

Hawaii Division of Vocational Rehabilitation

Service Summary Form User Guide for Staff

Step-by-Step Instructions for DVR Staff

01.

Login to dotStaff Forms

Log in to **dotStaff Forms** using your credentials

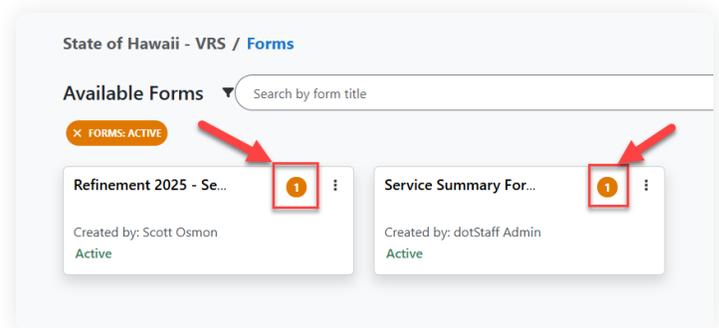
02.

Locating and Accessing Available Forms

After logging in, DVR Staff will see two (2) form cards:

- 1 Refinement 2025 – Service Summary Form**
Reporting Packet submissions for service provision beginning September 2025 and onwards
- 2 Service Summary Form**
Reporting Packet submissions for service provision prior to September 2025

Select the **orange numerical dot** to access the specific form needed



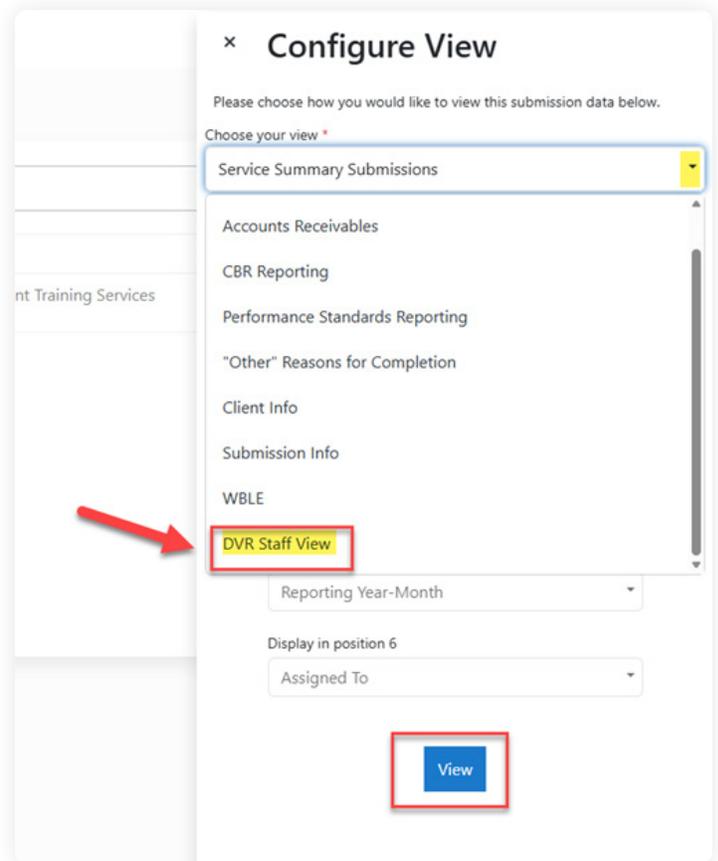
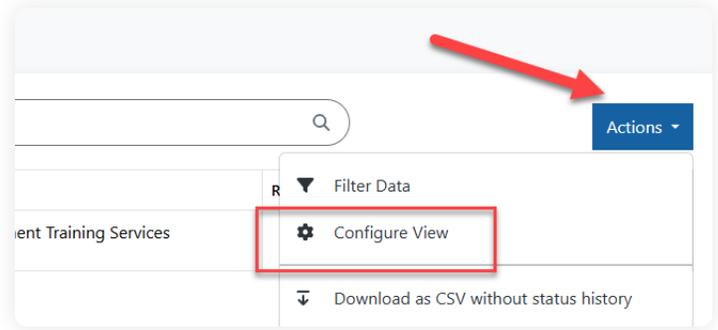
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03.

Configuring Your View

To enable DVR Staff to have quick access to each form submission (e.g., DVR Purchase Order Number, Participant ID, Vendor Company Name, Service Type, and First and Last Date of Service Provided in the Reporting Period), complete the following steps:

- 1 Select **Actions**
- 2 Choose **Configure View**
- 3 Select **DVR Staff View** from the dropdown menu
- 4 Click **View**



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04.

Accessing Reporting Packets

To open a specific Reporting Packet submission:

- 1 Locate desired row in the **Service Summary Form** list
- 2 **Select the hyperlink** under Submitted Date

Once the Reporting Packet opens, you will see:

- Participant Name
- Service Type
- Purchase Order Information
- Service Reporting Information such as:
 - Included State Exhibits
 - First and Last date of service provided in the reporting period
- Location of Service Provision
- Reporting Packet PDF attachment

Click the **Reporting Packet PDF** button to auto-download documentation (including State Exhibits and any supplementary documentation)

To view **Status History of the Reporting Packet submission**, including vendor submission date and/or corrections required:

- 1 Select **Actions**
- 2 Choose **View Submission History**

State of Hawaii - VRS / Forms / Submissions

Service Summary Form

SUBMITTED DATE	STATUS	DVR PURCHASE ORDER NUMBER	PARTICIPANT ID	VENDOR CO NAME
12/3/25, 9:40 AM	Submitted	07000007	12345	ABC Vendo

WVATS WRC - Select each step included within monthly reporting packet *

WVATS - Intake Plan
 WVATS - Monthly Progress Report
 WVATS - Curriculum Completion Report

First Date Service Provided in Reporting Period * 08/12/2025
Last Date Service Provided in Reporting Period * 08/29/2025

Location of Service Provision

Select Location of Service Provision *

BIH
 OI
 VR

Location of Service Provision Abbreviations
BIH - Big Island Hawaii
OI - Other Islands
VR - Virtual/Remote

OI - Start Date * 08/12/2025
OI - End Date * 08/29/2025

OI - Number of Hours * 24.00
OI - Rate Per Hour * 110.00
OI - Amount Billed 2640.00

Support Documentation *

Test.pdf

Supporting Documentation must be in PDF format.

Service Summary Submitter Information

This summary is a true and accurate account of the services listed on this statement for the time period specified and constitutes the full and complete services described above. No further invoices for payment of these services will be made. These services have been provided without discrimination race, color, creed, gender, religion or national origin. This statement is subject to Federal and State audit review. By signing this summary, I confirm to submit summaries for the Vendor.

Name, title, email address, and phone number of the Vendor's designated person who prepared this form.

Last Modified

Actions

- View Submission History
- Download as PDF
- Download as PDF(ADA)

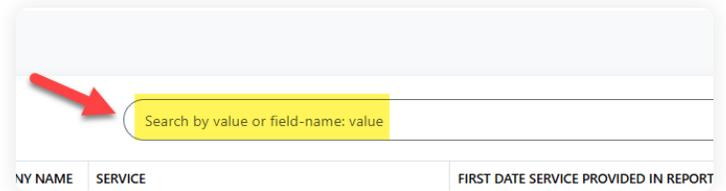
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05.

Locating Reporting Packet Submissions

To locate a specific Reporting Packet submission:

- 1 Navigate to the **Search Bar**
- 2 Input one of the following search criteria:
 - A Purchase Order Number
 - B Participant ID
 - C Participant First or Last Name
- 3 Press **Enter**



Search by value or field-name: value

NY NAME	SERVICE	FIRST DATE SERVICE PROVIDED IN REPORT
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Viewing Status Updates on Service Summary Form Submission

- 1 Login to **dotStaff Forms**
- 2 Navigate to the specific **Service Summary Form** needed
- 3 Locate the submission using **Search** as described above
- 4 View the **Status**

Below are descriptions of each status type:

Submitted: Reporting Packet has been submitted and is pending MSP Program Team review

Under Review: MSP Program Team is currently reviewing the Reporting Packet

On Hold: Reporting Packet is on hold due to pending action from the Vendor (e.g., missing Intake Plan)

Awaiting Submitter: MSP Program Team has requested corrections and is awaiting corrected Reporting Packet from CRP

Complete: Reporting Packet has been reviewed by MSP and processed along with invoice (if applicable) to DVR



Additional Support

For questions, assistance, or requests for scheduled training, please contact: hivrs@knowledgeservices.com
The team will be happy to assist you.