MOBIUS Glossary

A

Action Menu	Menus that provide a list of actions that can be taken. There are 3 levels: • Tab Action Menu • Page Action Menu • List Action Menu
Active	A status given to information that is used when the information is activated by a user or the system.
Activity	A single event scheduled on a date and time pertaining to a specific subject.
Administrator	The user assigned to manage the interactions between the organization and a participant.
Agreement Number	The number assigned to a Product Provider's agreement with Government of Alberta.
Agreement Type	Type of agreement that the Product Provider has with Government of Alberta.
Alert	A critical message that is attached to an individual's record that is used to inform users of a situation they need to be aware of. There are two categories of alerts (safety and eligibility).
Allocate	Transfer of funds to an outstanding overpayment.
Allocation Envelope	The budget amount that has been allotted and distributed to fund specific programs.
Alternative ID	A unique alpha-numeric identifier distinct to the participant.
Application Banner	Displayed at the top of the user interface and is common to all screens. It contains branding and application view information along with details of who is currently logged on.
Application Menu	Located on the top right of the Application Banner, displaying the Preferences, Help and Log Out.
Application Sections	Located on the bottom left hand corner of the Application Banner. There are 4 Application Sections: • Home • Workspace • Inbox • Calendar

Application Tab	Displays the main content of the application and are where a user does most of their work. Multiple tabs can be displayed below the Application Banner. There are 4 main components of a basic tab: • Tab Title Bar • Context Panel • Navigation Bar • Pages
Applied Deduction	An amount deducted from a payment to pay down an outstanding debt.
Apply Changes	The process of confirming all In Edit Evidence and saving it as Active Evidence, when completed by Internal user.
Apply User Changes	The process of confirming only In Edit Evidence that the user has completed and saving it as Active Evidence.
Alberta Secure Access Service (ASAS)	A secure, centralized authentication and authorization system for Government of Alberta stakeholders including citizens, business partners, and public employees.
Assessment	Assessment services are provided to assist an individual in determining what services and programs would be useful to access in order to develop a service plan.
Attendance Status	Accessing a program or service on a full-time, part-time or service basis.
Attribution Period	The period of time during which an activated piece of evidence is used to determine eligibility.

B

Bank Account Information	Contains the details of banking information that pertain to the transfer of payments from IMAGIS.
Benefit	Monies paid directly to, or on behalf of, an individual for an approved need, program or service.
Benefit Month	The month a benefit is issued for. The benefit month and the month the benefit is paid may or may not be the same.

C

Cancel (button)	By selecting the Cancel button, user's exit the current screen without saving any changes.
Case Member	A household member in a relationship with the primary client, who is also listed on the Individual's Integrated Case.

Case Owner	The user who creates the case, formerly known as the Case Manager/Owner.
Case Reassessment	Used to reevaluate payment amounts when there is a change in circumstance on the product delivery case. The system compares the existing set of decisions for a given period with a new set of decisions generated as a result of evidence changes. If the decision sets are not equal, the reassessment calculates a liability or underpayment amount.
Case Supervisor	Role designation to complete case approvals.
Certification	Periods of eligibility that are used to validate evidence.
Change in Circumstance	A change to a household situation. A change in circumstances involves modifying evidence and could result in a benefit overpayment or benefit underpayment.
Cheque Number	The number assigned to the cheque or Electronic Funds Transfer (EFT) payment.
Client Funding Type Evidence	A type of evidence used to distinguish individuals. The categories are: Apprentice, Full Time EI, Full Time Non-EI and Part Time (SIB). This is the second mandatory evidence that is completed by the user once the Household Member evidence is completed.
Closed	Status to indicate no further activity can be entered.
Comments	A free text field that can be added, modified or deleted. Comments are transitory records; therefore no record of original text is maintained.
Committed	A financial obligation for the provision of funds for an individual attending an approved training program or course.
Communication	Correspondence between the organization and a correspondent.
Contact	A record of designated contacts for a participant.
Context Panel	Section of the Mobius screen directly below the title bar containing demographic information about the individual.
Contract Number	See Agreement Number.
Contract Type	See Agreement Type.
Cost Component	Specific costs associated with the Program/Course.
Course	A required component or module of a program.

D

Deductions	A portion of a monthly benefit that is withheld to be applied towards an unpaid Benefit Overpayment.
Delivery Pattern	A combination of the product's delivery method (e.g. cheque, electronic funds transfer) and delivery frequency (e.g. weekly, monthly)
Drop-down menu	A screen field control displays a list of allowed values from which the user can select.

E

Employability Assessment	A type of Assessment
Employer	A person or organization which employs workers.
Events	An activity scheduled on a date and time pertaining to a specific subject.
Evidence	Information that is gathered about the Individual and their circumstances and is used in eligibility determinations and benefit calculations. Statuses include: • In-edit • Cancelled • Active
Evidence Dashboard	This context panel contains hyperlinks to all evidences and navigates the user to the corresponding workspace.
External User	A Mobius user who is not an employee of the Government of Alberta.

F

Funding Decision Letter (FAD)	Pro Forma correspondence communicates the results of the funding eligibility determination and includes the breakdown of funding calculation, explanation of the decision and the right and process to appeal. The Funding Decision Letter (FD) may be referred to as FAD in Mobius.

G

Goal	The primary objective or desired outcome of the Service Plan.

H

Home Page	Contains demographic data regarding the participant.
Household Member	The Primary Client and their spouse, partner and or dependants as defined in policy. They may or may not be receiving services, but are recorded to establish the household composition.
Household Member Evidence	A type of evidence used to define members of the household eligible for a benefit.
Home Application Section	See Application Sections

I

IMAGIS	Government of Alberta database that contains summary financial information and creates payments.
Individual	A person accessing programs, services or supports.
Inbox Application Section	See Application Sections.
Indian Registration Number	A unique number for a registered Indian under the Indian Act.
In-Edit Evidence	Evidence that has been entered but not yet applied. It can still be discarded.
Information Services (Shortcuts Menu)	Information Services records the number of Albertans accessing services and events.
Integrated Case	The Integrated Case records all services to individuals. The purpose of the Integrated Case is to consolidate case information for an individual or individuals who are related to each other (e.g. for one or more members of the same household or family unit).
Internal User	A Mobius user who is employed by the Government of Alberta.

L

Learning Stream Counter	A customized tab created to count the number of months of full-time training benefits provided to or on behalf of an individual within a Service Plan.
Learner Eligibility Determination Case (LEDC)	The Learner Eligibility Determination Case (LEDC) is a verification to ensure the individual meets the eligibility criteria.
Liability	An overpayment amount owed by an individual or Product Provider to the Government of Alberta.
Liquid Asset Test (LAT)	In order to be determined eligible for learner income support benefits, the individual needs to fulfill certain financial eligibility criterions. This calculation is only run on an individual's first application in Mobius.
List Action Menu	See Action Menu
List Page	Displays a list of items, such as assessments or service plans.

M

Mandatory fees	Flat-rate charges identified to assist in instruction and program completion.
Mandatory Field	A field that requires data entry before a user can save the data on the current page (screen). Typically, mandatory fields are marked with an asterisk (*).
Microsoft Word Letters	Correspondence that allows the user to edit the letters as needed if it is marked 'draft'. Once it is marked 'sent' it can no longer be changed.
Microsoft Word Blank Templates	A blank template used for various types of correspondence.
Modal	A priority screen that opens on top of the currently displayed screen.
My Calendar (hyperlink)	Navigates the user to their Mobius calendar.
My Cases (hyperlink)	Navigates the user to a list of Cases for which they are the Case Owner.

N

Navigation Bar	Displayed below the context panel (when present) and contains the main sub navigation for the tab.
Navigation Panel	Displays on the left side and contains the specific pages for the Navigation Bar tabs.
New (button or hyperlink)	Starts the creation process for a given item, such as an assessment or service plan.
Nominee	Participant for whom payments are issued.
Notes	A free text field with a given sensitivity rating used to store additional information regarding a particular record. Notes are non-transitory: they cannot be deleted, only marked as "cancelled."
Notification	Notifications are used to inform a user that an event has occurred.

O

Offset	Based on delivery method (EFT or CHQ) an offset date determines the number of calendar days required each month to ensure payments are made to the payee on time.
Open	A case status when the case is first created.
Outcome	Results of Plan Items. • Attained • Not Attained • Cancelled
Overpayment	An amount of money owed to the Government of Alberta created by a change in circumstance.

P

Participant Types	The following are types of Participants: • Person / Individual • Employer • Product Provider
Pay Slip	A Pro-Forma record that pertains to a particular payment or overpayment for a Participant.
Payment	Funds issued to a Participant who is eligible to receive a benefit product.

Payment Frequency	The number of times payment occurs within a specified interval.
Payment Method	The method by which a payment was made; either Electronic Funds Transfer (EFT) or cheque.
Payment Received	Funds received from a Participant and allocated to an outstanding overpayment.
Payment Threshold	The maximum total monthly benefit amount which can be paid to a participant. Any amount that is greater than the set threshold limit will be reported on the IMAGIS voucher generation summary and error report.
Person (Participant Type)	An individual who is registered in Mobius.
Personal Health Number	Number assigned to an individual by Alberta Health Care Insurance Plan (AHCIP).
Plan Item	The benefits, services, and activities that are added to a plan in order to achieve the plan goal. Plan items form the basis of a successful service plan. Each plan item has a desired outcome. Achieving these desired outcomes is essential to achieving the service plan goal.
Plan Item Category	Provides additional details to the plan item.
Primary Client	The individual who is receiving the services on the Integrated Case.
Pro Forma Correspondence	A non-editable communication with a combination of standard text content and information extracted from the system (applicable data).
Pods	Groupings of functions found on the User Home page when first logged in.
Product	Used by the organization to provide a particular benefit to an eligible participant.
Product Delivery Case (PDC)	The summary of all financial benefits being issued to participant (s) for a program or service.
Product Provider	An individual or organization that supplies the Government of Alberta with a product or service.
Program	Instruction and skill development that results in the completion of defined learning objectives.
Program Duration	A data field that appears on the Programs and Services header to describe the length of an approved program or service in weeks.

Programs and Services Catalogue	A registry of Product Providers and the details of their programs, courses, sessions and services.
Provider Location	Identifies the location where a program or service is provided to individuals.

Q

Qualifications	The outcome achieved upon completion of a program or course.

R

Reassess	Recalculation of payment amounts prior to the processing of a Change in Circumstances or re-assessment.
Receive a payment	See Payment Received.
Reference	An assigned value (SIN, Institution Code, EIIID) used to search for individuals, product providers or employers.
Regenerate a payment	Re-issue a cancelled payment.
Registered Name	The legal name under which a company is registered.
Registration	Registration is the process of creating a record for a new Participant, Employer or Product Provider to Mobius.
Relationships	Indicates a personal association between household members, (e.g. spouse, dependant child). Located in the Individual's Home Page Background Tab, when a relationship is added for an Individual, the system automatically adds reciprocal relationship for the related person.
Repayable Benefits	Non-Continuous benefits that have been provided to the individual and which they agree to re-pay by a monthly deduction from their income support payment.
Required fields	Required entry for business process purposes.
Rules	Conditions of eligibility drawn from legislation or policy which are run against evidence.
Rule Tree	All evidence associated with a case is stored and maintained in hierarchal tree structure that can be updated.

S

Searchable List	A searchable list is a common screen field control that enables the user to display a list of allowed values in a modal, accessed by selecting the magnifying glass icon.
Seat	Maximum number of individuals that can be referred to a session.
Security Role	The set of access rules assigned to a user who is provided access to Mobius.
Sensitivity Levels	Sensitivity levels are attached to user records. Each user is assigned a sensitivity level (1 through 5); sensitivity levels can be assigned to various fields on a screen to secure sensitive information.
Service	Services are provided by Product Providers on behalf of the Government of Alberta.
Session	A period of time approved for a specific activity.
Service Agreement	A collaborative agreement with an individual outlining the agreed upon actions to be taken to achieve the desired goal of a Service Plan.
Service Manager	A designate whose role is to provide support and advice to an individual to help them achieve their agreed upon goal.
Service Needs Determination (SND) Assessment	A type of Assessment.
Service Plan	A formal record of the specific activities to be undertaken to attain a desired goal.
Short Cut Menu	The short-cut menu is located in the upper left corner of the Inbox and Workspace pages. The short-cut menu allows the user to navigate the user interface faster. It is a series of links that includes links to the user's most frequently required pages.
Student Association Fees	Fees that are identified for association activities.
Sub Goal	A service plan goal can be further divided into more manageable components. The individual may have more than one sub-goal that must be met to achieve the overall goal.
Submitted	A status to indicate pending approval.
Supplies	Items that are required to complete training.

Status	Current state of progress of a specific component.
Suspend	Case suspension prevents the generation of future financial payments for the case; existing payments will continue to be paid.

T

Tab	See Application Tab.
Tab Action Menu	See Action Menu.
Tab Content Page	Tab Content Pages are the main information area of the tab. A tab can display just one page or have multiple pages associated with it.
Task	Electronic requests or a Bring Forward (BF) that are sent to the user to notify them that action needs to be taken.
Task Allocation Blocking	A feature that can be activated for a period of time (start and end date) to divert tasks from a user. The originator will be notified to select a different user (or Work Queue).
Task Query	A function in the Inbox that allows users to locate work queue tasks within the specific search criteria entered.
Task Redirection	Tasks are redirected by the owner to a Job, Organizational Unit, Position, User, or Work Queue with a set start and end date. Mobius will send all tasks assigned to the user during these dates to the user identified.
Threshold Date	A defined boundary date after which a response/action is redundant.
Toggle	To expand or condense information in a list for viewing.
Trading Name	An Employer record in Mobius may have a Trading or Operating Name, which is the commonly used name for their organization, e.g. "Sam's Plumbing".
Training Benefit Cost Adjustment Evidence	An evidence type used to decrease the training benefit costs for the individual.
Training Benefit Evidence	An evidence type which displays the referral details made on the plan item.
Training Delivery Method	The methods available to deliver a service, course or program.
Training Program Code	A code used to categorize similar approved programs and/or services in Mobius.
Transactions	Lists the nominee, type, method, date and amount of payment.

Tuition	Fees that are paid for providing instruction to learners.

U

Underpayment	Occurs when payments have already been issued and: • An individual or case member was not issued a benefit they were entitled to receive, or • An individual or case member was issued less than the amount of benefit for which they were eligible.
User	An authorized agent trained in the use of Mobius; identified by a username and account.

V

Vendor ID	The vendor ID is created in IMAGIS allowing payments to vendors.
Voucher	A record of financial transactions which defines the payment terms and options to pay a vendor

W

Wildcard	A character that can be substituted for any other character(s) in a string while searching for data. In Mobius, the Wildcard character displays as %
Wizard	Wizards are launched whenever an action or process requires multiple screens for completion. They contain a number of linear steps that the user works through to complete a task.
Work Flow	Is made up of one or more work items processed by users or automatically by the system. There can be different paths followed through to the completion of a workflow and these paths are chosen according to the various transition conditions in place.
Work Queue	A subscription-based distribution list of work items. A Work Queue has one or more Tasks associated with it.
Work Space Application Section	See Application Section.

Note
The contents of this glossary are based on information provided by various sources and may not be all-inclusive. Your contributions are appreciated.
If you have any suggestions, corrections or updates to this guide please contact:
HS.MobiusRequests@gov.ab.ca