will not be a previous contract for MPER to bring over service offerings and the ‘Rollover’ button will not show

Or

Program Office has not completed your Contracted Services list for the current fiscal year.

- Check periodically for the ROLLOVER button.

Rollover Process

- After clicking the Rollover button, check the box(s) to indicate the facility and service offering(s) you wish to rollover for the renewed contract.

o Go through each service listed.

- If the agency is not providing a service in the new fiscal year, do not check it to rollover.

List of Service Offering

List of Service Offering

Review

Summary

Service Offering Rollover - Step 1 of 3

☐ Select all Facilities

Service Offering ID	Service	Fac
☒ 37710	Foster Care Non-Relative/Non-Kinship Pre-Adoptive	
☒ 37841	Independent and Transitional Living Services Independence Training	
☐ 37918	Mental Health Services Specialized Counseling Services Anger Management	
☐ 37809	Independent and Transitional Living Services Independence Training	
☒ 37920	Mental Health Services Specialized Counseling Services Anger Management	
☐ 37732	Foster Care Non-Relative/Non-Kinship Pre-Adoptive	
☐ 37701	Foster Care Non-Relative/Non-Kinship Pre-Adoptive	
☐ 37750	Foster Care Non-Relative/Non-Kinship Pre-Adoptive	
☐ 37738	Foster Care Non-Relative/Non-Kinship Pre-Adoptive	
☐ 37783	Foster Care Non-Relative/Non-Kinship Pre-Adoptive	
☐ 37668	Foster Care Non-Relative/Non-Kinship Pre-Adoptive	
☐ 37706	Foster Care Non-Relative/Non-Kinship Pre-Adoptive	
☐ 37777	Foster Care Non-Relative/Non-Kinship Pre-Adoptive	
☐ 37766	Foster Care Non-Relative/Non-Kinship Pre-Adoptive	

- If a service offering is not listed, it will have to be created (see job aid Create Facility-Individual-Service Offering).
- Click the NEXT button.
- This screen displays the service offerings selected on the previous page.

- Click the NEXT button.

- This screen displays the service offerings selected on the previous page.

Service Offering Rollover - Step 2 of 3		
List of Service Offering Review Summary	Service ID	Contract ID
	40303	6168
	36273	6168
	36276	6168
Foster Care Non-Relative/Non-Kinship Regular Foster Care Non-Relative/Non-Kinship Regular Foster Care Relative/Kinship Pre-Adoptive		

- Click the Next button.
- The Rollover Service Offering Summary screen will display all the service offerings that will be rolled over for the renewed contract.
- Click the Finish button.

List of Service Offering

List of Service Offering

Review

Summary

Service Offering Rollover - Step 3 of 3

Service Rollover Summary

Your request has been submitted successfully for the Roll over.

Total Service Offering Submitted for Rollover : 3
Duplicate Submission : 0

Finish

Cancel

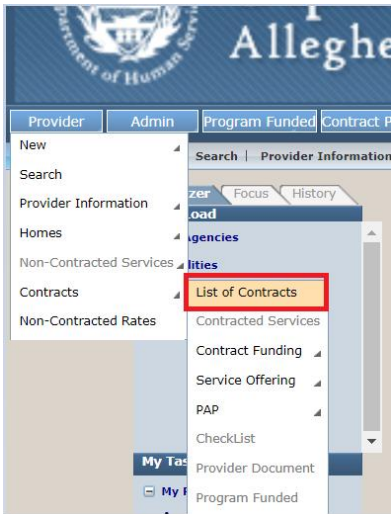
Steps After finishing Rollover Process

NOTE: All service offerings submitted for rollover will usually process within 15 minutes.

(If there are many service offerings, this process can take several hours to appear)

To ensure your service offerings are listed for the current fiscal year in your List of Service Offerings:

- Logon to MPER
- Hover over the PROVIDER TAB
- Roll cursor over CONTRACTS
- Roll cursor over to and Click LIST OF CONTRACTS



- Select the row for the applicable Fiscal Year contract
- Click the SHOW button

Contracts

☒ Current Contracts

Contract ID
▶ 53541

Contract Details

Contract ID

53541

Contract Start Date*

07/01/2023

Contract Type*

Contract

Contract Notes

Show

- Click the SERVICE OFFERING tab on the 2nd level row of tabs



- Click the LIST OF SERVICE OFFERING tab on the 2nd level row of tabs



- Review the list:
- If the service was not created in the prior fiscal year, a new service offering should be created (Please refer to job aid – Create Facility-Individual-Service Offering)

If a service offering was rolled over that is not applicable for the current fiscal year, select the service offering, click on ‘Show’ at the bottom, end date it with the same date as the start date, and click ‘Save’ at the bottom

Program Name:

Type of service at this Location:

Service Offering Start Date *

Service Offering End Date

07/01/2023

Offered In Home*

Service Availability*

Extended Hours

Ages Served *

Adult

Child

Infant

Senior

Situations *

Active Duty/Veteran

Assisted Living

Disabilities

Foster Care

Homeless

Immigrant/Refugee

Parent

Pregnant

Special Needs

Service Offering Type*

Is this service available to clients outside

Service Offering Email*

Visible to the Public?

Notes

Save

Cancel

- o If you do not see all the service offerings that were selected to roll over, please set up an incident with the DHS Service Desk, contact info below.
- o If a new service offering needs to be created, please refer to the job aid: Create Facility-Individual-Service Offering

For more information on this communication or for assistance, please be sure to contact the DHS Service Desk at servicedesk@alleghenycounty.us or 412-350-4357 Option 2