

Adding Service By Area

Add Service by Area for a Resource

1. Click on Resource Tab → Resource Search

The screenshot shows the SHINES System Test interface. At the top, there are navigation tabs: My Tasks, Case, Search, Intake, Financial, Reports, and Resources. The Resources tab is selected. Below the tabs, there are sub-tabs: Workload, Staff To-Do List, Unit Summary, Unit Maintenance, and Maintain Designee. The Workload sub-tab is active, showing 'Assigned Workload' for User Name: Morgan, Susan R and User ID: 8002440. A table header is visible with columns: ! P/S, Stage Name, Stage, FAD IV-E, Status, E / W, Level, and RT. The table content shows 'No work assigned'. A link 'Scroll for more information ->' is present.

2. Enter Last Name on Resource Name or enter Resource ID

The screenshot shows the SHINES System Test interface with the 'Resource Search' form. The 'Resources' tab is selected. The form has two sub-tabs: Resource Search and ORS Resource Search. The Resource Search sub-tab is active. The form title is 'Resource Search' with a note '‡ conditionally required field'. Under 'Resource Details', there is a note: 'When conducting a resource search, one of the following must be entered: Resource Type, Resource Name, Identification Number, or Service.' The fields are: Resource Type (dropdown), Resource Name (text input with 'munchos inc'), Identification Number (dropdown), Program (dropdown), Category (dropdown), and Service (dropdown). Under 'Location/Area Served', there are radio buttons for Location (selected), Area Served, and Proximity. Fields include: Proximity Range (miles) (dropdown with '30'), Region (dropdown), County (dropdown), Address Ln1 (text input), City (text input), State (dropdown with 'Georgia'), and Zip Code (text input). At the bottom, there is an 'Advanced Search' section with a 'Search' button.

3. Click on SEARCH button and scroll down for Search Results.

Adding Service By Area

4. Click on Resource Hyperlink → Resource Detail Page

The screenshot shows the SHINES System Test interface. At the top, there is a navigation bar with tabs for My Tasks, Case, Search, Intake, Financial, Reports, and Resources. The Resources tab is active. Below the navigation bar, there are two search options: Resource Search and ORS Resource Search. The main content area displays "Resource Search Results" for "Munchos Inc." with a Resource ID of 16824263, Status of Active, and Distance of 0.0. The table has columns for Resource Name, Resource ID, Status, Distance, Resource Type, Type, and Dispstn. Below the table, there are buttons for "Display Selected List", "Refine Search", "New Search", and "Add".

Resource Name	Resource ID	Status	Distance	Resource Type	Type	Dispstn
Munchos Inc.	16824263	Active	0.0	Provider		

5. Resource Detail Page → Click on Service by Area Tab

The screenshot shows the SHINES System Test interface with the Resource Detail page for "Munchos Inc." The navigation bar is the same as in the previous screenshot. The "Resource Detail" tab is active. The page displays the following information:

- Resource Name: Munchos Inc.
- Resource ID: 16824263
- Resource Type: Provider
- Maintainer: State Office

There are also tabs for "Resource Detail" and "Provider Allegation History". The page includes "Expand All" and "Collapse All" links.

Adding Service By Area

6. View Service by Area page

Resource Name: Munchos Inc.
Resource ID: 16824263

Services By Area

Previous 1 Next
Scroll for more information ->

Services by Area - Munchos Inc.

Category	Service	C Program	Region	County	Partial County	Income Based	State
<input checked="" type="radio"/> 521 - PUP	52148a - Rent	✓	Region 13		N	N	Geor
<input type="radio"/> 521 - PUP	52148b - Mortgage Payment	✓	Region 13		N	N	Geor
<input type="radio"/> 521 - PUP	52148c - Utility Bills	✓	Region 13		N	N	Geor
<input type="radio"/> 521 - PUP	52148d - Utility Deposits	✓	Region 13		N	N	Geor
<input type="radio"/> 521 - PUP	52148e - Minor Home Repairs	✓	Region 13		N	N	Geor
<input type="radio"/> 521 - PUP	52148f - Minor Legal Services	✓	Region 13		N	N	Geor

Previous 1 Next
Add

7. Click ADD button

8. View Service by Area Detail page.

SHINES System Test Log Off ? [Icons] IDS GHP LENSES

Resource Name: Munchos Inc.
Resource ID: 16824263

Services By Area Detail * required field

Services by Area Information

Service Type: General Financial

Financial Services by Area

* UAS Program: [Dropdown Menu]

Save

9. System defaults with FINANCIAL radio button marked

10. Use the “paper” contract to find specific services to be provided and approved rates.

Adding Service By Area

11. Select program under CATEGORY – 511, 518, 542, 605, etc

Resource Name: Munchos Inc.
Resource ID: 16824263

Services By Area Detail * required field

Services by Area Information

Service Type: General Financial

Financial Services by Area

* UAS Program: 450 - County Funds - Foster Care Children Under 14

Save

12. Select EACH entitlement code under the program selected.

Resource Name: Munchos Inc.
Resource ID: 16824263

Services By Area Detail * required field

Services by Area Information

Service Type: General Financial

Financial Services by Area

* UAS Program: 571 - Homestead Services

Service

* Service:

Select All De-Select All

<input checked="" type="checkbox"/> 57129a - Assessment - Relative / Non- Relative	<input checked="" type="checkbox"/> 57161d - Written Closed Summary
<input checked="" type="checkbox"/> 57129b - Missed Appointments - Relative / Non- Relative	<input checked="" type="checkbox"/> 57161e - Homestead - Mileage
<input checked="" type="checkbox"/> 57129c - Closing/Termination Summary - Relative / Non-Relative	<input checked="" type="checkbox"/> 57161f - Case Management Fee
<input checked="" type="checkbox"/> 57161a - Family Therapy Sessions	<input checked="" type="checkbox"/> 57161g - Formal Evaluation
<input checked="" type="checkbox"/> 57161b - Missed Appointments	<input checked="" type="checkbox"/> 57162 - 24-Hour Crisis Intervention
<input checked="" type="checkbox"/> 57161c - Home Visits	

- a. Once the screen re-displays it will list all the entitlement codes available for that particular UAS Code. The system defaults to all entitlement codes checked. If you only need one or more but not all you can check the De-select box and the check boxes will become uncheck. Then you can choose only the entitlement codes needed.
- b. For PUP (521), Support Services (531), ILP Programs (583, 584, etc.) and PSSF, only add the specific entitlement code requested. For example, if request is to pay a provider a rent payment from PUP, only add the entitlement code (52148 – Rent) to Service by Area and Contract Services. Remember to only choose the entitlement codes the provider is contracted for services. **DO NOT CHOOSE ALL IF NOT ON THE PAPER CONTRACT!**
- c. For Relative Care providers, only add the program and all related entitlement codes. For example, Program 542, you would add 54201, 54204, 54207, etc.

Adding Service By Area

13. Select REGION (Could be 1 or more regions, statewide service providers will need to include all 17 regions).
 - a) Once the Region is selected all counties in that Region will display.
 - b) If the paper contract is for only one county within the region only check the county applicable.
 - c) If the paper contract applies to multiple counties but not all counties within the region check only the counties needed.
 - d) If the paper contract applies to all counties within the region check the Select All Counties box.

Resource Name: Munchos Inc.
 Resource ID: 16824263

Services By Area Detail

* required field

Services by Area Information

Service Type: General Financial

Financial Services by Area

* UAS Program:

Service

* Service:

Select All De-Select All

<input checked="" type="checkbox"/> 57129a - Assessment - Relative / Non- Relative	<input checked="" type="checkbox"/> 57161 d - Written Closed Summary
<input checked="" type="checkbox"/> 57129b - Missed Appointments - Relative / Non- Relative	<input checked="" type="checkbox"/> 57161 e - Homestead - Mileage
<input checked="" type="checkbox"/> 57129c - Closing/Termination Summary - Relative / Non- Relative	<input checked="" type="checkbox"/> 57161 f - Case Management Fee
<input checked="" type="checkbox"/> 57161 a - Family Therapy Sessions	<input checked="" type="checkbox"/> 57161 g - Formal Evaluation
<input checked="" type="checkbox"/> 57161 b - Missed Appointments	<input checked="" type="checkbox"/> 57162 - 24-Hour Crisis Intervention
<input checked="" type="checkbox"/> 57161 c - Home Visits	

Service Area

* State: Program:

* Region: Income Based

* County:

Region 1

Select All Counties De-Select All Counties

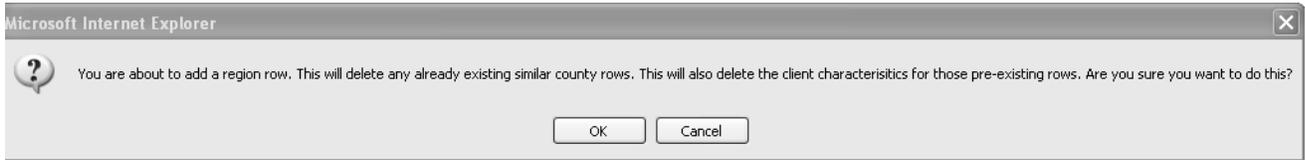
<input type="checkbox"/> Catoosa	<input type="checkbox"/> Chattooga	<input type="checkbox"/> Dade	<input type="checkbox"/> Fannin
<input type="checkbox"/> Gilmer	<input type="checkbox"/> Murray	<input type="checkbox"/> Pickens	<input type="checkbox"/> Walker
<input type="checkbox"/> Whitfield			

Save

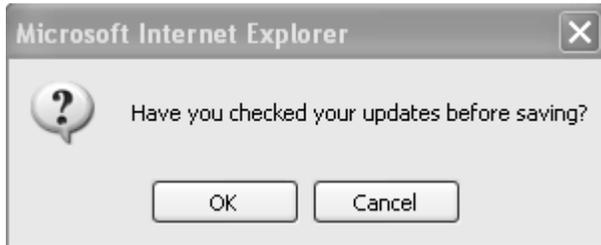
Note: **For Relative Care you will need to select the County where the child resides.**
 Note: System defaults to Georgia and un-modifiable. Out of State Resources the system requires the state to be Georgia. Region as "Out of State" and the County as "Out of State."

Adding Service By Area

14. Click Save button



15. First Alert Message: Click “OK” at message if you are sure you have everything entered correctly if not Click Cancel.



16. Second Alert Message: Click “OK” at message Verify what you have entered is correct!

17. Once you click ok the system will save your data and re-display The Service By Area Page if you need to add another UAS Program.