

# GEARS

## Grants Enrollment, Application & Reporting System

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Bureau of Fiscal Services

Wednesday, May 24, 2023



WISCONSIN DEPARTMENT  
of HEALTH SERVICES

# GEARS IN MOTION

## THE 6 W'S

1. When are we going to get there?



2. Where is all this information?



3. Will the contracts look different?



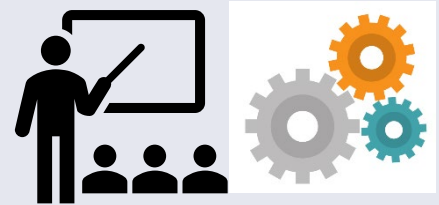
4. Why are we doing this?



5. What's new on the expense report?

A		B		C		D		STATE
DEPARTMENT OF HEALTH SERVICES Division of Enterprise Services F-00642 (06/2016)		COMMUNITY AIDS REPORTING SYSTEM (CARS) EXPENDITURE REPORT						
		<input type="checkbox"/> Original Report		<input type="checkbox"/> Additional Report		<input type="checkbox"/> Final Report		Office Use t Date entered
<b>INSTRUCTIONS:</b> 1. Report expenses in whole dollar amounts. No formulas. 2. See Contract for current Agency Number and Agency Type. 3. Complete one line per profile.		Agency Number	Agency Name					
		Agency Type	Agency Contact Person	OH'S Contract Administrator	Operator In/it			
		Report Period (mm/yy)	Agency Contact Phone Num	Agency Contact Email Address				
Profile Name	Profile Number	Current Net Expense	CTD (Contract to Date) Expense		Com			

6. Who is going to show us?



# WHEN – IT'S NOW!

- First SFY 2024 payment from GEARS
- All expense reports should now be using the new form
- Adjustments will be needed and may show on reports
- Still running CARS for a 2-System Verification
- Historical data entered, but those reports are not system of record
  - Processing Date is the new “voucher number” in GEARS
  - Last planned CARS voucher number is 092314

**CARS 603 Report** Data Queries Menu 05/09/2023 8:02

Agency Num  Agency Type

Voucher

Data Queries Menu

Reports

Reports:

Agency/number/AgencyName Search  Agency Type

Agency Number  Contract Year

Expense Processing Date

# DOCUSIGN – CONTRACTS WILL LOOK THE SAME ... MOSTLY

- Agency Type
- CARS to GEARS
- Agency Name may appear different

<i>DHS CARS STAFF INTERNAL USE ONLY</i>						
<b>CARS PAYMENT INFORMATION</b>						
The information below is used by DHS Bureau of Fiscal Services, CARS Unit, to facilitate the processing and recording of payments made under this Agreement.						
Agency #:	Agency Name:	Agency Type:	CARS Contract Start Date:	CARS Contract End Date:	Program Total Contract:	
64	WALWORTH CO - ADRC	325	1/1/2023	12/31/2023	\$722,454.00	
Profile ID#	Profile Name	Profile Note	Profile Current Amount	Profile Change Amount	Profile Total Amount	Funding Controls <sup>1</sup>
560100	ADRC BASE GPR REIMB		\$664,014.00	\$50,660.00	\$714,674.00	6-month
560328	ADRC SPAP EBS		\$7,008.00	\$772.00	\$7,780.00	N/A

# EXPENSE REPORTS – WHAT’S NEW?

Everything is the same except:

- Agency Type and Contract Year
  - Example: Type 310 is now - Type 10, Contract Year 2023
- Email Auto-Reply Confirmation
- Line Count
- Column Header Naming
- Drop down menus

DEPARTMENT OF HEALTH SERVICES Division of Enterprise Services F-00642 (TBD)		<b>GRANTS ENROLLMENT, APPLICATION &amp; REPORTING SYSTEM (GEARS)</b>			STATE OF WISCONSIN
<b>EXPENDITURE REPORT</b>					
<input type="checkbox"/> Original Report <input type="checkbox"/> Additional /Adjustment Report <input type="checkbox"/> Final Report					
<b>INSTRUCTIONS:</b>	Agency #	Agency Name			
1. Report expenses in <b>whole dollar</b> amounts.	Agency Type	Agency Contact	Agency Contact Email Address		
2. See Contract for Agency # and Agency Type.					
3. Contract Year is the year in which the contract ends.	Contract Year (yyyy)	Report Period (MM/YYYY)	Agency Contact Phone Number		
<b>Profile Number (In numerical order, low to high)</b>	<b>Profile Short Name</b>	<b>New, Additional or Correcting Expenses</b>	<b>If Additional Exp or Corrections, comment as appropriate</b>	<b>Contract to Date Expenses</b>	<b>Line Count</b>
					1
					2
					3
					4
					5



# THINGS TO REMEMBER

- Please fill out profiles in numerical order
- One reporting period per report
- One report per email
- Use the correct email subject line. *NOTE – There is a change*
  - Agency number – Type – Contract year – Reporting month (spelled out)/year(YY) – Agency name
  - 123456 – 10 - 2023 – March 23 – ABC County
- Unless directed by CARS/GEARS staff do not send revised reports! Use an additional/adjustment report.
- Mark your final as FINAL
- Comments are not required
- The subject line, file name, and email body message (if applicable) must all reference the same reporting month/year or we cannot enter it.

EXPENDITURE REPORT		
<input type="checkbox"/> Original Report	<input type="checkbox"/> Additional /Adjustment Report	<input checked="" type="checkbox"/> Final Report

# COMMUNICATIONS

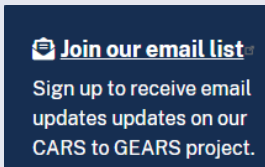
## WHERE CAN I FIND IT?

### Website: *Please send us feedback and suggestions*

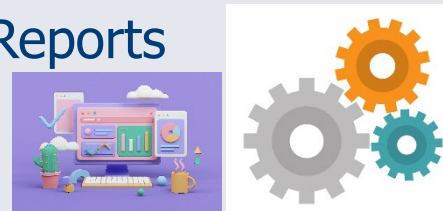
- Easier navigation
- New Profile Listing
  - Can be downloaded to excel
  - Provides: - Division, Name, Instructions, Rolls-To, Type, Percentage Reimbursed, Funding Control
  - Also displays ALN for auditors
  - Working on getting the closeout period added
- Up-to-date Flow Charts
- Newsletter Archives

### Newsletter

- CARS/GEARS Newsletter has been sending updates on the transition since February 2023.
- You can sign up by navigating to the CARS/GEARS website and clicking on Join Our Email List.
- Emails come from: [widhs@public.govdelivery.com](mailto:widhs@public.govdelivery.com)
- Check your spam if you are not receiving the emails.



### Reports



- Located at same URL
- New payment report
- 603 downloads to Excel
- What to know about a collectable balance on your 603 report
- More to come

# SYSTEM REDESIGNED

- Smoother and faster payment processing
- Tighter controls to reduce human error
- Transparency with our internal customers
- Collectible balances recovered faster
- Pay schedule improvements (We are looking at you, April)
- Municipalities paid a few days sooner
- Separate payments by Agency Type
- New possibilities for improved reports



# TRAINING

- Live Webinars
- Recorded Tutorials
- Updated Instructions
- Helpful and Friendly Staff
- Email Reply Confirmation



# HOW YOU CAN HELP

- When the 603 & 620's are available in late May (last CARS run) and late June (first GEARS run)
  - Verify contract amounts and reports expenses on the reports
  - Look for expenses without a contract amount, identify what happened
  - Verify Contract-To-Date (CTD) Information
  - Is the payment amount what you expected
- Email questions
  - This helps us provide better training
  - We can get FAQ's out in a newsletter
  - Most importantly - answer your question





# QUESTIONS???

CARS/GEARS Questions:

[DHSDESBFSCARS@dhs.wisconsin.gov](mailto:DHSDESBFSCARS@dhs.wisconsin.gov)

Website:

<https://www.dhs.wisconsin.gov/cars>