



COPOS WEBINAR

MAY 2018

May 8, 2018

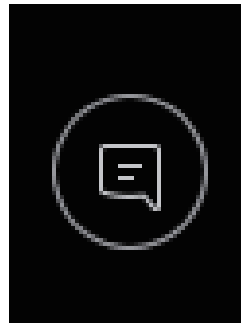
Center for Community Services
Jesse, Melissa, John, Kathleen, and Melanie

WEBINAR HOUSEKEEPING

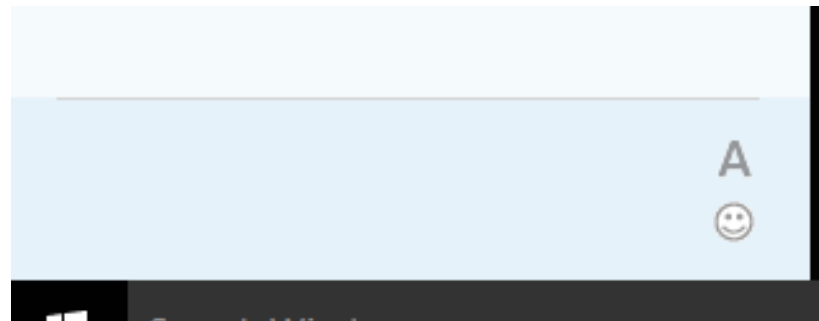
- You must dial-in to the conference line for audio
1-855-750-1027
PIN 717513#
- Please mute your phone to reduce disruptions
- Time is reserved for questions and answers at the end, but feel free to ask questions anytime either in the webinar chat or on the conference line
- The slides used during the webinar will be available afterwards in the COPOS Help section

WEBINAR HOUSEKEEPING

- To use the chat feature within the webinar, look for this icon in the bottom left corner:

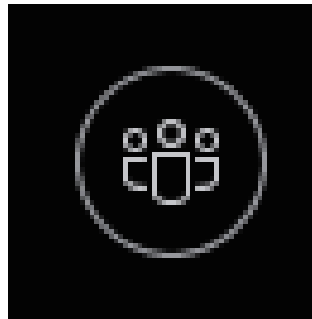


- Clicking the icon will open the Conversation pane:

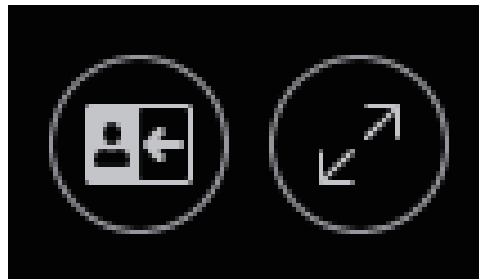


WEBINAR HOUSEKEEPING

- To see the list of webinar participants, click this icon in the top left corner:



- Change the layout and size of the presentation with these icons in the top right corner:



WEBINAR OBJECTIVES

- Highlights of reporting and printing upgrades
- Organizational Standard improvements
- Updated ED approval process
- COPOS user IDs, passwords, and certification
- Tripartite Board and Agency Key Staff module
- Future COPOS enhancements
- COPOS reminders



COPOS PROMOTION OVERVIEW

- 2018 Major COPOS releases are scheduled for May, August and November
- The first 2018 major release for COPOS will occur on May 21, 2018
- COPOS system will be unavailable for the promote: May 16, 2018 at Noon to May 21, 2018 at 8 AM to ensure a successful Go Live
- Today's webinar will cover the major highlights of that release.



MAY 21 PROMOTION OVERVIEW

- May 21 release will include the following items:
 - OS History Report Print Option
 - OS Report “# of Met Standards” Counter at top
 - “Notes” may not be added to OS while it is “ED Approved”
 - Align User IDs & Passwords with Commonwealth Standards
 - User Access Certification Document in COPOS
 - Download Report Content Screen Redesign
 - Board Management and Agency Key Staff – New!

MAY 21 PROMOTION – OS HISTORY REPORT PRINT OPTION

- Agencies have the option to print their OS History
 - Capability was requested for print out to show Board Members & others

COPOS
Community Organization Planning & Outcome System

Test Mel – Current Report: COPOS 2018 (Change) Home | COPOS Help |

[Download](#) | [Send As Email](#)

Organizational Standards 12 Month History

Maximum Feasible Participation

Category one: Consumer Input and Involvement	4/30/2017	5/31/2017	6/30/2017	7/31/2017	8/31/2017	9/30/2017	10/31/2017
1.1 The department demonstrates low-income individuals' participation in its activities.	Met	Met	Met	Met	Met	Met	Met
1.2 The department analyzes information collected directly from low-income individuals as part of the community assessment.	Met	Met	Met	Met	Met	Met	Met

- On the OS History screen, simply select the “Download” or send to e-mail

MAY 21 PROMOTION – OS HISTORY REPORT PRINT OPTION

- The report you receive will show status for the past 12 months appearing as follows:

Community Action Agency Standards History

- Organizational

Generated: 4/10/2018 2:37:50 PM

AA - Awaiting Approval

Maximum Feasible Participation

Category one: Consumer Input and Involvement	2017										2018	
	4/30	5/31	6/30	7/31	8/31	9/30	10/31	11/30	12/31	1/31	2/28	
Standard 1.1 - The organization demonstrates low-income individuals' participation in its activities.	Met	Met	Met	Met	Met	Met	Met	Met	Met	Met	Met	
Standard 1.2 - The organization analyzes information collected directly from low-income individuals as part of the community assessment.	Met	Met	Met	Met	Met	Met	Met	Met	Met	Met	Met	
Standard 1.3 - The organization has a systematic approach for collecting, analyzing, and reporting customer satisfaction data to the governing board.	Met	Met	Met	Met	Met	Met	Met	Met	Met	Met	Met	
Category two: Community Engagement	2017										2018	
	4/30	5/31	6/30	7/31	8/31	9/30	10/31	11/30	12/31	1/31	2/28	
Standard 2.1 - The organization has documented or demonstrated partnerships across the community, for specifically identified purposes; partnerships include other anti-	Met	Met	Met	Met	Met	Met	Met	Met	Met	Met	Met	

MAY 21 PROMOTION – OS SCREEN # MET COUNTER ADDED

Accessing the **OS Report** under **Organizational Standards** will allow you to see the number of standards met without scrolling through each one:

Yellow Links Identify Incomplete Sections

Home
Announcements
Download Report Content

Expand All

+ Admin
- Organizational Standards
 **OS Report
 Manage Documentation
 Shared Documents
 OS History
+ Module 2
+ Module 3: A - Management
+ Module 3: B
+ Module 4: A (Quarterly)
+ Module 4: B
+ Module 4: C

COPOS
Community Organization Planning & Outcome System

Test Met - Current Report: COPOS 2018 (Change)

Home | COPOS

Maximum Feasible Participation	Vision and Direction	Operations and Accountability
Consumer Input and Involvement	Organizational Leadership	Human Resource Management
Community Engagement	Board Governance	Financial Operations and Oversight
Community Assessment	Strategic Planning	Data and Analysis

46 of 50 [92.00%] Standards in Compliance

Maximum Feasible Participation

Consumer Input and Involvement

Standard 1.1 - The department demonstrates low-income individuals' participation in its activities.
Met

Standard 1.2 - The department analyzes information collected directly from low-income individuals as part of the community assessment.
Met until 10/23/2018

Standard 1.3 - The department has a systematic approach for collecting, analyzing, and reporting customer satisfaction data to the tripartite/advisory board, which may t local government processes.
Met on 12/11/2017 (No Expiration)

Community Engagement

At the top of the OS page, a **Standards in Compliance** counter has been added,

MAY 21 PROMOTION – UNABLE TO ADD NOTES WHILE APPROVED

When you open an Organizational Standard to make changes, the current status can be updated after clicking **Edit**:

Yellow Links Identify Incomplete Sections

[Home](#)
[Announcements](#)
[Download Report Content](#)

[Expand All](#)

+ Admin

- Organizational Standards

 **OS Report

[Manage Documentation](#)

[Shared Documents](#)

[OS History](#)

+ Module 2

+ Module 3: A - Management

+ Module 3: B

+ Module 4: A (Quarterly)

+ Module 4: B

+ Module 4: C

Consumer Input and Involvement

Standard 1.1 - The department demonstrates low-income individuals' participation in its activities.

Met

Standard 1.1 - The department demonstrates low-income individuals' participation in its activities.

Met: **Yes** Approved by: **MC** [Help](#)

Documentation	Notes
<ul style="list-style-type: none">✓ Advisory Group Documents✓ Advisory Group Minutes✓ Activity Participation Lists✓ Board / Advisory Body Minutes✓ Board / Advisory Body Pre-Meeting Materials / Packet✓ Volunteer Lists / Documents✓ Other <p>Community forums and planning meetings,</p>	

Documentation For This Standard:

[CSRSG Customer Satisfaction Survey Training_18.pptx](#)

[CSRSG Satisfaction Survey FINAL Issued 10-27-16_18.pdf](#)

[Edit](#)

Standard 1.2 - The department analyzes information collected directly from low-income individuals as part of the community assessment.

Met until 10/23/2018

MAY 21 PROMOTION – UNABLE TO ADD NOTES WHILE APPROVED

- Once in **Edit** mode, notes cannot be added to an ED-approved OS
- You will need to first **Undo Approval**
- Add your note and the ED must then **Approve** the OS
- This was incorporated to be consistent with other sections of COPOS

ard 1.1 - The organization demonstrates low-income individuals' participation in its activities.

Yes ▾ Date of Compliance: Executive Director Approval: KM

imentation

divisory Group Documents
divisory Group Minutes
ctivity Participation Lists
oard Minutes / Committee Minutes
oard / Advisory Body Pre-Meeting Materials /
et
olunteer Lists / Documents

Notes

MAY 21 PROMOTION –USER IDS & PASSWORDS

- Passwords will be extended to 12 characters to align with higher security standards.
- You may continue to use your current password until it expires.
- Impact: The next time you change your password, you will be required to use a 12 character password.
- The new password requires at least one upper-case letter, a lower-case letter, and a symbol.

MAY 21 PROMOTION –USER IDS & PASSWORDS

- To ensure that User IDs align with Commonwealth standards, the system will automatically create the User ID when adding a new user. This field will not be accessible to the Local Admin who creates a new User ID.



MAY 21 PROMOTION –USER IDS & PASSWORDS

User Details	
User Name	mtest
Password	New Password <input type="password"/>
	Confirm Password <input type="password"/>
First Name	Melanie
Last Name	Test
Organization	Allegheny County Department of Human Services ▼
Phone	(717) 346-0806
Extention	<input type="text"/>
Email Address	mesheeler@pa.gov
User Type	User ▼
Active Status	<input checked="" type="checkbox"/>
Organizational Emails	<input type="checkbox"/>
Administrative Emails	<input type="checkbox"/>
Insert Cancel	

[Home](#)
[Announcements](#)
[Download Report Content](#)

[Expand All](#)

– Admin

[**Edit Users](#)

[Edit Organization Information](#)

[Post Special Announcement](#)

[Active Users](#)

[Agency Overrides](#)

[Administration](#)

+ Organizational Standards

+ Module 2

+ Module 3: A - Management

+ Module 3: B

+ Module 4: A (Quarterly)

+ Module 4: B

+ Module 4: C

MAY 21 PROMOTION –USER IDS & PASSWORDS

- A small number of Users who have User IDs that are not fully compliant with the standard will receive a new User ID in the near future. They will be notified of their new User ID and must use the new User ID for all future COPOS logins.

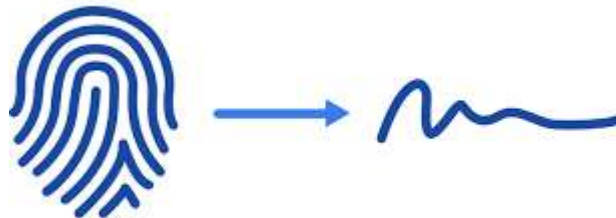


MAY 21 PROMOTION – USER ACCESS CERTIFICATION

- COPOS has incorporated a new User Access Certification document.
- This will allow you to sign the COPOS user agreement electronically.
- Local Administrators or EDs will not be required to collect signatures and send to DCED - it will instead be completed in and maintained by COPOS.
- The process will be similar to user agreements used for other on-line systems (such as Netflix, eBay, or Amazon, etc.)

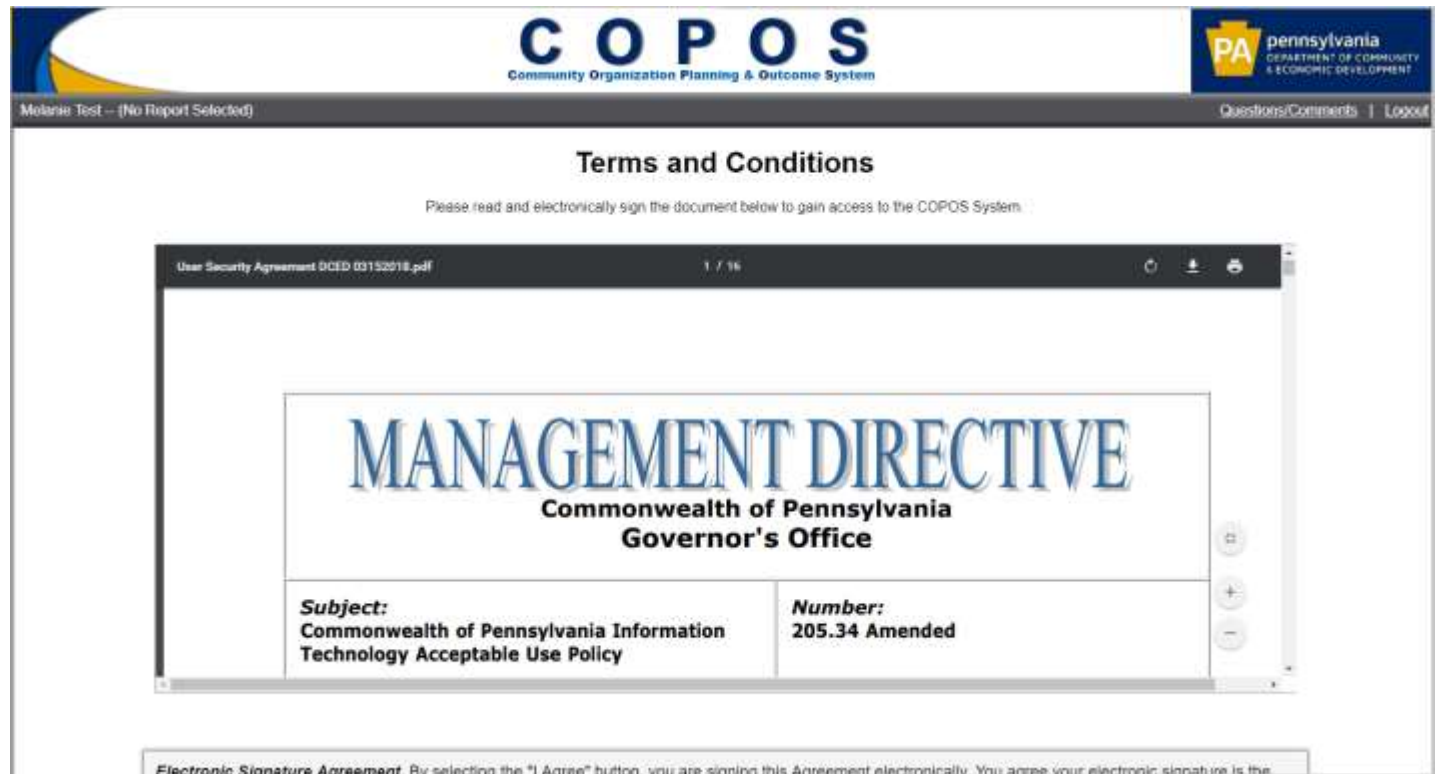
MAY 21 PROMOTION – USER ACCESS CERTIFICATION

- The signature will be required the first time you login after May 21st.
- You will not be prompted to sign the document again until your first login after January 1st.
- The agreement will be signed each subsequent calendar year.



MAY 21 PROMOTION – USER ACCESS CERTIFICATION

- Once User ID and password are entered, COPOS will display:



- Scroll through to read and sign document.

MAY 21 PROMOTION – USER ACCESS CERTIFICATION

- Electronically sign the COPOS User Agreement:

I further understand that my commonwealth IT resource usage may be accessed and monitored at any time, with or without advance notice to me. By signing this agreement, I specifically acknowledge and consent to such access and monitoring.

Printed Name: _____

Signature: _____

Date: _____

Email Address: _____

Electronic Signature Agreement. By selecting the "I Agree" button, you are signing this Agreement electronically. You agree your electronic signature is the legal equivalent of your manual signature on this Agreement. By selecting "I Agree" you consent to be legally bound by this Agreement's terms and conditions. You further agree that your use of a key pad, mouse or other device to print your name constitutes your signature (hereafter referred to as "E-Signature"), acceptance and agreement as if actually signed by you in writing.

By signing this agreement electronically, you are agreeing to abide by the terms and conditions described in the text above.

Type your name as shown to the right: **Melanie Test**

First Name Last Name

☒ I Agree

Clicking the Sign Agreement button will generate a PDF of the signed document for your records.

MAY 21 PROMOTION – USER ACCESS CERTIFICATION

- An e-mail will be sent to address on file with the full document, including signature page:

**COMMONWEALTH IT RESOURCE ACCEPTABLE USE POLICY USER AGREEMENT -
AUTHORIZED USER OF COMMONWEALTH RESOURCES**

This user agreement does not prohibit authorized users from performing services required by their agreement with the commonwealth.

I have read the attached *Management Directive 205.34, Commonwealth of Pennsylvania Information Technology Acceptable Use Policy*, and Enclosure 1, *Commonwealth Acceptable Use Standards for Information Technology*, and in consideration of the Commonwealth of Pennsylvania making its IT resources available to me, I agree to abide by the requirements set forth therein. I understand that the commonwealth may take appropriate action, including any action specified in my agreement with the commonwealth, if I fail to abide by any of the requirements of this agreement.

I further understand that my commonwealth IT resource usage may be accessed and monitored at any time, with or without advance notice to me. By signing this agreement, I specifically acknowledge and consent to such access and monitoring.

Printed Name: Melanie Test

Signature: Signed electronically

Date: Friday, May 4, 2018, 4:29 PM

Email Address: mesheeler@pa.gov

Work Phone: (717) 346-0806

Agency: Community Action Agency

MAY 21 PROMOTION – DOWNLOAD REPORT CONTENT REDESIGN

- The Download Report Content was changed for easier use:



Yellow Links Identify Incomplete Sections

[Home](#)
[Announcements](#)
[Download Report Content](#)

[Expand All](#)

- + Admin
- + Organizational Standards
- + Module 2
- + Module 3: A - Management
- + Module 3: B
- + Module 4: A (Quarterly)
- + Module 4: B
- + Module 4: C

COPOS
Community Organization Planning & Outcome System

Test Mel – [Current Report: COPOS 2018 \(Change\)](#) | [Home](#) | [COPOS Help](#) | [Questions/Comments](#) | [Logout](#)

Download Report Content

Report Font Size Aa

- Complete and Part Reports
- Module 2 Expenditures, Capacity, & Resource
- Module 3
- Module 4A Individual & Family Performance Indicators (Quarterly)

MAY 21 PROMOTION – DOWNLOAD REPORT CONTENT REDESIGN



- Click on arrows at far right to expand selection & choose report:

Complete and Part Reports

Complete Report

The complete Information Survey / Annual Report.



☐ Full
 ☐ Blank
 ☒ Help
 ☐ Year-To-Year
 ☐ Target
 ☐ Q1
 ☐ Q2
 ☐ Q3
 ☐ Q4

Module 2

Module 2 Expenditures, Capacity, & Resource Report.



☒ Full
 ☐ Blank

Module 4: A (Quarterly)

Module 4A Individual & Family Performance Indicators (Quarterly) Report.



☒ Full
 ☐ Blank

Module 4: B

Module 4B Individuals & Families Served Report.



☒ Full
 ☐ Blank

Module 4: C

Module 4C Characteristics of Those Served Report.

☒ Full
 ☐ Blank

MAY 21 PROMOTION – DOWNLOAD REPORT CONTENT REDESIGN

- For a specific report section report choose the corresponding Module:

Complete and Part Reports

Complete Report

The complete Information Survey / Annual Report.

☐ Full
☐ Blank
☒ Help
☐ Year-To-Year
☐ Target
☐ Q1
☐ Q2
☐ Q3
☐ Q4

Module 2

Module 2 Expenditures, Capacity, & Resource Report.

☒ Full
☐ Blank

Module 4: A (Quarterly)

Module 4A Individual & Family Performance Indicators (Quarterly) Report.

☒ Full
☐ Blank

Module 4: B

Module 4B Individuals & Families Served Report.

☒ Full
☐ Blank

Module 4: C

Module 4C Characteristics of Those Served Report.

☒ Full
☐ Blank

Module 2 Expenditures, Capacity, & Resource

Module 3

Module 4A Individual & Family Performance Indicators (Quarterly)

Employment

Employment Indicators

☒ Full
☐ Blank
☐ Help
☐ Year-To-Year

Education/Cognitive Development

Education and Cognitive Development Indicators

☒ Full
☐ Blank
☐ Help
☐ Year-To-Year

24

MAY 21 PROMOTION – BOARD MANAGEMENT

- Board Management Module is a new module in COPOS to track current board members & key staff
 - Routinely update tripartite board membership and agency key staff as changes occur
 - Replaces manual processes at the time of monitoring
 - Additional details and specific requirements will be forthcoming in revised CSBG Directive C2018-05, Reporting Requirements

MAY 21 PROMOTION – BOARD MANAGEMENT

- The Board Management and Agency Key Staff Module will be available for your use beginning May 21st
- The forthcoming CSBG Directive 2018-05, Reporting Requirements, will set forth expectations that the module is maintained accurately and certified quarterly by the agency's Executive Director
- DCED will routinely review board and key staff changes throughout the year and during annual program monitoring

MAY 21 PROMOTION – BOARD MANAGEMENT

- When opening the new “Edit Organization Information, 3 tabs will be displayed
 - Board Management (new!)
 - Key Staff Management (new!)
 - Organization Management (exists currently)

Edit Organization Information

Board Management
Key Staff Management
Organization Management

Number of Board Members Established in bylaws: 15
Current Number of Board Members: 0

Sector

☒ All Sectors
☐ Public Official
☐ Private Sector
☐ Low-Income Sector

Board Vacancy History												
Sector	Jun 2017	Jul 2017	Aug 2017	Sep 2017	Oct 2017	Nov 2017	Dec 2017	Jan 2018	Feb 2018	Mar 2018	Apr 2018	May 2018
Public Sector Board Members												
Private Sector Board Members												
Low Income Sector Board												

MAY 21 PROMOTION – BOARD MANAGEMENT

- The new Board Management tab showing “All Sectors” will be the default display. From this display, you may click on a different tab or click on a new radial to see only that sector of the board

Edit Organization Information

Board Management
Key Staff Management
Organization Management

Number of Board Members Established in bylaws: 15
Current Number of Board Members: 0

Sector

☒ All Sectors
☐ Public Official
☐ Private Sector
☐ Low-Income Sector

Board Vacancy History												
Sector	Jun 2017	Jul 2017	Aug 2017	Sep 2017	Oct 2017	Nov 2017	Dec 2017	Jan 2018	Feb 2018	Mar 2018	Apr 2018	May 2018
Public Sector Board Members												
Private Sector Board Members												
Low Income Sector Board												

MAY 21 PROMOTION – BOARD MANAGEMENT

- The first time accessing COPOS, you will need to set up the “Number of Board Members Established in bylaws” under Organization Management.
 - Click the “Organization Management” tab



Edit Organization Information	
Board Management Key Staff Management Organization Management	
Organization Details	
Organization Name:	Community Action Agency
Address:	CAA Address:
Address 2:	
City:	
State	PA
Zip:	<input type="text"/> - <input type="text"/>
Region	--Select--
<input type="radio"/> Adams <input type="radio"/> Chester <input type="radio"/> Franklin <input type="radio"/> McKean <input type="radio"/> Somerset	

MAY 21 PROMOTION – BOARD MANAGEMENT

- Scroll to bottom to update “Number of Board Members Established in bylaws:
 - Click Update
 - Click Edit
 - Enter Appropriate # for each type & click update to save

Web Address:	<input type="text"/>	Ex. www.example.com
Organization Phone:	<input type="text"/>	
Organization Phone Extension:	<input type="text"/>	
Employer Identification Number:	<input type="text"/>	
SAP Number:	<input type="text"/>	
Organization Type:	<input type="text" value="Public CAA"/>	
Number of Board Members Established in bylaws:	<input type="text" value="15"/>	Public Sector: <input type="text" value="5"/> Private Sector: <input type="text" value="5"/> Low Income Sector: <input type="text" value="5"/>
Update Cancel		

MAY 21 PROMOTION – BOARD MANAGEMENT

- After entering agency board member information, add current board members
 - Click on “Board Management” tab
 - Scroll down and click on “New” to add board member

Board Vacancy History												
Sector	Jun 2017	Jul 2017	Aug 2017	Sep 2017	Oct 2017	Nov 2017	Dec 2017	Jan 2018	Feb 2018	Mar 2018	Apr 2018	May 2018
Public Sector Board Members												5
Private Sector Board Members												5
Low Income Sector Board Members												5
All Sectors												15

Public Official Board Members
No Board Members entered.

Private Sector Board Members
No Board Members entered.

Low Income Board Members
No Board Members entered.

Deleted Board Members
No Board Members deleted.

[New](#)

[Hide Deleted](#)

MAY 21 PROMOTION – BOARD MANAGEMENT

- These are the available fields which may be entered:

Board Member Details	
First Name:	Example
Middle Initial:	
Last Name:	Review
Suffix:	Sr
Board Start Date:	01/01/2017
Title:	
Position:	President
Committees:	Finance
Phone Number:	(717) 346-0806
Email:	example@pa.gov
Term Length:	Start Date (MM/DD/YYYY): 01/01/2016 End Date (MM/DD/YYYY): 12/31/2019
Sector:	Public Sector ?
Representative First Name:	
Representative Last Name:	
Geographic Area Represented:	
Organization:	
Insert Cancel	

MAY 21 PROMOTION – BOARD MANAGEMENT

- Once the screens are completed the system will track the status on a monthly date and be saved at the top of the board management screen.
 - Screen shot on next screen

Edit Organization Information

Board Management Key Staff Management Organization Management



Number of Board Members Established in bylaws: 15
Current Number of Board Members: 15

Sector

☒ All Sectors ☐ Public Official ☐ Private Sector ☐ Low-Income Sector

Board Vacancy History

Sector	Jun 2017	Jul 2017	Aug 2017	Sep 2017	Oct 2017	Nov 2017	Dec 2017	Jan 2018	Feb 2018	Mar 2018	Apr 2018	May 2018
Public Sector Board Members						1						
Private Sector Board Members												
Low Income Sector Board Members												
All Sectors						1						

Public Official Board Members

First Name	Last Name	Board Position
John	Happy-Day	
Ronald	McDonald	Secretary
John Q	Public	President
Bill	Rose	Secretary
Tessa Q	Smith	

Private Sector Board Members

First Name	Last Name	Board Position
Jimmy	John	
Sallies	Petunia	
Tarantula	Question	
Lilly	Valley	
Pansy	Valley	

Low Income Board Members

First Name	Last Name	Board Position
Crazy	Daffodil	
Rhoda	Dendron	
Tom	Fern	
Tom	Lilac	
Tulip	Lilac	

New [View Deleted](#)

MAY 21 PROMOTION – BOARD MANAGEMENT

Agency Key Staff Management

Edit Organization Information

Board Management

Key Staff Management

Organization Management

Key Staff

	First Name	Last Name	Job Title	CSBG Role
Select Delete	Content	EmmaLee	Program Analyst	CSBG Program Manager
Select Delete	Happy	Sally	Administrator	Executive Director
Select Delete	Joyous	Timothy	Fiscal Manager	Fiscal Manager

[New](#) [View](#) [Deleted](#)

A LOOK AHEAD – FUTURE COPOS RELEASES

- Future Release Enhancements
- August Release:
 - Create a new section to Annual Report; there are some questions which were previously asked in Section D (eliminated with the Annual Report) that we are still required to collect
 - Improve COPOS performance and faster implementation
 - Automate a “Manage Documentation Archival Process”
 - Improved Module 3 Report for ALL Agency Initiatives
 - Improved Monthly e-mail for the Organizational Standards

A LOOK AHEAD – FUTURE COPOS RELEASES

- November Release:
 - Add the FNPIs & SRVs Numbering to the COPOS Annual Report to aid in data entry for January 2019 and forward
- Future Releases - Ongoing planning for future needs and releases roughly three (3) per year following May, August, and November schedule. We welcome your feedback

COPOS REMINDERS

Your CSBG Program Specialist should be your first stop for technical assistance, questions, and guidance related to COPOS reporting.



COPOS REMINDERS

John Winters, johwinters@pa.gov

717-720-1471

Kathleen Bodek, kbodek@pa.gov

717-720-7441

Melissa Tabb, mtabb@pa.gov

717-425-7598

For fastest response, please also CC our resource
account:

RA-DCEDOCS@PA.GOV

COPOS REMINDERS

The COPOS Help section contains a library of resources including the COPOS User Manual and Instruction Manuals for CSBG Annual Report Modules 2, 3, and 4.

COPOS Help and Information

If you have any questions or comments regarding COPOS, please complete the [Questions/Comments](#) form.



COPOS Resources

[COPOS User Manual - Version 2018-1.0](#)
[COPOS Webinar 12/15/2016](#)
[Frequently Asked Questions](#)

CSBG AR All Resources

[CSBG Annual Report](#)
[Annotated CSBG Annual Report](#)
[High Level Crosswalk CSBG AR - CSBG IS](#)
[COPOS Modules Question and Answer](#)
[COPOS Test Event Training Video](#)
[COPOS Functionality Webinar Presentation 1/9/2018](#)

CSBG AR Module 2 Resources

[Module 2 Excel Document](#)
[Module 2 Instruction Manual](#)

CSBG AR Module 3 Resources

[Module 3 Excel Document](#)
[Module 3 Section A - Guide \(Pennsylvania\)](#)
[Module 3 Section B](#)
[Module 3 Community Strategies Poster](#)
[Module 3 Section C - Community Strategies List](#)
[Module 3 Instruction Manual](#)

CSBG AR Module 4 Resources

[Module 4 Excel Document](#)
[Module 4 FNPI & SVR Numbering Scheme](#)
[Module 4 Instruction Manual](#)

NAS/CSP / ROMA Resources

COPOS REMINDERS

For technical issues related to COPOS functionality such as cell errors, override requests, system-related concerns, and to offer feedback, use the COPOS Questions/Comments Form:

Questions/Comments Form

Please provide us with your feedback!	
Comments entered into the box below will be emailed directly to COPOS administrators.	
First Name:	<input type="text" value="Jesse"/>
Last Name:	<input type="text" value="Kowalick"/>
Email:	<input type="text" value="jkowalick@pa.gov"/>
Organization Name:	<input type="text" value="DCED Admins"/>
Phone Number:	<input type="text" value="(717) 720-7357"/> ext. <input type="text"/>
Subject:	<input type="text" value="Unable to Close Section"/>
Explanation:	<input type="text" value="I entered all of my data and everything is validated, but I am still unable to close the report section. Can you help?"/>

COPOS REMINDERS

- Agencies should have a back-up plan for COPOS data entry responsibilities.
- We recommend two Local Administrators at each agency
- Remember that your agency's COPOS Local Administrator can reset passwords, activate inactive COPOS accounts, and add new COPOS users
- Refer to the COPOS User Manual



WEBINAR RECAP

We covered:

- Highlights of reporting and printing upgrades
- Organizational Standard improvements
- Updated ED approval process
- COPOS user IDs, passwords, and certification
- Tripartite Board and agency Key Staff module
- Future COPOS enhancements
- COPOS reminders



COMMENTS / QUESTIONS

Comments & Questions ??

DCED
Center for Community Services
COPOS May 2018