


# **Attachment A**

## Screen Shots and Description of the SAMHSA SOAR Web-Based Data Form

## Registration Page for New Users to the System

New users, who are caseworkers, agency directors, local or state leads need to complete and submit this registration form. Once this is submitted and approved by the SOAR Technical Assistance Center, users can log in (see below). The SOAR Technical Assistance Center verifies the registrant with the SOAR State Team Lead if the agency is not currently in the system. Once the registration form has been submitted the person is notified that they will receive approval via email within 48 hours of submission.



[Help](#) | [Log Out](#)

New users will be approved by SAMHSA SOAR TA Center staff. You will receive an email confirming registration when you have been approved. If you have any questions about the registration process or this program, please contact us at [soaroot@prairie.com](mailto:soaroot@prairie.com) or 518-439-7415 ext. 5242.

### New user registration

All fields are required.

Your role (choose one):

- Caseworker: works with applicants and enters data into OAT on his/her application outcomes. Has access to his/her data only.
- Agency Lead: may work with applicants and enter data, but also has access to data from other case workers in the agency.
- Local Lead: has access to data from multiple agencies in a city and/or county. May work with applicants and enter data.
- State Team Lead: has access to data from all agencies in the state. May work with applicants and enter data.

First Name:

Last Name:

Agency:

City:

State:

Phone: (xxx-xxx-xxxx)

Email address:

Verify email address:

Please choose a password:

## Main Log-In Page

The main log-in page is where users log-in using their email address, which is their unique username, and their password, which they set when they registered (see above).

**SOAR OAT** Online Application Tracking **SAMHSA**

[Help](#) | [Log Out](#)

Not registered? [Register here](#)

Welcome to SOAR (SSI/SSDI Outreach, Access and Recovery) Online Application Tracking (OAT)! OAT allows SOAR trained case managers to enter and track data about and outcomes of their SSA disability applications. For more information about OAT, please contact [soaroot@prairie.com](mailto:soaroot@prairie.com). For more information about SOAR, please visit the SOAR [website](#).

### User Login

Email address:

Password:

[Forgot your password?](#)

If you are currently assisting people with SSA disability benefits applications using SOAR and do not have log in information or have questions about this program, please contact us at [soaroot@prairie.com](mailto:soaroot@prairie.com). Please include your agency name, city and state.

OMB Number: 0930-0329, Expiration: 10/31/2014

**Public Burden Statement**

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB control number for this project is 0930-0329. Public reporting burden for this collection of information is estimated to average 15 minutes per respondent per entry, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to SAMHSA Reports Clearance Officer, 1 Choke Cherry Road, Room 8-1099, Rockville, MD 20857.

## Caseworker's Home Page

Once a caseworker has logged in, s/he needs to assign a specific ID to each case entered into the SOAR Web-Based Tracking Program. Because no personal data, such as name, Social Security number or date of birth are collected using this form, caseworkers must assign an ID to each case entered using a specified format to prevent duplication and assist with case identification. The Applicant ID is created by using the first two letters of the first name, last two numbers of the birth year, first two letters of the last name and last four digits of the Social Security Number. The Applicant ID format is xx00xx0000.

Welcome Myrtle Caseworker --Agency: ABC CMHC -- State: MI  
You are logged in as Case Worker [Help](#) | [Log Out](#)

**Welcome to the Caseworker Home** [Caseworker Home](#) | [Reports](#) |

**Add Applicant**

Applicant ID (format must be xx00xx0000, see explanation below):

ID is created by entering the following:

- First two letters of first name
- Last two numbers of birth year
- First two letters of last name
- Last four digits of Social Security number

**Example:** Jane Doe, born in 1985, with a social security number of 123-45-6789. ID = ja85do6789

Case selection  
All Cases ▼

[Show all agencies and caseworkers in my state](#)

Please select parameters and press Submit

## Caseworker's Applicant Access

Caseworkers can edit data on any individual applicant if necessary. For example, if they begin the data entry by entering the date the SSI or SSDI application was submitted and then save the form without completing the rest of the questions they can go back into the client's record to enter the date of decision. To access a record, the caseworker can either use the pull down menu or simply select "Submit" at the bottom of the page to see a list of his/her cases.

**SOAR/LOAT** **SAMHSA**  
Online Application Tracking

Welcome Myrtle Caseworker -- Agency: ABC CMHC -- State: MI  
You are logged in as Case Worker [Help](#) | [Log Out](#)

**Welcome to the Caseworker Home** [Caseworker Home](#) | [Reports](#) |

**Add Applicant**

Applicant ID (format must be xx00xx0000, see explanation below):

ID is created by entering the following:

- First two letters of first name
- Last two numbers of birth year
- First two letters of last name
- Last four digits of Social Security number

**Example:** Jane Doe, born in 1985, with a social security number of 123-45-6789. ID = ja85do6789

Case selection [Show all agencies and caseworkers in my state](#)

ApID	Created Date	Modified Date	Agency	Last Name	First Name
mr45hu3330	1/7/2014 11:33:18 AM	3/11/2014	ABC CMHC	Caseworker	Myrtle
tr65sm8375	1/7/2014 11:36:55 AM	3/4/2014	ABC CMHC	Caseworker	Myrtle
mi12ch1234	1/8/2014 12:01:06 PM		ABC CMHC	Caseworker	Myrtle
ab76jk1234	1/10/2014 2:41:04 PM		ABC CMHC	Caseworker	Myrtle
io89ty7788	1/24/2014 9:10:28 AM	1/29/2014	ABC CMHC	Caseworker	Myrtle

## Demographic Information

The demographic information on each applicant is collected on this screen. It can be modified, if needed, but caseworkers can enter other data on the applicant's application status without changing this form. They do have the opportunity to review it each time they open the applicant's record.

The screenshot displays the SOAR/OAT SAMHSA Online Application Tracking system interface. At the top, there is a header with the SOAR/OAT logo and the SAMHSA logo. Below the header, a navigation bar includes a welcome message: "Welcome Myrtle Caseworker -- Agency: ABC CMHC -- State: MI" and "You are logged in as Case Worker". There are links for "Help" and "Log Out". Below the navigation bar, there are two main menu items: "Caseworker Home / Applicant info I." and "Caseworker Home | Reports". The main content area is titled "Applicant Information I." and contains the following form fields:

- Case Information:** CASEWORKER: Myrtle Caseworker, Applicant ID#: mr45hu3330, AGENCY: ABC CMHC
- Applicant Information Section:**
  - Gender:** Radio buttons for Female (selected) and Male.
  - Age:** Text input field containing "70".
  - Military Service:** Radio buttons for Yes (selected), No, and Don't know.
  - Was this person receiving any state, county or other public assistance (cash, check or medical insurance) prior to applying for SSI/SSDI?:** Dropdown menu with "Yes: TANF" selected.
  - Living Situation at Time of Application:** Dropdown menu with "Transitional" selected.
  - Save & Continue:** Button at the bottom of the form.

## Application Type

The SAMHSA SOAR Web-Based Data Form is able to keep track of three different types of applications that caseworkers might be working on:

- A new SOAR application, where SOAR is used from the beginning of the application process
- SOAR – initiated Reconsideration or ALJ Hearing, where an initial disability application has been denied and SOAR is used to assist in the appeals process
- A disability application that had already been started prior to the SOAR-trained case manager’s involvement

The caseworker selects which type of application for which they are entering data.

The screenshot shows the SOAR (Online Application Tracking) interface. At the top, there is a header with the SOAR logo and the SAMHSA logo. Below the header, a navigation bar contains the text "Welcome Myrtle Caseworker --Agency: ABC CMHC -- State: MI" and "You are logged in as Case Worker". There are links for "Help" and "Log Out". Below this, there are links for "Caseworker Home" and "Application Type". The main heading is "Application Type". Below the heading, there is a section for user information: "CASEWORKER: Myrtle Caseworker Applicant ID#: mr45hu3330" and "AGENCY: ABC CMHC". The "Application Type" section is highlighted in yellow and contains the text "Choose one:". There are four radio button options: "New application using SOAR" (selected), "Reconsideration using SOAR", "ALJ Hearing using SOAR", and "Any application initiated before SOAR involvement". At the bottom of this section is a "Save & Continue" button.

## New SOAR Application – Screen One

The first part of the data form for a new SOAR application asks for the protective filing date and the application date. If an application is not submitted, a caseworker can indicate the reason.

Welcome Myrtle Caseworker --Agency: ABC CMHC -- State: MI  
You are logged in as Case Worker [Help](#) | [Log Out](#)

[Caseworker Home](#) / New SOAR Application [Caseworker Home](#) | [Reports](#)

### New SOAR Application

CASEWORKER: Myrtle Caseworker Applicant ID#: mr45hu3330  
AGENCY: ABC CMHC

#### New SOAR Application

Protective filing date (consent form faxed to SSA)

mm/dd/yyyy

Application date (application packet submitted to SSA)

mm/dd/yyyy


Application not submitted due to:

- Select below or clear
- Moved
- Disappeared
- Incarcerated
- Withdrawn
- Transferred to new representative
- Other



## New SOAR Application – Screen Two

The second section asks a few questions about what SOAR critical components were used while assisting with the application.



Welcome Myrtle Caseworker --Agency: ABC CMHC -- State: MI  
You are logged in as Case Worker [Help](#) | [Log Out](#)

[Caseworker Home](#) / New SOAR Application [Caseworker Home](#) | [Reports](#) |

### New SOAR Application

**CASEWORKER:** Myrtle Caseworker **Applicant ID#:** mr45hu3330  
**AGENCY:** ABC CMHC

#### New SOAR Application

Completed and submitted SSA 1696 Appointment of Representative form?

Yes  No

Were medical records collected and submitted?

Yes  No

Was a medical summary report written and submitted?

Yes  No

Was report co-signed by physician or psychologist?

Yes  No

Was quality review of application done prior to submission?

Yes  No

## New SOAR Application – Screens Three and Four

The caseworker continues by entering the outcome of the disability application and the date of decision. This screen shows approval and the follow up screen for an approval.

**SOAR** **SOAT** **SAMHSA**  
Online Application Tracking

Welcome Myrtle Caseworker --Agency: ABC CMHC -- State: MI  
You are logged in as Case Worker [Help](#) | [Log Out](#)

[Caseworker Home](#) / New SOAR Application [Caseworker Home](#) | [Reports](#)

### New SOAR Application

**CASEWORKER:** Myrtle Caseworker **Applicant ID#:** mr45hu3330

**AGENCY:** ABC CMHC

#### New SOAR Application

Date of decision:

mm/dd/yyyy

Decision not received due to:

Select below (clear)

Was a Consultative Exam (CE) ordered?

Yes  No  Don't know

**SOAR** **SOAT** **SAMHSA**  
Online Application Tracking

Welcome Myrtle Caseworker --Agency: ABC CMHC -- State: MI  
You are logged in as Case Worker [Help](#) | [Log Out](#)

[Caseworker Home](#) / New SOAR Application [Caseworker Home](#) | [Reports](#)

### New SOAR Application

**CASEWORKER:** Myrtle Caseworker **Applicant ID#:** Da57Pa1852

**AGENCY:** ABC CMHC

#### New SOAR Application

Approved for?

For Both SSI / SSDI  For SSI Only  For SSDI Only

Representative payee needed?

Yes  No

## New SOAR Application – Application Denial

If an application is denied, the caseworker indicates the reason from the SSA denial letter.

**SOAR LOAT** SAMHSA  
Online Application Tracking

Welcome Myrtle Caseworker --Agency: ABC CMHC -- State: MI  
You are logged in as Case Worker [Help](#) | [Log Out](#)

[Caseworker Home](#) / New SOAR Application [Caseworker Home](#) | [Reports](#) |

### New SOAR Application

CASEWORKER: Myrtle Caseworker Applicant ID#: mr45hu3330  
AGENCY: ABC CMHC

**New SOAR Application**

Outcome of decision:

Approved  Denied

Was applicant housed at time of decision?

Yes  No  Don't know

**SOAR LOAT** SAMHSA  
Online Application Tracking

Welcome Myrtle Caseworker --Agency: ABC CMHC -- State: MI  
You are logged in as Case Worker [Help](#) | [Log Out](#)

[Caseworker Home](#) / Reason for Denial [Caseworker Home](#) | [Reports](#) |

### Reason for Denial

CASEWORKER: Myrtle Caseworker Applicant ID#: mr45hu3330  
AGENCY: ABC CMHC

**Reason for Denial - New SOAR Application**

Reason for denial (from the SSA denial letter):

Select below (clear)

- Earning SGA
- No significant impairment
- Ability to do past work
- Ability to do other work
- Substance use is material
- Duration requirements
- Failure to cooperate
- Non-Medical
- Unknown

## SOAR- Initiated Reconsideration or ALJ Hearing – Screen Two

There are two data collection screens for SOAR-initiated Reconsideration or ALJ Hearing applications. These may be new applicants to the caseworker or the screens are available for SOAR-assisted initial applications that have been denied. The filing dates of the Request for Reconsideration or for an Administrative Law Judge (ALJ) hearing are then followed by questions related to SOAR critical components used during the application process. Subsequent questions for all SOAR applications are the same as those for the initial application.

**SOAR** **SOAR** **SAMHSA**  
*Online Application Tracking*

Welcome Myrtle Caseworker --Agency: ABC CMHC -- State: MI  
You are logged in as Case Worker [Help](#) | [Log Out](#)

[Caseworker Home](#) / SOAR – Initiated Reconsideration [Caseworker Home](#) | [Reports](#) |

### SOAR – Initiated Reconsideration

**CASEWORKER:** Myrtle Caseworker **Applicant ID#:** mr45hu3330  
**AGENCY:** ABC CMHC

#### SOAR – Initiated Reconsideration

Did SOAR staff submit SSA 1696 Appointment of Representative form?

Yes  No

Were additional medical records collected and submitted?

Yes  No

Was a medical summary report written and submitted?

Yes  No

## Optional Questions

Users requested the ability to collect information about Medicaid, Medicare, General Assistance reimbursements and back payments from SSA as part of their sustainability efforts. When any (Initial, Reconsideration or ALJ Hearing) application is approved, optional financial information questions are asked. Caseworkers can choose whether or not to complete the answers to these questions.

Optional Financial Information
<b>CASEWORKER:</b> Myrtle Caseworker <b>Applicant ID#:</b> mr45hu3330 <b>AGENCY:</b> ABC CMHC
Optional Financial Information
Medicaid Reimbursement Amount (in dollars): <input type="text"/>
Medicare Reimbursement Amount (in dollars): <input type="text"/>
General Assistance or Public Assistance Reimbursement Amount (in dollars): <input type="text"/>
Was Applicant Working During the Application Process?: <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Don't know
Applicant Working Earnings per Month (in dollars): <input type="text"/>
Is the Applicant Working Post-Decision?: <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Don't know
Post-Decision Earnings per Month (in dollars): <input type="text"/>
SSI Award per Month (in dollars): <input type="text"/>
SSDI Award per Month (in dollars): <input type="text"/>
Retroactive and Back Payments (in dollars): <input type="text"/>
Hours to Complete Claim: <input type="text"/>