

# Override Instructions

## What Are Overrides

Overrides allow your agency to change values in all previous report quarters. All override requests will be reviewed by DCED before the new values are finalized.

This process can also be used to change target numbers if needed. When changing target numbers, be sure there is good reasoning behind the change, and that the change is explained well in the justification provided to DCED.

## How To Start An Override

Overrides can be started by a Local Administrator or Executive Director from the COPOS Admin menu. After opening the Admin menu, the Local Admin or ED clicks the 'Enter Override Mode' button which will take them to the Override page. On the 'Override' Page, simply click "Begin an Override." Once this button is clicked, your agency enters the **Override Mode** and any user of COPOS can make changes to any data in any prior section of the report.

## How To Enter Override Data

While in **Override Mode** all previous quarters for the report year, including Targets, will be unlocked for data entry in all modules (sections) of the Annual Report.

**COPOS users will update all appropriate fields prior to submitting their Override to DCED.** As changes are made, a table will appear on the 'Override' page displaying all prior quarter changes that are made during Override Mode.

A Local Administrator or Executive Director can revert specific changes by checking 'revert' checkboxes next to items in the table and then clicking the 'Revert Selected Changes' link. Clicking the 'Discard Override' button will revert all changes and exit Override Mode.

## How To Submit An Override

Once all requested changes have been entered, a justification must be provided in the Justification text box on the 'Override' Page. Then, your Organization's Executive Director must click the 'Send to DCED' Button to submit the override request.

*Note: Within the Override, a COPOS Local Administrator may click the 'Submit to ED' Button to send an Alert to the ED advising that the Override is ready for approval. When a Local Administrator clicks the 'Submit to ED' Button, an e-mail is generated from COPOS to the ED. This will also generate an Alert on the ED's Dashboard that will link them directly to the Override change screen to approve the changes there.*

## After Submission

DCED will review submitted override requests and either approve the request or send it back for changes. If the override is approved, the requested changes will be applied to your organization's report and an e-mail is sent advising that it was approved. If the override is sent back, your organization will receive an email explaining the reason and the next steps to take.

When an override request is sent to DCED, previous quarter reports will again be locked. However, once DCED has reviewed an override request, additional override requests can be made.