# Adding a Contract for a New Resource

**NOTE**: Regional Accounting Contract Maintainer will add Contracts for Relative Care Provider, Service Providers (this includes PUP, Parent Aide, Homestead, etc.), Private Adoptions, ILP children and all Unapproved RBWO providers.

Family Foster Care and Adoption contracts are added automatically by the system once the home has been **approved** for either foster or foster/adopt.

RBWO, CCFA and Wrap contracts are entered by Fiscal Operations Staff. And other contracts that are considered Statewide contracts.

## TIPS

- 1. With start-up with Shines, adding contracts when requested is high priority. Without an active contract, case managers cannot complete foster children placements or service authorization.
- 2. Not all resources will have a paper contract. But every resource has to have a SHINES contract to be used. SHINES' contracts detail what services, rates and counties that a provider has been contracted to provide. If the provider has a Paper Contract that needs to be used when adding contracts.
- 3. Services for Statewide contracted CCFA and CCFA Wraparound providers' contracts have been added to SHINES Resources and Contracts for all 17 regions. For New CCFA Resources you will need to contract Susan Morehouse and her unit to get them loaded into SHINES either by a data fix or a contract maintainer.
- 4. Some providers have 2 contracts. In some cases this is not a problem, but in other cases it is a big problem due to duplicate services and counties on the 2 different contracts.
- 5. For those providers that a paper contract is not required the best start date for the contract period would be the 7/01/2011. Exception would be Relative Care or Private Adoptions then use the 1<sup>st</sup> day of the month the placement occurred.
- 6. The actual paper contract should match what is added to a resource in SHINES. The paper contract should state the start and ending date of the contract period as well as programs, rates and counties served. Remember paper contracts usually end 6/30/2012.
- 7. For FY12, the best date to end a contract period is June 30, 2112 for all relative care and foster care contracts. Contracts that will be renewed year after year can have an end date of June 30, 2012.
- 8. If a contract version is entered incorrectly with a future date, this requires a data fix. When entering a new contract version you should make the contract start date 2 days after the last contract version start date. Unless the new rates are not effective until a certain date example new RBWO rates start at different times.

- 9. When a RBWO (CPA/CCI) needs a new program (Base, AWO, MWO, etc.) added, the request will come from OPUM or Richard O'Neil. The request should go to Camille Harvin and Susan Morehouse we will need the Annex D from Richard O'Neill to enter the contract in SHINES.
- 10. If a Foster Parent also becomes a Relative Care provider, the Regional Accounting Contract Maintainer should add a new contract under the same resource to add the Relative Care programs. .
- **11.** If a Resource other than Foster or Foster/Adopt Homes becomes inactive the contract MUST be terminated/closed. The system will not close the contract for us.

### **INDEX**

- A. Adding a Contract for Service Providers
- **B.** Adding a Contract for Relative Care Providers
- C. Adding a Private Adoption Contract
- **D.** Terminate/Close Contracts

### A. Adding a Contract for a Service Providers

- 1. Obtain Resource Id from SHINES. Refer back to Adding Resources if needed.
- 2. Go to Financial tab  $\rightarrow$  Contracts tab
- 3. Contract Search Page

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My Tasks	Case	Search	Intake	Financial	Reports	Resources
Contract   Invoice Search	e   Payment   Payme   Approval   History	nt   Program Code   Co Maintenance	ounty Budget Limit	TCM Claims		
		C	ontract Search		‡ cor	ditionally required field
Contract Search						
‡ Contract ID:		Region:		County:		~
‡ Resource ID:	16824543	Function Type:	•	/ 🗌 Budget	Limit	
From:		To:				
						Search

- 4. Enter Resource ID
- 5. Click Search
- 6. Search Results should show "No Records Exist".

## SHINES Financial Training Adding a Contract

Contract   Invoice   Payment   Payment   Program Code   County Budget Limit   TCM Claims								
	Contract Search							
Contract Search								
‡ Contract ID:		Region:	*	County:	~			
‡ Resource ID:	16824543	Function Type:	*	🔲 Budget Limit				
From:		r To:						
					Search			
					Scroll for more information>			
Resource Na	me	Contract ID	Vendor ID	Contract Manager	Region			
Resource Na No records exist.	me	Contract ID	Vendor ID	Contract Manager	Region			
Resource Na No records exist.	me	Contract ID	Vendor ID	Contract Manager	Region			
Resource Na No records exist.	me	Contract ID	Vendor ID	Contract Manager	Region			
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Resource Na No records exist.	me	Contract ID	Vendor ID	Contract Manager	Region			

Add

## 7. Click on Add Button

## 8. Contract Header Page

My Tasks	Case	Search	Intake	Financial	Reports	Resources
Contract   Invoice   Pa Search   Ap	ayment   Payment oproval   History	Program Code Maintenance	County Budget Limi	t   TCM Claims		
Contract ID:			Contract Header			* required field
					<u>E)</u>	(pand All <u>Collapse All</u>
<b>Resource Information</b>	n					
* Resource ID:	16824543		Select R	esource Vali	date	
Resource Name:	Lmm Consultar	nt's				
Ven	dor ID		Address L	ine 1		
0			1 Mobile La	ane		
Contract Information						
Contract Manager:			Select S	taff	* Function Type:	*
* Procurement Type:		*			* Region:	State Office 🗸
🔲 Budget Limit			🗌 Contrac	ted Resource		
						Save

## 9. Enter Resource ID

#### 10.Click on Validate Button

- 11. Check data returned to make sure it is correct
- 12. Check Vendor # (SMILE VID). This should be blank for a new resource.
- 13. Click Select Staff button.

15. CHCK D				
Contract   Invoice   Pay Search   App	yment   Payment   Program Code proval   History   Maintenance	County Budget Limit TCM Claims		
Contract ID:		Contract Header		* required field
			Ex	pand All Collapse All
Resource Information	l i i i i i i i i i i i i i i i i i i i			
* Resource ID:	16824543	Select Resource V	alidate	
Resource Name:	Lmm Consultant's			
Vend	for ID	Address Line 1		
0		1 Mobile Lane		
Contract Information				
Contract Manager:		Select Staff	* Function Type:	*
* Procurement Type:	~		* Region:	State Office 🗸
Budget Limit		Contracted Resource		
				Save

### 14. Staff Search Page Displays

## 15. Enter your name or staff ID to select Contract Maintainer for the region

Contract	Invoice   Search	Payment Approval	Payment History	Program Code Maintenance	County Budget Limit	TCM Claims	U



Staff Se	arch					
First:	Susan	Middle:	]	Last:	morgan	
County:	~	Office Location:		Office City:		
Person ID:		Unit:		<ul> <li>Active Staff Only</li> </ul>	◯ All Staff	
Unit Spe	cialization:		*			
Reg/Div:			*			
					Sea	arch

16. Click on Search button

## 17. Search results will display

Contract   Invoice   Paymen Search   Approval	Contract   Invoice   Payment   Payment   Program Code   County Budget Limit   TCM Claims							
· · · · · · · · · · · · · · · · · · ·								
		\$	Staff Search					
Staff Search								
First: Susan	Middle:			Last:	morgan			
County:	Office Location:			<ul> <li>Office</li> <li>City:</li> </ul>				
Person ID:	Unit:			<ul> <li>Active</li> <li>Staff Only</li> </ul>	◯ All Staff			
Unit Specialization:			*					
Reg/Div:			*					
						Search		
					Scroll for n	nore information>		
Name	Title	County	Work Phone	Ext	Person ID	Office		
🔘 Morgan,Susan R	FIOM	-None-			8002440	State (		
	1 1 .	1	1 . 1			Continue		

## 18. Click radio button beside name selected.

## 19. Click Continue button

🚰 Contract Header - Microsoft Internet Explorer			_ 문 ×
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SHINES UAT		Log Off ?	
My Tasks Case Search	Financial Repor	ts Resources	
Contract   Invoice   Payment   Payment   County Budge	t Limit   TCM Claims		
Contract ID:	Contract Header	* required field	
		Expand All, Collapse All	
Resource Information			
* Resource ID: 8000082	Select Resource	Validate	
Resource Name: Jatonia Smith	-		
Vendor ID	Address Line 1		
C 45411	2682 SPRINGSIDE CT		
Contract Information			
Contract Manager: Meadows,Sylvia	Select Staff	* Function Type:	
* Procurement Type:	and and a second	* Region: Region 17 💌	
🗖 Budget Limit	Contracted Resource	9	
		Save	
2000			
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# 20. System takes you back to Contract Header Page

Contract   Invoice   Pa	yment   Payment   Program Code	County Budget Limit   TCM Claims		
- Search Ap	provar History Maintenance	· ·		
Contract ID:		Contract Header		* required field
			<u>Exp</u>	and All Collapse All
Resource Information	1			
* Resource ID:	16824543	Select Resource Va	lidate	
Resource Name:	Lmm Consultant's			
Ven	dor ID	Address Line 1		
0		1 Mobile Lane		
<b>Contract Information</b>				
Contract Manager:	Morgan,Susan R	Select Staff	* Function Type:	*
* Procurement Type:	~		* Region:	State Office 🐱
🔲 Budget Limit		Contracted Resource		
				Save
21.Select Fu Contract	unction Type — yment   Payment   Program Code proval   History   Maintenance	County Budget Limit   TCM Claims		
Contract ID:		Contract Header		* required field
			Exp	and All <u>Collapse All</u>
Resource Information	l			
* Resource ID:	16824543	Select Resource Va	lidate	
Resource Name:	Lmm Consultant's			
Ven	dor ID	Address Line 1		
0		1 Mobile Lane		
Contract Information				
Contract Manager:	Morgan,Susan R	Select Staff	* Function Type:	~
* Procurement Type:	~		* Region:	Service
Budget Limit		Contracted Resource		Facility F/A Homes
				Save

- a. Services Service Providers (PUP, Homestead, CCFA, etc.)
- b. Facility Relative Care Providers

22.Select	COMP NEG 1	or Procurement Type		
Contract   Invoice   Pa Search   Ap	ayment   Payment   Prog oproval   History   Maini	ram Code   County Budget Limit   TCM Claims tenance		
Contract ID:		Contract Header		* required field
			Ex	pand All Collapse All
<b>Resource Information</b>	n			
* Resource ID:	16824543	Select Resource Va	alidate	
Resource Name:	Lmm Consultant's			
Ven	dor ID	Address Line 1		
0		1 Mobile Lane		
Contract Information				
Contract Manager:	Morgan,Susan R	Select Staff	* Function Type:	Service 🗸
* Procurement Type:	*		* Region:	State Office 🔽
Budget Limit	Comp Nog	Contracted Resource		
	Comp Seal Bids Non-Comp Neg Prov Enroll Sole Source Small Purchase			Save
	,			
23.Select H	Region			
Contract ID:		Contract Header		* required field
			<u><u> </u></u>	pand All Collapse All
Resource Informatio	n			

#### 22.Select "COMP NEG" for Procurement Type

<b>Resource Information</b>				
* Resource ID:	16824543	Select Resource	alidate	
Resource Name:	Lmm Consultant's			
Vend	lor ID	Address Line 1		
0		1 Mobile Lane		
Contract Information				
Contract Manager:	Morgan,Susan R	Select Staff	* Function Type:	Service 🗸
* Procurement Type:	Comp Neg 🖌 🗸		* Region:	State Office 🐱
Budget Limit		Contracted Resource		Region 1 Region 2 Region 3 Region 4 Region 5 Region 6 Region 7 Region 8 Region 9 Region 10 Region 11 Region 12 Region 13 Region 14 Region 15 Region 16 Region 17 State Office

24. If the contract has a budget limit you need put a check in the budget limit box. (currently we have not been using this feature)

25.Click Sa	ve button		-			
My Tasks	Case	Search	Intake	Financial	Reports	Resources
Contract   Invoice   Pay Search   App	/ment   Payment proval   History	Program Code   Maintenance	County Budget Limit	TCM Claims		
Contract ID:			Contract Header			* required field
					<u>Ex</u> r	and All Collapse All
Resource Information						
* Resource ID:	16824543		Select R	esource Valio	late	
Resource Name:	Lmm Consulta	nt's				
Vend	lor ID		Address L	ine 1		
0			1 Mobile La	ne		
Contract Information						
Contract Manager:	Morgan,Susan	R	Select S	aff	* Function Type:	Service 🗸
* Procurement Type:	Comp Neg	*			* Region:	Region 17 🔽
🔲 Budget Limit			🔲 Contract	ed Resource		
						Save

26.Click "OK" at message: Once saved the Budget Limit can not be changed.

Con	unue?				
My Tasks	Case Search	Intake Financia	l Reports	Resources	
Contract   Invoice   Participation   Contract   Search   Ar	ayment   Payment   Program Code oproval   History   Maintenance	County Budget Limit   TCM Claims			
Contract ID:		Contract Header		* required field	
			E	xpand All <u>Collapse All</u>	
Resource Informatio	n				
* Resource ID:	16824543	Select Resource V	alidate		
Resource Name:	Lmm Consultant's				
Ver	idor ID	Address Line 1			
$\circ$		1 Mobile Lane			
Contract Information	I				
Contract Manager:	Morgan,Susan R	Select Staff	* Function Type:	Microsoft Internet	Explorer
* Procurement Type:	Comp Neg 🗸 🗸		* Region:	interosort internet	
🔲 Budget Limit		Contracted Resource		Once saved	the Budget Limit can not be changed. Continue?
				C	OK Cancel

27.Click on Contract Period List to open expandable section.

#### SHINES Financial Training Adding a Contract

Contract							
Contract ID:	1681670	5		Contract Header			* required field
						Ex	pand All <u>Collapse All</u>
Resource Inforn	nation						
* Resource ID:		16824543					
Resource Name:		Lmm Consultant	s				
	Vend	or ID		Address Line	1		
۲				1 Mobile Lane			
Contract Inform	ation						
Contract Manager:		Morgan,Susan R		Select Staff	]	* Function Type:	Service 🗸
* Procurement Ty	pie:	Comp Neg	>			* Region:	Region 17 😪
Budget Limit				Contracted R	lesource		
							Save
▽ Contract Per	riod Lis	st					
Period	Star	t End	Early Termina	rtion	Status	Renew	Signed
No records exist.							
							bbA
	rsion 1	ist					

NOTE: Contract period is the period of time the contract will be valid. Most contracts periods will be June 30, 2011 to June 30, 2012. For contracts we know will not end the contract would end June 30, 2111.

28.Click Add  $\rightarrow$ Contract Period Detail page

学 SHIP	VES	Sys	tem Test	off ? 🗋 🦼	IDS GHP	<b>OLENSES</b>
My Tasks	Case	Search	Intake	Financial	Reports	Resources
Contract   Invoice Search	Payment   Payme   Approval   History	nt   Program Code Maintenance	County Budget Limit	TCM Claims		
Contract						
Contract ID: 10 Period: 1	6816705	с	ontract Period Deta	ill		* required field
Contract Period I	Detail					
* Start:	7/1/2011	•	* Status:	Pending 🐱		
* End:	06/30/2012	•	Renewal			
Early Termination:			Signed			
‡ Early Termination	Comment:					
Last Updated By:			Last Updated Da	te:		
						Save

# 29. Enter actual date of paper contract for beginning date or 1<sup>st</sup> day of fiscal year.

## 30. Enter 06/30/2012 ending date.

- 31. Status should remain PENDING
- 32.Click Save button

33.Click "OK" : You are creating a new contract period. Continue? Press OK to continue or Cancel to stay on current page.

				r				
学 SHINES	Syste	m Test	?	IDS GHP	LENSES			
My Tasks Case	Search	Intake F	inancial	Reports F	Resources			
Contract   Invoice   Payment   Pay Search   Approval   His	tory Maintenance	ounty Budget Limit   TC	M Claims					
Contract D: 16816705					*			
Period: 1	Con	tract Period Detail			** required field			
Contract Period Detail								
* Start: 7/1/2011		* Status:	Pending 👻					
* End: 06/30/2012	<b>•</b>	Renewal						
‡ Early Termination Comment:				~				
Last Lindated By:		Last Lindated Date:		$\sim$				
		Last opdated Date.	Mice	oroft Internet Exple				
			9	You are creating a	new contract perio	d. Continue? Press Ok	to continue, or Ca	ncel to stay on the current page.
						OK Cano	el	
34.Contract	t Header pa	ge is show	/n.					
Contract	· P.	80 10 0110 1						
Contract ID: 168167	705							* required field
			Contra	t Header				required held
							_	
							Exp	and All <u>Collapse All</u>
Resource Information	n		_					
* Resource ID:	16824543							
Resource Name:	Lmm Consulta	nt's						
Ven	dor ID			Address Line	1			
۲				1 Mobile Lane				
Contract Information								
Contract Manager:	Morgan,Susan	R	- E	Select Staff		* Functio	on Type:	Service 🗸
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Budget Limit				Contracted I	Resource			
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• <u> </u>	//01/2011	00/30/2012	00/30/	2012		THE		
Delete							elect Per	bbA boi
Delete						3	CICCL F CI	Add
Contract Version	List							

# 35.Click radio button by Period 1 36.Click SELECT PERIOD button

37.Click on Contract Version List to open expandable section.

Contract Header

						<u>Expa</u>	nd All Collapse All
Resource Informati	ion						
* Resource ID:	16824543						
Resource Name:	Lmm Const	ultant's					
V	endor ID		Addre	ess Line 1			
۲			1 Mob	ile Lane			
Contract Informatio	on						
Contract Manager:	Morgan,Sus	an R	Sele	ct Staff	* Functio	n Type:	Service 🔽
* Procurement Type:	Comp Neg	*			* Region		Region 17 🔽
Budget Limit			Co	ntracted Resou	irce		
							Save
▼ Contract Period	l List						
Period	Start	End	Early Term	ination	Status	Renew	Signed
1	07/01/2011	06/30/2012	06/30/2012		PND		
Delete V Contract Versio	on List				s	elect Perio	od Add
Version	Effective	End	Create	Locked	Comments		
⊙ 1	07/01/2011	06/30/2012	01/11/2012		A new period ha	s been adde	≀d.
29 Chaol	that Vara	on 1 is adda	d to Contro	at Vancian	List	Servic	es Add

38. Check that Version <u>1</u> is added to Contract Version List. 39. Click radio button by Version 1. 40. Click SERVICES button  $\rightarrow$  Contract Service List Page.

 Contract ID:
 16816705

 Period:
 1

 Contract Service List

 Version:
 1

 CSLI Service
 Payment Type
 Unit Type

 Unit Rate
 Federal Match
 Local Match

 No records exist.
 Image: Service S

\* required field

# 41.Click on ADD button - $\rightarrow$ Contract Services Detail Page

	42.Select Services				
Contra	ct				
Contrac Period:	t ID: 16816705 1		Contract Service Detail		* required field ‡ conditionally required field
Prog	am Code				
* Proj	gram Code:		~		
	5	18 - C	CFA Wrap Around Services		
	43.Contract Service Detai	1 Pa	age will Display		
Contra	act				
Contrac Period:	zt ID: 16816705 1		Contract Service Detail		* required field ‡ conditionally required field
Prog	ram Code				
* Pro	gram Code: 5	18-0	CCFA Wrap Around Services 👻		
Servi	ce Codes				
<b>v</b>	51800 - 51800 - CCFA WA Other Costs	<b>~</b>	51863d - 51863d - Home Visit Sessions	<b>&gt;</b>	51871I - 51871I - Paternity Testing - First Child
<b>V</b>	51812 - 51812 - Other Reimbursable Services	<b>V</b>	51863e - 51863e - Completion of summaries & case notes	<b>V</b>	51871m - 51871m - Paternity Testing - Additional Child
~	51824a - 51824a - Crisis Intervention Prevent Disruption - Licensed Professional	<b>&gt;</b>	51863f- 51863f- Module Completion & Followup	<b>&gt;</b>	51871n - 51871n - Background Checks
~	51824b - 51824b - Crisis Intervention Prevent Disruption - Degreed Professional	<b>V</b>	51871a - 51871a - In-home Case Management - Licensed Professional	1	51871o - 51871o - Other In Home Case Management
~	51824c - 51824c - Crisis Intervention Prevent Disruption - Mileage	<b>V</b>	51871b - 51871b - In-Home Case Management - Degreed Professional	<b>&gt;</b>	51871p - 51871p - Mileage
<b>v</b>	51847a - 51847a - Crisis Intervention Behavior Mgmt - Licensed Professional	$\checkmark$	51871c - 51871c - In-home Case Mgmt - Life Book	<b>&gt;</b>	51880 - 51880 - Summer Enrichment
4	51847b - 51847b - Crisis Intervention Behavior Mgmt - Degreed Professional	<b>~</b>	51871d - 51871d - Drug Screens - Hair Follicide	4	51888a - 51888a - Court Appearance - Licensed Professional
4	51847c - 51847c - Crisis Intervention Behavior Management - Mileage	<b>V</b>	51871e - 51871e - Drug Screens - Urine	4	51888b - 51888b - Court Appearance - Degreed Professional
~	51856a - 51856a - Transportation - Escort	<b>&gt;</b>	51871f- 51871f- Drug Screens - Breath Scan	¥	51895a - 51895a - In-home Intensive Treatment - Clinical / Therapeutic Services
4	51856b - 51856b - Transportation - Mileage	<b>V</b>	51871g - 51871g - Drug Screens - Other	4	51895b - 51895b - In-Home Intensive Treatment - Mileage
~	51863 - 51863 - Integrated Famity Supp Serv - CCFA W	<b>V</b>	51871h - 51871h - Substance Abuse Assessment	<b>v</b>	51895c - 51895c - In Home Intensive Treatment - Other Services
<b>V</b>	51863a - 51863a - Initial Engagement w/ Family	<b>V</b>	51871i - 51871i - Domestic Violence Assessment	4	518A3 - 518A3- Scenario 17 Iteration 2
~	51863b - 51863b - Supplies	<b>&gt;</b>	51871j - 51871j - Relative Home Evaluation		
~	51863c - 51863c - Coaching Sessions	~	51871k - 51871k - Mental Health Assessments		

#### Select All De-Select All

Select

NEW: All ENTITLEMENT CODES FOR UAS PROGRAM WILL BE DISPLAYED AND ALL ENTITLEMENT CODES ARE CHECKED.

Select

## 44. Selecting Entitlement Codes:

- a. If All entitlement codes are on the Paper Contract or are TRULY need choose "Select All". DO NOT AUTOMATICALLY SELECT ALL
- b. If not all entitlement codes are needed choose "De-Select All" and choose all the entitlement codes that are needed.

Contra	act					
Contrac Period:	zt ID: 16816705 1		Contract Service Detail			* required field ‡ conditionally required field
Prog	ram Code					
* Pro	gram Code:	5	18-C	CFA Wrap Around Services 💌		
Servi	ce Codes					
	51800 - 51800 - CCFA WA	A Other Costs		51863d - 51863d - Home Visit Sessions		51871I - 51871I - Paternity Testing - First Child
	51812 - 51812 - Other Rei Services	imbursable		51863e - 51863e - Completion of summaries & case notes		51871m - 51871m - Paternity Testing - Additional Child
~	51824a - 51824a - Crisis Prevent Disruption - Licen Professional	Intervention ised		51863f - 51863f - Module Completion & Followup		51871n - 51871n - Background Checks
2	51824b - 51824b - Crisis Prevent Disruption - Degre Professional	Intervention eed	1	51871a - 51871a - In-home Case Management - Licensed Professional		51871o - 51871o - Other In Home Case Management
~	51824c - 51824c - Crisis I Prevent Disruption - Milea	Intervention Ige	4	51871b - 51871b - In-Home Case Management - Degreed Professional	<b>V</b>	51871p - 51871p - Mileage
~	51847a - 51847a - Crisis Behavior Mgmt - Licensec	Intervention Professional	4	51871c - 51871c - In-home Case Mgmt - Life Book		51880 - 51880 - Summer Enrichment
~	51847b - 51847b - Crisis Behavior Mgmt - Degreed	Intervention Professional		51871d - 51871d - Drug Screens - Hair Follicide	1	51888a - 51888a - Court Appearance - Licensed Professional
~	51847c - 51847c - Crisis I Behavior Management - M	Intervention Aileage		51871e - 51871e - Drug Screens - Urine	<b>V</b>	51888b - 51888b - Court Appearance - Degreed Professional
2	51856a - 51856a - Transp Escort	portation -		51871f- 51871f- Drug Screens - Breath Scan	<b>V</b>	51895a - 51895a - In-home Intensive Treatment - Clinical / Therapeutic Services
~	51856b - 51856b - Transp Mileage	portation -		51871g - 51871g - Drug Screens - Other	4	51895b - 51895b - In-Home Intensive Treatment - Mileage
	51863 - 51863 - Integrate Serv - CCFA W	d Famity Supp		51871h - 51871h - Substance Abuse Assessment		51895c - 51895c - In Home Intensive Treatment - Other Services
	51863a - 51863a - Initial E w/ Family	Engagement		51871i - 51871i - Domestic Violence Assessment		518A3 - 518A3- Scenario 17 Iteration 2
	51863b - 51863b - Suppli	es		51871j - 51871j - Relative Home Evaluation		
	51863c - 51863c - Coachi	ing Sessions		51871k - 51871k - Mental Health Assessments		
						Select All De-Select All

45.Click "Select"

Contract						
Contract ID: Period:	16816705 1	Contract S	‡ condition	* required field ally required field		
Program C	ode					
Program Co	de: 518 - CCFA Wrap Around	Services				
Service Co	des					
* Service Co	ode	* Unit Type	* Payment Type	* Unit Rate	Federal Match	State Match
✓ 51824a - Prevent Disri Professional	51824a - Crisis Intervention uption - Licensed	*	~			
✓ 51824b - Prevent Disr Professional	51824b - Crisis Intervention uption - Degreed	~	~			
✓ 51824c - Prevent Disr	51824c - Crisis Intervention uption - Mileage	*	*			
🗹 51847a - Behavior Mg	51847a - Crisis Intervention mt - Licensed Professional	*	*			
🗹 51847b - Behavior Mg	51847b - Crisis Intervention mt - Degreed Professional	*	*			
S1847c - Behavior Mai	51847c - Crisis Intervention nagement - Mileage	*	*			
☑ 51856a - Escort	51856a - Transportation -	*	~			
🗹 51856b - Mileage	51856b - Transportation -	*	*			
🗹 51871a - Managemen	51871a - In-home Case t - Licensed Professional	*	~			
🗹 51871b - Managemen	51871b - In-Home Case t - Degreed Professional	~	*			
County	Code					
Douglas	097					
				Sav	re and Continue	Save

Note: New Screen : All entitlement information can be entered on one page.

# 46. Select Unit Type – Placement, day, hourly, session, etc.

Contract ID: Period:	16816705 1	Contract	Service Detail		‡ condition	* required field ally required field
Program Co	de					
Program Cod	e: 518 - CCFA Wrap Around	Services				
Service Cod	les					
* Service Co	de	* Unit Type	* Payment Type	* Unit Rate	Federal Match	State Match
I S1824a - 5 Prevent Disru Professional	51824a - Crisis Intervention ption - Licensed	~	~			
I S1824b - 5 Prevent Disru Professional	51824b - Crisis Intervention ption - Degreed	Consummation Placement Battery Dav(24 hr)	~			
I S1824c - € Prevent Disru	51824c - Crisis Intervention ption - Mileage	Day Deliverable Half-Day	~			
☑ 51847a - 5 Behavior Mgm	51847a - Crisis Intervention ht - Licensed Professional	Hour Hour Meals	~			
☑ 51847b - 5 Behavior Mgm	51847b - Crisis Intervention ht - Degreed Professional	Session Study	~			
S1847c - 5 Behavior Man	51847c - Crisis Intervention agement - Mileage	Adoption Assistance Other	~			
☑ 51856a - 5 Escort	51856a - Transportation -	~	~			
☑ 51856b - 5 Mileage	51856b - Transportation -	~	~			
I S1871a - € Management	51871a - In-home Case - Licensed Professional	~	*			
✓ 51871b - 5	51871b - In-Home Case - Degreed Professional	*	~			

# 47. Select Payment Type – Unit Rate or Variable Rate 48. Enter Unit Rate:

Contract						
Contract ID: Period:	16816705 1	Contract	Service Detail	* required field ‡ conditionally required field		
Program Co	de					
Program Cod	le: 518 - CCFA Wrap Around	Services				
Service Coo	les					
* Service Co	de	* Unit Type	* Payment Type	* Unit Rate	Federal Match	State Match
✓ 51824a - : Prevent Disru Professional	51824a - Crisis Intervention ption - Licensed	~	~			
✓ 51824b - : Prevent Disru Professional	51824b - Crisis Intervention ption - Degreed	~	Unit Rate Var Unit Rate			
I S1824c - € Prevent Disru	51824c - Crisis Intervention ption - Mileage	~	•			

# 49. Page Displays only 10 entitlements per page. If more than 10 entitlements for that UAS code needs to be added to the contract choose "Continue and Save"

Contract ID:       16816705         Period:       1       Contract Service Detail         Program Code       Program Code: 518 - CCFA Wrap Around Services         Service Codes       * Unit Type       * Payment Type       * Unit Rate       Fede         Image: Size Size Size Size Size Size Size Size	‡ conditiona	* required field Ily required field
Service Codes       * Unit Type       * Payment Type       * Unit Rate       Fede         Image: Signal Code Signal C		
Program Code: 518 - CCFA Wrap Around Services  Service Codes  Service Code  Service Code  Solution Type Solution T		
Service Codes       * Unit Type       * Payment Type       * Unit Rate       Feder            ✓ 51824a - 51824a - Crisis Intervention Prevent Disruption - Licensed       Hour       Unit Rate       65.00		
* Service Code     * Unit Type     * Payment Type     * Unit Rate     Fede       Image: Signal state of the stat		
✓ 51824a - 51824a - Crisis Intervention Prevent Disruption - Licensed	eral Match	State Match
Professional		
✓ 51824b - 51824b - Crisis Intervention Prevent Disruption - DegreedHour✓Unit Rate✓Professional		
<ul> <li>✓ 51824c - 51824c - Crisis Intervention</li> <li>Other</li> <li>✓ Var Unit Rate</li> <li>✓ 150.00</li> </ul>		
✓ 51847a - 51847a - Crisis Intervention Behavior Mgmt - Licensed Professional		
✓ 51847b - 51847b - Crisis Intervention Behavior Mgmt - Degreed Professional		
✓ 51847c - 51847c - Crisis Intervention Behavior Management - Mileage     Other   ✓   Var Unit Rate   150.00		
✓ 51856a - 51856a - Transportation - Escort Hour ✓ Unit Rate ✓ 15.00		
✓ 51856b - 51856b - Transportation - Mileage     Other   ✓   Var Unit Rate   150.00		
✓ 51871a - 51871a - In-home Case Management - Licensed Professional		
✓ 51871b - 51871b - In-Home Case Management - Degreed Professional		
County Code		
Douglas 097		

Save and Continue Save

Note: The counties you chose on the Service By Area are listed in the bottom field. You do not need to choose your counties again.

# 50. A message Alert will Display: Only the counties chosen on the Service by Area Page will be applied to the contract for the service(s) selected: Click "OK"

Contract   Invoice   Payment   Payment Search   Approval   History	:   Program Code   County B   Maintenance	udget Limit   TCM CI	laims			
Contract						
Contract ID: 16816705 Period: 1	Contract Se	ervice Detail		* required field ally required field		
Program Code						
Program Code: 518 - CCFA Wrap Around	Services					
Service Codes						
* Service Code	* Unit Type	* Payment Type	* Unit Rate Fe	deral Match	State Match	
✓ 51824a - 51824a - Crisis Intervention Prevent Disruption - Licensed Professional	Hour	Unit Rate 🗸	65.00			
✓ 51824b - 51824b - Crisis Intervention Prevent Disruption - Degreed Professional	Hour	Unit Rate 🗸	35.00			
Image: S1824c - 51824c - Crisis Intervention Prevent Disruption - Mileage	Other 🗸	Var Unit Rate 🐱	150.00 Microso	ft Internet E	xplorer	×
Image: S1847a - 51847a - Crisis Intervention Behavior Mgmt - Licensed Professional	Hour 🗸	Unit Rate 🗸 🗸	65.00	Only counties	s chosen on Servic	es By Area will be applied to the contract for the service(s) selected.
Image: S1847b - 51847b - Crisis Intervention Behavior Mgmt - Degreed Professional	Hour	Unit Rate 🗸	35.00			ОК
Image: S1847c - 51847c - Crisis Intervention Behavior Management - Mileage	Other 🗸	Var Unit Rate 🗸	150.00			
🕑 51856a - 51856a - Transportation - Escort	Hour 💙	Unit Rate 🗸	15.00			
🕑 51856b - 51856b - Transportation - Mileage	Other 👻	Var Unit Rate 🗸	150.00			
쭏 51871a - 51871a - In-home Case Management - Licensed Professional	Hour 🗸	Unit Rate 🗸 🗸	45.00			
I 51871b - 51871b - In-Home Case Management - Degreed Professional	Hour	Unit Rate 💌	30.00			
County Code Douglas 097						
			Save a	ıd Continue	Save	

# 51. Another Alert will Display: Have you checked your updates before saving? Click "OK"

Contract						
Contract ID: 16816705 Period: 1	Contract S	ervice Detail		‡ condition	* required field nally required field	
Program Code						
Program Code: 518 - CCFA Wrap Around	1 Services					
Service Codes						
* Service Code	* Unit Type	* Payment Type	* Unit Rate	Federal Match	State Match	
✓ 51824a - 51824a - Crisis Intervention Prevent Disruption - Licensed Professional	Hour	Unit Rate 💌	65.00			
	Hour	Unit Rate 🐱	35.00			
✓ 51824c - 51824c - Crisis Intervention Prevent Disruption - Mileage	Other 💌	Var Unit Rate 👻	150.00		Microsoft Inte	ernet Explorer 🛛 🔀
✓ 51847a - 51847a - Crisis Interventior Behavior Mgmt - Licensed Professional	Hour	Unit Rate 🗸 🗸	65.00			you checked your updates before saving?
✓ 51847b - 51847b - Crisis Interventior Behavior Mgmt - Degreed Professional	Hour 🗸	Unit Rate 🗸 🗸	35.00		L	OK Cancel
S1847c - 51847c - Crisis Intervention Behavior Management - Mileage	Other 👻	Var Unit Rate 👻	150.00			
I I 51856a - 51856a - Transportation - Escort	Hour 🗸	Unit Rate 🗸 🗸	15.00			
✓ 51856b - 51856b - Transportation - Mileage	Other 🗸	Var Unit Rate 🗸	150.00			

## 52. The next Contract Services Detail Page will Display. Continue with steps 46 – 48.

Contract								
Contract ID: Period:	16816705 1	Con	tract Se	ervice Detail			‡ condition	* required field ally required field
Program Code								
Program Code: 5	18 - CCFA Wrap Around	Services						
Service Codes								
* Service Code		* Unit Type		* Payment Typ	)e	* Unit Rate	Federal Match	State Match
☑ 51871c - 5187 Mgmt - Life Book	71c - In-home Case	One-Time	*	Unit Rate	*	30.00		
🗹 51871p - 518	71p - Mileage	Other	*	Var Unit Rate	~	150.00		
✓ 51888a - 518 - Licensed Profes	88a - Court Appearance ssional	Hour	*	Unit Rate	*	50.00		
✓ 51888b - 5188 - Degreed Profes	88b - Court Appearance sional	Hour	*	Unit Rate	*	25.00		
S1895a - 5189 Treatment - Clinic Services	95a - In-home Intensive cal / Therapeutic	Hour	*	Unit Rate	*	65.0		
✓ 51895b - 5189 Treatment - Milea	95b - In-Home Intensive ge	Other	*	Var Unit Rate	*	150.00		
<u>County</u> <u>C</u>	ode							
Douglas 0	97							

Save

- 53. Once you have entered all entitlement codes needed for that UAS code. Click "Save"
- 54. The same alert messages will appear as in steps 50 51
- 55. After saving successfully the Contract Service List will re-display.

#### SHINES Financial Training Adding a Contract

Contract		
Contract ID: Period:	16816705 1	Contract Service List

Versio	n: 1							
CSLI	Service	Payment Type	Unit Type	Unit Rate	Federal Match	Local Match	Total Amount	Budget Balance
1	51824a	<u>Unit Rate</u>	Hour	\$ 65.00	0	0	\$ 0.00	\$ 0.00
2	51824b	<u>Unit Rate</u>	Hour	\$ 35.00	0	0	\$ 0.00	\$ 0.00
<u>3</u>	51824c	<u>Var Unit Rate</u>	Other	\$150.00	0	0	\$ 0.00	\$ 0.00
<u>4</u>	51847a	<u>Unit Rate</u>	Hour	\$ 65.00	0	0	\$ 0.00	\$ 0.00
<u>5</u>	51847b	<u>Unit Rate</u>	Hour	\$ 35.00	0	0	\$ 0.00	\$ 0.00
<u>6</u>	51847c	<u>Var Unit Rate</u>	Other	\$150.00	0	0	\$ 0.00	\$ 0.00
<u>7</u>	51856a	<u>Unit Rate</u>	Hour	\$15.00	0	0	\$ 0.00	\$ 0.00
<u>9</u>	51871a	<u>Unit Rate</u>	Hour	\$ 45.00	0	0	\$ 0.00	\$ 0.00
<u>10</u>	51871b	<u>Unit Rate</u>	Hour	\$ 30.00	0	0	\$ 0.00	\$ 0.00
<u>11</u>	51871c	<u>Unit Rate</u>	One-Time	\$ 30.00	0	0	\$ 0.00	\$ 0.00
<u>12</u>	51871p	<u>Var Unit Rate</u>	Other	\$150.00	0	0	\$ 0.00	\$ 0.00
<u>13</u>	51888a	<u>Unit Rate</u>	Hour	\$ 50.00	0	0	\$ 0.00	\$ 0.00
<u>14</u>	51888b	<u>Unit Rate</u>	Hour	\$ 25.00	0	0	\$ 0.00	\$ 0.00
<u>15</u>	51895a	<u>Unit Rate</u>	Hour	\$ 65.00	0	0	\$ 0.00	\$ 0.00
<u>16</u>	51895b	<u>Var Unit Rate</u>	Other	\$150.00	0	0	\$ 0.00	\$ 0.00
								Add

56. If you have additional UAS Codes to add to the contract repeat Steps starting at #42

57.Click on Contracts (small tab) to go back to Contract Header

Contract				
Contract ID: 168	16705	Contract Header		* required field
			Ex	oand All <u>Collapse All</u>
Resource Informat	ion			
* Resource ID:	16824543			
Resource Name:	Lmm Consultant's			
V	endor ID	Address Line 1		
۲		1 Mobile Lane		
Contract Information	on			
Contract Manager:	Morgan,Susan R	Select Staff	* Function Type:	Service 🗸
* Procurement Type:	Comp Neg 🖌 🗸		* Region:	Region 17 🗸
Budget Limit		Contracted Resource		
				Save
Contract Period	l List			

# 58.Go to Contract Period Section

Contract						
Contract ID:	16816705		Contract Header			* required field
					Exp	and All Collapse All
Resource Info	rmation					
* Resource ID:	168245	43				
Resource Name	e: Lmm Co	onsultant's				
	Vendor ID		Address Line 1			
۲			1 Mobile Lane			
Contract Inform	nation					
Contract Manage	er: Morgan,	Susan R	Select Staff	* Functio	n Type:	Service 🔽
* Procurement ]	Comp I	Vea 🗸		* Pegion		Region 17 🗸
			Contracted Decourse	-		
- Budget Lin	111			e		
						Save
∇ Contract P	eriod List					
Period	Start	End	Early Termination	Status	Renew	Signed
<u>1</u>	07/01/2011	06/30/2012	06/30/2012	PND		Ŭ
Delete				S	elect Per	iod Add
59.Cli 60. Co 61.Cli	ick on Perio ontract Perio	d <u>1</u> od page will di Signed	splay			
62.Cli	ick Status (v	vas Pending) to	o Active			
Contract)	arch Approval - A	ารเบาง พลกแยกลีกับย				
Contract ID: Period:	16816705 1		Contract Period Detail			* required field
Contract Perio	od Detail					
* Start:	07/01/2011		* Status: Active	~		
* End:	06/30/2012		Renewal			
Early Terminatio	on: 06/30/2012		Signed			
‡ Early Termina	tion Comment:			,	^	
Last Updated B	y: Morgan,Susan F	र	Last Updated Date: 01/11/201	2	×.	
						Save

- 63. You can enter any needed comments in the comment box provided. Example Douglas County contract.
- 64. Additional notice that the screen now show Last Updated By & Last Updated Date
- 65. Click Save
- 66. A Message Alert will appear: Have you checked your updates before saving? Click "OK"

My Tasks	Case	Search	Intake	Financial	Reports	Resources		
Contract   Invoice Search	Payment   Payment Approval   History	Program Code   C Maintenance	ounty Budget Limi	t   TCM Claims				
Contract								
Contract ID: 16 Period: 1	816705	Con	tract Period Det	ail		* required field		
Contract Period [	)etail							
* Start:	07/01/2011		* Status:	Active 🗸				
* End:	06/30/2012		🗌 Renewal					
Early Termination:	06/30/2012		🗹 Signed					
‡ Early Termination	Comment:				~			
Last Updated By: M	organ,Susan R		Last Updated Da	ate: 01/11/2012				
						Microsoft Inte	ernet Explorer	×
						Have	e you checked your updates l	before saving?
							ОК	

## 67. Contract Header Page will re-display showing current Period as signed.

		/			
Contract					
Contract ID:	16816705		Contract Header		* required field
				<u>Ex</u>	pand All <u>Collapse All</u>
<b>Resource Infor</b>	mation				
* Resource ID:	16824543				
Resource Name:	Lmm Consi	ultant's			
	Vendor ID		Address Line 1		
۲			1 Mobile Lane		
Contract Inform	nation				
Contract Manage	r: Morgan,Sus	an R	Select Staff	* Function Type:	Service 🗸
* Procurement T	ype: Comp Neg	*		* Region:	Region 17 💌
🗌 Budget Lim	it		Contracted Resour	ce	
					Save
▼ Contract Pe	eriod List				
Period	Start	End	Early Termination	Status Renew	Signed
	07/01/2011	06/30/2012	06/30/2012	ACT	~

## 68. Expand the Contract Version Field

Reso	urce Informa	tion						
* Res	source ID:	16824543						
Reso	urce Name:	Lmm Cons	ultant's					
	١	/endor ID		Addre	ess Line 1			
۲				1 Mob	ile Lane			
Cont	ract Informat	ion						
Contr	act Manager:	Morgan,Sus	an R	Sele	ct Staff	* Functio	on Type: 🛛 🛛	Service 🗸 🗸
* Pro	ocurement Type	c Comp Neg	*			* Regior	n: E	Region 17 🗸 🗸
	Budget Limit			Co	ntracted Resou	rce		
								Save
∇c	Contract Perio	od List						
	Period	Start	End	Early Term	ination	Status	Renew	Signed
۲	<u>1</u>	07/01/2011	06/30/2012	06/30/2012		ACT		~
D	elete					5	elect Perio	d Add
7								
∨ c	Contract Versi	on List						
	Version	Effective	End	Create	Locked	Comments		
$\bigcirc$	<u>1</u>	07/01/2011	06/30/2012	01/11/2012		A new period ha	as been addei	<u>4</u> .

# 69. Click on Contract Version 1

 $\bigcirc 1$ 

Contract			
Contract ID: Period:	16816705 1	Contract Version Detail	* required field
Contract	Version Detail		
Effective:	07/01/2011	Version: 1	
End:	06/30/2012		
Created:	01/11/2012	Locked	
Comment	t:	A new period has been added.	
Last Upda	ated By:	Last Updated Date: 01/11/2012	
			Save

- 70. Contract Version Detail Page will Display
- 71. Click on "Locked"
- 72. Click "Save"

73. An Alert Message will display: Locking contract will make the contract unmodifiable, unless you have special security. Are you sure you are ready to lock the contact? Click "OK"

Contract				
Contract ID: Period:	16816705 1	Contract Version Detail	* required field	
Contract	Version Detail			
Effective:	07/01/2011	Version: 1		
End:	06/30/2012			
Created:	01/11/2012	✓ Locked		
Comment		A new period has been added.		
Last Upda	ted By:	Last Updated Date: 01/11/2012		
			Save	
		Microsof	Internet Explorer	
		?	Locking contract will make the contract version unmoc	lifiable, unless you have special security. Are you sure you are ready to lock the contract
				OK Cancel

74. A second Alert Message will display: Have you checked your updates before saving? Click "OK"

Contract			
Contract ID: Period:	16816705 1	Contract Version Detail	* required field
Contract	Version Detail		
Effective:	07/01/2011	Version: 1	
End:	06/30/2012		
Created:	01/11/2012	✓ Locked	
Comment	:	A new period has been added.	
Last Upda	ted By:	Last Updated Date: 01/11/2012	
			Save
-			Microsoft Internet Explorer
			Have you checked your updates before saving
			OK Cancel

# 75. The Contract Header Page will re-display:

Contract ID:	Intract ID: 16816705		Contract Hea	Contract Header		* required field		
						<u>Expa</u>	nd All Collapse All	
Resource Info	rmation							
* Resource ID:	16824543							
Resource Name	: Lmm Cons	ultant's						
	Vendor ID		Addr	ess Line 1				
۲			1 Mob	ile Lane				
Contract Inform	mation							
Contract Manage	er: Morgan,Su	san R	Sele	ct Staff	* Funct	ion Type:	Service 🗸	
* Procurement 1	Type: Comp Neg	y 😽			* Regio	in:	Region 17 💌	
Budget Lirr	nit		Co	ntracted Resou	irce			
							Save	
▼ Contract P	eriod List							
Period	Start	End	Early Term	ination	Status	Renew	Signed	
1	07/01/2011	06/30/2012	06/30/2012		ACT		~	
Delete						Select Peri	od Add	
▼ Contract V	ersion List							
Version	Effective	End	Create	Locked	Comments			
0 1	07/01/2011	06/30/2012	01/11/2012	~	A new period h	ias been add	ed.	

76. Verify that the contract period and contract version is signed and locked.

# **B.Adding a Contract for a Relative Care Provider**

- 1. Relative Care Providers are added to SHINES Resources by county staff. The county staff will send to Regional Accounting the Relative Care Contract Request form as notice that a contract is needed.
- 2. Follow the same steps from Section A (Adding a New Contract). Except use the appropriate UAS codes for Relative Care.
- 3. The Relative Care UAS codes are added to Service by Area for the **COUNTY** the provider resides. DO NOT ADD THE WHOLE REGION. When Program 542 (DFCS custody) is requested, also add Program 553 (Relative custody). This will avoid having to do a contract revision when the relative receives custody of child.
- 4. Add a new contract to the Resource for the Relative Care Programs. Do not add the Relative Care UAS Programs to a Foster Care contract. This is due to Foster Care contracts are closed when the foster home is closed. If the Relative moves to a new county add the new County to the Service by Area and add a new contract version.

# C. Adding a Contract for a Private Adoptive Home

1. Private Adoptive Homes are added to SHINES Resources by county staff. The county staff will send to Regional Accounting a request form as notice that a contract is needed.

- 2. Follow the same steps from Section A (Adding a New Contract). Except use the appropriate UAS codes for Adoptions.
- 3. The Adoption UAS codes are added to Service by Area for the **COUNTY** the provider resides. DO NOT ADD THE WHOLE REGION.
- **4.** Add a new contract to the Resource for the Adoptions UAS Programs. Do not add the Adoption UAS Programs to a Foster Care contract. This is due to Foster Care contracts are closed when the foster home is closed. If the Adoptive Home moves to a new county add the new County to the Service by Area and add a new contract version
- **5.** Only add the Adoptions UAS codes that are currently funded for the current Fiscal Year.

# **D.** Terminating a Contract

- 1. Click on the Financial Tab
- 2. Click on the Contracts Tab
- 3. Enter the Resource ID

学 SHII	NES	Syste	m Test	Off ? 🗋 🦸	IDS GHP	<b>OLENSES</b>	
My Tasks	Case	Search	Intake	Financial	Reports	Resources	
Contract   Invoice Search	Contract   Invoice   Payment   Payment   Program Code   County Budget Limit   TCM Claims						
		с	ontract Search		‡ cor	nditionally required field	
Contract Search							
‡ Contract ID:		Region:		✓ County:		~	
‡ Resource ID:	16824543	Function Type:		r 🗌 Budg	et Limit		
From:		r To:					
						Search	

4. Click Search

🚰 Contract Search - Microsoft In	ternet Explorer				
File Edit View Favorites Too					42
	Col Do Search Col Favo			<b>F</b>	
Address   _ nttps://uatshines.dnr.sta	ate.ga.us/rinanciais/contractsea	rch/searchContractSearc	.n		
SHINES	UAT		Log Off ?	IDS GHP	
My Tasks 🔰 Case	Search	Financial	Reports Resou	irces	
Contract   Invoice   Payment     Search   Approval	Payment   County Budget Lin History	nit   TCM Claims			
		and the state of the second		‡ conditionally required field	
	e e e e e e e e e e e e e e e e e e e	ontract Search			
Contract Search					
# Contract ID: 10100002	Region:	<b>•</b>	County:	•	
# Resource ID:	Function Type:	-	💌 Budget Limit		
From:	To:		-		
			-	Search	
				Scroll for more information>	
Resource Name	Contract ID	Vendor ID	Contract Manager	Region	
Jatonia Smith	10100002	45411	Meadows,Sylvia	17	
					-
🖞 Your Session Will Time Out In 29:09	1				
🖉 Start 🛛 🕑 🕡 👋 🖉	Nov 🛛 🖻 Docu 🔂 docs	🛃 ВАВУК 🖳 а	.prn 🔄 b.prn 🕼 Con	t 🖻 Reso 🖻 shine	0 2:26 PM

- 5. Search Results should show 1 or more contracts.
- 6. Click on the Contract hyperlink

**NOTE:** If two contracts ids review both contracts to find the more complete up-todate contract to revise.

🖉 Contract Header -	Microsoft Internet	Explorer						<u>_ 8 ×</u>
File Edit View Favorites Tools Help								AL.
🕞 Back 🔹 🕥 👻	× 2 🟠 🖉	🔎 Search 🔗	Favorites 🛞 🔗 🍹 🛽	v • 🗔 🛍 🗉	3			
Address 😹 https://uat	tshines.dhr.state.ga.u	is/financials/Contra	actSearch/searchContractSearch				💌 🏓 Go	Links » 🐑 🔹
Contract   Invoice Search	Payment   Paymer Approval   History	<sup>nt</sup>   County Budg	et Limit   TCM Claims					<u>*</u>
Contract								
Contract ID: 10	100002		Contract Header			* required field		
					Exp	oand All Collapse All		
Resource Informa	tion							
* Resource ID:	8000082							
Resource Name:	Jatonia Smith							
Ve	ndor ID		Address Line 1					
<ul> <li>● 454</li> </ul>	11		2682 SPRINGSIDE CT					
Contract Informati	ion							
Contract Manager:	Meadows,Sylv	/ia	Select Staff	* Functio	on Type:	Service 💌		
* Procurement Type	Comp Neg	-		* Region	1:	Region 17 💌		
🔲 Budget Limit			Contracted Reso	urce				
						Save		
						Sure		
∇ Contract Perio	d List							
Period	Start	End	Early Termination	Status	Renew	Signed		
0 1	07/01/2007	06/30/2008	06/30/2008	ACT		~		
Delete					-14-0			<u>•</u>
Your Session Will Time	e Out In 20:15	(		(		1		ernet
🕂 Start 🛛 🚱 🕑 🛛	W * Nov	💾 Docu 🗁	) docs 📴 BABYK 🖳 a.prn	🖄 b.prn 🖉 C	ont 🖭	Reso 🖭 shine	00000	ビ 🕑 🔗 2:36 PM

- 7. View Contract Header Page.
- 8. Click on Contract Period List section.
- 9. Click on the period number example "1".

Sear	ch ' Approval ' History '	ovaný progecenne i om promo	
Contract			
Contract ID: Period:	8511985 1	Contract Period Detail	* required field
Contract Period	d Detail		
* Start:	08/01/2007	* Status: Active 🗸	
* End:	06/30/2108	Renewal	
Early Termination	: 06/30/2108	✓ Signed	
‡ Early Terminati	on Comment:		
			Save
			1

- 10. Go over to the Status Box.
- 11. Select the drop down box choose Pend/Term

12. In the Early Termination box. Enter the date the contract should end. This date should be the last day of the month so that invoices can be process during that month. Note if you are terminating a contract you can not use today's date it must be 1 day after today's date.

13. In the comment box enter why the contract was terminated and put your initials.

Contract   Invoice   Payment   Payment   County Budget Limit   TCM Claims								
Contract								
Contract ID: 8 Period: 1	511985	Contract Period Detail	* required field					
Contract Period	Contract Period Detail							
* Start:	08/01/2007	* Status: Pend/Term 🗸						
* End:	06/30/2108	Renewal						
Early Termination:	06/30/2010	Signed						
‡ Early Termination	) Comment:	Contract Ended SRM						
			Save					

14. Click Save  $\rightarrow$  Contract Header Page

15. The system will take you back to the Contract Header Page.

16. Verify that the contract period is showing PNT. The contract will show in PNT status until the next day after your end date. Example the contract will show TERM on 7/1/2010.

	· Search · Approval · History ·							
Contra	ict							
Contract ID: 8511985				Contract Header			* required field	
	Expand All Collapse All							
Reso	urce Inform	ation						
* Res	ource ID:	8526621						
Resou	urce Name:	Professiona	I Pharmacy					
	Ve	endor ID		Address Line 1				
۲	23	335		1100 BURLEYSON RD.				
Contr	act Informa	ation						
Contra	act Manager:	User,Conve	rsi	Select Staff	* Function T	* Function Type: Service		
* Proc	curement Typ	e: Prov Enroll	*		* Region:	R	egion 1 🗸	
E E	Budget Limit			Contracted Resource	e			
							Save	
∇ c	ontract Per	iod List						
	Period	Start	End	Early Termination	Status R	Renew	Signed	
۲	1	08/01/2007	06/30/2108	08/06/2010	PNT		~	

# Note:

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Do not terminate adoption contract if payments are going to be made to the adoptive family. The home will show closed but the contract must stay open to process invoices. The reason these homes show closed is they are not excepting any new adoptive children.

If a Foster Home is closed the system will terminate the contract automatically.