

6/30/2022

OT Update:

Asset Goal at Intake, Account Intended Use and Transaction Withdraw Use

Background: In response to the growing focus and flexibility around supporting asset class changes, we have added “Asset Goal at Intake” to the Intake tab. Below we review how to use three similar OT questions: Asset Goal at Intake, Account Intended Use, and Transaction Withdraw Use. Please do not hesitate to reach out to NP staff for assistance or clarification.

1. Asset Goal at Intake (Intake tab)

Goal: Understand participants’ initial asset goal(s) and be able to compare it to participants’ current or ending goal.

The participant’s asset goal at the time of intake should be entered once here and then left alone. For participants pursuing two asset goals from the outset, this question will allow you to select both of those asset goals.

Please begin using this field with new clients beginning July 1, 2022.

If a participant’s asset goal changes over the course of their savings period, do not update it here, but update it in the “Intended Use” field on the Accounts tab.

Asset Goal at Intake

- ☐ 529 College Savings Account
- ☐ Assistive Technology
- ☒ Business
- ☐ Debt Repayment
- ☐ Education
- ☐ Emergency Savings
- ☐ First-time Home Buyer Savings Account
- ☒ Home Purchase
- ☐ Home Renovation
- ☐ Rental
- ☐ Retirement
- ☐ Vehicle

2. Intended Use (Accounts tab)

Goals:

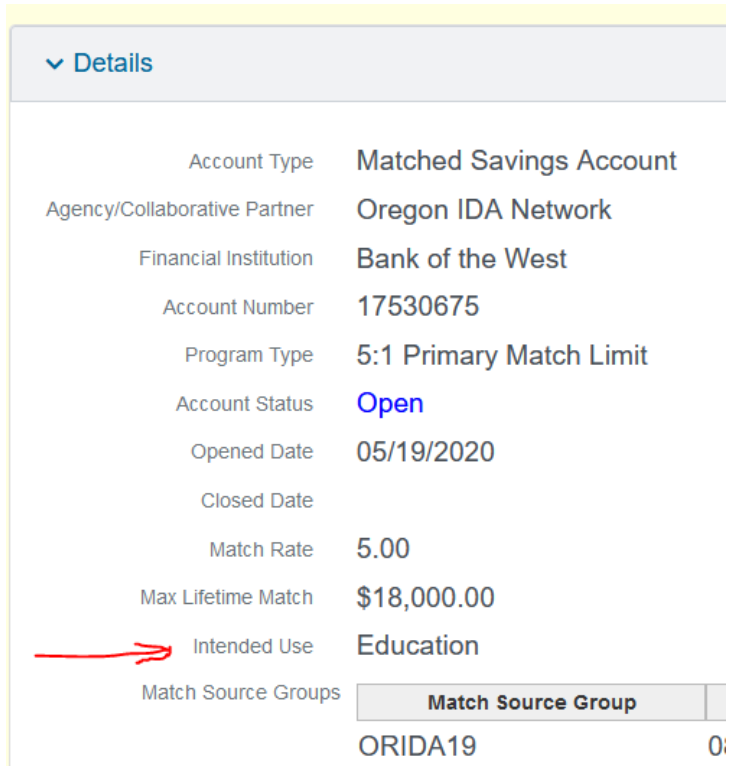
- Understand participants’ current or ending goal.
- Understand which asset education is needed.
- Ensure that OT reports are reflecting current asset goal.
- Tells NP which type of participant feedback survey should be sent (tailored to the asset goal) after the account is closed in OT.

Intended Use (Accounts tab), continued:

If participants change their asset goal, update the Intended Use in OT by going to “IDA Accounts” > “Details” > “Edit Details” > select the new “Intended Use” from the dropdown. (See screenshot at right).

For Matched Emergency Savings: As stated in SOP, if a participant closes their account after *only* making emergency savings withdrawals, change the Intended Use to “Emergency Savings.”

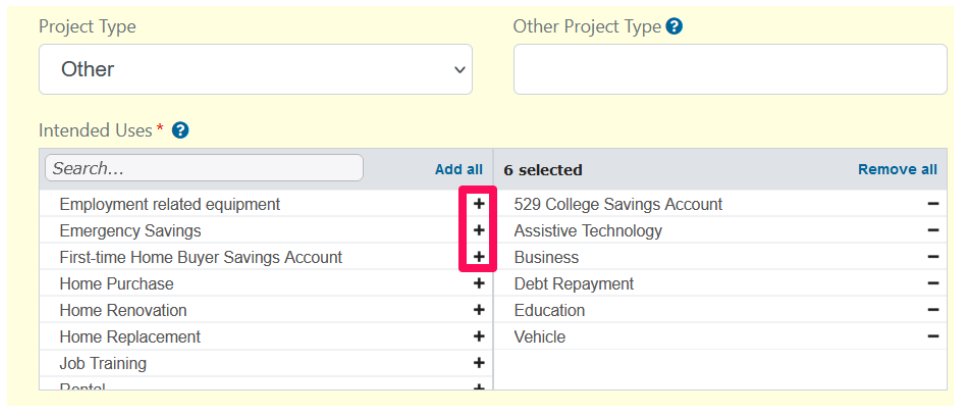
If a participant’s ending or only withdrawal is for a 529 College Savings Account or First Time Home Buyer Savings Account, NP recommends updating the Intended Use accordingly.



Details					
Account Type	Matched Savings Account				
Agency/Collaborative Partner	Oregon IDA Network				
Financial Institution	Bank of the West				
Account Number	17530675				
Program Type	5:1 Primary Match Limit				
Account Status	Open				
Opened Date	05/19/2020				
Closed Date					
Match Rate	5.00				
Max Lifetime Match	\$18,000.00				
Intended Use	Education				
Match Source Groups	<table><tr><th>Match Source Group</th><th></th></tr><tr><td>ORIDA19</td><td>0</td></tr></table>	Match Source Group		ORIDA19	0
Match Source Group					
ORIDA19	0				

Note: If you get the error that an Intended Use is not a funded option, it is because that use is not enabled for the grant the participant is assigned to. To enable asset goals for specific projects/grants:

1. In Outcome Tracker, click the Setup Tab
2. Under Savings Accounts, click “Project/Grants”
3. Select the Project/Grant you want to modify
4. Scroll down until you see “Intended Uses” section and click the plus sign (+) next to each Intended Use that you want to enable. (See screenshot below).
5. Click Update



Project Type	Other	Other Project Type ?
Intended Uses * ?		
Search...	Add all	6 selected Remove all
Employment related equipment	+	529 College Savings Account
Emergency Savings	+	Assistive Technology
First-time Home Buyer Savings Account	+	Business
Home Purchase	+	Debt Repayment
Home Renovation	+	Education
Home Replacement	+	Vehicle
Job Training	+	
Dental	+	

3. Withdraw Use (Accounts tab >Transaction Summary)

Goal:

- Provides data that clearly differentiates match dollars going to each asset category or asset use, including 529 College Savings Accounts, First Time Home Buyer Savings Accounts, or Emergency Savings.
- Assists in tracking whether people who access emergency savings match go on to purchase an asset.

All matched withdrawal transactions should include a Withdraw Use selection. To record a matched withdrawal in OT, first select “Matched Withdrawal/Purchase”, then select one of the “Withdraw Use” options.

Note: The Withdraw Use does not need to match the current Intended Use.

A note about the options (also known as “values” in OT):

The options are the same across all three questions (Asset Goal at Intake, Account Intended Use, and Transaction Withdraw Use). This means that if a new asset goal is introduced, all three option lists will be updated with that asset goal. It also means that some options that are more relevant as an “Account Intended Use” or “Transaction Withdraw Use,” for example 529 College Savings Account or First Time Home Buyer Savings Account, will appear as possible Asset Goals at Intake. This is a tradeoff we have chosen to accept.

The option list can be edited so that asset goals that are not offered by your FO do not need to appear as an option. To do so, you can ask Derrick, or:

1. In Outcome Tracker, click the Setup Tab
2. Under Activities, click “Define Dropdown Lists”
3. There will be a Search bar. Search for “Intended Use”
4. Click on “Intended uses approved for funding Dropdown”
5. You’ll see a list of Intended Uses. On the right of each item is a column called “Enabled.” (See screenshot below). Un-click each asset you do not want to appear.
6. Click “Update.”

Dropdown list description

Unlock numeric values ☐ Check to set the numeric values associated with dropdown items manually.

Mapping for IDA AFI Mapping: Account Intended Use (Needs update)

Dropdown list values

Show 50 rows							Search: <input type="text"/>	
<input type="button" value="Delete"/> <input type="button" value="Add values..."/> <input type="button" value="Reorder..."/>							<input type="button" value="Update"/>	
<input type="checkbox"/>	Value ^	Numeric Value ^	Order ^	Usage ^	Enabled ^	Help Text ^		
<input type="checkbox"/>	529 College Savings Account	<input type="text" value="1"/>	1	1	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/>		
<input type="checkbox"/>	Assistive Technology	<input type="text" value="2"/>	2	10	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/>		
<input type="checkbox"/>	Business	<input type="text" value="3"/>	3	54	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/>		
<input type="checkbox"/>	Debt Repayment	<input type="text" value="4"/>	4	1	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/>		
<input type="checkbox"/>	Education	<input type="text" value="5"/>	5	34	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/>		