

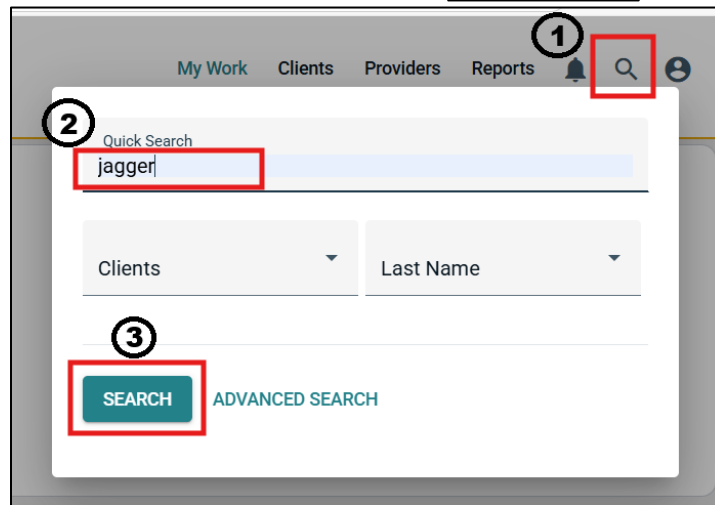


How do I find POs for a client?

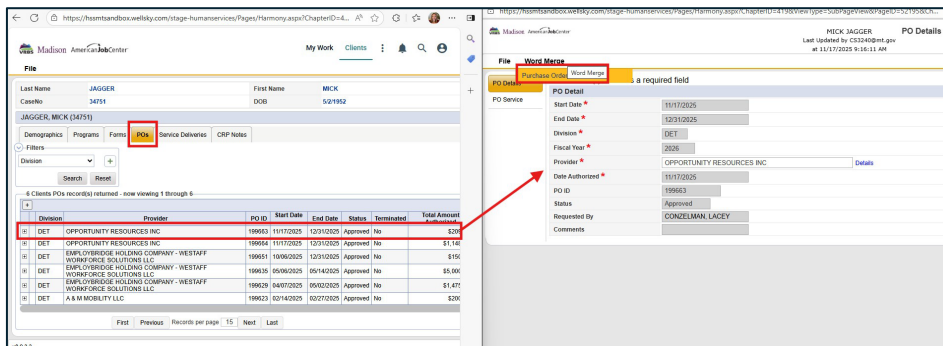
POs are viewable to CRPs in the “POs” tab in any client record. CRPs are able to view all, but not edit any information in the “POs” tab. You will see a list of all POs created for the client. There will be POs for your provider agency and POs for other services the client is receiving. By default POs are organized by date, with the newest POs at the top.

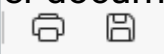
1. Login to Madison. Your default role will be CRP Provider.

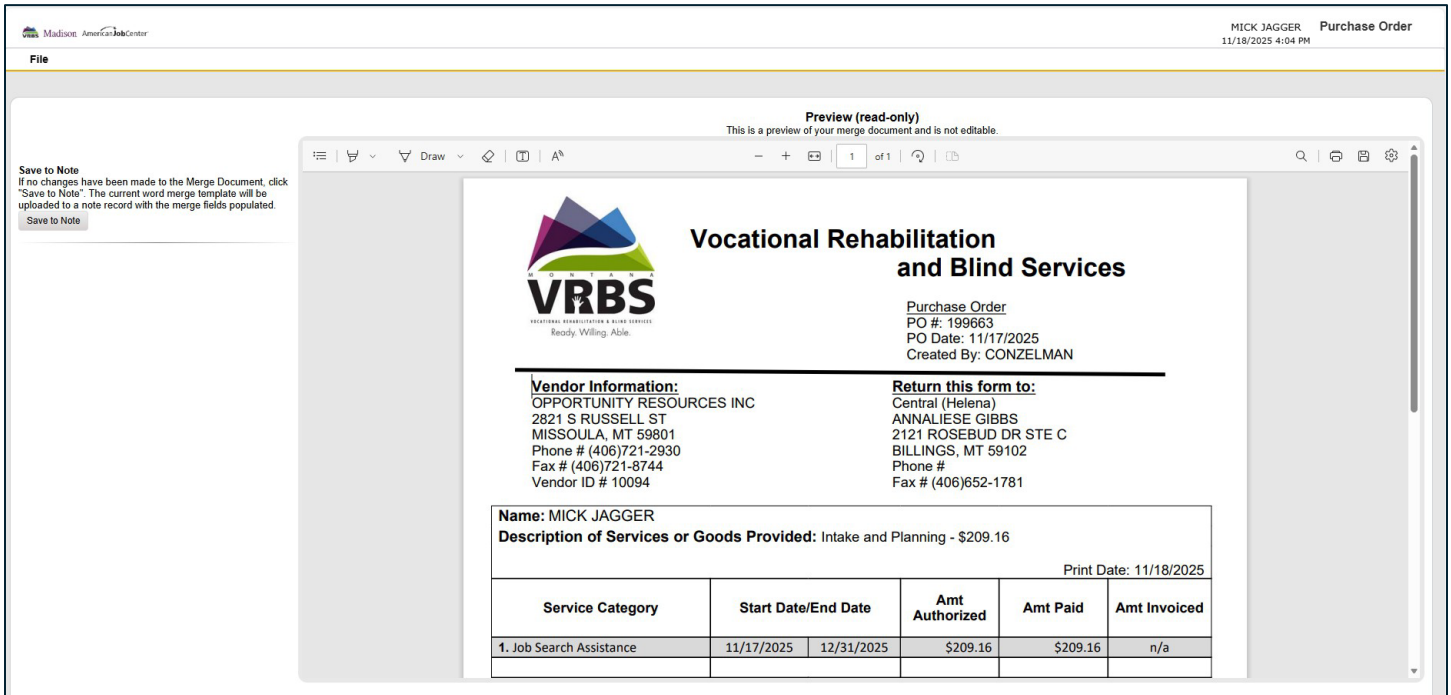
Click on the Search Icon  in the top right-hand corner of your screen, type in the last name of the client then click the Search Button. 



2. The client’s record will open to the “Demographics” tab. Click on “POs” tab.
3. The screen will change to the POs view. You will see a list of all POs created for the client. There will be POs to you for your provider agency and POs for other services the client is receiving.
4. Double click on the PO you want to view.
5. A new screen will open. From the Word Merge menu, select “Purchase Order.”



6. A new screen will open with the Purchase Order document you are most familiar with receiving. Click the Print or Save buttons  to print or save the PO document.



Save to Note
If no changes have been made to the Merge Document, click "Save to Note". The current word merge template will be uploaded to a note record with the merge fields populated.
Save to Note

Preview (read-only)
This is a preview of your merge document and is not editable.

VRBS
Vocational Rehabilitation and Blind Services
Ready, Willing, Able.

Vocational Rehabilitation and Blind Services

Purchase Order
PO #: 199663
PO Date: 11/17/2025
Created By: CONZELMAN

Vendor Information:
OPPORTUNITY RESOURCES INC
2821 S RUSSELL ST
MISSOULA, MT 59801
Phone # (406)721-2930
Fax # (406)721-8744
Vendor ID # 10094


Return this form to:
Central (Helena)
ANNALIESE GIBBS
2121 ROSEBUD DR STE C
BILLINGS, MT 59102
Phone #
Fax # (406)652-1781

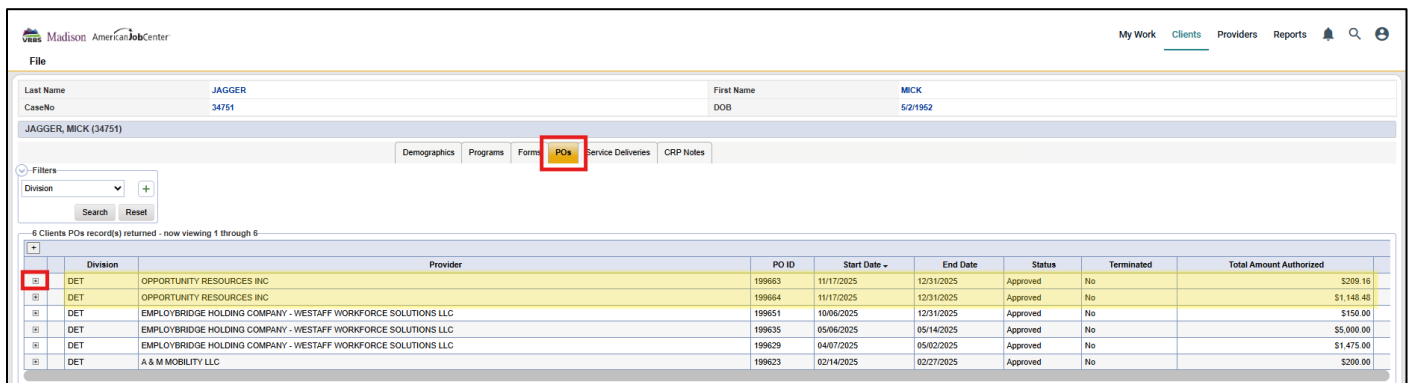
Name: MICK JAGGER
Description of Services or Goods Provided: Intake and Planning - \$209.16
Print Date: 11/18/2025

Service Category	Start Date/End Date	Amt Authorized	Amt Paid	Amt Invoiced
1. Job Search Assistance	11/17/2025 12/31/2025	\$209.16	\$209.16	n/a

Other steps to look at POs in Madison:

1. Click on "POs" tab.
2. The screen will change to the POs view. You will see a list of all POs created for the client. There will be POs to you for your provider agency and POs for other services the client is receiving.

3. Click the Expand Record button  to the left of the PO you want to view.



Madison AmericanJobCenter

My Work Clients Providers Reports







Last Name: JAGGER First Name: MICK
CaseNo: 34751 DOB: 5/2/1962


JAGGER, MICK (34751)

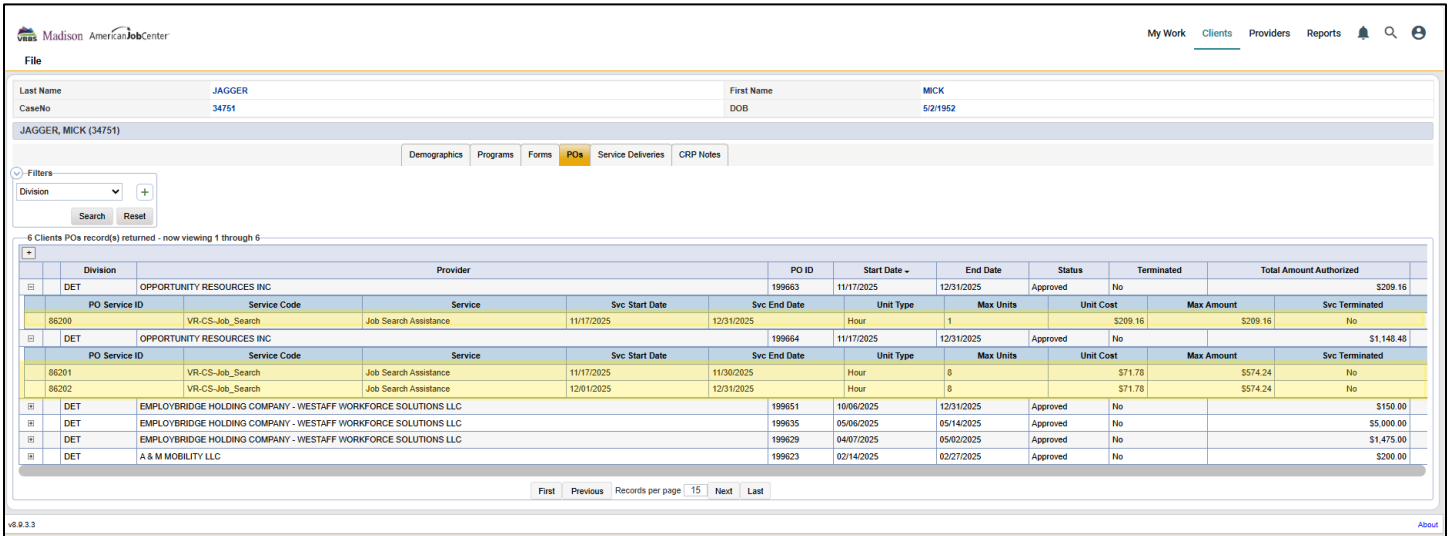
Demographics Programs Forms **POs** Service Deliveries CRP Notes

Filters
Division: [Dropdown] Search Reset

6 Clients POs record(s) returned - now viewing 1 through 6

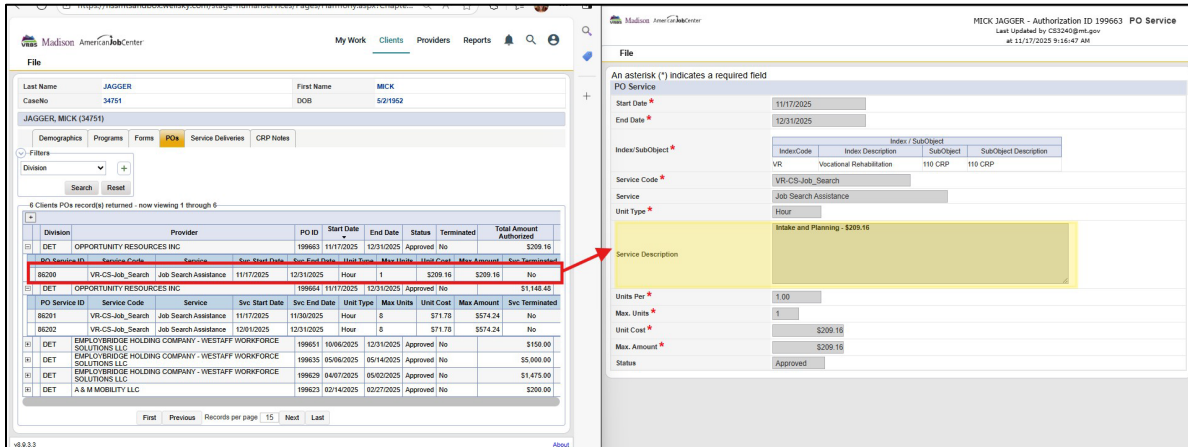
	Division	Provider	PO ID	Start Date	End Date	Status	Terminated	Total Amount Authorized
	DET	OPPORTUNITY RESOURCES INC	199663	11/17/2025	12/31/2025	Approved	No	\$209.16
	DET	OPPORTUNITY RESOURCES INC	199664	11/17/2025	12/31/2025	Approved	No	\$1,148.48
	DET	EMPLOYBRIDGE HOLDING COMPANY - WESTAFF WORKFORCE SOLUTIONS LLC	199651	10/06/2025	12/31/2025	Approved	No	\$150.00
	DET	EMPLOYBRIDGE HOLDING COMPANY - WESTAFF WORKFORCE SOLUTIONS LLC	199635	05/06/2025	05/14/2025	Approved	No	\$5,000.00
	DET	EMPLOYBRIDGE HOLDING COMPANY - WESTAFF WORKFORCE SOLUTIONS LLC	199629	04/07/2025	05/02/2025	Approved	No	\$1,475.00
	DET	A & M MOBILITY LLC	199623	02/14/2025	02/27/2025	Approved	No	\$200.00

4. By clicking the Expand Record button , additional lines have appeared. For this example, you see one PO is for Intake and Planning (you can tell this by the amount of \$209.16) and one PO is for 8hrs of JSA for the months of November and December at \$71.78 per hour.



Division	Provider	PO ID	Start Date	End Date	Status	Terminated	Total Amount Authorized			
DET	OPPORTUNITY RESOURCES INC	199663	11/17/2025	12/31/2025	Approved	No	\$209.16			
PO Service ID		Service Code	Service	Svc Start Date	Svc End Date	Unit Type	Max Units	Unit Cost	Max Amount	Svc Terminated
	86200	VR-CS-Job_Search	Job Search Assistance	11/17/2025	12/31/2025	Hour	1	\$209.16	\$209.16	No
DET	OPPORTUNITY RESOURCES INC	199664	11/17/2025	12/31/2025	Approved	No	\$1,148.48			
PO Service ID		Service Code	Service	Svc Start Date	Svc End Date	Unit Type	Max Units	Unit Cost	Max Amount	Svc Terminated
	86201	VR-CS-Job_Search	Job Search Assistance	11/17/2025	11/30/2025	Hour	8	\$71.78	\$574.24	No
	86202	VR-CS-Job_Search	Job Search Assistance	12/01/2025	12/31/2025	Hour	8	\$71.78	\$574.24	No
DET	EMPLOYBRIDGE HOLDING COMPANY - WESTAFF WORKFORCE SOLUTIONS LLC	199651	10/06/2025	12/31/2025	Approved	No	\$150.00			
DET	EMPLOYBRIDGE HOLDING COMPANY - WESTAFF WORKFORCE SOLUTIONS LLC	199635	05/06/2025	05/14/2025	Approved	No	\$5,000.00			
DET	EMPLOYBRIDGE HOLDING COMPANY - WESTAFF WORKFORCE SOLUTIONS LLC	199629	04/07/2025	05/02/2025	Approved	No	\$1,475.00			
DET	A & M MOBILITY LLC	199623	02/14/2025	02/27/2025	Approved	No	\$200.00			

5. If you'd like a closer look at what is authorized, click on the "PO Service ID" line that you are curious about. A new window will open and you can see the "Service Description," or narrative of what has been authorized.



MICK JAGGER - Authorization ID 199663 PO Service
Last Updated by CS3240@mt.gov at 11/17/2025 9:16:47 AM

An asterisk (*) indicates a required field

PO Service

Start Date * 11/17/2025

End Date * 12/31/2025

Index/SubObject *

IndexCode	Index Description	SubObject	SubObject Description
VR	Vocational Rehabilitation	110 CRP	110 CRP

Service Code * VR-CS-Job_Search

Service Job Search Assistance

Unit Type * Hour

Service Description Intake and Planning - \$209.16

Units Per * 1.00

Max Units * 1

Unit Cost * \$209.16

Max Amount * \$209.16

Status Approved