



View MOE Exceptions Step Action Table



User

MOE Coordinator, CW Eligibility Worker, CW Generalist Worker.

Process

This step action table describes the actions needed to view the MOE Exceptions.

Introduction

- The MOE Exceptions list displays all clients where the client has a MOE Eligible Entitlement but the client has an open non-relative OOH service auth (service type is not equal to Kinship Care, Kinship Foster Care, Adoption, or Relative Guardianship) for the selected county.
- All fields in the MOE Exceptions list are read only.
- The MOE Exceptions list is sorted by MOE Start Date – newest to oldest.
- The MOE Exceptions list can be re-sorted using the column sort and filter tools.
- The MOE Exceptions list has a county filter which will default to the user’s primary affiliated county/agency. The user will be able to select other counties which they are currently affiliated with.

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View MOE Exceptions

Step	Action
1	<p>In the <i>Left Navigation</i> panel.</p> <ul style="list-style-type: none">• Click MOE.• Click MOE Exceptions.
2	<p>On the <i>Maintenance of Effort</i> page, <i>MOE Exceptions</i> table.</p> <ul style="list-style-type: none">• View number of MOE exceptions in the table using the Header Badge Count.
3	<p>On the <i>Maintenance of Effort</i> page, <i>MOE Exceptions</i> table.</p> <ul style="list-style-type: none">• Select a County.<ul style="list-style-type: none">○ Click the Counties drop-down arrow.○ Select the appropriate option. <p>Note: The county filter will default to the worker's primary affiliated county/agency, and the options in the drop-down menu will be other counties the worker is affiliated with.</p>
4	<p>On the <i>Maintenance of Effort</i> page, <i>MOE Exceptions</i> table.</p> <ul style="list-style-type: none">• To view the client details for a specific MOE exception record, click the Client Name link for that record.
5	<p>On the <i>Maintenance of Effort</i> page, <i>MOE Exceptions</i> table.</p> <ul style="list-style-type: none">• To view the case details for a specific MOE exception record, click the Case ID link for that record.