



SCHOOL HEALTH SERVICES PROGRAM MANUAL

Appendix 7

Public Consulting Group (PCG) Claiming System Quarterly Financial User Guide



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I. INTRODUCTION TO COLORADO QUARTERLY FINANCIALS

At the end of each quarter, districts submit quarterly financials by reporting costs incurred by qualified Staff Pool List (SPL) participants for a quarter. These costs include salaries, benefits, and contracted staff costs for the participants on the staff pool list.

While submitting quarterly financials, it is extremely important to keep the following key concepts in mind:

- Only report costs associated with the **Staff Pool List** for the quarter in question.
- Be sure to appropriately report **federal funds**
- Report all costs on a **cash-based** accounting method

Summary: What is new in the PCG Claiming System?

All the items below are explained fully in this user guide, but veteran financial coordinators should understand what has remained the same versus what is new:

II. ACCESSING THE PCG CLAIMING SYSTEM

A. FIRST TIME REGISTRATION

Once staff are added to the PCG Claiming system they will receive an email with the subject 'New Account Registration' from ClaimingSystem@pcgus.com. Do not reply to this email address.

First time users need to click the web link in the email and will be brought to the page below to enter a new password in the 'Password' and 'Confirm Password' fields.

Users click the 'Complete Registration' button and they will be brought back to the main page to enter the email and new password to log into the site.

The screenshot shows a web interface for the 'Claiming System'. At the top, there is a dark blue header with the text 'Claiming System' in white. Below the header is a green horizontal bar. The main content area has the heading 'Complete Registration.' in a large, dark font. Underneath, there are two input fields: 'Password' and 'Confirm Password'. Below these fields is a green button with the text 'Complete Registration' in white. This button is circled in red.

B. RESETTING PASSWORDS

User passwords will never expire but they can be reset as needed. If a Coordinator needs a new password, or has forgotten his/her login information, he/she may click on the 'Forgot Password'

link located next to 'Log in.' The Coordinator may also contact cormts@pcgus.com or call 866-766-9015 for assistance.

Claiming System

Email

Password

[Log in](#) [Forgot Password](#) [Register](#)

The user will be sent to the screen at the beginning of the next page and will need to enter their email address that is associated with the system along with the text that is displayed in the image field, and then click the 'Forgot Password' button.

Claiming System

Forgot Password.

Email

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290 [Privacy & Terms](#)

reCAPTCHA™ stop spam. read books.

[Forgot Password](#) [Log in](#)

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The user will be sent an email with the subject 'Reset Password Request' from ClaimingSystem@pcgus.com. Do not reply to this email address. The email will contain a link to the page below for users to reset their password.

Claiming System

Reset Password.

Password

Confirm Password

[Reset Password](#)

Enter the new password in the 'Password' and 'Confirm Password' fields and click the 'Reset Password' button.

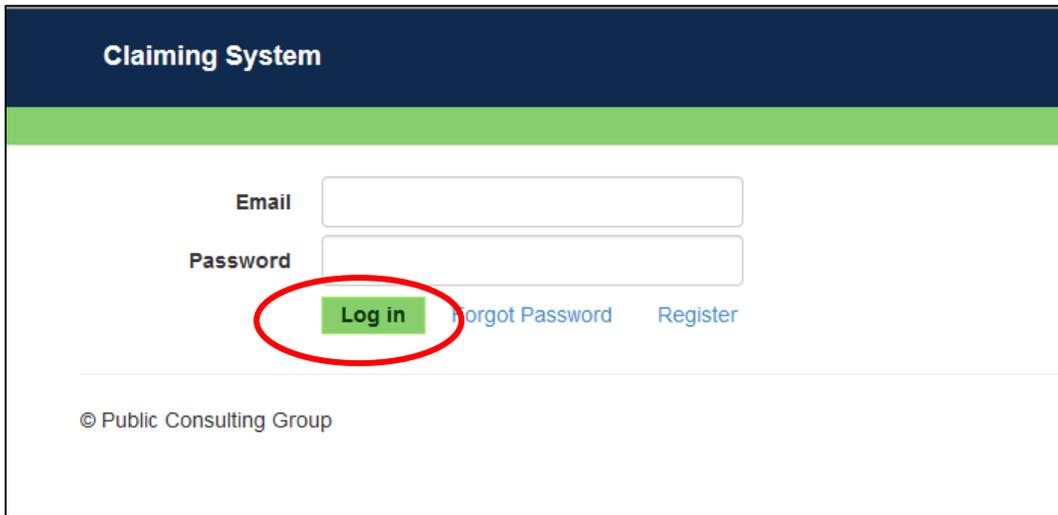
Users will be brought back to the main page to enter the email and new password and log into the site.

C. REGISTERED USER LOGIN

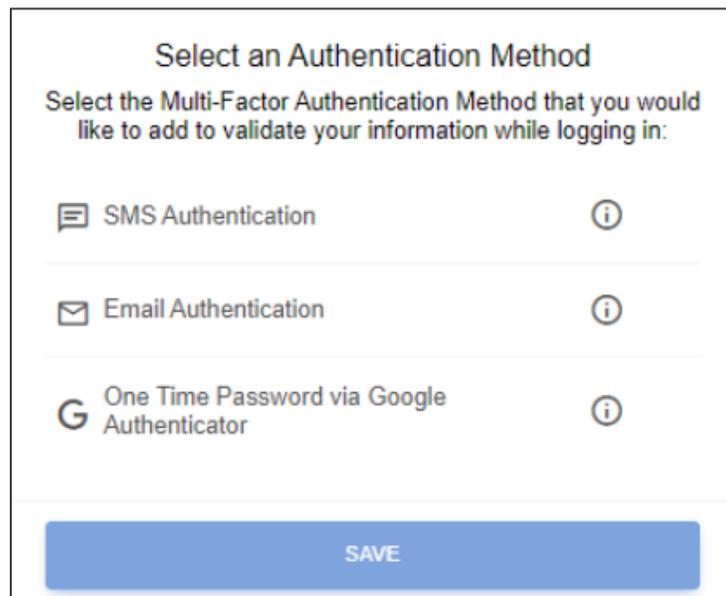
To enter the PCG Claiming System website after registering, a Coordinator will open an internet browser and enter: <https://claimingsystem.pcgus.com/co>

Enter email and password. Be sure to enter password exactly as created, using appropriate letter cases and symbols.

Click the 'Log in' button after entering the email and password.



Effective August 2023, Multi-Factor Authentication has been implemented as an important security enhancement to the PCG Claiming System. Upon login, the user will be prompted to select from one of three Multi-Factor Authentication methods used to validate the user's information while logging in.



SMS Authentication: The user will receive a passcode that has been sent directly to their mobile device via text message as proof of their identity. If the user selects 'I don't have my phone,' the Multi-Factor Authentication will automatically defer to the user's email address.

Email Authentication- The user will receive a passcode that has been sent directly to the email entered as proof of their identity. The email used for this Multi-Factor Authentication does not need to be the same email that the user enters to login to the PCG Claiming System. Changing your email upon selecting this factor will send an email to whichever email that is entered, along with the email used for the PCG Claiming System. Changing the email for the Multi-Factor Authentication does not change the login email.

One Time Password via Google Authenticator: The user will need to download the Google Authenticator from their mobile device's respective store (Google Play or the App Store), open the app, follow the instructions to add the user account, and then scan the visible QR Code. Upon scanning the QR Code, the user will receive a passcode that will need to be entered and the user will need to select 'Verify' to login to the home page. Once the user selects the Multi-Factor Authentication method, that will be the option used to login to the PCG Claiming System for all future logins unless the Multi-Factor Authentication preference is updated.

Once logged in, the user will be brought to the PCG Claiming System dashboard. Use this page to navigate through the different areas of the PCG Claiming System site. The dashboard also displays important reports, resources, and important dates.

III. NAVIGATING THE HOME SCREEN

Below is the home screen available after logging into the website. The home screen contains the financial link which will be used to enter in participant costs. The link is circled in red below.

The desired quarter needs to be selected by clicking on the 'Quarter' dropdown at the top of the home screen to edit or monitor information pertaining to that quarter.

Note: 'Quarterly' will only show in the menu bar if they are available for the quarter selected.

The screenshot shows the Colorado School Health Services dashboard. At the top, there are dropdown menus for 'FY20' (set to 'Jan-Mar 2020') and 'District' (set to 'PCG Unified School District'). The navigation menu includes 'Home', 'Users', 'Staff Pool', 'Calendar', 'Moments', 'Quarterly', 'Configuration', 'Reports', and 'About'. The 'Quarterly' link is circled in red. Below the navigation, there are two main sections: 'Quarterly Milestone Summary' and 'PCG Message'. The 'Quarterly Milestone Summary' section has four sub-sections: 'Quarterly Start Process' (with a green checkmark and details for 'Certify Staff Pool List'), 'Certify Calendar' (with a progress bar at 0%), 'Quarterly Claim Process' (with a green checkmark and details for 'Certify Financials'), and 'Quarterly CPE Form Process'. The 'PCG Message' section contains a message about the April-June 2020 RMTS. Below this is a 'Moment Compliance' bar chart showing 100% completion for both Admin and Direct cost pools.

IV. QUARTERLY FINANCIALS: ACCESS AND NAVIGATION

To access the Quarterly Financials, click the 'Quarterly' link on the home screen. The following links will appear:

This screenshot is similar to the first one, but the 'Quarterly' dropdown menu is open, showing a list of options: 'Salaried Staff', 'Contracted Staff', 'Other Costs By Service Type', 'Quarterly Summary', 'Claim Summary', 'Funds', and 'CPE Form'. The 'Quarterly' link in the navigation menu is circled in red, and the dropdown menu is also circled in red. The rest of the dashboard content remains the same as in the previous screenshot.

- **Salaried Staff Costs** – enter salaries, benefits, and federal funds for district employees listed on the Staff Pool List
- **Contracted Staff Costs** – enter contracted staff costs and federal funds for contractors listed on the Staff Pool List
- **Other Costs by Service Type** – enter other costs associated with the MAC program
- **Quarterly Summary** – view a summary of submitted costs and **Certify** quarterly financials
- **Claim Summary**- shows your claim calculation after claim is approved
- **Funds** – source your funds for your CPE form once claim is approved (starting with the July-September 2024 quarter, this action will no longer be required)
- **CPE Form** – available once claim is approved

Users can access these financial areas in any order, but PCG recommends accessing them in the order listed above.

A. SALARIED STAFF COSTS

To enter costs for the district employees listed on the SPL, click the 'Quarterly' link on the home screen and select 'Salaried Staff.' The following page will display:

Status	District Name	District Employee ID	Name (Last, First)▲	Job Category	Cost Pool	District Job Title	Job Span	Paid Hours	Salary	Employer-Paid Benefits	Comp Fed Rev / Non-Allowable	Gross	Net	Clear
✓	PCG Unified School District	1234321	Arnold, Wayne	Non-licensed Social Worker	Admin				\$6,500.00	\$2,500.00	\$0.00	\$9,000.00	\$9,000.00	
	PCG Unified School District	12345678	Bing, Chandler	Personal Care Aide/Teacher's Aide	Direct									
	PCG Unified School District	1111	Bradshaw, Carrie	Personal Care Aide/Teacher's Aide	Direct									
✓	PCG Unified School District	123456	Buffay, Phoebe	Speech/Language Pathologist	Direct	SLP			\$5,500.00	\$1,000.00	\$0.00	\$6,500.00	\$6,500.00	
	PCG Unified School District	1234567898	Cooper, Winnie	Personal Care Aide/Teacher's Aide	Direct									

Description of fields:

1. Entering a Participant's Costs

To edit a participant's costs, click on his/her name. An 'Edit' screen will display and the selected participant's costs can be entered and saved:

Edit Line Item 1 / 14

Name (Last, First): Anderson, Matt

Job Category: School Counselor

Cost Pool: Administrative Personnel

District Job Title: school counselor

Job Span:

District Employee ID:

Paid Hours:

Salary: (Required)

Employer-Paid Benefits

Employer-Paid Benefits: (Required)

Compensation Federal Revenues

Compensation Federal Revenues: (Required)

Gross Costs:

Net Costs:

Notes:

Edit Another?

(No changes on page)

To enter the costs, click into the appropriate field and type the amount. Please note that the "Compensation Federal Revenues" field is required even if the dollar amount is zero:

Edit Line Item 1 / 14

Name (Last, First): Anderson, Matt

Job Category: School Counselor

Cost Pool: Administrative Personnel

District Job Title: school counselor

Job Span:

District Employee ID:

Paid Hours:

Salary: (Required)

Employer-Paid Benefits

Employer-Paid Benefits: (Required)

Compensation Federal Revenues

Compensation Federal Revenues: (Required)

Gross Costs:

Net Costs:

Notes:

Edit Another?

(No changes on page)

If a participant is partially federally funded, enter the expenditures that are paid out of federal funds as a positive amount. If the participant is funded only by state and local dollars, enter 0.

a) Warnings (Formerly known as Quarterly Edits)

While entering costs, warnings may appear based on the costs entered:

The screenshot shows a form with the following fields and values:

- Compensation Federal Revenues:** 500
- Gross Costs:** \$31,000.00
- Net Costs:** \$30,500.00
- Notes:** (Empty text area)
- Warnings:** A list containing one item: "Salary is high for job". This item is highlighted in yellow and circled in red.
- Explanation:** (Empty text area)

Below the explanation field, there is a note: "(An Explanation is Required for the Warnings above)". At the bottom of the form, there are navigation buttons: a left arrow, a right arrow, a checkbox labeled "Edit Another?", a green "Cancel" button, and a blue "Save Changes" button.

These warnings are designed to flag potential issues. **Please note that the system is not saying that the costs are incorrect.** Instead, the system is flagging data that appears to be outside predetermined parameters. If a warning is triggered, carefully review the costs entered and determine if the costs are accurate. If the costs are accurate, enter an explanation in the 'Explanation' field for why the costs are accurate as entered:

Gross Costs: \$31,000.00

Net Costs: \$30,500.00

Notes:

Warnings:

- Salary is high for job

Explanation:

Edit Another?

When entering explanations, please be sure to provide enough detail to prevent explanation follow-up. The explanation should address the potential issues raised by the warnings (e.g. instead of *vendor is very expensive*, use *paid 480 hours at contracted price of \$75.00 per hour*). It is not acceptable to simply write "OK" or "verified." PCG reviews all explanations and when detail is insufficient PCG must follow up with the financial coordinator that entered the costs.

Users cannot Save Changes until an explanation is entered. Once an explanation is entered, click the 'Save Changes' button.

After clicking save changes, the user returns to the Quarterly Payroll Information table. Please note that if a warning was triggered and an explanation was entered, a 'Status' symbol will appear and the 'Explanation' will be displayed:

Status	District Employee ID	Name (Last, First)	Job Category	Cost Pool	District Job Title	Job Span
<input type="checkbox"/> 		Anderson, Matt	School Counselor	Administrative Personnel	school counselor	

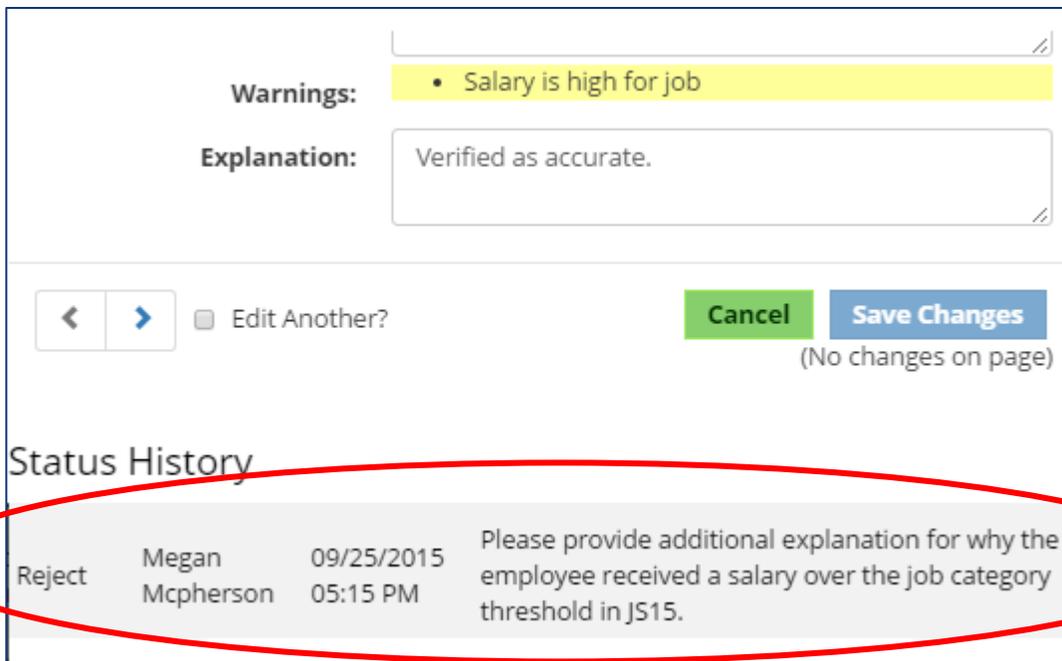
Any triangle symbol regardless of color must be accompanied by an explanation, as indicated with the red arrow in the above screenshot. Please note that the warning symbol will remain even after an explanation is entered. The user can continue to enter costs by clicking on the next participant's name.

Users may encounter the following symbols:

Symbol	Definition	Notes
	No Warnings – The costs entered are within the expected threshold.	No explanation is required

	Has Warnings – The costs entered are outside of the expected threshold. An explanation is required.	If either of these symbols are present and an explanation has been entered, the district can move forward and certify these costs.
	Has Severe Warnings – The costs entered are far outside of the expected threshold. An explanation is required.	
	Requires and Explanation - The costs entered through the import functionality triggered a warning. An explanation is required.	If this symbol is present, the district will not be able to certify their costs until an explanation is provided. Click on the participant's name and enter an appropriate explanation. The symbol will change to has warnings or has severe warnings symbol.
	Requires and Explanation - The costs entered through the import functionality triggered a severe warning. An explanation is required.	

If an explanation has been rejected by PCG and resolution is needed, the district can review PCG comments within the line item needing resolution by clicking on the participant's name:



Warnings:

- Salary is high for job

Explanation: Verified as accurate.

Edit Another?

 (No changes on page)

Status History

Reject	Megan Mcpherson	09/25/2015 05:15 PM	Please provide additional explanation for why the employee received a salary over the job category threshold in JS15.
--------	-----------------	---------------------	---

b) Export / Import

The PCG Claiming System has an Export/Import process. This allows users to export the list into Excel, make the changes in the Excel document, and then import the costs into the site. For full details, please see the Export/Import Appendix on page 17.

B. CONTRACTED STAFF COSTS

After entering the salaries and benefits for district employees, return to the 'Quarterly' navigation dropdown menu and select Contracted Staff Costs. The process for entering

Contracted Staff Costs is very similar to entering salaries and benefits for district employees. The difference is that users enter 'Total Contracted Staff Costs' instead of salaries and benefits.

To enter costs for contracted staff listed on the SPL, click the 'Quarterly' link on the home screen and select 'Contracted Staff.' The following page will display:

District Name	Contractor ID	Name (Last, First)	Job Category	Cost Pool	District Job Title	Job Span	Paid Hours	Contracted Staff Costs
---------------	---------------	--------------------	--------------	-----------	--------------------	----------	------------	------------------------

To edit a contractor's costs, click on his/her name. An 'Edit' screen will display and the selected participant's costs can be entered and saved:

Edit Line Item 1 / 1

Name (Last, First): Jefferson, Thomas

Job Category: Speech/Language Pathologist

Cost Pool: Direct Service

District Job Title: SLP II

Job Span:

Contractor ID:

Paid Hours:

Contracted Staff Costs: (Required)

Compensation Federal Revenues

Compensation Federal Revenues: (Required)

Gross Costs:

Net Costs:

Notes:

Edit Another?

(No changes on page)

C. OTHER COSTS BY SERVICE TYPE

To enter the other costs by service type listed on the SPL, click the 'Quarterly' link on the home screen and select 'Other Costs by Service Type.'

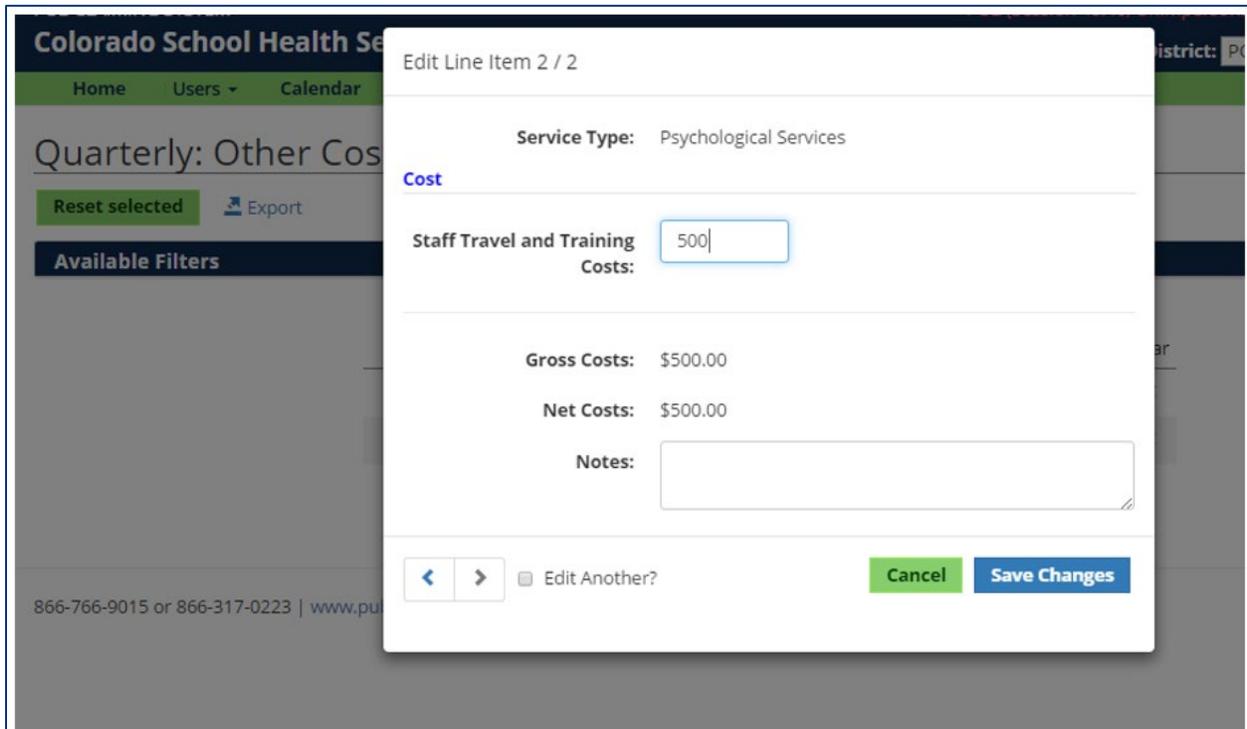
These are costs that are related to the MAC program and must tie back to specific participants/positions on the staff pool list. The costs should be reported under the service type

applicable to the participant’s RMTS Job Category. Also make sure to accurately report any federal funds used to pay these costs.

The following Other Costs can be included:

- Staff travel and training

By clicking on one of the service types, information tied back to each type can be entered. The screen below shows the required information that must be input. When you are finished reporting costs for a service type, click the ‘save changes’ button at the bottom right hand corner of the screen.



D. QUARTERLY SUMMARY AND CERTIFICATION

After all costs are entered and the financial coordinator has carefully reviewed and verified the reported costs, the Financial District Level Administrator should certify the costs. To access the certification area, choose ‘Quarterly’ and ‘Quarterly Summary.’

The two main components of the Quarterly Financial Summary page are the ‘Certify Financials’ button and the various summary tables. The tables will vary based on the financial information entered, but all districts will see the Status Summary Table and the Salaried Staff Table. These tables provide a broad overview of the costs entered and information about the warnings triggered:

Colorado School Health Services | FY16 | Oct-Dec 2015 | State: Colorado

Home | Users | **Certify Financials** | Calendar | Moments | Notifications | Quarterly | Annual | Configuration | Reports

Quarterly Financial Summary

Status Summary

Page	no data	no warnings	has warnings	has severe warnings	requires explanation
Salaried Staff	2	3	3	2	0

Status Summary

Page	no data	no warnings	has warnings	has severe warnings	approved	rejected	excluded
Salaried Staff	6922	0	0	0	0	0	0
Contracted Staff	24	0	0	0	0	0	0
Other Costs By Service Type	0	0	0	0	0	0	0

Other Costs by Service Type

Service Type	Staff Travel and Training Costs	Net Total Other Costs
Totals	\$0.00	\$0.00

After carefully reviewing all costs and ensuring that federal funds are appropriately reported, the Financial District Level Administrator can click 'Certify Financials.'

After clicking 'Certify Financials' the Financial District Level Administrator will be asked to confirm the following:

3S / MAC Program | Jocelyn (Session 59:31, U)

Please Confirm

I am an authorized representative of the District, charged with the duties of supervising and certifying quarterly Medicaid Administrative Claiming (MAC) financials.

If the confirmation statement is true, click 'Confirm' to officially certify the quarterly financials. The report will be locked and no further changes will be allowed. If needed, the user can contact PCG to unlock the report so that changes can be made. The district will then recertify.

V. APPENDIX EXPORT/IMPORT PROCESS

Districts have the option of exporting their quarterly financials, editing the costs in Microsoft Excel, and then importing the costs back into the claiming system. To do so, follow these steps:

1. Enter the quarterly financial area you wish to edit. In this example, we will look at Quarterly Payroll Information.
2. Just below the green menu bar, click Export:

atus	Name (Last, First)	Job Category	Cost Pool	District Job Title	Job Span	District Employee ID	Paid Hours	Salary	Employer-Paid Benefits	Compensation Federal Revenues	Gross	Net
	Aaron, Vera	Nurse, RN	Direct Service	Nurse, RN								
	Abbattista, Michele	Speech/Language Pathologist	Direct Service	Speech/Language Pathologist								
	Abbink, Jennifer	Audiologist	Direct Service	Audiologist								
	Abbott, Julie	Speech/Language Pathologist	Direct Service	Speech/Language Pathologist								

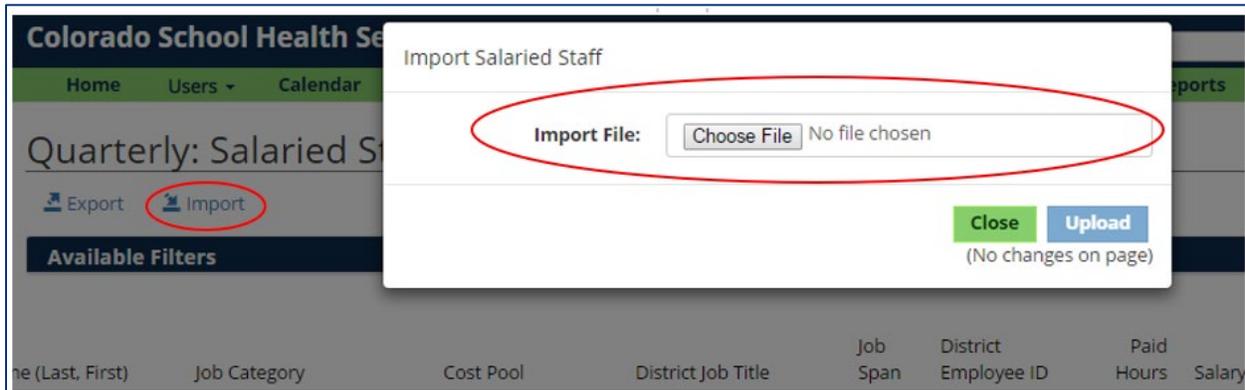
3. The system will export the table as a .CSV file. However, the system can only read Excel files. Unlike in the previous system, files must be saved in an Excel format, either .xls or .xlsx for them to upload properly.
4. In the Excel document, the user can enter salaries, benefits, federal revenues, notes, and explanations. In the screenshot below, these fields can be found in columns L through R. These are the only cells that should be edited. Do not edit anything from ID (column A) through Job Title (Column K.) Do not add or delete columns or rows. The only cells that should be edited are the cost columns and the Notes and Explanations fields.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
	Id	Agency	Agency	BeginDate	EndDate	Employee Id	LastName	FirstName	JobCategory	CostPool	JobTitle	Salary/Hours Paid	Contracted Cost	Employer-Paid Benefits	Compensation Federal Revenues	Notes	Explanation	Warnings
1	63312	1663 PCG Unified C	10/1/2015 0:00	12/31/2015 0:00		Smith	Steve	Psychologist	Direct Service	Psychologist								
2	63324	1663 PCG Unified C	10/1/2015 0:00	12/31/2015 0:00		Backus	Nancy	Psychologist	Direct Service	Psychologist								
3	63325	1663 PCG Unified C	10/1/2015 0:00	12/31/2015 0:00		Smith	Joseph	Psychologist	Direct Service	Psychologist								
4	63321	1663 PCG Unified C	10/1/2015 0:00	12/31/2015 0:00		Coleman	Harold	Physical Therapist	Direct Service	Physical Therapist								

5. Enter costs in the cells. While entering costs, please follow these rules:
 - a. If a participant does not have a particular cost, **you must enter 0**. You cannot leave it blank.
 - b. Numbers should have a maximum of 2 decimals. The system will not accept partial pennies.
 - c. As mentioned above, change only the cost-related cells and the Notes and Explanations fields.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Id	Agency Id	Agency	BeginDate	EndDate	Employee Id	LastName	FirstName	JobCategory	CostPool	JobTitle	Hours Paid	Salary/Contracted Cost	Employer-Paid Benefits	Compensation Federal Revenues
2	63312	1663	PCG Unified C	10/1/2015 0:00	12/31/2015 0:00		Smith	Steve	Psychologist	Direct Service	Psychologist		3500	1500	500
3	63324	1663	PCG Unified C	10/1/2015 0:00	12/31/2015 0:00		Backus	Nancy	Psychologist	Direct Service	Psychologist		6000	2500	0
4	63325	1663	PCG Unified C	10/1/2015 0:00	12/31/2015 0:00		Smith	Joseph	Psychologist	Direct Service	Psychologist		15000	3000	0
5	63321	1663	PCG Unified C	10/1/2015 0:00	12/31/2015 0:00		Coleman	Harold	Physical Therapist	Direct Service	Physical Therapist		26000	4000	2000

- When the costs have been entered, save the file. (Remember that the file must be in .xls or .xlsx format.)
- Return to the PCG Claiming System. Click 'Import', then click 'Choose File' to locate your upload file:



- Click Upload. If your file is in the appropriate format, the system will upload your data. If your file has errors in it, the system will provide details and instructions regarding those errors.
- Address the errors, then repeat steps 7-8 to re-attempt upload.

VI. HELPFUL TIPS & RESOURCES

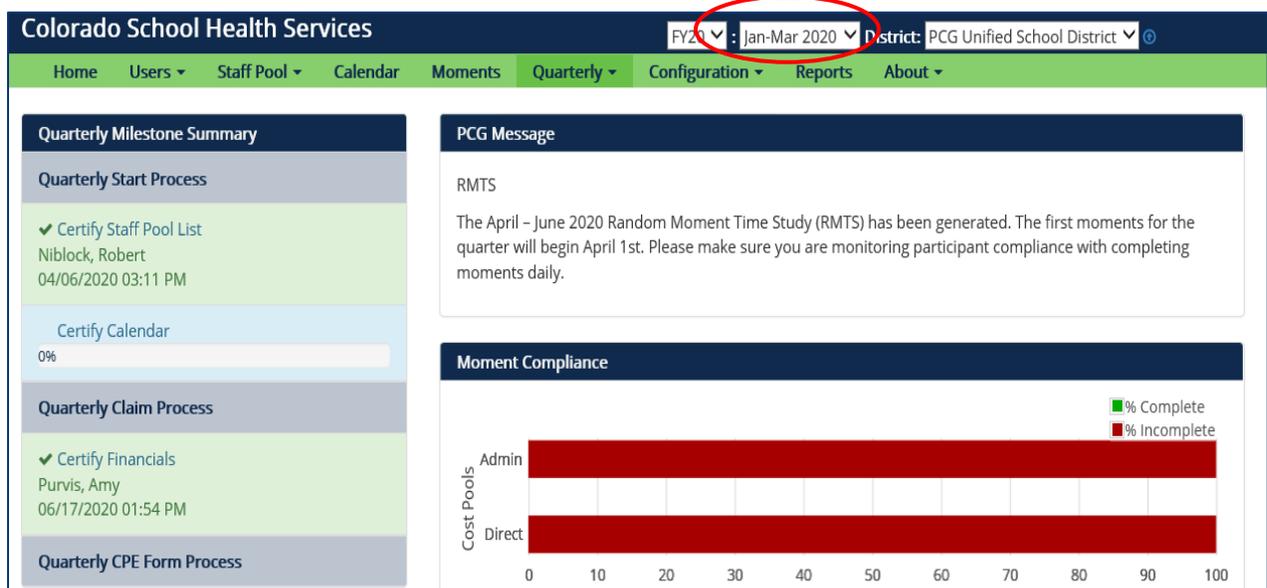
- Quarterly costs are reported on a **cash-basis**, or based on date of payment
- Costs can only be reported for participants on the Staff Pool List for the reporting quarter
- Be sure the appropriate quarter is selected in the 'Quarter' dropdown menu when working with quarterly costs
- Report 100% of costs (including federal funds) in the salaries / benefits / contractor costs sections, and ONLY the federal portion in the appropriate section. The Claiming System will automatically subtract the federal portion from the gross salaries and benefits
- The 'Compensation Federal Revenues' field is required even if the dollar amount is zero
- Remove all 100% federally funded participants from future rosters
- The 'Job Span' field shows how long a participant was in the position. Users can hover over the job span bar to see exact dates the participant was in the position
- Report the **employer or district-paid** portion of benefits costs
- Warnings are designed to flag potential issues. Costs can either be corrected or an explanation provided for why the costs are accurate as entered

- Remove participants that are no longer with the district from the Staff Pool List in a timely manner to avoid a large number of No Payroll Information warnings
- Only coordinators with Financial District Level Administrator access can certify the Quarterly Financials
- Exported files must be saved in an Excel format, either .xls or .xlsx, for them to upload properly. Be sure not to remove or change any columns, rows, or headers

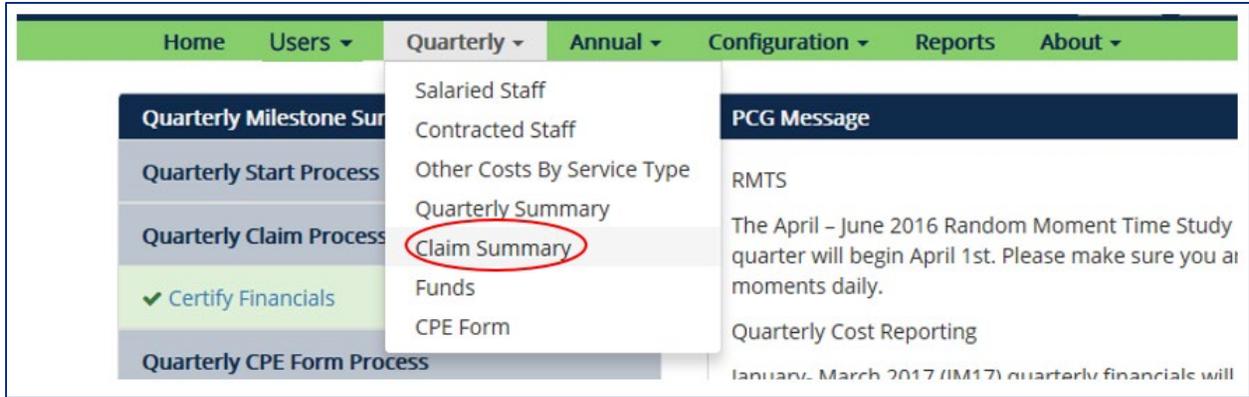
Certification of Quarterly Funds and Submission of CPE Form

As part of the Colorado School Health Services (SHS) program, districts must submit a completed and signed Certification of Public Expenditure (CPE) form to HCPF of Health Care Policy and Financing. Before this can be completed, each district must review and certify their quarterly Medicaid Administrative Claim (MAC). Below is a step-by-step guide to completing this process.

1. Log into the PCG claiming system at <https://claimingsystem.pcgus.com/co>.
2. Select the appropriate fiscal year and quarter from the drop down menu at the top of the page.



3. Click the 'Quarterly' tab from the green menu bar, then select 'Claim Summary'.



- Review the information listed on the *Claim Summary* page. This page details your district’s claim details including: gross and net claim amounts, Unrestricted Indirect Cost Rate (UICR), Medicaid Enrollment Rate (MER), state fees withheld, and statewide time study results for each cost pool. Below is an example of the *Claim Summary* from the quarterly drop down.

Claim Summary (Signed)

Claim Calculation Summary \$2,655.51

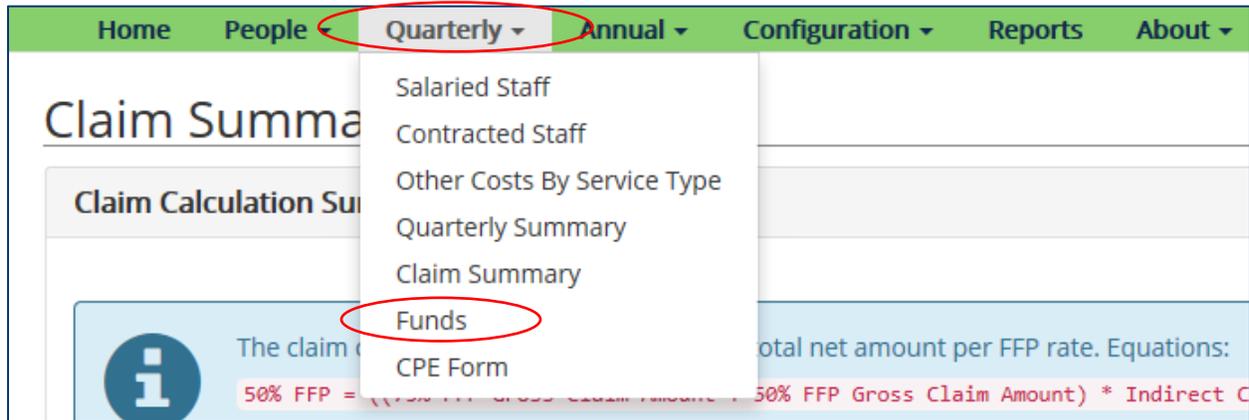
i The claim calculation summary outlines the total net amount per FFP rate. Equations:
 $50\% \text{ FFP} = ((75\% \text{ FFP Gross Claim Amount} + 50\% \text{ FFP Gross Claim Amount}) * \text{Indirect Cost Rate} + \text{Gross Claim Amount} + \text{Fixed Fee}) * 50\%$
 $75\% \text{ FFP} = \text{Gross Claim Amount} * 75\%$
 The Gross Claim Amount is the sum of the "Gross Claim Amount" column from each cost pool summary for that particular FFP rate.

	50 % FFP	75 % FFP	TOTALS
Gross Claim Amount	\$4,248.81	\$0.00	\$4,248.81
Indirect Costs (25 %)	\$1,062.20		\$1,062.20
Total Gross Claim Amount	\$5,311.02	\$0.00	\$5,311.02
FFP Rate	50 %	75 %	
Total Net Amount	\$2,655.51	\$0.00	\$2,655.51
State Costs Withheld (2.5 %)			\$66.39
Amount Owed to Provider			\$2,589.12

Exclusions

Cost Pool Summary: Administrative Personnel	\$3,008.92
Cost Pool Summary: Direct Service	\$1,239.90

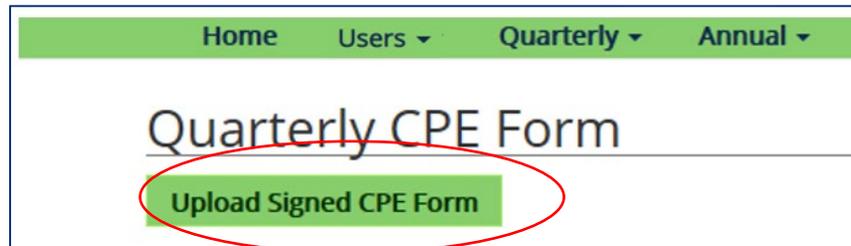
- Once this page is reviewed and confirmed you will click 'Quarterly Funds' from the 'Quarterly' tab. This is where you will designate the source(s) of your claim's funds. This action is only required when signing CPE forms for quarters prior to July-September 2024.



- After confirming the amount entered on the 'Funds' page equals the total expenditures, the CPE form can be signed. The 'Funds' section will not be required and will not be visible after the July – September 2024 quarter. To access your CPE form, select 'CPE Form' from the 'Quarterly' drop down menu.



7. Once the CPE form appears you will right click on the screen and either select 'Print' for Chrome users or 'Print Preview' for Internet Explorer or Mozilla Firefox users. Ensure the entire form shows up on one page, if you are using Explorer you will select 55% for Firefox you will select 60%.
8. The CPE form must be printed so that the bottom portion of the form can be completed and signed by a CEO, CFO, superintendent or otherwise designated fiscal agent from your district/BOCES. If your district has authorized a signer that does not have one of the titles above, please make sure that your district keeps documentation on file to support that this individual has approval to sign this form from your fiscal agent.
9. Once the form is complete, districts may scan the document and save it electronically for their files. Additionally, districts may now upload the signed CPE form in lieu of faxing, mailing, or emailing. This can be completed by clicking the 'Upload Signed CPE Form' button at the top of the page, then selecting the recently saved electronic version of the signed form. HCPF and PCG will automatically be able to view the uploaded form to verify accuracy and process completion.



Colorado Chart of Accounts - https://www.cde.state.co.us/cdefinance/coa_fy2024