

A-RESET

Provider Manager Job Aid

Provider Portal
Quick Reference & Procedures



Prepared for
Alabama Department of Human Resources
A-RESET Program

Version 1.0
October 2026

Bulletin: Events, Announcements & File Sharing

ACES ACES Provider Portal

Application(s) Home Services Communications Case

SNAP A-RESET Alabama Department of Human Resources

Bulletin
Events, Announcements & File Sharing

[LEARN MORE](#)

Available Services

PLAN Budget	ENROLL Client	MANAGE Participant	PROCESS Invoice
To view or submit budget, click here →	To enroll and assess a client, click here →	To manage participant or submit CEL, click here →	To view or process Invoice, click here →

HUMAN RESOURCES CHILDREN & FAMILIES **SNAP** Alabama Department of Human Resources

CHSAP 0100 Contact Us Site Policies & Accessibility
The mission of the Alabama Department of Human Resources is to provide for the protection, well-being, and self-sufficiency of children and adults.
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1. Click **Learn More** to access **Events, Announcements, and File Sharing**.
2. The **Events, Announcements and File Sharing** section will display.

SNAP A-RESET Alabama Department of Human Resources

Events, Announcements & File Sharing

11 Aug 2023 Announcement Job Fair

Job Fair

Attachments(0) Verification Hours.docx

8 Aug 2023 File Shared Job Fair Flyer

text

To create a new item:

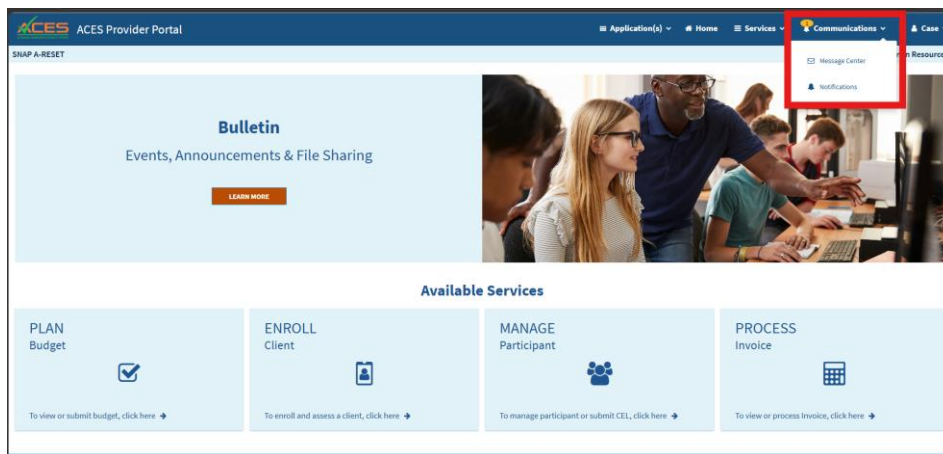
1. Click the **New** button.
2. Complete the screen and add any attachments (if applicable).
3. Click **Save**.

The screenshot shows the 'ACES Provider Portal' interface. At the top, there's a navigation bar with 'Application(s)', 'Home', 'Services', 'Communications', and 'Case'. Below this, a header bar reads 'NAP A-RESET' and 'Alabama Department of Human Resources'. The main content area is titled 'Events, Announcements & File Sharing'. It contains a form with fields for 'Type', 'Title', 'Start Date' (07/02/2026), 'End Date' (07/02/2026), 'Organization' (All), and 'Subcontractor'. Below these fields is a rich text editor with a toolbar showing options for bold, italic, underline, text color, font face (sans-serif), font size (12pt), bulleted list, numbered list, link, and unlink. The footer of the portal includes logos for 'HUMAN RESOURCES', 'CHILDREN & FAMILIES', and 'SNAP Supplemental Nutrition Assistance Program', along with a mission statement and the year '2024 Alabama Department of Human Resources'.

This screenshot shows the same 'ACES Provider Portal' interface as the previous one, but the form area is mostly empty, indicating that the user has finished editing the content. At the bottom of the form area, there are three buttons: 'Save', 'Cancel', and 'Attach'. The footer of the portal remains the same, featuring the 'HUMAN RESOURCES', 'CHILDREN & FAMILIES', and 'SNAP' logos, the mission statement, and the year '2024 Alabama Department of Human Resources'.

Communications Tab

Located at the top right-hand corner of the status bar.



Message Center

The **Message Center** consists of the following:

- Inbox
- Sent Messages
- Archive

ACES

ACES Provider Portal

Application(s)

Home

Services

Communications

Case

SNAP A-RESET

Message Center

New Message

AllUnread

InboxReceivedReply

<< < 1 > >> Pages: 1

HUMAN RESOURCES

ALABAMA DEPARTMENT OF HUMAN RESOURCES

CHILDREN & FAMILIES

ALABAMA DEPARTMENT OF HUMAN RESOURCES

SNAP

Supplemental Nutrition Assistance Program

(334)242-1310

Contact us

Site Policies & Accessibility

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2024 Alabama Department of Human Resources

ACES

ACES Provider Portal

Application(s)

Home

Services

Communications

Case

SNAP A-RESET

Alabama Department of Human Resources

Message Center

New Message

AllUnread

InboxReceived

<< < 1 > >> Pages: 1

HUMAN RESOURCES

ALABAMA DEPARTMENT OF HUMAN RESOURCES

CHILDREN & FAMILIES

ALABAMA DEPARTMENT OF HUMAN RESOURCES

SNAP

Supplemental Nutrition Assistance Program

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Contact us

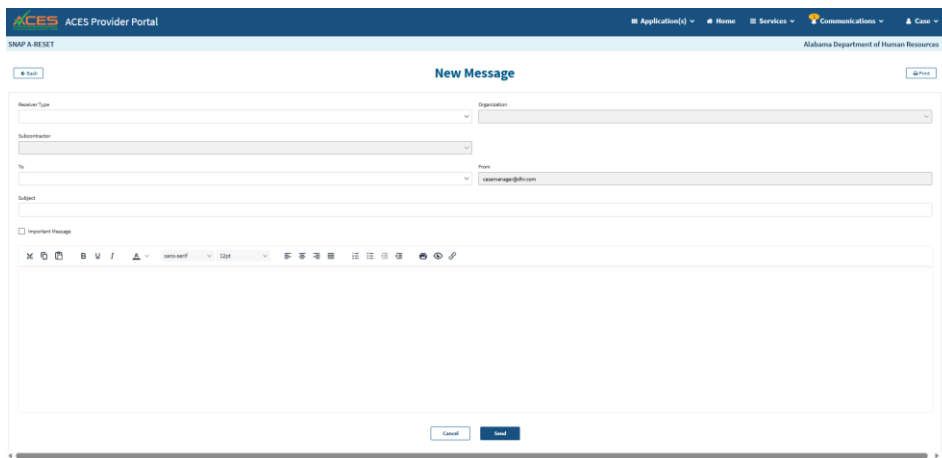
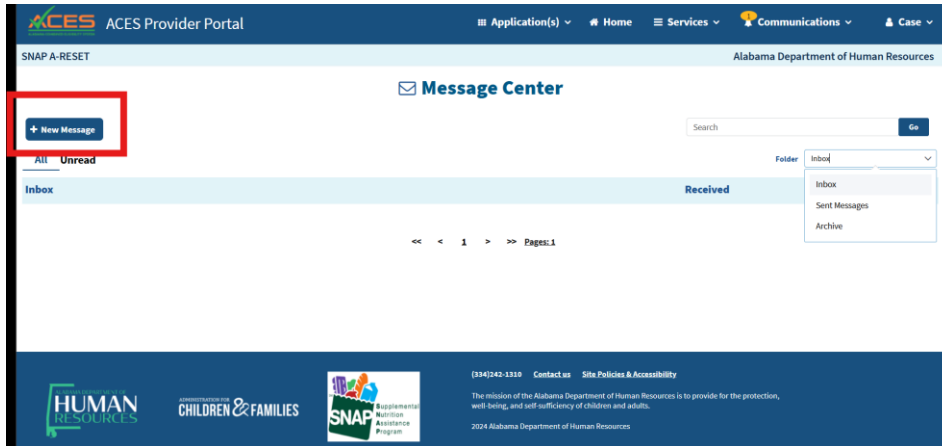
Site Policies & Accessibility

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2024 Alabama Department of Human Resources

Send New Messages:

1. Click **+New Message**.
2. Complete fields on the new message screen and click **Send**.



Notifications

You will receive notifications for: *(according to your assigned role inside the portal)*

1. CEL Hours
2. Enrollment
3. Consent Form
4. File Sharing
5. Event
6. Participation Plan
7. Referral
8. Announcement
9. Participant Support
10. Supervisory Report
11. Appointments

The screenshot displays the ACES Provider Portal interface. At the top, there is a navigation bar with links for Application(s), Home, Services, Communications, and Case. Below this, a header section includes 'SNAP A-RESET' and a 'Message Center' link. The main content area is titled 'Notification(s)' and features a table with columns for Category, Description, Type, Status, and Created. A single notification is listed with the category 'Announcement' and the description 'Holiday: A new announcement has been added. Learn more in the Upcoming Events, Announcements & File Sharing section on the Home page.' The status is 'Unread' and the creation date is '06/26/2026 1:18 PM'. A 'Mark as Read' button is visible next to the notification. At the bottom of the page, there is a footer with logos for Human Resources, Children & Families, and SNAP, along with contact information and a mission statement.

Category	Description	Type	Status	Created
Announcement	Holiday: A new announcement has been added. Learn more in the Upcoming Events, Announcements & File Sharing section on the Home page.	Information	Unread	06/26/2026 1:18 PM

ACES

ACES Provider Portal

Application(s)

Home

Services

Communications

Case

SNAP A-RESET

Alabama Department of Human Resources

Notification(s)

Category	Description	Type	Status	Created
			All	
Announcement	Holiday: A new announcement has been added. Learn more in the Upcoming Events, Announcements & File Sharing section on the Home page.	Information	Unread	06/16/2026 1:18 PM

<<

<

1

>

>>

Pages: 1

HUMAN
RESOURCES

ALABAMA DEPARTMENT OF
CHILDREN & FAMILIES

SNAP

Supplemental
Nutrition
Assistance
Program

(334) 242-1310

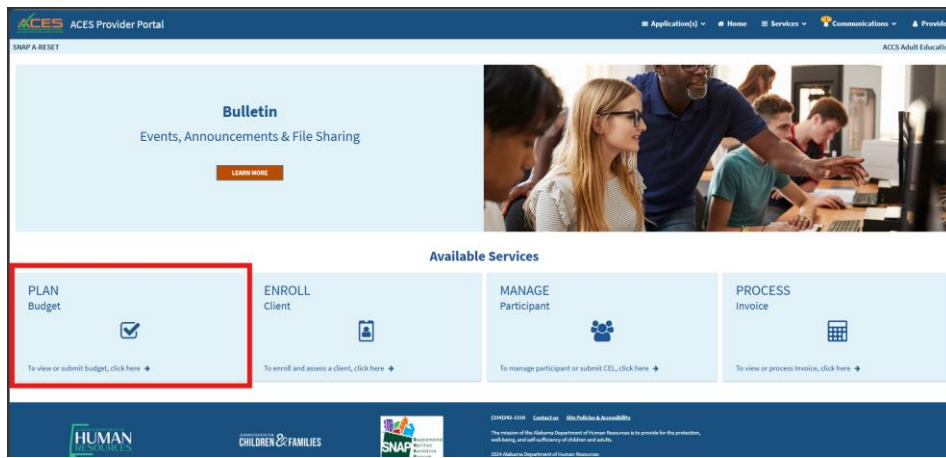
Contact us

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2024 Alabama Department of Human Resources

Plan Budget



Search By:

1. Subcontractor
2. Fiscal Year
3. Component and/or Subcomponent
4. Budget Type
5. Status
6. Budget ID

ACES ACES Provider Portal

Application(s) Home Services Communications Provider

ACES Adult Education

SNAP A RESET

Budget (New)

Organization: ACES Adult Education Fiscal Year: FY 2026 Program/Support:

Phone Number: Contract Number: Duration Of Program:

Address: 1315 E. Union Street, Montgomery, AL, 36104 Tax Payer ID:

Start Date: End Date:

Details: School/center: Component: Subcomponent: Location:

Create Budget Cancel Add New

ACES ACES Provider Portal

Application(s) Home Services Communications Provider

ACES Adult Education

SNAP A RESET

Fixed Rate Monthly Expenditures

A. Service description	B. Rate per unit	C. Number of units requested	D. Amount requested in dollars	E. Total cost (no applicable)
				BYS
TOTAL PROJECT FUNDING FOR SERVICE PROVIDED				
LOCAL SHARE (20%)				
LOCAL SHARE (20%)				
PERCENT ONE SHARE OF ONE TOTAL PROJECT FUNDING				

Review

Comments:

Save Save & Submit Cancel

Review History

#	Status	By	Date/Time	Comments
1				

A large, solid gray rectangular area that occupies the right half of the page. It appears to be a placeholder or a redacted section, as it contains no text or other graphical elements.

Other Options

- 1. **Export** – Export data to an Excel sheet.
- 2. **View** – View details.
- 3. **Edit** – Edit details.
- 4. **Copy** – Duplicate the record.
- 5. **Amend** – Make changes or corrections.
- 6. **Delete** – Permanently remove the record. Only available for Budgets in Draft status.

Commented [RL1]: Any limitations with exporting data?

Commented [DF2R1]: No limitations

Commented [RL3]: Please correct.

Commented [DF4R3]: Corrected.

ACES

ACES Provider Portal

Application(s) Home Services Communications Provider

SNAP A-RESET

ACCS Adult Education

Plan Budget

Search

Organization

ACCS Adult Education

Subcontractor

Fiscal Year

FY 2026

Program/Support

Component

Subcomponent

Program/Support Code

Budget Type

Status

Budget ID

☐ My Assigned

Search

Clear All

Results

Export

New

View

PDF Edit

Copy

Amend

Suspend

Delete

☐	Budget Type	Budget ID	Organization	Fiscal Year	Program/Support	Status	Total Program Funding	Total Local Share	Total Federal Share	Total SHH Share/ Approved Cost	Balance
--------------------------	-------------	-----------	--------------	-------------	-----------------	--------	-----------------------	-------------------	---------------------	--------------------------------	---------

Process Invoice

ACES

ACES Provider Portal

Application(s)HomeServicesCommunicationsProvider

SNAP A-RESET

ACCS Adult Education

Bulletin

Events, Announcements & File Sharing

LEARN MORE

Available Services

PLAN
Budget

To view or submit budget, click here

ENROLL
Client

To enroll and assess a client, click here

MANAGE
Participant

To manage participant or submit CEL, click here

PROCESS
Invoice

To view or process invoice, click here

Search By:

- 1. Organization
- 2. Fiscal Year
- 3. Month
- 4. Status
- 5. Invoice ID

ACES

ACES Provider Portal

Application(s)HomeServicesCommunicationsProvider

SNAP A-RESET

ACCS Adult Education

Process Invoice

Search

Organization

ACCS Adult Education

Fiscal Year

FY 2028

Program/Support

Month

Status

Invoice ID

My Assigned

Search

Clear All

Result

ExportNewViewEditCopyRefreshDelete

Budget Type	Invoice ID	Organization	Fiscal Year	Program/Support	Month	Period Start	Period End	Status	Invoice Amount

1

Commented [RL5]: What happens if a user attempts to search by Program/Support?

Commented [DF6R5]: There is only one option for the Program/Support.

Create a New Invoice

1. Click the **New** button.
2. Complete the **Invoice** form on the new screen.
3. Click **Save** to edit the invoice later.
4. Click **Save & Submit** to submit the invoice for review.

ACES ACES Provider Portal

Application(s) Home Services Communications Provider

SNAP A-RESET ACES Adult Education

Process Invoice

Search

Organization: ACES Adult Education Fiscal Year: FY 2028 Program/Support: Month: Status: Invoice ID: ☐ By Assigned

Search **Clear All**

Result

☐	Budget Type	Invoice ID	Organization	Fiscal Year	Program/Support	Month	Period Start	Period End	Status	Invoice Amount

Page 1 of 1

ACES ACES Provider Portal

Application(s) Home Services Communications Provider

SNAP A-RESET ACES Adult Education

Invoice (new)

Organization: ACES Adult Education Fiscal Year: Program/Support: Month: Start Date: End Date: Contract Number: Budget Type: Budget ID: Status: Draft

☐ Copied Invoice ☐ Revised Invoice

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ACES

ACES Provider Portal

Application(s) Home Services Communications Program

SNAP A-RESETAlabama Department of Human Resources

CEL Eligible Participants

October

0

Total Cost +

Fixed Rate Monthly Expenditures +

Funds Reimbursement Certification +

Attachments +

Signature +

Review -

Comments

Save

Save & Submit

Cancel

Other Options

Search for an invoice and select the correct Invoice, to complete the options below:

1. **Export** – Export data to an Excel sheet.
2. **View** – View details.
3. **Edit** – Edit details.
4. **Copy** – Duplicate the record.
5. **Revise** – Make changes or corrections.
6. **Delete** – Permanently remove the record.


ACES Services Portal

Application(s)
Home
Services
Communications
Programs

SNAP A-RESET
Alabama Department of Human Resources

Process Invoice

Search

Organization
FY 2026

Program/Support

Months
Status

Invoice ID

☐ My Assigned

Search

Clear All

Result

Export

New

View

PDF

Copy

Refresh

Delete

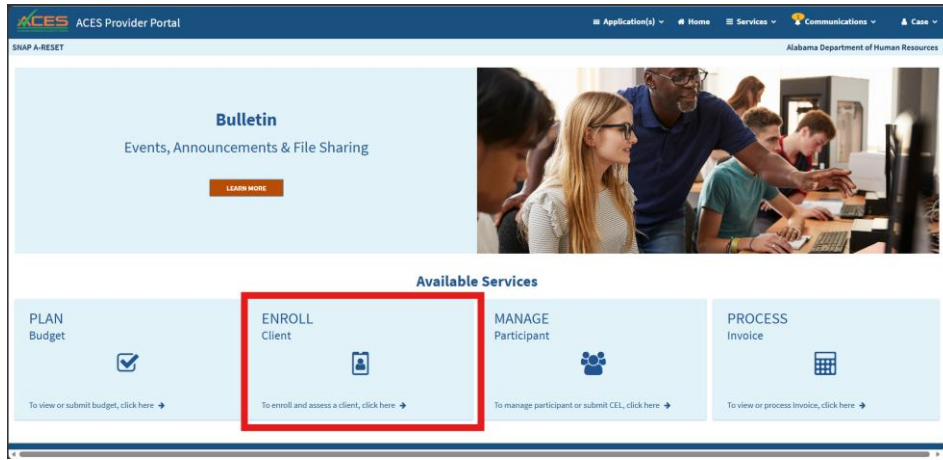
☐	Budget Type	Invoice ID	Organization	Fiscal Year	Program/Support	Months	Period Start	Period End	Status	Invoice Amount

1

Page 1

Comment

Enroll Client Module



1. Enroll Client

a. Determine Eligibility

- Enter **SSN & Date of Birth** or **Client ID & Date of Birth**
- Select **Determine Eligibility** or **Submit Consent**, if needed

b. Complete DHR Section

- Verify pre-filled information
- Complete any empty fields

c. Complete Enrollment Demographics Section

ACES Provider Portal

Application(s) Home Services Communications Case

SNAP A-RESET

Alabama Department of Human Resources

Enroll Client

Client ID: Date of Birth:

☐ Request DHR Review

Client Name:

+

+

+

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Alabama Department of Human Resources

2. Assess Client

a. Complete Provider Information

b. Prior Assessment

- If the client was **assessed by the current provider and has received services within 90 days**, check the box beside **Assessed for previous program** and enter the **Assessed Date** (No assessment needed).
- If the client has not previously been assessed, complete the **Assessment** section.

c. Complete **Assessment**, if applicable

d. Proceed to the **Plan**

ACES

ACES Provider Portal

Application(s)HomeServicesCommunicationsProvider

SHAP A-RESET

ACCES Adult Education

Enroll

Enroll

Plan

Summary

Provider

First

Provider Manager

Phone

Extension

Email

providermanager@provider.com

Prior Assessment

☐ Assessed for previous program

Assessed

Assessed

Checked if client was previously assessed by current provider & has also received services from provider within 90 days. If checked, assessment is not required for current program enrollment.

Assessment

☐ The participant has attested that their intent for participating in A-RESET is to get a job or get a better job.

First Name

Last Name

Date

First Name

Last Name

Date

Enroll

Submit

Cancel

Plan

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Arkansas Department of Human Resources

3. Plan (Participation Plan/IEP)

- Select **Participation Plan**
- Complete the **Participation Plan / IEP**

The screenshot displays the ACES Provider Portal interface. A modal window titled "Participation Plan/IEP" is open, overlaying the main application page. The modal contains a form with the following fields:

- Client Name, SSN, Client ID, Date of Birth (header row)
- Organization, Subcontractor, Fiscal Year (dropdowns)
- Program/Support, Component, Subcomponent (dropdowns)
- Location, Start Date, End Date (dropdowns and date pickers)
- Anticipated Participation Hours (Hours/Month), A-RESET Approval, Case Management (text input, dropdown, and dropdown)
- Supervised Job Search, ABAWD Qualifying (text inputs)

The "Participation Plan" link in the left sidebar is highlighted with a red box. The background application page shows a table with columns: Organization, Subcontractor, Program, Component, Subcomponent, and Status. The table contains data for various programs, including ACES Adult Education, ADOL Career Centers, and A-RESET.

4. Summary

- Review all information
- Make edits if needed by selecting the **Pencil** icon
- **Submit Enrollment**

ACES ACES Provider Portal

Application(s) Home Services Communications Case

SNAP A-RESET Alabama Department of Human Resources

Enroll

Client

Consent Form Signature

SN

Client ID

Date of Birth

Request for A-RESET

Client Name

DHR

Name

First name

Middle name

Last name

Residential Address

Mailing Address

Home phone

Cell Phone

Alternate Phone

Consent Form

Date Signed

SNAP

Application Status

A-RESET Status

Start Date - End Date

Enrollment Demographics

Has a high school diploma or equivalent? GED

Speaks English as Primary Language? Yes

Age 63

Gender FEMALE

Ethnicity

Ethnicity Non-Hispanic/Latino

Race

White

Military Experience

Are you a Veteran? No

If yes, are you a disabled veteran?

Campaign related?

Branch of Service

Date of Service (From)

Date of Service (To)

Comment

Copy to Case Note

Assess

Provider

Staff

Phone

Extension

Email

Program Manager (SN)

ppmanager@al.com

Prior Assessment

Assessed for the Previous Component

Assessment Date 08/30/2028

Assessment

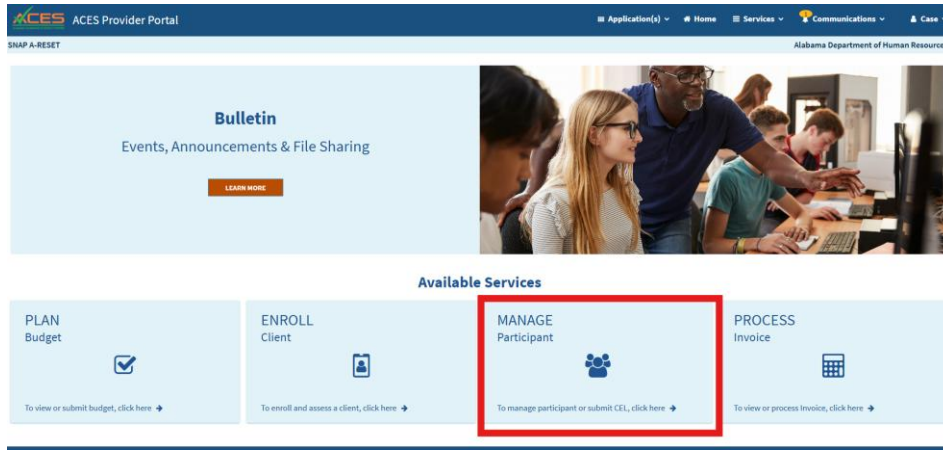
Plan

Submit Cancel

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Alabama Department of Human Resources

Manage Participant



1. Search Options

You can search using any of the following:

- Organization / Subcontractor
- Fiscal Year
- Component / Subcomponent
- SSN
- Client ID
- Date of Birth

ACES Provider Portal

Application(s) Home Service Communications Case

SHAP A-RESET

Alabama Department of Human Resources

Manage Participant

Participant CCL Examinations Participant Outcome(s) Good Cause(s) Participant Support(s) Consent Form Appointments Referrals Supervisory Review Documents

Search

Organization Subcontractor Fiscal Year

Program/Support Component Subcomponent

Program/Support code SSN Client ID

Date of Birth

☐ My Assigned

Search Clear All

Result

Export Participant Record Case Notes Good Cause(s) Participant Support(s) Consent Form Appointments Referrals Supervisory Review Documents

Organization	Subcontractor	Last Name	First Name	SSN	Client ID	Date of Birth
--------------	---------------	-----------	------------	-----	-----------	---------------

2. Under Results — Select the checkbox next to the record

Once you select a record, you can perform the following actions:

- a) **Export** - Downloads an Excel sheet
- b) **Participant Record** - Review the IEP and DHR Information.

Complete sections C–H:

c) Case Notes

1. Search for Case Notes
2. Create a New Case Note
3. Edit Case Notes
4. View Case Notes

d) Good Cause(s)

1. Search for Good Cause
2. Create a New Good Cause
3. Edit Good Cause
4. View Good Cause

e) Participant Support(s)

1. Search for Participant Support

2. View Participant Support

f) Participant Outcome(s)

1. Search for Participant Outcomes
2. Create a New Participant Outcome (*See Participant Outcome Section*)
3. View Participant Outcomes

g) Enroll Client

- Complete Enrollment, including:
 - Determine Eligibility
 - Assessment
 - Participation Plan/IEP
 - Summary

h) Submit a Consent Form

1. Upload or submit a consent form
2. Search for submitted consent form

i) Upload Documents

1. Search for Documents
2. Upload New Document

The screenshot displays the ACES Provider Portal interface. At the top, there is a navigation bar with links for Application(s), Home, Services, Communications, and Case. Below this, the main header identifies the user as 'SNAP A-RESET DESIGN' and the organization as 'Alabama Department of Human Resources'. The search filter section includes dropdown menus for Organization, Subcontractor, Fiscal Year, Program/Support, Component, and Subcomponent, along with text input fields for Program/Support code, SSN, and Client ID. A 'My Assigned' checkbox is also present. Search and Clear All buttons are located at the bottom of the filter section. The 'Result' section features a horizontal menu with icons for Report, Participant Record, Case History, Mail, Security, Participant Support, Participant Outcomes, Enroll Client, Submit Consent Form, Appointments, and Documents. Below this menu is a table with columns for Organization, Subcontractor, Last Name, First Name, SSN, Client ID, and Date of Birth. The table currently shows no results, with a '4' in the first row of the data area.

Submitting Hours

1. Enter Hours - Go to the CEL Tab

2. Search By

- Organization
- Subcontractor
- Fiscal Year
- Month

[illegible]

3. Update Participation Status (for the Service Month/Year)

- Participating – if reporting hours
- Did Not Start
- Early Termination
- Completed

ACES Provider Portal | Applications | Home | Services | Communications | Program

SNAP A-RESET

Export | Participant Report | Case Notes | Good Counsel | Participant Support | Participant Outcomes | Participation Plan | CEL History | Appointments

Please enter the client's participation status as of the end of the service month. Enter **INCOMPLETE** if the client remains enrolled in the program regardless of how many participation hours he completed. **STOP** if the client successfully completed the program during the service month. **DO NOT START** if the client did not begin scheduled program activity. **Important:** If the client completed the program prior to the current program end date, enter within the Participation Plan to reflect the actual end date. Please enter primary Outcomes for clients who completed a program.

Service	First Name	Last Name	SSN	Client ID	Program/Support	Code	Start Date	End Date	A-RESET Approval	Participation Status	Participation Hours (Hours/1st Week)	Participation Hours (Hours/2nd Week)	Participation Hours (Hours/3rd Week)	Participation Hours (Hours/4th Week)
04/2026	BORCA	MOORE	***-**-7880	2007077	SNAP Employment and Training-A-RESET	PSH-0000462	08/03/2026	10/07/2026	08/17/2026	Did Not Start	0	0	0	0
04/2026	MARLON	ELLIS	***-**-5939	2392618	SNAP Employment and Training-A-RESET	PSH-0000463	08/03/2026	10/07/2026	08/03/2026	Participating	0	0	0	0
04/2026	BORCA	MOORE	***-**-7880	2007077	SNAP Employment and Training-A-RESET	PSH-0000462	08/03/2026	11/08/2026	09/16/2026	Early Termination	0	0	0	0
04/2026	BORCA	MOORE	***-**-7880	2007077	SNAP Employment and Training-A-RESET	PSH-0000462	08/03/2026	11/08/2026	09/16/2026	Completed	0	0	0	0
04/2026	Abawd	Youngboy	***-**-5643	1000730	SNAP Employment and Training-A-RESET	PSH-0000460	08/03/2026	11/08/2026	08/31/2026		0	0	0	0
04/2026			***-**-5643	1000730	SNAP Employment and Training-A-RESET	PSH-0000460	08/03/2026	11/08/2026	08/31/2026		0	0	0	0
04/2026	OCTAVIOUS	WHITE	***-**-2383	1029867	SNAP Employment and Training-A-RESET	PSH-0000332	08/03/2026	10/06/2026	08/21/2026		0	0	0	0
Aug 2027	CHRISTOPHER	WICK	***-**-6949	3943241	SNAP Employment and Training-A-RESET	PSH-0000233	08/03/2026	08/03/2027	08/26/2026		0	0	0	0
Aug 2027	CHRISTOPHER	WICK	***-**-6949	3943241	SNAP Employment and Training-A-RESET	PSH-0000233	08/03/2026	08/03/2027	08/26/2026		0	0	0	0
Aug 2027	CHRISTOPHER	WICK	***-**-6949	3943241	SNAP Employment and Training-A-RESET	PSH-0000233	08/03/2026	08/03/2027	08/26/2026		0	0	0	0

Page 1 of 1

Save Submit Return Approve Deny Cancel

4. Enter Weekly Hours

- Input hours for Weeks 1–5 (as applicable). *For assistance click the ? icon to guide you the weekly entries.*

ACES Provider Portal | Application(s) | Home | Services | Communications | Program

SNAP A-RESET | Alabama Department of Human Resources

Search

Organization: [Dropdown] Subcontractor: [Dropdown] Fiscal Year: FY 2027

Month: [Dropdown]

☐ My Assigned

Search **Clear All**

Result

Export | Participant Record | Case History | Client Counselor | Participant Support | Participant Outcomes | Participation Plan | CCL History | Appointments

Information: Please enter the client's participation status as of the end of the service month. Enter: PARTICIPATING if the client remains enrolled in the program regardless of how many participation hours are completed. COMPLETED if the client successfully completed the program during the service month. CANCELED if the client dropped out of the program without completing during the service month. TO NOT START if the client did not begin scheduled program activity, regardless of the client's completion of the program prior to the planned program end date, unless updating the Participation Plan to reflect the actual end date. Please enter primary Outcome for clients who completed a program.

Service	First Name	Last Name	SSN	Client ID	Program/Support	Code	Start Date	End Date	A-RESET Approval	Participation Status	Participation Hours (Week 1st Week)	Participation Hours (Week 2nd Week)	Participation Hours (Week 3rd Week)	Participation Hours (Week 4th Week)	Participation Hours (Week 5th Week)
Type to Filter...	Type to Filter...	Type to Filter...	Type to Filter...	Type to Filter...	Type to Filter...	Type to Filter...	Type to Filter...	Type to Filter...	Type to Filter...	Type to Filter...	Type to Filter...	Type to Filter...	Type to Filter...	Type to Filter...	Type to Filter...

5. Save or Submit

- Save – Keeps the record open for future updates.
- Submit – Sends the record for approval.

ACES Provider Portal | Application(s) | Home | Services | Communications | Provider

SNAP A-RESET | ACCS Adult Education

Organization: ACCS Adult Education Subcontractor: [Dropdown] Fiscal Year: FY 2027

Month: [Dropdown]

☐ My Assigned

Search **Clear All**

Result

Export | Participant Record | Case History | Goals Counselor | Participant Support | Participant Outcomes | Participation Plan | CCL History | Appointments

Service	First Name	Last Name	SSN	Client ID	Program/Support	Code	Start Date	End Date	A-RESET Approval	Participation Status	Participation Hours (Week 1st Week)	Participation Hours (Week 2nd Week)	Participation Hours (Week 3rd Week)	Participation Hours (Week 4th Week)	Participation Hours (Week 5th Week)
Type to Filter...	Type to Filter...	Type to Filter...	Type to Filter...	Type to Filter...	Type to Filter...	Type to Filter...	Type to Filter...	Type to Filter...	Type to Filter...	Type to Filter...	Type to Filter...	Type to Filter...	Type to Filter...	Type to Filter...	Type to Filter...

Save **Submit** **Cancel**

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Participant Outcome

1. Accessing Participant Outcome

- Enter a participant outcome from the **Participant** tab.
- View a participant outcome from the **Participant Outcome(s)** tab.

ACES Provider Portal

Application() Home Services Communications Case

Manage Participant

Participant Outcome(s) Participant Outcome(s) Consent Form Appointment Referral Supervisory Review Documents

Organization Subcontractor Round Year

Program/Support Component Subcomponent

Program/Support code ID# Client ID

Date of Birth

☐ No Assigned

Search Clear All

Result

Export Participant Record Case History Add Records Participant Summary Add Client Submit Consent Form Appointment Documents

Organization	Subcontractor	Last Name	First Name	ID#	Client ID	Date of Birth

2. To Enter a Participant Outcome

1. Search for the participant.
2. Select the Record, then choose Participant Outcome(s).
3. Click New (under the Result section).
4. Complete the Participant Outcome form.
5. Save.

The screenshot displays the 'Participant Outcome(s)' form in the ACES ACES Provider Portal. The form includes fields for Client Name (MARGARET HARRIS), SSN (***-**-****), Client ID (184025), and Date of Birth (08/08/1982). Below these is a 'Search' section with filters for Organization, Subcontractor, Fiscal Year (FY 2028), Program/Support, Outcome, Updated From Date, and Updated To Date. A red box highlights the 'Filter' button in the 'Result' section. The 'Result' table has columns for ID, Organization, Subcontractor, Outcome Fiscal Year, Program, Component, Subcomponent, and Outcome. The table is currently empty.

ACES Provider Portal

Participant Outcome

Client Name: [Redacted] Client ID: [Redacted] Total of 10/10

Organization	Submission	Fiscal Year
Program/Support	Component	Subcomponent
Location	Outcome	Last Updated By

Case Manager (DR)

ACES Provider Portal

Organization	Submission	Fiscal Year
Program/Support	Component	Subcomponent
Location	Outcome	Last Updated By

Case Manager (DR)

New Employment

Employer	Job Title	Hired Date
NACE Industry Code	SSC	
Wage Frequency	Wage Amount	Hours Per Week
Subsidized Employment	Employment Type	Beneficial Position

Comment

3. To View a Participant Outcome

1. Go to the Participant Outcome tab.
2. Search By:
 - o Organization / Subcontractor
 - o Fiscal Year
 - o SSN
 - o Client ID
 - o Outcome
 - o Update From Date
 - o Update To Date
3. Select the Record and choose View.

The screenshot displays the 'Manage Participant' interface in the ACES ACES Provider Portal. The 'Participant Overview' tab is active. The search filters include Organization, Program, Outcome, Subcontractor, SSN, Client ID, and Update From Date. The 'Result' section features a table with columns: ID, Organization, Subcontractor, Last Name, First Name, Client ID, Outcome Fiscal Year, Program, Component, Subcomponent, Outcome, and Last Updated. The 'New' button in the 'Result' section is highlighted with a red box.

How to Submit a Consent Form

Through the Consent Form Tab

1. Search for the participant.
2. Select submit consent form under the Result section to submit electronically or
3. Scroll to the right and click the Upload button for the participant's record to upload the consent form.

ACES Provider Portal

Application(s) Home Services Communications Case

Manage Participant

Participant CEL Search Events Participant Outcomes Good Cases Participant Response Consent Form Communications Referrals Supervisory Review Documents

Search

Organization Submitter Consent Form Date Signed

Consent Form Status SSN Client ID

Date of Birth

Assigned to me

Search Clear All

Result

Export Submit Consent Form

Name	Last Name	SSN	Date of Birth	Informed Consent	Sign & Submitted	Consent Form Signed Date	Consent Form Status	Signed Date	Submitted By	Uploaded By	Uploaded Consent Form
WARET	WARET	***-**-****	08/10/1982	Yes	Yes	08/10/2023	Active		Consentation	Consentation	
WARET	WARET	***-**-****	08/10/1982	Yes	Yes	08/10/2023	Active		Consentation	Consentation	

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Referrals Tab

Search By:

- Organization and/or Subcontractor
- Fiscal Year
- SSN
- Client ID
- Status
- Component and/or Subcontractor

The screenshot displays the 'Manage Participant' interface in the ACES ACES Provider Portal. The 'Submits' tab is selected and highlighted with a red box. Below the search filters, the 'Search' button is highlighted with a red box. The table below shows a list of participants with columns for Organization, Subcontractor, Program, Component, First Name, Last Name, DOB, Client ID, Status, Last Updated, and Last Updated By.

Referral Actions

- Send a New Referral
- View Referrals
- Edit Referrals
- Delete Referrals
- Withdraw a Referral

ACES ACES Provider Portal

Application(s) Home Services Communications Case

SNAP A-RESET Manage Participant Alabama Department of Human Resources

Participant(0) All Enrollments Participant Document(s) Send Case(s) Participant Support(s) Consent Form Appointment Referrals Supervisory Review Document(s)

Search

Organization Submitter Fiscal Year
SSN Client ID Status
Component Subcomponent
☐ My Assigned

Search Clear All

Result

Export New View Edit Delete Withdraw

Organization	Submitter	Program	Component	First Name	Last Name	SSN	Client ID	Status	Last Updated	Last Updated By
A-RESET	A-RESET	SNAP Employment and Training/A-RESET	Supervised Job Search					Pending Provider Review	07/06/2020 10:22:02 am	Case Manager DMS

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How to Send a Referral

1. Go to the **Referrals** Tab.
2. Click **New** under the **Result** section.
3. Complete the referral details:
 - o Determine Eligibility
 - o Verify DHR Information
 - o Complete Participation Plan
 - o Enter Comments
 - o Click Save or Save & Submit.

The screenshot shows the 'Referrals' form in the ACES Provider Portal. The form is divided into several sections: 'Client', 'DHR', 'Consent Form', 'SNAP', and 'Participation Plan'. The 'Client' section includes fields for 'Name', 'Client ID', and 'Date of Birth', with buttons for 'Determine Eligibility', 'Clear all', and 'Submit Consent Form'. The 'DHR' section has fields for 'Name' and 'Address'. The 'Consent Form' section has a 'Date Signed' field. The 'SNAP' section has fields for 'Status', 'Start Date', 'End Date', and 'Case Number'. The 'Participation Plan' section has fields for 'Organization', 'Subcontractor', and 'Fiscal Year'. The form is displayed in a sidebar layout with a 'Referrals' tab selected.

ACES Provider Portal

Referrals

Client

Name Client ID Date of Birth

DHR

Name Address

Consent Form

Date Signed

SNAP

Status Start Date End Date Case Number

Participation Plan

Organization Subcontractor Fiscal Year

ACES ACES Provider Portal

SHAP

Status

Start Date

End Date

Case Number

A-RESIST Status

ABAND Status

Participation Plan

Organization

Subcontractor

Fiscal Year

Program Support

Component

Subcomponent

Location

Start

End

Anticipated Participation Hours (Months/Years)

Review

Comment

Save

Save & Submit

Cancel

Uploading Documents

To Submit a Document:

1. Search from **Participant** tab.
2. Select record.
3. Select **Document** button under **Results**.
4. Select **+New Document**.
5. Complete **Document Upload** screen and Save.

ACES Provider Portal

Application(s) Home Services Communications Case

SNAP A-RESET Alabama Department of Human Resources

Manage Participant

Participant Enrollments Participant Outcome(s) Good Cause(s) Participant Support(s) Consent Form Appointments Referrals Supervisory Review Documents

Search

Organization Subcontractor Fiscal Year
Program/Support Component Subcomponent
Program/Support code SSN Client ID
Date of Birth

☐ My Assigned

Search **Clear All**

Result

Export Participant Record Case Note(s) Good Cause(s) Participant Support(s) Participant Outcome(s) Email Client Submit Consent Form Appointments **Documents**

To View Document Details:

- 1. Select the Documents Tab or search from the Participant tab**

2. Search By:

- Organization
- Subcontractor
- Fiscal Year
- Client ID
- First and/or Last Name
- Date of Birth
- SSN
- Document Type

Actions:

- Select the Record and click View Detail

The screenshot displays the 'Manage Participant' interface in the ACES Provider Portal. At the top, navigation links include 'Application(s)', 'Home', 'Services', 'Communications', and 'Case'. The main header identifies the user as 'SNAP A-RESET' and the agency as 'Alabama Department of Human Resources'. The central title is 'Manage Participant'. Below this, a series of tabs allows switching between different views: 'Participant', 'CEL', 'Enrollments', 'Participant Outcome(s)', 'Good Cause(s)', 'Participant Support(s)', 'Consent Form', 'Appointments', 'Referrals', 'Supervisory Review', and 'Documents'. The 'Documents' tab is currently active and highlighted with a red rectangular box. Below the tabs is a search form with various input fields: Organization (dropdown), Subcontractor (dropdown), Fiscal Year (dropdown), Client ID, First Name, Last Name, Date of Birth, SSN, and Document Type. There is also a checkbox labeled 'My Assigned'. Below the search form are two buttons: 'Search' and 'Clear All', both enclosed in a red rectangular box. Underneath the search area is a 'Result' section. Within this section, there is a button labeled 'View Details', which is also highlighted with a red rectangular box. Below the 'View Details' button is a table listing document records. The table has columns for Document Type, Organization, Subcontractor, Client ID, First Name, Last Name, Date of Birth, SSN, Fiscal Year, Document Name, Uploaded By, and Uploaded Date.