

Conversion Timeline to STAR

Time Frame	Who Takes Action	Action Step
August – September 1st	Field Staff	Review POs for accuracy. Ensure receiving is up to date and cancel orders not needed. Please do not start cancelling orders too early if services are being provided or if an invoice is outstanding. Monitor Orders on Invoices To Do List and use PO listing provided weekly to WDA Directors and Supervisors.
Monday, August 31 st	CCP	CCP will manually update the scheduled payment date upon invoice approval for all vendor checks that are approved through shutdown.
Monday, September 14 th	CCP	Only Invoices received by 4:30 PM 9/14/2015 will be paid pre-STAR. Any invoice received after 09/14/2015 will be held for entry until after the STAR conversion. Exceptions may be approved by CO Management.
Wednesday, September 16 th	Field Staff	Last day to route Direct Payments to CCP for processing until after STAR conversion.
Wednesday, September 16 th	CCP	CCP will have entered all invoices received before end of day 9/14, and will have all receiving notices sent.
Wednesday, September 16 th	Lorie Lange and Field Staff	CO will send an email stating all of the invoices are keyed and receiving alerts sent. Staff have two responsibilities: <ol style="list-style-type: none"> 1) Receiving on all invoices entered in IRIS. Use Orders on Invoice To Do List - DUE SEPTEMBER 18 2) Cancel POs that do not have an IN PROCESS or APPROVED invoice – DUE SEPTEMBER 21
September 16 th time of email from CO – Monday September 21 st 4:30 PM	Field Staff	Begin Canceling PO's that are either <ul style="list-style-type: none"> • not on an invoice at all OR <ul style="list-style-type: none"> • on an invoice in PAID or SCHEDULED status. (If an invoice is in IN PROCESS or APPROVED status, <u>do not</u> cancel the PO.) When a PO is cancelled but is still needed, copy the PO and leave the new order IN PROCESS
Friday, September 18 th	CCP	Last day for CCP to approve invoices and direct payments.

Monday, September 21 st 4:30 PM	IRIS Administrator	IRIS Administrator will turn off IRIS fiscal processing. Only "IN PROCESS" POs can be generated.
9/21/2015-10/1/2015	Field Staff	Continue to contact consumers for receiving. Document in Authorization for Services Update Case Note.
9/21/2015-10/1/2015	Field Staff	Use forms from DVR Workweb as needed. A copy of an IN PROCESS purchase orders can be sent to vendor as alternative to the PO form. <ul style="list-style-type: none"> • 12785(Authorization for Services), • 12987 (Advance ERL), • 12989 (Reimbursement ERL)
9/21/2015-10/01/2015	All	No consumer or vendor payments can be generated.
9/22/2015 - 10/1/2015	CCP	CCP will track invoices received since the 15 th through the shutdown period.
9/29/2015 4:30 PM – 10/1/2015 6:00 AM	IRIS Administrator	IRIS will be Read Only: Including Case Management Functions Note: Any closure to be counted in FFY 15 needs to be completed by 9/29
10/1/2015	Field Staff	Approve IN PROCESS POs. New STAR format will validate and new project code for FFY16 may be selected if appropriate. Vendor may need to be imported using new process. Use Incomplete Order To Do List. NOTE: Priority is given to PO's to Opportunity Inc TWE wages, SVRI Eligibility and OOS Assessment Services and those listed as invoice received.
10/1/2015	Field Staff	Key any manual forms used during the fiscal shut down into POs or DPs.