

Web Base OnBase Instruction for Amending Benefits

1. Go to the VS-21A Applications.

The screenshot displays the OnBase web application interface. The browser window title is "Case 1075 - Boston - 3/23/2021 - Moo, Mark - Work - Microsoft Edge". The URL is "https://massdvsut1.hylandcloud.com/203OBAppNet/WorkView/Viewer/ObjectViewer.aspx?applicationID=1001&ObjectID=105148&ClassId=1002&ScreenId=1001&OBToken=4e5ce889-29d4-48ea-a7d2-66...". The navigation menu includes "Demographics*", "VS-21A Applications", "Recipients", "Employment*", "Shelter*", "Autos", "Obligations*", "Investments", "Insurance", "Documents", "Repayments", and "Admin (Director and Chief)". The "VS-21A Applications" tab is highlighted, and a blue arrow points to it. The main content area shows the "Case Maintenance" section for Case 1075, with fields for Case #, Status, Application Date, City, VSO, Refund Status, Amount, and Refund Balance. The "Applicant Info" section includes fields for Full Name, Date of Birth, SSN, Relationship To Veteran, Gender, US Citizen, Spoken Language, Street 1, Street 2, City, State, Zip Code, Phone Number, and Email Address. The "Veteran Info" section is partially visible at the bottom.

Case 1075 - Boston - 3/23/2021 - Moo, Mark

Created By: TBROWN150
3/23/2021 9:08:37 AM

Case Maintenance

Case #	Status	Application Date*
1075	Approved	3/23/2021
City*	VSO	
Boston	Brown, Tracey	
Refund Status	Amount	Refund Balance
Settlement	\$200.00	\$200.00

Applicant Info

Full Name
Moo, Mark

Date of Birth
1/1/1950

SSN
880-00-0000

Relationship To Veteran
Applicant

Gender
Male

US Citizen
Yes

Spoken Language

Street 1
600 wash st

Street 2

City
Boston

State
MA

Zip Code
02111

Phone Number

Email Address

Veteran Info

2. All the VS-21A's will come up.
3. Click on the green plus.

Case 1075 - Boston - 3/23/2021 - Moo, Mark - Work - Microsoft Edge

https://massdvsut1.hylandcloud.com/203OBAppNet/WorkView/Viewer/ObjectViewer.aspx?applicationID=1001&ObjectID=105148&ClassID=1002&ScreenID=1001&OBToken=4e5ce889-29d4-48ea-a7d2-66...

Save Save and Close Save and New Delete Copy Object Refresh History Documents Forms Discussion More Toggle Tasks First Object Previous Object Next Object Last Object

Demographics* VS-21A Applications Recipients Employment* Shelter* Autos Obligations* Investments Insurance Documents Repayments Admin (Director and Chief)

Case 1075 - Boston - 3/23/2021 - Moo, Mark Created By: TBROWN150 3/23/2021 9:08:37 AM

Waive Refund Benefit History

Lockout

Lockout VS-21A Missing Applicant

VS-21A Applications

ID	VS-21A Date	Status	Benefit Start Date	Submitted Amount	Authorized Amount	Is Amended
12262	4/7/2021	Submitted	5/1/2021	\$500.00	\$500.00	<input type="checkbox"/>
12261	4/7/2021	Approved	5/1/2021	\$50.00	\$50.00	<input type="checkbox"/>
12260	4/7/2021	Submitted	5/1/2021	\$150.00	\$150.00	<input type="checkbox"/>
12259	4/7/2021	Approved	4/1/2021	\$200.00	\$200.00	<input type="checkbox"/>
12258	4/7/2021	Submitted	4/1/2021	\$50.00	\$50.00	<input checked="" type="checkbox"/>
12257	4/7/2021	Submitted	4/1/2021	\$150.00	\$150.00	<input checked="" type="checkbox"/>
12248	3/24/2021	Approved	4/1/2021	\$0.00	\$0.00	<input type="checkbox"/>
12247	3/24/2021	Approved	4/1/2021	\$650.00	\$650.00	<input checked="" type="checkbox"/>
12243	3/23/2021	Approved	3/1/2021	\$4,385.00	\$4,385.00	<input checked="" type="checkbox"/>
12242	3/23/2021	Approved	3/1/2021	\$4,385.00	\$4,385.00	<input checked="" type="checkbox"/>

1 - 15 of 15 records Show 100 records



4. Enter the Benefit Start Date on the month you would like to amend.
5. If anything has changed in their income, rent, sharing or heat. Make sure you re-calculate the benefits.

VS-21A Case 1075 - Boston - 4/8/2021 - Unsubmitted - Work - Microsoft Edge

https://massdvsut1.hylandcloud.com/203OBAppNet/WorkView/Viewer/ObjectViewer.aspx?applicationID=1001&ObjectID=105465&ClassID=1018&ScreenID=1022&OBToken=4e5c...

Save Save and Close Save and New Delete Copy Object Refresh History Documents Forms Discussion More Toggle Tasks First Object Previous Object Next Object Last Object

VS-21A* Benefits (Authorizer) Benefits (VSO) Authorizer Comments Case History Admin (Director and Chief) Repayments

VS-21A Case 1075 - Boston - 4/8/2021 - Unsubmitted Created By: TBROWN 4/8/2021 11:21:38 AM

Basic Information

Case #	Status	Applicant	ID
1075	Unsubmitted	Moo, Mark	12264
City	VSO		
Boston	Brown, Tracey		

Calculations

Please enter the following to derive the benefits

VS-21A Date*	Budget Number*	Refund Status
4/8/2021	1 - Single	Settlement
# in Family	Benefit Start Date*	Refund Amount
1		\$200.00
Rent/Mortgage Amt (Applicant Portion Only)*	# Sharing Expenses*	Refund Balance
\$950.00	1	\$200.00
Is Heat Included*		
No		

Monthly Income

	Applicant	Spouse	Children
V.A. Pension	\$145.00		
V.A. Comp			
Social Security	\$850.00		

Benefits Calculations

Budget Amount	
Shelter Benefit +	
Children Budget +	
...	

Amend Open Benefits

6. Click on the Benefits (VSO) tab (blue arrow), then click Amend Open Benefits (yellow arrow).

VS-21A Case 1075 - Boston - 4/8/2021 - Unsubmitted - Work - Microsoft Edge

https://massdvsut1.hylandcloud.com/203OBAppNet/WorkView/Viewer/ObjectViewer.aspx?applicationID=1001&ObjectID=105465&ClassID=1018&ScreenID=1022&OBToken=4e5c...

Save Save and Close Save and New Delete Copy Object Refresh History Documents Forms Discussion More Toggle Tasks First Object Previous Object Next Object Last Object

VS-21A* Benefits (Authorizer) **Benefits (VSO)** Authorizer Comments Case History Admin (Director and Chief) Repayments

VS-21A Case 1075 - Boston - 4/8/2021 - Unsubmitted Created By: TBROWN
4/8/2021 11:21:38 AM

Benefit Summary

Net Ordinary Benefit Amount + Fuel Benefit Amount = Total Payable Benefit Amount
\$0.00

Prior Approval Spend Down (if > \$0)

VSO Benefits

Month	OB	Fuel	Doctor	Medical	Hospital	Dental	Misc	Description

Show 100 records

Repeat Benefit Row # Times

VSO Comment

Amend Open Benefits

7. This is where you can amend all the benefits from the benefit start date you chosen forward.
8. Click in the row to want to change the amount



VS-21A* Benefits (Authorizer) **Benefits (VSO)** Authorizer Comments Case History Admin (Director and Chief) Repayments

VS-21A Case 1065 - Ashby - 4/8/2021 - Unsubmitted

Created By: TBROWN
4/8/2021 11:30:52 AM

Benefit Summary

Net Ordinary Benefit Amount	Fuel Benefit Amount	Total Payable Benefit Amount
\$501.00	\$0.00	\$501.00
+ =		
<input type="checkbox"/> Prior Approval		Spend Down (if > \$0)
		\$0.00

VSO Benefits

Month	OB	Fuel	Doctor	Medical	Hospital	Dental	Misc	Description
2/1/2021	\$501.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
2/1/2021	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$250.00	Eye Glasses
3/1/2021	\$501.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
4/1/2021	\$501.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
5/1/2021	\$501.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
6/1/2021	\$501.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

1 - 6 of 6 records Show 100 records

Repeat Benefit Row # Times

VSO Comment

B / **U** **Aa**

- Amend Open Benefits
- Send to Authorizer
- Notice of Determination
- Notice of Intent Letter
- Notice of Action

9. Change the amount then click on Save and Close, now that line has been updated.

VS-21A Benefit - Work - Microsoft Edge
https://massdvsut1.hylandcloud.com/203OBAppNet/WorkView/Viewer/ObjectViewer.aspx?applicationID=1001&ObjectID=105488&ClassId=1047&ScreenId=1043&OBToken...

Save Save and Close Save and New Delete Copy Object Refresh History Documents Forms Discussion More

First Object Previous Object Next Object Last Object

Authorizer Benefit [VSO Benefit](#)

VS-21A Benefit Created By: TBROWN
4/8/2021 11:31:08 AM

VS-21A

Case #	VS-21A Status	Applicant
1065	Unsubmitted	Pop, Peter

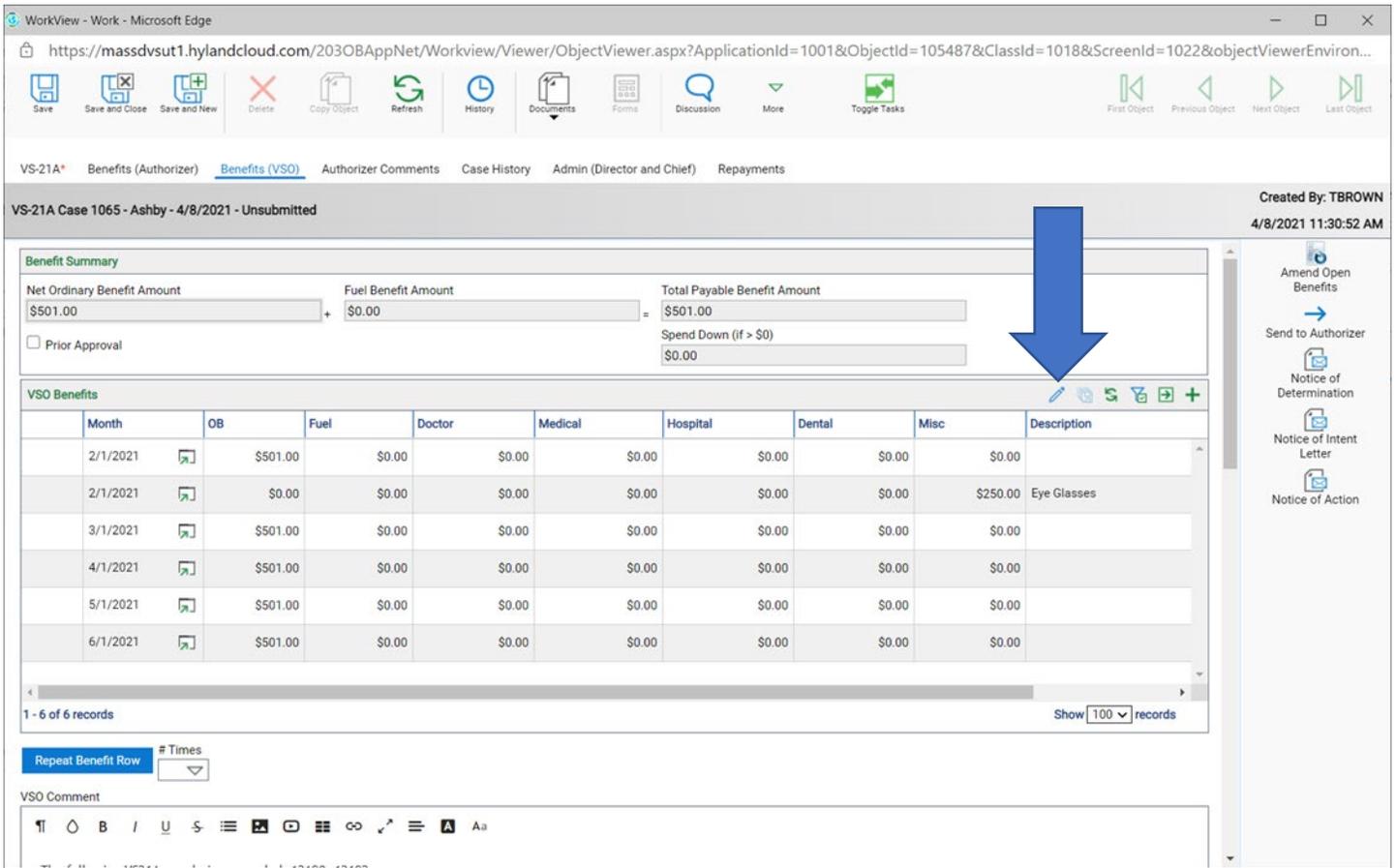
VSO Benefit

Month: 2/1/2021

OB	Fuel	Doctor	Medical	Hospital	Dental	Misc
\$501.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Description: Delete

10. You can also change an amount from using the pencil.



The screenshot shows a web application interface for managing benefits. The browser address bar shows the URL: <https://massdvsut1.hylandcloud.com/203OBAppNet/Workview/Viewer/ObjectViewer.aspx?ApplicationId=1001&ObjectId=105487&ClassId=1018&ScreenId=1022&objectViewerEnviron...>

The application title is "VS-21A* Benefits (Authorizer) Benefits (VSO) Authorizer Comments Case History Admin (Director and Chief) Repayments". The case information is "VS-21A Case 1065 - Ashby - 4/8/2021 - Unsubmitted". The user is "Created By: TBROWN" and the date is "4/8/2021 11:30:52 AM".

The "Benefit Summary" section shows:

- Net Ordinary Benefit Amount: \$501.00
- Fuel Benefit Amount: \$0.00
- Total Payable Benefit Amount: \$501.00
- Spend Down (if > \$0): \$0.00

The "VSO Benefits" table has the following columns: Month, OB, Fuel, Doctor, Medical, Hospital, Dental, Misc, and Description. The table contains 6 records:

Month	OB	Fuel	Doctor	Medical	Hospital	Dental	Misc	Description
2/1/2021	\$501.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
2/1/2021	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$250.00	Eye Glasses
3/1/2021	\$501.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
4/1/2021	\$501.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
5/1/2021	\$501.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
6/1/2021	\$501.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

The table shows a "Repeat Benefit Row" button and a "# Times" dropdown menu. The "VSO Comment" section is visible at the bottom.

- Once the pencil is clicked on, you can click in any box you want to change (yellow arrow) **AND** you can add a row as well (blue arrow)
- Once all changes are done send to Authorizer (red arrow)

VS-21A Case 1065 - Ashby - 4/8/2021 - Unsubmitted - Work - Microsoft Edge

https://massdvsut1.hylandcloud.com/203OBAppNet/WorkView/Viewer/ObjectViewer.aspx?applicationID=1001&ObjectID=105487&ClassID=1018&ScreenID=1022&OBToken=4e5ce889-...

VS-21A* Benefits (Authorizer) **Benefits (VSO)** Authorizer Comments Case History Admin (Director and Chief) Repayments

VS-21A Case 1065 - Ashby - 4/8/2021 - Unsubmitted Created By: TBROWN
4/8/2021 11:30:52 AM

Benefit Summary

Net Ordinary Benefit Amount: \$501.00 + Fuel Benefit Amount: \$0.00 = Total Payable Benefit Amount: \$501.00

Prior Approval Spend Down (if > \$0): \$0.00

VSO Benefits

Month	OB	Fuel	Doctor	Medical	Hospital	Dental	Misc	Description
2/1/2021		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2/1/2021		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$250.00 Eye Glasses
3/1/2021	\$501.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4/1/2021	\$501.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5/1/2021	\$501.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6/1/2021	\$501.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

1 - 6 of 6 records Show 100 records

Repeat Benefit Row # Times

VSO Comment