



## OPWDD Request for Information (RFI) – Online Entry Instructions

### Introduction:

The Request for Information responses will be submitted through a web-based application. We have worked to make this application as user friendly and self explanatory as possible.

These instructions will help to guide you through the process and offer helpful hints as you proceed. If you need further assistance, please contact the OPWDD Information Line at 1-866-946-9733 between the hours of 9:00 a.m. and 5:00 p.m.

### Helpful Hints:

- Keep your answers short and to the point, stay focused on the question that is asked.
- You can include a Web address in your responses to alert us to more detailed information on a question if descriptions are requested.
- The final day for responses to the RFI is December 27, 2011. You can make additions to your form any time until 5:00 p.m. on that day using your reference number.
- The RFI Web page has links to documents that can be helpful as you complete the RFI. The Statewide Comprehensive (5.07) Plan is a document which provides you detailed information on the recommendations made related to the People First Waiver.
- **Do not leave the RFI online form without saving as this may result in a loss of entered information.** This includes using the OPWDD menu or any other internet browsing.





## **General Information:**

The RFI electronic form has seven tabs highlighting the content areas of the RFI. Once you have entered General Information you can move between these sections simply by clicking the tabs across the top of the page.

Please complete the requested information in this section. It is required that you provide your name and phone number. You will not be able to move through the document without providing that information.

## **Entering Information into the Online Form:**

- New entries:
  - ✓ Enter all information on the General Information tab. The minimum information required is: name, and phone number, and preferably email address.
  - ✓ A six (6) digit RFI Reference Number will be provided in the pink section at the top of the page and sent to the email address provided once you save the General Information tab.  
***\*\*Please retain this number, as you will need it in the future to access your RFI response for editing, review and submission\*\****
  
- Accessing other tabs:
  - ✓ You will be unable to access other tabs until the minimum required information is entered on the “General Information” tab, the tab is saved, and a reference number is provided.
  
- Editing an existing entry:
  - ✓ While on the “General Information” tab, click the button next to “Edit RFI – need RFI Number” in the pink section at the top of the online application.





- ✓ Enter your RFI Reference Number. This number is located on the top of your original submission and was provided via email after the “general information” tab was saved.
- ✓ Press “go” button.
- ✓ Enter information on the tabs for specific content areas.

***\*\*Caution: If you mistakenly click on the “Edit RFI – need RFI Number” button, but you really wanted to enter a new form, don’t attempt to enter data as it will not be saved. Once you click on the button, you cannot unclick it. You’ll need to close the form and open it again to continue. If you try to save, you will receive a message with a reference number saying No Data Found for that reference number.***

### **Saving your Document:**

- It is recommended that you SAVE AND SAVE OFTEN by using the buttons at the bottom of the tab you are working on labeled “Save Tab” or “Save tab and switch to next tab”.
- You can save multiple times while working on a single tab or a single question response.
- Each time you save entered information, the electronic form overwrites the previously saved information.

### **Moving between Tabs:**

- Once the General Information Tab is entered and saved, you may move freely between the other tabs included in the online form.





- To move between any tabs, click the “Save Tab” button at the bottom of the page and then click on the tab you would like to access.
- To move between tabs in chronological order from left to right, click on the button at the bottom of the page labeled “Save tab and switch to next tab”.
- The last tab (Focused Studies) does not have the option “Save tab and switch to next tab” button as it is the last tab available in chronological order. For this page you should use the “Save Tab” button to save.
- Copying and pasting from a word document:
  - ✓ The online application allows for copying and pasting from a Word document. Please note that formatting of fonts and text will be lost (For example: clip art, italics, bolding, etc.).
  - ✓ To Copy: highlight the text you wish to copy, then hold down the ctrl and C button on your keyboard at the same time.
  - ✓ To Paste: put your cursor in the text box in which you wish to put the copied information, then hold down the Ctrl and P button at the same time.  
***\*\*Note you will only be able to paste the last item copied. To copy multiple items you should repeat both the Copy and Paste steps\*\****
  - ✓ Once information is pasted into the text box, the box will expand to allow you to view your complete response.
- Intentionally leaving questions blank:
  - ✓ Click on the box labeled “Intentionally Left Blank”. This informs us that you have reviewed the document and have chosen not to answer this question.
  - ✓ Once you have clicked the “Intentionally Left Blank” box, any text boxes related to that answer will be removed from view.
  - ✓ In the event that you change your mind and wish to answer the question, remove the check mark in the “Intentionally Left Blank” button, and the text box will return.
- Responding as a group:
  - ✓ For those who are responding as a group, you may choose more than one answer to both questions 2 and 8 of the general information tab.





You can choose the “other” category and then describe the specific participants within the text box. The text box in this section does not expand on the screen as others do. Entered information can be accessed by scrolling through the box.

- “Yes/No” and “other” answers
  - ✓ Questions with a choice of “Yes/No” for response
    - If you choose “yes” and there is a follow-up question, a text box will come into view as well as the follow-up question.
    - If you choose “no” the follow up question and the text box will remain invisible to view.
  - ✓ Questions with a choice of “other” for a response
    - When you choose “other”, a text box will appear for you to provide further detail.

### **Printing the RFI with your Responses:**

- Click “Filled RFI Form” at the top right of the online application.
- This will allow for printing in a PDF format and will reflect the questions and answers provided.
- The document will not be identical to the online form, but will contain all the provided narrative information.

### ***Please note:***

- Each Filled RFI Form will have the RFI Reference Number at the top. You must use this RFI Reference Number each time you access your submission.
- Not all questions/answers are shown in the Filled RFI Form.
  - ✓ Name, Phone, and Email are the only primary contact information that will appear on the Filled RFI.





- ✓ The General Info section will reflect only questions 1, 6 and 7 on the Filled RFI Form.
- ✓ Counties selected both on the General Info and the Fiscal Structure tabs are not shown on the Filled RFI Form.
- ✓ All answers which have been intentionally left blank will show no response in the printable version.
- ✓ The RFI online form is broken into seven (7) tabs which correlate to the printable RFI document. The tabs and correlating printed pages are detailed below:

<u>TAB NAME</u>	<u>PAGES OF PRINTABLE RFI</u>
1. General Information	5-7
2. Care Coordination	7-8
3. Assessment	8-9
4. Effective Supports	9-10
5. Quality	11-12
6. Fiscal Structure	12-14
7. Focused Studies	14-15

