

Slide 1



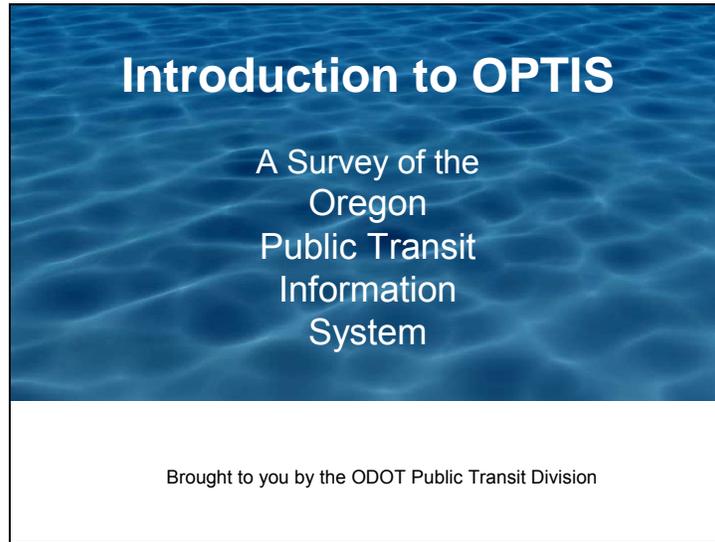
THE PAST

Slide 2



THE FUTURE!

Slide 3



Introduction to OPTIS

A Survey of the
Oregon
Public Transit
Information
System

Brought to you by the ODOT Public Transit Division

TODAY IS NOT A HOW TO SESSION. IT IS AN INTRODUCTION TO OPTIS WITH DEMONSTRATIONS OF KEY FEATURES AND EXPLANATIONS OF HOW PROCESSES ARE CHANGING FOR THE BETTER. OPTIS IS A NEW WAY FOR BOTH PTD AND YOU TO MANAGE OUR SHARED GRANTS.

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O.P.T.I.S.

OREGON
For Oregon agencies with grants through PTD

PUBLIC
Open to all persons, open to the view of all, shared

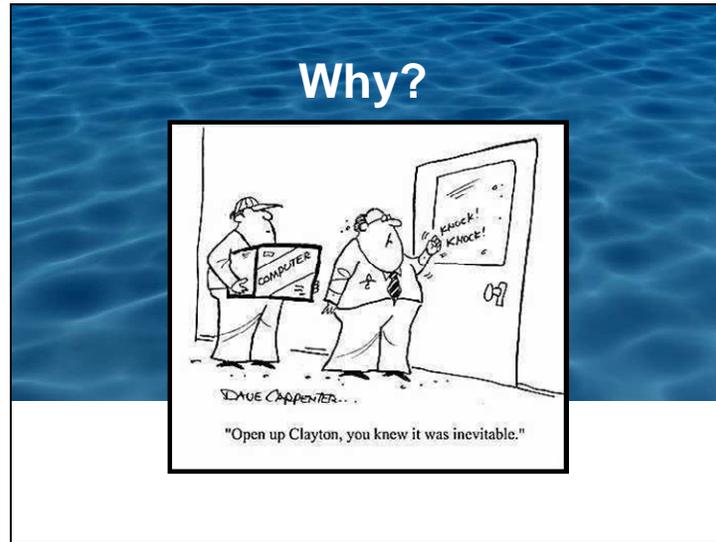
TRANSIT
Specific to transit agencies and transit-related grants

INFORMATION
Knowledge, communicated or received

SYSTEM
A group of interdependent elements forming a complex whole

WHAT IS OPTIS?

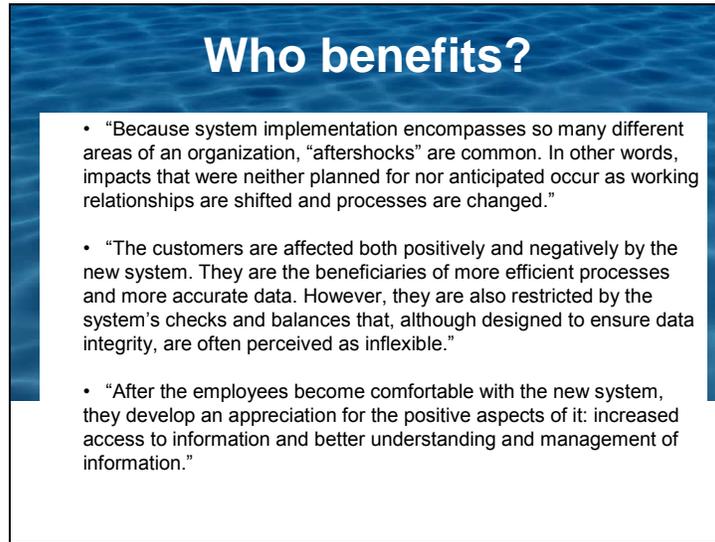
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WHY DO WE NEED IT?

PTD's grant programs have grown rapidly in the last few years; there are more funding sources, more opportunities, and more grantees.

The staffing has not kept pace with this growth and as a result there is less time to commit to support and mentoring. PTD staff continually look for ways to better manage the process of application, award, agreement execution and amendments, reimbursements, etc. and to eliminate inefficiencies and inconsistencies. Using a technological component to computerize processes that were being performed manually is just of the ways we believe we can manage our work better. And, the very nature of a "system" brings a measure of efficiency and standardization to our work processes.



Who benefits?

- “Because system implementation encompasses so many different areas of an organization, “aftershocks” are common. In other words, impacts that were neither planned for nor anticipated occur as working relationships are shifted and processes are changed.”
- “The customers are affected both positively and negatively by the new system. They are the beneficiaries of more efficient processes and more accurate data. However, they are also restricted by the system’s checks and balances that, although designed to ensure data integrity, are often perceived as inflexible.”
- “After the employees become comfortable with the new system, they develop an appreciation for the positive aspects of it: increased access to information and better understanding and management of information.”

We all do. This is not just to make it easier for us, but for you, our customers. Change can be difficult, but the ultimate goal is worth it. I did some research recently about the challenges of implementing a new system like OPTIS and learned that there are some universal results.



The Distant Past – 5+ years in the making. Contracted with OGMA, a Canadian software developer to create our system based on the ORPIN system. Planning, Development / Data Loading, Testing, Revising, Re-testing

The Internal Implementation – For several years PTD has been using the system to manage grants, both State & Federal and “sub-recipient” (you). We have three sites: Test, Train, and Prod.

The Pilot – Began in January 2010 with 10 agencies (**Basin Transit, Benton Co., City of Albany, City of Corvallis, Com Connection, Douglas Co., Hood River, Lane Transit, RVTD, Yamhill Co.**) Received feedback to improve the system and have implemented some of those changes – others are in the works.

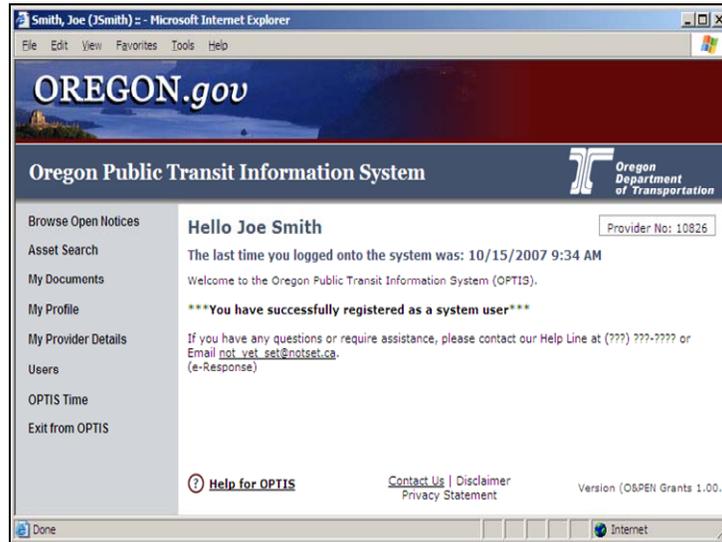
The Statewide Rollout – Began in August training groups of agencies how to use the system. Two day trainings using the computer lab at the Salem HRC for hands-on, how-to instruction. To date approx 22 agencies have been trained and about half of those are using the system.

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OPTIS can be your friend too. One participant at the OPTIS sessions will win the t-shirt.

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Home Page – Navigation Menu – It all starts here. Navigation Menu options vary depending on a user’s role and privileges.

Benefits



OPTIS is Direct and Efficient
OPTIS is Automated and Accurate
OPTIS is Centralized and Interactive
OPTIS is Transparent and Friendly



Direct and Efficient

- **Instant submittal of documents.**
 - Transit agencies create documents in OPTIS and they appear immediately on PTD's end.
 - Real time picture of grant & payment status
- **Saves resources and time.**
 - Less need for form management, photocopying, mailing, and faxing.

External users access the system directly from their desktop via Internet Explorer. All agencies with current grants through PTD have been set up in the system with a primary user, generally our contact person for an agency; some users will still need to be registered and that can be done by the primary user.

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Example:
External users can view currently available grants and . . .

BROWSE OPEN GRANT OPPORTUNITIES

Notices Search
(Test)

ⓘ The following is a list of all open notices. Click on the Notice number to view the document.

	Document #	Title
1	<u>A0441</u>	05/07 Formula Operations
2	<u>A0439</u>	05/07 Discretionary
3	<u>A0440</u>	05/07 State Formula

External users can view current open grant opportunities by clicking on “Browse Open Notices” on the OPTIS menu to see this screen. Clicking on an underlined document number opens that document with details about the opportunity.

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Apply for them directly within the system.

ONLINE GRANT APPLICATIONS

Application Notice
(Test)

05/07 State Formula

Published By Public Transit Division 555 13th Street NE, Suite 3 Salem, OR 97301	Document Number A0440
Contact: Jean Palmateer	Closing Date/Time 12/31/2007 1:30 PM
Phone: 1 (503) 986-3472	
Fax: 1 (503) 986-4189	
Email: Jean.m.palmateer@odot.state.or.us	

Deadline 12/31/07

This screen gives you the deadline and PTD contact and it is here that you'll be able to apply. (FUTURE PROCESS)



Automated and Accurate

- Documents are created within the system that stores them.
- Documents are sent with electronic security.
- Errors are reduced with built in validations.

Good news! This has many benefits including the fact that it will reduce form overload! Changing a form in OPTIS requires a work order to our software developer and costs us money. So . . . Fewer changes! OPTIS is secure with both log in passwords and special eResponse key for submitting documents safely. Even though there are some checks and balances, the reduction in errors is worth it. We've already seen that internally.

Automated

Quarterly Reports

Number: ARE-09-0709

**ODOT Public Transit Division
Agency Quarterly Report**

Report for: 2009 - 2011 Season Quarter 2: October 1 to December 31

Legal Name of Agency: Odessa's Guide

Delivery Address: 322 Route 300E
 City, State, Zip: Sweet Home, Oregon, 97199

Person Completing Report: John Hubert E-mail: john@odessaguide.com
 Phone No.: 503.333.3333 Fax No.: _____

OTR Agency: _____

Preparer

I have certified that this document is correct to the best of my knowledge and that I am the authorized representative. John Hubert

Name of Authorized Representative: _____ Date: _____
 Signature of Authorized Representative: Peter Hubert Title of Authorized Representative: _____

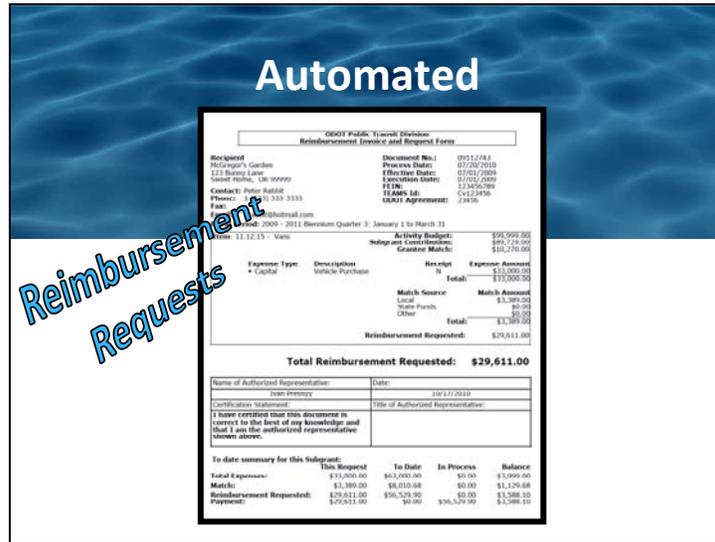
Current Period Information

Volunteer & Non-Cash Resources

Type of Volunteer	# of Units	Unit Value	Total Value
Drivers (Hours/Day)	28.00	\$30.00	\$840.00
Guides/Coordinators		\$0.00	\$0.00
Office Help		\$0.00	\$0.00
Vehicle Maintenance (washing, etc.)	14.00	\$10.00	\$140.00
Construction/Professional Services			
Gifts such as services or meals, donations, advertising, etc.			
Free Advertising	10.00	\$100.00	\$1,000.00
Other In-Kind Services			
Gifts donated for sales or materials, supplies, etc.	1.00	\$700.00	\$700.00
Grand Total Units		Unit Value	Total
			\$1,780.00

Updated 11/15/08 Page 1 of 4

Agency Periodic Reports, as they're called in OPTIS, have been entered for you. Once you are trained, you will be creating them yourself within the system. Information from previous periods is brought forward to each new report, including assets.



The pre-filled reimbursement request form most of you are currently using was an interim step until we went live with OPTIS, and what you will see in OPTIS resembles it. Until you are trained, you'll still request reimbursement using that form, but after you're trained and using OPTIS that document becomes obsolete.

Security – PTD staff may see the information we need to manage your grants, but external organizations do not see other agencies' information. The exception to this is when several agencies are inter-related like for example, City of Sweet Home and Sweet Home Senior Center, both of whom are direct grant recipients but also need to interact. These relationships are controlled by how they are established in OPTIS and are determined by each transit agency manager.

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Special Features

Online Document Creation

- Welcome Screen
- Browse Open Notices
- Asset Search
- Create Documents**
 - Create Periodic Report
 - Create Reimbursement Request

Create Documents (Train)

[Create Periodic Report](#) ← [Create Reimbursement Request](#)
Create Periodic Reports Create Reimbursement Requests

19. Attachments (Train)

Number: APR-09-0704 Control #: 996218

Steps: [Home] [Back] [Save] [Next] [Finish]

- Number
- Periodic Report Details
- Contact
- Address
- Applicant & Non-Cash Resources
- Service Date
- Financial Statement
- Grant Information
- Assets
- Accident Reporting
- Child Support
- Optional Agency Narrative
- Attachments

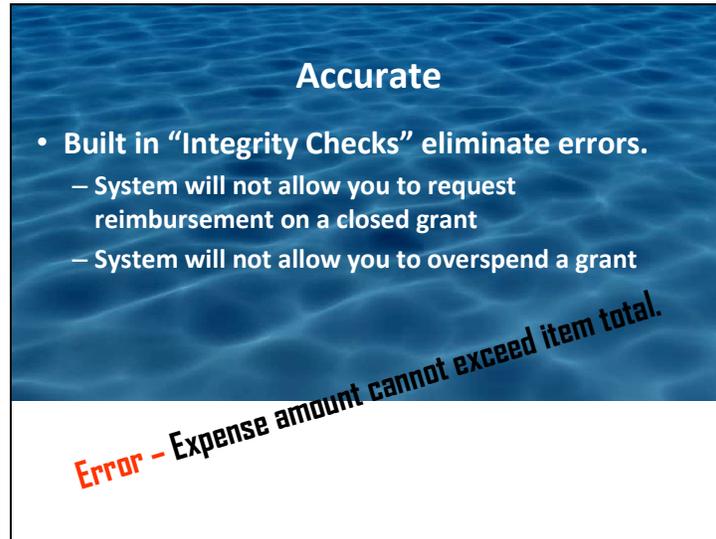
Attachments

Please attach supporting information here. Click ["Supporting Documents & Forms"](#) for relevant forms and information.

Attachment Title	Type	File	Browser
Budget Detail Form	Type in file	File	Browser
Attachment Title		File	Browser
Attachment Title		File	Browser
Attachment Title		File	Browser
Attachment Title		File	Browser

* indicates a required field [?] Help

No Notes



Accurate

- **Built in “Integrity Checks” eliminate errors.**
 - System will not allow you to request reimbursement on a closed grant
 - System will not allow you to overspend a grant

Error - Expense amount cannot exceed item total.

Other checks within OPTIS are: System verifies that reimbursement request plus match equals total expenses.

System will not allow mileage on a vehicle to be entered in a subsequent month with a lower number than the previous month.

External Users can change contact information (names, phone numbers, email addresses) directly.



eResponse Validation – OPTIS has security features built in and requires a user name and password to access. It also has what is known as an eResponse Keyword (since you will be electronically responding or providing us with information.) This keyword, which only validated users receive, is required when submitting documents on behalf of an agency. The primary user for an agency will determine who within their organization becomes “validated” in this way and is authorized to submit official documents.

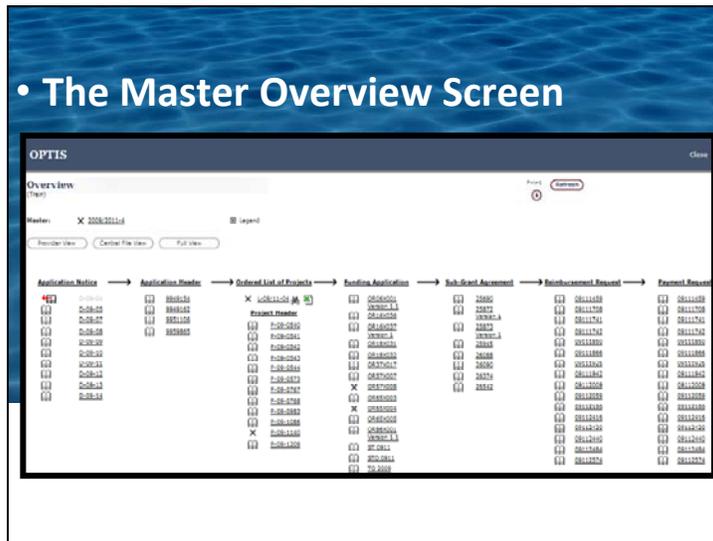
Centralized and Interactive

- Key documents are located in one place.
- Information and documents are managed within the system and can be viewed simultaneously by both the creating agency and PTD.

A photograph showing a stack of several colorful folders or documents, including green, blue, and red ones, piled on top of each other. The stack is positioned in the lower center of the slide's content area.

We create grant agreements using OPTIS and the electronic copy is stored there.

You (or PTD in your stead) create QRs and RRs using the system and those documents can be viewed at any time.



Biennial overview of all documents for an agency. The Overview Screen can be modified to show information for only one grant agreement or for all agreements for a biennium. Each document that is underlined may be opened for more information.

Transparent and Friendly

- Agencies see what PTD sees – assets, grant agreements, payment histories, quarterly reports.
- Communication and cooperation are enhanced.



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You see what we see.

Grant Agreements

Misc. Contracts and Agreements
Agreement No. 23450
Created 5/10/11

**PUBLIC TRANSIT DIVISION
OREGON DEPARTMENT OF TRANSPORTATION**

THIS AGREEMENT is made and entered into by and between the State of Oregon, acting by and through the Department of Transportation, Public Transit Division, hereinafter referred to as referred to as the "State," and the recipient, referred to as "Recipient," and collectively "Parties."

RECITALS

1. By the authority granted to Oregon Revised Statutes (ORS) 340.110 and ORS 340.115, state agencies may enter into agreements with units of local government to offer state shares on the performance of any or all functions and activities that a party to the agreement, its officers, or agents have the authority to perform.
2. By the authority granted to ORS 340.010 to 340.275, the State, acting through the Oregon Transportation Commission, is authorized to enter into agreements and allocate funds for the purpose of providing public transportation.
3. This Agreement is based upon and subject to ORS, Oregon Administrative Rules (OAR), and Federal Transportation Agency (FTA) regulations and/or FTA requirements as cited in ORS 340.010, ORS 340.015 through 340.019 and ORS 340.020. If existing or amended regulations and statutes from time to time have, make or will be made, and the State reserves the right to amend this Agreement if it is affected, State will make every effort to amend this Agreement to reflect such changes and will receive an amendment to this Agreement incorporating the changes to be executed by the Parties.

NOW THEREFORE, the parties being in general as stated in the foregoing Recitals, it is agreed by and between the Parties hereto as follows:

TERMS OF AGREEMENT

1. Under such authority, Recipient enters into this Agreement with State to secure financial assistance in certain activities, hereinafter referred to as "Project," described in "Exhibit A," attached hereto and by this reference made a part hereof.
2. The total Project cost is estimated at \$100,000.00 which is subject to change. The maximum advance reimbursement by State shall not exceed 80% of allowable costs, or \$80,000.00, whichever is less. Reimbursements shall be made as provided in Section II.
3. The term of this Agreement shall begin on July 1, 2010 or such earlier date as all Parties, who have signed in later, and shall expire, unless extended by an essential amendment, on June 30, 2011 (Expiration Date).
4. It is mutually agreed and understood by State and Recipient that Recipient may enter into an agreement with one or more additional entities (subrecipients) to complete the Project.
 - a. If subrecipients are to be used, Recipient agrees to do so only through a signed Request for Proposal (RFP) or other written instrument or other agreement to use subrecipients. Use of a subrecipient does not release the Recipient of its responsibilities to carry out the terms and conditions of this Agreement.
 - b. Recipient shall obtain to provide State with a copy of any signed subagreement within thirty (30) days of execution. Any subrecipient named in or a term or condition of a subagreement is a part of this Agreement and shall be subject to the Agreement. All subrecipients must be reported by Recipient to State within ten (10) days of the signed instrument.
 - c. The use of subrecipients shall not apply to procurement of goods and services required by subrecipients. Recipients and subrecipients shall follow procedures described in Section 5, Subpart 1 (Subpart 1) of this Agreement for procurement contracts used for goods and services from subrecipients.
5. The following documents are attached hereto and by this reference made a part of this Agreement:
 - a. Exhibit A - Description of Project
 - b. Exhibit B - Description of Project
 - c. Exhibit C - Description of Project

Page 1 of 12

Entire agreement is here with details on funding and scope of work. You can view the OPTIS document full of details or the pdf version which is identical to what is mailed to you.

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With this upcoming grant cycle, we will be scanning signature pages into OPTIS

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You see what we see.

OPTIS
Close

Payment History
(Train)

Number: 26374 Control #: 9961459

Payment History

History of all payments against the sub-grant agreement.

										Funded	Req'd	Match	Payment	Balance	
Agreement #:										26374					
Agreement Totals:										\$541,610.00	\$270,804.00	\$0.00	\$270,804.00	\$270,806.00	
ALL	Description									Funded	Req'd	Match	Payment	Balance	
1	30	Operating									\$541,610.00	\$270,804.00	\$0.00	\$270,804.00	\$270,806.00
STP	EA/SJ	Ad/Obj	Invoice Date	OPTIS Batch #	Trans Batch #	Check #	Check Date			Req'd	Match	Payment			
1	B0083	STO/845	600/730 12/01/2009	10335	010110F1F7	02052227	01/07/2010			\$135,402.00	\$0.00	\$135,402.00			
2	B0083	STO/845	600/730 01/01/2010	10319	F31R	02056657	01/25/2010			\$67,701.00	\$0.00	\$67,701.00			
3	B0083	STO/845	600/730 04/01/2010	10422	040610FKHX	02076293	04/09/2010			\$67,701.00	\$0.00	\$67,701.00			

At any time you can check on a payment without having to contact us. You can see check numbers and check dates, the project total (Req'd), match amount and payment amount. Clicking on the small book icon provides more details for each payment.

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Improved communication.

WORK FLOW HISTORY

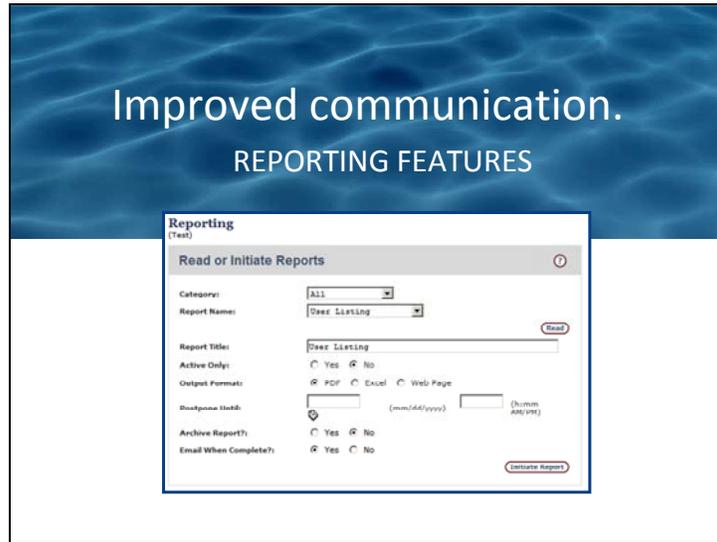
Step	Person Responsible	Status	Date
Create	Mandatory	Moses Drake	
Create	Mandatory	Robin Bjurstrom	Forwarded 12/15/2009 3:59 PM
Create	Mandatory	Robin Bjurstrom	Complete 12/15/2009 4:00 PM
Issue	Mandatory	Robin Bjurstrom	Complete 12/15/2009 4:00 PM
Execute Agreement	Mandatory	Michael Ward	Complete 12/28/2009 12:16 PM

After you are active in the system, you will see your workflow too. This is especially helpful for forwarding documents within your org, For instance: one person creates APR, another needs to approve it....

Improved communication.

Asset Register				
Equipment				
Asset #	Version	Tag #	Serial #	Step
1	E013	333XXX	GHT4545	Change Posted
2	E014	NA	123456	Change Posted
Real Estate				
Asset #	Version	District Lot	Legal ID	Step
3	S005	56401	bbb111222	Change Posted
4	S011	xxxxx	Hare123	Review change
Vehicle				
Asset #	Version	Plate #	VIN #	Step
5	V0978	Hoppy1	1BUNE234567890123	Change Posted
6	V0979	123BUM	1BUNE123456789876	Change Posted
7	V0980	Hop999	1BUN2H34567H5H511	Change Posted

Three asset types exist in the system and can be viewed starting at this screen or by searching by asset number.



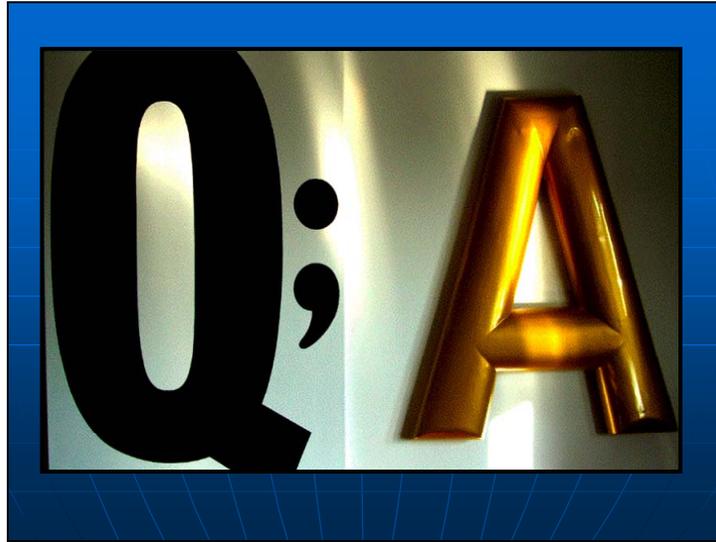
FUTURE PROCESS: You will be able to run reports yourself. PTD can run reports for you at this time. More info at training.

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Information on our website. Two-day training sessions being held in Salem from now until at least June, 2011.

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No Notes



If you register today, you will be entered into a drawing for the "OPTIS is Your Friend" t-shirt.