

## **DMS and FA Tracker FAQ**

**Q: How do we keep from getting multiple copies of the same 1199 uploaded to DMS?**

A: Prior to uploading and new 1199, access DMS and verify a new 1199 is needed. If the information on the existing 1199 is not current, version the old document and upload the updated 1199 as the next version.

**Q: What documents do we need to upload to address the requirement to upload check out notes to DMS?**

A: MO-CONS-10 or MO-ENG-C74 form would sufficiently address this requirement. MO-CONS-10 or MO-ENG-C74 documents should be uploaded for all certified practices from 2015 forward. Field Checkout notes would be in case file if they are required for upload at a later date.

**Q: Which documents can be deleted and who can delete them?**

A: DMS User Guide 4.1 lists the documents that can and cannot be deleted from DMS. This information is in section 1.11 beginning on page 13. Those with read/write permissions in DMS can delete documents as listed in the 4.1 User Guide. Those with State Program rolls can delete documents outside those listed in section 1.11. Deleted documents cannot be retrieved.

**Q: What action is needed when plans and plan maps were not uploaded to DMS for FY2016 contracts?**

A: Payment and obligation documents supporting 2015 and forward obligations and payments should be uploaded to DMS as stated in 440-512.43. From this point forward, we must insure that payment and obligation documents have been uploaded as stated in 440-512.43. We must insure that plans and plan maps are available in the case file for upload if needed at a future date.

**Q: What action is need when both versions of the 1245 were not loaded to DMS in FY 2016?**

A: From this point forward, we must insure that payment and obligation documents have been uploaded as stated in 440-512.43. We must insure that both versions are available in the case file for upload if needed at a future date.