

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 1st 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.**

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- 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 → Contracts tab
3. Contract Search 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 Search tab is active, and the Contract Search sub-tab is selected. The search form contains the following fields and options:

- Contract ID:
- Resource ID:
- Region: (dropdown menu)
- Function Type: (dropdown menu)
- County: (dropdown menu)
- From: (calendar icon)
- To: (calendar icon)
- Budget Limit:
- Search:

4. Enter Resource ID
5. Click Search
6. Search Results should show “No Records Exist”.

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

Contract Search ‡ conditionally required field

Contract Search

‡ Contract ID: Region: County:

‡ Resource ID: Function Type: Budget Limit

From: To:

Search

Scroll for more information -->

Resource Name	Contract ID	Vendor ID	Contract Manager	Region
No records exist.				

Add

- Click on Add Button
- Contract Header Page

My Tasks | Case | Search | Intake | Financial | Reports | Resources

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

Contract ID: **Contract Header** * required field

[Expand All](#) [Collapse All](#)

Resource Information

* Resource ID: **Select Resource** **Validate**

Resource Name: Lmm Consultant's

Vendor ID	Address Line 1
<input type="text"/>	1 Mobile Lane

Contract Information

Contract Manager: **Select Staff** * Function Type:

* Procurement Type: * Region:

Budget Limit Contracted Resource

Save

- 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.

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

Contract ID: _____ **Contract Header** * required field

[Expand All](#) [Collapse All](#)

Resource Information

* Resource ID: **Select Resource** **Validate**

Resource Name: Lmm Consultant's

Vendor ID	Address Line 1
<input type="text"/>	1 Mobile Lane

Contract Information

Contract Manager: _____ **Select Staff** * Function Type:

* Procurement Type: * Region:

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
--------------------------	--------------------------------	----------------------------------	---------------------------------	--	-------------------------------------	----------------------------

Staff Search

Staff Search

First: Middle: Last:

County: Office Location: Office City:

Person ID: Unit: Active Staff Only All Staff

Unit Specialization:

Reg/Div:

Search

- 16. Click on Search button

17. Search results will display

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

Staff Search

Staff Search

First: Middle: Last:

County: Office Location: Office City:

Person ID: Unit: Active Staff Only All Staff

Unit Specialization:

Reg/Div:

Search

Scroll for more information ->

Name	Title	County	Work Phone	Ext	Person ID	Office
<input checked="" type="radio"/> Morgan,Susan R	FIOM	-None-			8002440	State C

Continue

18. Click radio button beside name selected.

19. Click Continue button

Contract Header - Microsoft Internet Explorer

Address: https://uatshines.dhr.state.ga.us/admin/StaffSearch/staffSearch

SHINES UAT Log Off ? IDS GHP

My Tasks | Case | Search | Financial | Reports | Resources

Contract | Invoice Search | Payment Approval | Payment History | County Budget Limit | TCM Claims

Contract ID: Contract Header * required field

[Expand All](#) [Collapse All](#)

Resource Information

* Resource ID: **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: * Region:

Budget Limit Contracted Resource

Save

Your Session Will Time Out In 29:28

Start | No... | Doc... | docs | BA... | a.prn | b.prn | Con... | Res... | Gro... | Mail... | 10:17 AM

20. System takes you back to Contract Header Page

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

Contract ID: _____ **Contract Header** * required field

[Expand All](#) [Collapse All](#)

Resource Information

* Resource ID: **Select Resource** **Validate**

Resource Name: Lmm Consultant's

Vendor ID	Address Line 1
<input type="radio"/>	1 Mobile Lane

Contract Information

Contract Manager: Morgan, Susan R **Select Staff** * Function Type:

* Procurement Type: * Region:

Budget Limit Contracted Resource

Save

21. Select Function Type –

Contract	Invoice Search	Payment Approval	Payment History	Program Code Maintenance	County Budget Limit	TCM Claims
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Contract ID: _____ **Contract Header** * required field

[Expand All](#) [Collapse All](#)

Resource Information

* Resource ID: **Select Resource** **Validate**

Resource Name: Lmm Consultant's

Vendor ID	Address Line 1
<input type="radio"/>	1 Mobile Lane

Contract Information

Contract Manager: Morgan, Susan R **Select Staff** * Function Type:

* Procurement Type: * Region:

Budget Limit Contracted Resource

Save

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

22. Select "COMP NEG" for Procurement Type

Contract ID: * required field

Contract Header

[Expand All](#) [Collapse All](#)

Resource Information

* Resource ID:

Resource Name: Lmm Consultant's

Vendor ID	Address Line 1
○	1 Mobile Lane

Contract Information

Contract Manager: Morgan, Susan R * Function Type:

* Procurement Type: * Region:

Budget Limit Contracted Resource

- Comp Neg
- Comp Seal Bids
- Non-Comp Neg
- Prov Enroll
- Sole Source
- Small Purchase

23. Select Region

Contract ID: * required field

Contract Header

[Expand All](#) [Collapse All](#)

Resource Information

* Resource ID:

Resource Name: Lmm Consultant's

Vendor ID	Address Line 1
○	1 Mobile Lane

Contract Information

Contract Manager: Morgan, Susan R * Function Type:

* Procurement Type: * Region:

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 Save button

My Tasks | Case | Search | Intake | Financial | Reports | Resources

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

Contract ID: * required field

Contract Header

[Expand All](#) [Collapse All](#)

Resource Information

* Resource ID:

Resource Name: Lmm Consultant's

Vendor ID	Address Line 1
<input type="text"/>	1 Mobile Lane

Contract Information

Contract Manager: Morgan, Susan R * Function Type:

* Procurement Type: * Region:

Budget Limit Contracted Resource

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

My Tasks | Case | Search | Intake | Financial | Reports | Resources

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

Contract ID: * required field

Contract Header

[Expand All](#) [Collapse All](#)

Resource Information

* Resource ID:

Resource Name: Lmm Consultant's

Vendor ID	Address Line 1
<input type="text"/>	1 Mobile Lane

Contract Information

Contract Manager: Morgan, Susan R * Function Type:

* Procurement Type: * Region:

Budget Limit Contracted Resource

Microsoft Internet Explorer

? Once saved the Budget Limit can not be changed. Continue?

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

Contract ID: 16816705 * required field

Contract Header

[Expand All](#) [Collapse All](#)

Resource Information

* Resource ID:
 Resource Name: Lmm Consultant's

Vendor ID	Address Line 1
<input type="text" value=""/>	1 Mobile Lane

Contract Information

Contract Manager: Morgan, Susan R * Function Type:
 * Procurement Type: * Region:
 Budget Limit Contracted Resource

Contract Period List

Period	Start	End	Early Termination	Status	Renew	Signed
No records exist.						

Contract Version List

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 → Contract Period Detail page

SHINES System Test Log Off ? **IDS** **GHP**

My Tasks **Case** **Search** **Intake** **Financial** **Reports** **Resources**

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

Contract ID: 16816705 * required field

Contract Period Detail

Contract Period Detail

* Start: * Status:
 * End: Renewal
 Early Termination: Signed
 ‡ Early Termination Comment:
 Last Updated By: Last Updated Date:

29. Enter actual date of paper contract for beginning date or 1st 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.

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

My Tasks | Case | Search | Intake | Financial | Reports | Resources

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

Contract ID: 16816705
Period: 1

Contract Period Detail * required field

Contract Period Detail

* Start: 7/1/2011
* End: 06/30/2012
Early Termination: []
‡ Early Termination Comment: []

* Status: Pending
 Renewal
 Signed

Last Updated By: [] Last Updated Date: []

Microsoft Internet Explorer
? You are creating a new contract period. Continue? Press OK to continue, or Cancel to stay on the current page.
OK Cancel

34. Contract Header page is shown.

Contract ID: 16816705

Contract Header * required field

[Expand All](#) [Collapse All](#)

Resource Information

* Resource ID: 16824543
Resource Name: Lmm Consultant's

Vendor ID **Address Line 1**

1 1 Mobile Lane

Contract Information

Contract Manager: Morgan, Susan R **Select Staff** * Function Type: Service
* Procurement Type: Comp Neg * Region: Region 17
 Budget Limit Contracted Resource

Save

Contract Period List

Period	Start	End	Early Termination	Status	Renew	Signed
1	07/01/2011	06/30/2012	06/30/2012	PND		

Delete **Select Period** **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 ID: 16816705 * required field

Contract Header

[Expand All](#) [Collapse All](#)

Resource Information

* Resource ID:

Resource Name: Lmm Consultant's

Vendor ID	Address Line 1
<input type="radio"/>	1 Mobile Lane

Contract Information

Contract Manager: Morgan, Susan R **Select Staff** * Function Type:

* Procurement Type: * Region:

Budget Limit Contracted Resource

Save

Contract Period List

Period	Start	End	Early Termination	Status	Renew	Signed
<input type="radio"/> 1	07/01/2011	06/30/2012	06/30/2012	PND		

Delete **Select Period** **Add**

Contract Version List

Version	Effective	End	Create	Locked	Comments
<input checked="" type="radio"/> 1	07/01/2011	06/30/2012	01/11/2012		A new period has been added.

Services **Add**

38. Check that Version 1 is added to Contract Version List.

39. Click radio button by Version 1.

40. Click SERVICES button -> Contract Service List Page.

Contract

Contract ID: 16816705

Period: 1 **Contract Service List**

Version: 1

CSLI	Service	Payment Type	Unit Type	Unit Rate	Federal Match	Local Match	Total Amount	Budget Balance
No records exist.								

Add

41. Click on ADD button -> Contract Services Detail Page

42. Select Services

Contract

Contract ID: 16816705
Period: 1

Contract Service Detail

* required field
‡ conditionally required field

Program Code

* Program Code:

43. Contract Service Detail Page will Display

Contract

Contract ID: 16816705
Period: 1

Contract Service Detail

* required field
‡ conditionally required field

Program Code

* Program Code:

Service Codes

<input checked="" type="checkbox"/> 51800 - 51800 - CCFA WA Other Costs	<input checked="" type="checkbox"/> 51863d - 51863d - Home Visit Sessions	<input checked="" type="checkbox"/> 51871l - 51871l - Paternity Testing - First Child
<input checked="" type="checkbox"/> 51812 - 51812 - Other Reimbursable Services	<input checked="" type="checkbox"/> 51863e - 51863e - Completion of summaries & case notes	<input checked="" type="checkbox"/> 51871m - 51871m - Paternity Testing - Additional Child
<input checked="" type="checkbox"/> 51824a - 51824a - Crisis Intervention Prevent Disruption - Licensed Professional	<input checked="" type="checkbox"/> 51863f - 51863f - Module Completion & Followup	<input checked="" type="checkbox"/> 51871n - 51871n - Background Checks
<input checked="" type="checkbox"/> 51824b - 51824b - Crisis Intervention Prevent Disruption - Degreed Professional	<input checked="" type="checkbox"/> 51871a - 51871a - In-home Case Management - Licensed Professional	<input checked="" type="checkbox"/> 51871o - 51871o - Other In Home Case Management
<input checked="" type="checkbox"/> 51824c - 51824c - Crisis Intervention Prevent Disruption - Mileage	<input checked="" type="checkbox"/> 51871b - 51871b - In-Home Case Management - Degreed Professional	<input checked="" type="checkbox"/> 51871p - 51871p - Mileage
<input checked="" type="checkbox"/> 51847a - 51847a - Crisis Intervention Behavior Mgmt - Licensed Professional	<input checked="" type="checkbox"/> 51871c - 51871c - In-home Case Mgmt - Life Book	<input checked="" type="checkbox"/> 51880 - 51880 - Summer Enrichment
<input checked="" type="checkbox"/> 51847b - 51847b - Crisis Intervention Behavior Mgmt - Degreed Professional	<input checked="" type="checkbox"/> 51871d - 51871d - Drug Screens - Hair Follicle	<input checked="" type="checkbox"/> 51888a - 51888a - Court Appearance - Licensed Professional
<input checked="" type="checkbox"/> 51847c - 51847c - Crisis Intervention Behavior Management - Mileage	<input checked="" type="checkbox"/> 51871e - 51871e - Drug Screens - Urine	<input checked="" type="checkbox"/> 51888b - 51888b - Court Appearance - Degreed Professional
<input checked="" type="checkbox"/> 51856a - 51856a - Transportation - Escort	<input checked="" type="checkbox"/> 51871f - 51871f - Drug Screens - Breath Scan	<input checked="" type="checkbox"/> 51895a - 51895a - In-home Intensive Treatment - Clinical / Therapeutic Services
<input checked="" type="checkbox"/> 51856b - 51856b - Transportation - Mileage	<input checked="" type="checkbox"/> 51871g - 51871g - Drug Screens - Other	<input checked="" type="checkbox"/> 51895b - 51895b - In-Home Intensive Treatment - Mileage
<input checked="" type="checkbox"/> 51863 - 51863 - Integrated Family Support - CCFA W	<input checked="" type="checkbox"/> 51871h - 51871h - Substance Abuse Assessment	<input checked="" type="checkbox"/> 51895c - 51895c - In Home Intensive Treatment - Other Services
<input checked="" type="checkbox"/> 51863a - 51863a - Initial Engagement w/ Family	<input checked="" type="checkbox"/> 51871i - 51871i - Domestic Violence Assessment	<input checked="" type="checkbox"/> 518A3 - 518A3 - Scenario 17 Iteration 2
<input checked="" type="checkbox"/> 51863b - 51863b - Supplies	<input checked="" type="checkbox"/> 51871j - 51871j - Relative Home Evaluation	
<input checked="" type="checkbox"/> 51863c - 51863c - Coaching Sessions	<input checked="" type="checkbox"/> 51871k - 51871k - Mental Health Assessments	

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

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.

Contract		
Contract ID:	16816705	
Period:	1	Contract Service Detail
		* required field ‡ conditionally required field
Program Code		
* Program Code:	518 - CCFA Wrap Around Services ▾	
Service Codes		
<input type="checkbox"/> 51800 - 51800 - CCFA WA Other Costs	<input type="checkbox"/> 51863d - 51863d - Home Visit Sessions	<input type="checkbox"/> 51871i - 51871i - Paternity Testing - First Child
<input type="checkbox"/> 51812 - 51812 - Other Reimbursable Services	<input type="checkbox"/> 51863e - 51863e - Completion of summaries & case notes	<input type="checkbox"/> 51871m - 51871m - Paternity Testing - Additional Child
<input checked="" type="checkbox"/> 51824a - 51824a - Crisis Intervention Prevent Disruption - Licensed Professional	<input type="checkbox"/> 51863f - 51863f - Module Completion & Followup	<input type="checkbox"/> 51871n - 51871n - Background Checks
<input checked="" type="checkbox"/> 51824b - 51824b - Crisis Intervention Prevent Disruption - Degreed Professional	<input checked="" type="checkbox"/> 51871a - 51871a - In-home Case Management - Licensed Professional	<input type="checkbox"/> 51871o - 51871o - Other In Home Case Management
<input checked="" type="checkbox"/> 51824c - 51824c - Crisis Intervention Prevent Disruption - Mileage	<input checked="" type="checkbox"/> 51871b - 51871b - In-Home Case Management - Degreed Professional	<input checked="" type="checkbox"/> 51871p - 51871p - Mileage
<input checked="" type="checkbox"/> 51847a - 51847a - Crisis Intervention Behavior Mgmt - Licensed Professional	<input checked="" type="checkbox"/> 51871c - 51871c - In-home Case Mgmt - Life Book	<input type="checkbox"/> 51880 - 51880 - Summer Enrichment
<input checked="" type="checkbox"/> 51847b - 51847b - Crisis Intervention Behavior Mgmt - Degreed Professional	<input type="checkbox"/> 51871d - 51871d - Drug Screens - Hair Follicide	<input checked="" type="checkbox"/> 51888a - 51888a - Court Appearance - Licensed Professional
<input checked="" type="checkbox"/> 51847c - 51847c - Crisis Intervention Behavior Management - Mileage	<input type="checkbox"/> 51871e - 51871e - Drug Screens - Urine	<input checked="" type="checkbox"/> 51888b - 51888b - Court Appearance - Degreed Professional
<input checked="" type="checkbox"/> 51856a - 51856a - Transportation - Escort	<input type="checkbox"/> 51871f - 51871f - Drug Screens - Breath Scan	<input checked="" type="checkbox"/> 51895a - 51895a - In-home Intensive Treatment - Clinical / Therapeutic Services
<input checked="" type="checkbox"/> 51856b - 51856b - Transportation - Mileage	<input type="checkbox"/> 51871g - 51871g - Drug Screens - Other	<input checked="" type="checkbox"/> 51895b - 51895b - In-Home Intensive Treatment - Mileage
<input type="checkbox"/> 51863 - 51863 - Integrated Family Supp Serv - CCFA W	<input type="checkbox"/> 51871h - 51871h - Substance Abuse Assessment	<input type="checkbox"/> 51895c - 51895c - In Home Intensive Treatment - Other Services
<input type="checkbox"/> 51863a - 51863a - Initial Engagement w/ Family	<input type="checkbox"/> 51871i - 51871i - Domestic Violence Assessment	<input type="checkbox"/> 518A3 - 518A3- Scenario 17 Iteration 2
<input type="checkbox"/> 51863b - 51863b - Supplies	<input type="checkbox"/> 51871j - 51871j - Relative Home Evaluation	
<input type="checkbox"/> 51863c - 51863c - Coaching Sessions	<input type="checkbox"/> 51871k - 51871k - Mental Health Assessments	

Select All
De-Select All

Select

45. Click “Select”

Contract					
Contract ID: 16816705		Contract Service Detail			* required field
Period: 1		‡ conditionally required field			
Program Code					
Program Code: 518 - CCFA Wrap Around Services					
Service Codes					
* Service Code	* Unit Type	* Payment Type	* Unit Rate	Federal Match	State Match
<input checked="" type="checkbox"/> 51824a - 51824a - Crisis Intervention Prevent Disruption - Licensed Professional	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
<input checked="" type="checkbox"/> 51824b - 51824b - Crisis Intervention Prevent Disruption - Degreed Professional	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
<input checked="" type="checkbox"/> 51824c - 51824c - Crisis Intervention Prevent Disruption - Mileage	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
<input checked="" type="checkbox"/> 51847a - 51847a - Crisis Intervention Behavior Mgmt - Licensed Professional	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
<input checked="" type="checkbox"/> 51847b - 51847b - Crisis Intervention Behavior Mgmt - Degreed Professional	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
<input checked="" type="checkbox"/> 51847c - 51847c - Crisis Intervention Behavior Management - Mileage	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
<input checked="" type="checkbox"/> 51856a - 51856a - Transportation - Escort	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
<input checked="" type="checkbox"/> 51856b - 51856b - Transportation - Mileage	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
<input checked="" type="checkbox"/> 51871a - 51871a - In-home Case Management - Licensed Professional	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
<input checked="" type="checkbox"/> 51871b - 51871b - In-Home Case Management - Degreed Professional	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
County Code					
Douglas 097					
Save 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					
Contract ID:	16816705	Contract Service Detail			* required field
Period:	1				‡ conditionally required field
Program Code					
Program Code: 518 - CCFA Wrap Around Services					
Service Codes					
* Service Code	* Unit Type	* Payment Type	* Unit Rate	Federal Match	State Match
<input checked="" type="checkbox"/> 51824a - 51824a - Crisis Intervention Prevent Disruption - Licensed Professional	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/> 51824b - 51824b - Crisis Intervention Prevent Disruption - Degreed Professional	Consummation Placement Battery Day(24 hr) Day Deliverable Half-Day Hour Meals One-Time Session Study Adoption Assistance Other	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/> 51824c - 51824c - Crisis Intervention Prevent Disruption - Mileage	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/> 51847a - 51847a - Crisis Intervention Behavior Mgmt - Licensed Professional	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/> 51847b - 51847b - Crisis Intervention Behavior Mgmt - Degreed Professional	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/> 51847c - 51847c - Crisis Intervention Behavior Management - Mileage	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/> 51856a - 51856a - Transportation - Escort	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/> 51856b - 51856b - Transportation - Mileage	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/> 51871a - 51871a - In-home Case Management - Licensed Professional	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/> 51871b - 51871b - In-Home Case Management - Degreed Professional	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

47. Select Payment Type – Unit Rate or Variable Rate

48. Enter Unit Rate:

Contract					
Contract ID:	16816705	Contract Service Detail			* required field
Period:	1				‡ conditionally required field
Program Code					
Program Code: 518 - CCFA Wrap Around Services					
Service Codes					
* Service Code	* Unit Type	* Payment Type	* Unit Rate	Federal Match	State Match
<input checked="" type="checkbox"/> 51824a - 51824a - Crisis Intervention Prevent Disruption - Licensed Professional	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/> 51824b - 51824b - Crisis Intervention Prevent Disruption - Degreed Professional	<input type="text"/>	Unit Rate Var Unit Rate	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/> 51824c - 51824c - Crisis Intervention Prevent Disruption - Mileage	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

* required field
 ‡ conditionally required field

Program Code

Program Code: 518 - CCFA Wrap Around Services

Service Codes

* Service Code	* Unit Type	* Payment Type	* Unit Rate	Federal Match	State Match
<input checked="" type="checkbox"/> 51824a - 51824a - Crisis Intervention Prevent Disruption - Licensed Professional	Hour	Unit Rate	65.00		
<input checked="" type="checkbox"/> 51824b - 51824b - Crisis Intervention Prevent Disruption - Degreed Professional	Hour	Unit Rate	35.00		
<input checked="" type="checkbox"/> 51824c - 51824c - Crisis Intervention Prevent Disruption - Mileage	Other	Var Unit Rate	150.00		
<input checked="" type="checkbox"/> 51847a - 51847a - Crisis Intervention Behavior Mgmt - Licensed Professional	Hour	Unit Rate	65.00		
<input checked="" type="checkbox"/> 51847b - 51847b - Crisis Intervention Behavior Mgmt - Degreed Professional	Hour	Unit Rate	35.00		
<input checked="" type="checkbox"/> 51847c - 51847c - Crisis Intervention Behavior Management - Mileage	Other	Var Unit Rate	150.00		
<input checked="" type="checkbox"/> 51856a - 51856a - Transportation - Escort	Hour	Unit Rate	15.00		
<input checked="" type="checkbox"/> 51856b - 51856b - Transportation - Mileage	Other	Var Unit Rate	150.00		
<input checked="" type="checkbox"/> 51871a - 51871a - In-home Case Management - Licensed Professional	Hour	Unit Rate	45.00		
<input checked="" type="checkbox"/> 51871b - 51871b - In-Home Case Management - Degreed Professional	Hour	Unit Rate	30.00		

County	Code
Douglas	097

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 Search | Payment Approval | Payment History | Program Code Maintenance | County Budget Limit | TCM Claims

Contract ID: 16816705
Period: 1

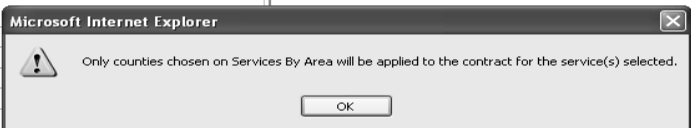
Contract Service Detail

Program Code: 518 - CCFA Wrap Around Services

* Service Code	* Unit Type	* Payment Type	* Unit Rate	Federal Match	State Match
<input checked="" type="checkbox"/> 51824a - 51824a - Crisis Intervention Prevent Disruption - Licensed Professional	Hour	Unit Rate	65.00		
<input checked="" type="checkbox"/> 51824b - 51824b - Crisis Intervention Prevent Disruption - Degreed Professional	Hour	Unit Rate	35.00		
<input checked="" type="checkbox"/> 51824c - 51824c - Crisis Intervention Prevent Disruption - Mileage	Other	Var Unit Rate	150.00		
<input checked="" type="checkbox"/> 51847a - 51847a - Crisis Intervention Behavior Mgmt - Licensed Professional	Hour	Unit Rate	65.00		
<input checked="" type="checkbox"/> 51847b - 51847b - Crisis Intervention Behavior Mgmt - Degreed Professional	Hour	Unit Rate	35.00		
<input checked="" type="checkbox"/> 51847c - 51847c - Crisis Intervention Behavior Management - Mileage	Other	Var Unit Rate	150.00		
<input checked="" type="checkbox"/> 51856a - 51856a - Transportation - Escort	Hour	Unit Rate	15.00		
<input checked="" type="checkbox"/> 51856b - 51856b - Transportation - Mileage	Other	Var Unit Rate	150.00		
<input checked="" type="checkbox"/> 51871a - 51871a - In-home Case Management - Licensed Professional	Hour	Unit Rate	45.00		
<input checked="" type="checkbox"/> 51871b - 51871b - In-Home Case Management - Degreed Professional	Hour	Unit Rate	30.00		

County Code
Douglas 097

Save and Continue Save



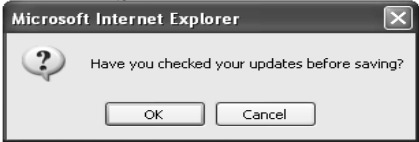
51. Another Alert will Display: Have you checked your updates before saving? Click "OK"

Contract ID: 16816705
Period: 1

Contract Service Detail

Program Code: 518 - CCFA Wrap Around Services

* Service Code	* Unit Type	* Payment Type	* Unit Rate	Federal Match	State Match
<input checked="" type="checkbox"/> 51824a - 51824a - Crisis Intervention Prevent Disruption - Licensed Professional	Hour	Unit Rate	65.00		
<input checked="" type="checkbox"/> 51824b - 51824b - Crisis Intervention Prevent Disruption - Degreed Professional	Hour	Unit Rate	35.00		
<input checked="" type="checkbox"/> 51824c - 51824c - Crisis Intervention Prevent Disruption - Mileage	Other	Var Unit Rate	150.00		
<input checked="" type="checkbox"/> 51847a - 51847a - Crisis Intervention Behavior Mgmt - Licensed Professional	Hour	Unit Rate	65.00		
<input checked="" type="checkbox"/> 51847b - 51847b - Crisis Intervention Behavior Mgmt - Degreed Professional	Hour	Unit Rate	35.00		
<input checked="" type="checkbox"/> 51847c - 51847c - Crisis Intervention Behavior Management - Mileage	Other	Var Unit Rate	150.00		
<input checked="" type="checkbox"/> 51856a - 51856a - Transportation - Escort	Hour	Unit Rate	15.00		
<input checked="" type="checkbox"/> 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:	16816705	Contract Service Detail			* required field
Period:	1				‡ conditionally required field
Program Code					
Program Code: 518 - CCFA Wrap Around Services					
Service Codes					
* Service Code	* Unit Type	* Payment Type	* Unit Rate	Federal Match	State Match
<input checked="" type="checkbox"/> 51871c - 51871c - In-home Case Mgmt - Life Book	One-Time <input type="text" value="v"/>	Unit Rate <input type="text" value="v"/>	<input type="text" value="30.00"/>	<input type="text" value=""/>	<input type="text" value=""/>
<input checked="" type="checkbox"/> 51871p - 51871p - Mileage	Other <input type="text" value="v"/>	Var Unit Rate <input type="text" value="v"/>	<input type="text" value="150.00"/>	<input type="text" value=""/>	<input type="text" value=""/>
<input checked="" type="checkbox"/> 51888a - 51888a - Court Appearance - Licensed Professional	Hour <input type="text" value="v"/>	Unit Rate <input type="text" value="v"/>	<input type="text" value="50.00"/>	<input type="text" value=""/>	<input type="text" value=""/>
<input checked="" type="checkbox"/> 51888b - 51888b - Court Appearance - Degreed Professional	Hour <input type="text" value="v"/>	Unit Rate <input type="text" value="v"/>	<input type="text" value="25.00"/>	<input type="text" value=""/>	<input type="text" value=""/>
<input checked="" type="checkbox"/> 51895a - 51895a - In-home Intensive Treatment - Clinical / Therapeutic Services	Hour <input type="text" value="v"/>	Unit Rate <input type="text" value="v"/>	<input type="text" value="65.0"/>	<input type="text" value=""/>	<input type="text" value=""/>
<input checked="" type="checkbox"/> 51895b - 51895b - In-Home Intensive Treatment - Mileage	Other <input type="text" value="v"/>	Var Unit Rate <input type="text" value="v"/>	<input type="text" value="150.00"/>	<input type="text" value=""/>	<input type="text" value=""/>
County	Code				
Douglas	097				

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.

Contract										
Contract ID:		16816705								
Period:		1								
Contract Service List										
Version: 1										
CSLI	Service	Payment Type	Unit Type	Unit Rate	Federal Match	Local Match	Total Amount	Budget Balance		
1	51824a	Unit Rate	Hour	\$ 65.00	0	0	\$ 0.00	\$ 0.00		
2	51824b	Unit Rate	Hour	\$ 35.00	0	0	\$ 0.00	\$ 0.00		
3	51824c	Var Unit Rate	Other	\$ 150.00	0	0	\$ 0.00	\$ 0.00		
4	51847a	Unit Rate	Hour	\$ 65.00	0	0	\$ 0.00	\$ 0.00		
5	51847b	Unit Rate	Hour	\$ 35.00	0	0	\$ 0.00	\$ 0.00		
6	51847c	Var Unit Rate	Other	\$ 150.00	0	0	\$ 0.00	\$ 0.00		
7	51856a	Unit Rate	Hour	\$ 15.00	0	0	\$ 0.00	\$ 0.00		
9	51871a	Unit Rate	Hour	\$ 45.00	0	0	\$ 0.00	\$ 0.00		
10	51871b	Unit Rate	Hour	\$ 30.00	0	0	\$ 0.00	\$ 0.00		
11	51871c	Unit Rate	One-Time	\$ 30.00	0	0	\$ 0.00	\$ 0.00		
12	51871p	Var Unit Rate	Other	\$ 150.00	0	0	\$ 0.00	\$ 0.00		
13	51888a	Unit Rate	Hour	\$ 50.00	0	0	\$ 0.00	\$ 0.00		
14	51888b	Unit Rate	Hour	\$ 25.00	0	0	\$ 0.00	\$ 0.00		
15	51895a	Unit Rate	Hour	\$ 65.00	0	0	\$ 0.00	\$ 0.00		
16	51895b	Var Unit Rate	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:		16816705								
Contract Header										
										* required field
										Expand All Collapse All
Resource Information										
* Resource ID:		<input type="text" value="16824543"/>								
Resource Name:		Lmm Consultant's								
Vendor ID					Address Line 1					
<input type="radio"/>					1 Mobile Lane					
Contract Information										
Contract Manager:		Morgan,Susan R			Select Staff		* Function Type:		<input type="text" value="Service"/>	
* Procurement Type:		<input type="text" value="Comp Neg"/>					* Region:		<input type="text" value="Region 17"/>	
<input type="checkbox"/> Budget Limit					<input type="checkbox"/> Contracted Resource					
										Save
Contract Period List										
Contract Version List										

58. Go to Contract Period Section

Contract

Contract ID: 16816705 * required field

Contract Header

[Expand All](#) [Collapse All](#)

Resource Information

* Resource ID:
 Resource Name: Lmm Consultant's

Vendor ID	Address Line 1
⊖	1 Mobile Lane

Contract Information

Contract Manager: Morgan, Susan R **Select Staff** * Function Type:
 * Procurement Type: * Region:
 Budget Limit Contracted Resource

Save

Contract Period List

Period	Start	End	Early Termination	Status	Renew	Signed
⊖ 1	07/01/2011	06/30/2012	06/30/2012	PND		

Delete **Select Period** **Add**

59. Click on Period 1
60. Contract Period page will display
61. Click box for Signed
62. Click Status (was Pending) to Active

Contract

Contract ID: 16816705 * required field
 Period: 1

Contract Period Detail

Contract Period Detail

* Start: * Status:
 * End: Renewal
 Early Termination: Signed
 ‡ Early Termination Comment:

Last Updated By: Morgan, Susan R Last Updated Date: 01/11/2012

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"

The screenshot shows the 'Contract Period Detail' form. At the top, there are navigation tabs: My Tasks, Case, Search, Intake, Financial, Reports, and Resources. Below these are sub-tabs: Contract, Invoice Search, Payment Approval, Payment History, Program Code Maintenance, County Budget Limit, and TCM Claims. The main form area contains the following fields:

- Contract ID: 16816705
- Period: 1
- Contract Period Detail** (with a * required field indicator)
- * Start: 07/01/2011 (calendar icon)
- * End: 06/30/2012 (calendar icon)
- Early Termination: 06/30/2012 (calendar icon)
- ‡ Early Termination Comment: (text area)
- * Status: Active (dropdown)
- Renewal
- Signed
- Last Updated By: Morgan, Susan R
- Last Updated Date: 01/11/2012

Overlaid on the bottom right is a Microsoft Internet Explorer message alert box with the text: "Have you checked your updates before saving?" and an "OK" button.

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

The screenshot shows the 'Contract Header' page. At the top, there are navigation tabs: Contract, Invoice Search, Payment Approval, Payment History, Program Code Maintenance, County Budget Limit, and TCM Claims. The main form area contains the following sections:

- Contract Header** (with a * required field indicator)
- [Expand All](#) [Collapse All](#)
- Resource Information**
 - * Resource ID: 16824543
 - Resource Name: Lmm Consultant's
- Vendor ID**
 - Address Line 1: 1 Mobile Lane
- Contract Information**
 - Contract Manager: Morgan, Susan R
 -
 - * Procurement Type: Comp Neg (dropdown)
 - * Function Type: Service (dropdown)
 - * Region: Region 17 (dropdown)
 - Budget Limit
 - Contracted Resource
-
- Contract Period List**

Period	Start	End	Early Termination	Status	Renew	Signed
1	07/01/2011	06/30/2012	06/30/2012	ACT		✓

68. Expand the Contract Version Field

Resource Information

* Resource ID:
 Resource Name: Lmm Consultant's

Vendor ID	Address Line 1
<input type="radio"/>	1 Mobile Lane

Contract Information

Contract Manager: Morgan, Susan R * Function Type:
 * Procurement Type: * Region:
 Budget Limit Contracted Resource

Contract Period List

Period	Start	End	Early Termination	Status	Renew	Signed
<input type="radio"/> 1	07/01/2011	06/30/2012	06/30/2012	ACT		✓

Contract Version List

Version	Effective	End	Create	Locked	Comments
<input type="radio"/> 1	07/01/2011	06/30/2012	01/11/2012		A new period has been added.

69. Click on Contract Version 1

Contract

Contract ID: 16816705
 Period: 1

* required field

Contract Version Detail

Contract Version Detail

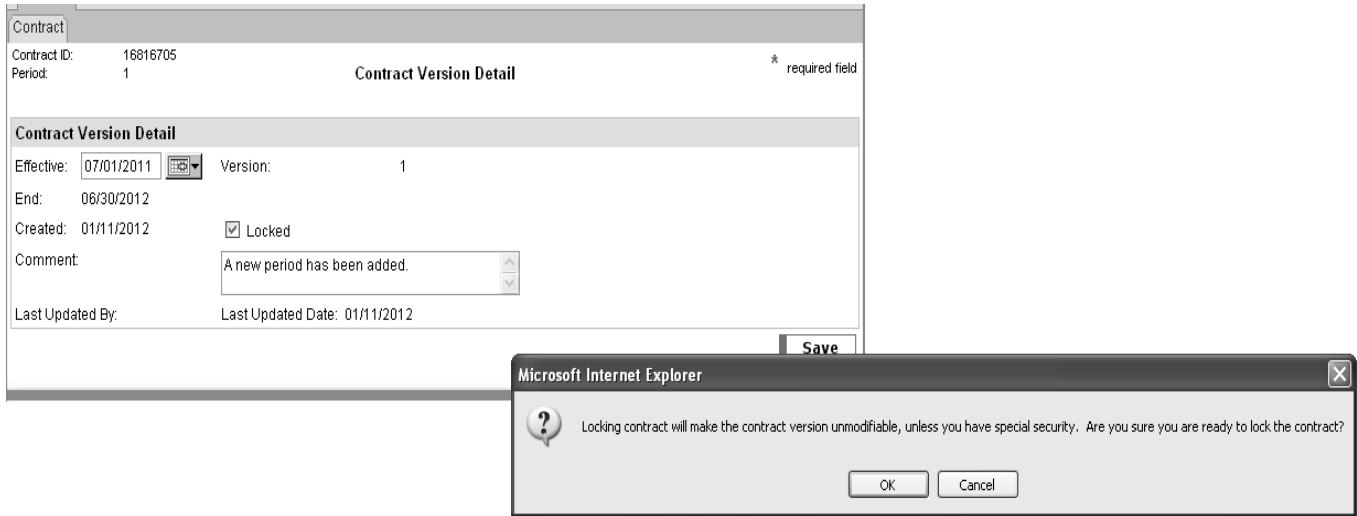
Effective: Version: 1
 End: 06/30/2012
 Created: 01/11/2012 Locked
 Comment:
 Last Updated By: Last Updated Date: 01/11/2012

70. Contract Version Detail Page will Display

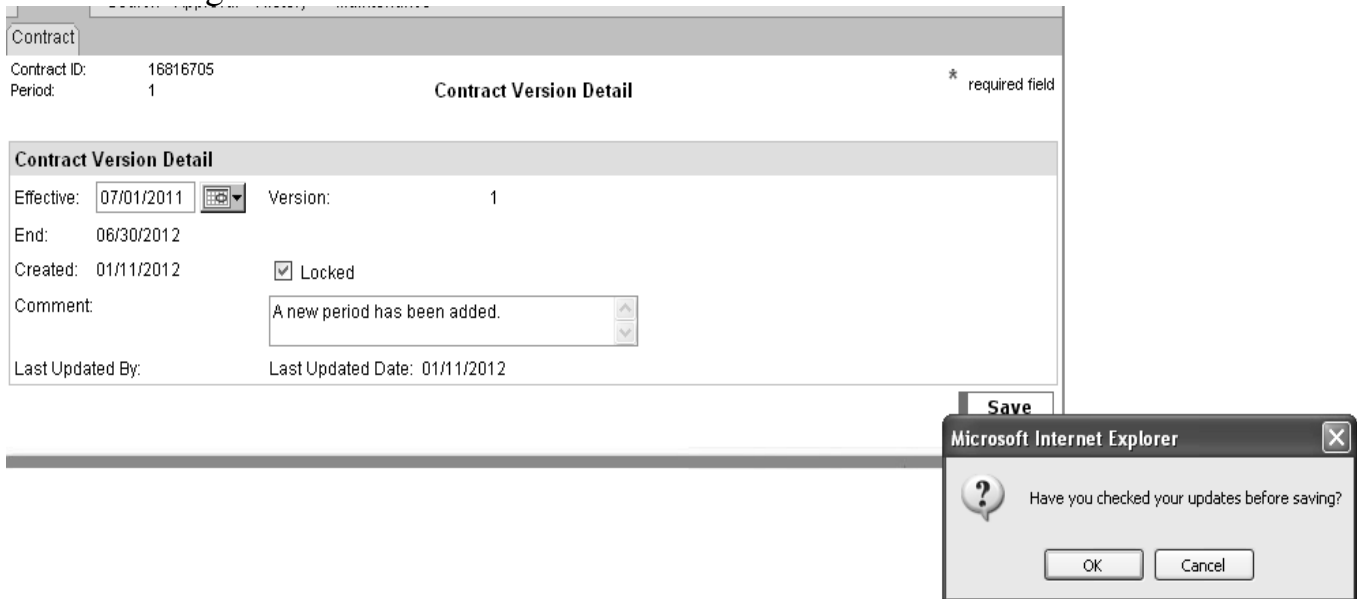
71. Click on "Locked"

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 contract? Click “OK”



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



75. The Contract Header Page will re-display:

Contract ID: 16816705 * required field

Contract Header

[Expand All](#) [Collapse All](#)

Resource Information

* Resource ID:
 Resource Name: Lmm Consultant's

Vendor ID	Address Line 1
<input type="text" value=""/>	1 Mobile Lane

Contract Information

Contract Manager: Morgan, Susan R * Function Type:
 * Procurement Type: * Region:
 Budget Limit Contracted Resource

Contract Period List

Period	Start	End	Early Termination	Status	Renew	Signed
<input type="radio"/> 1	07/01/2011	06/30/2012	06/30/2012	ACT		✓

Contract Version List

Version	Effective	End	Create	Locked	Comments
<input type="radio"/> 1	07/01/2011	06/30/2012	01/11/2012	✓	A new period has been added.

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

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 'Financial' tab is selected, and within it, the 'Contract Search' sub-tab is active. The main content area is titled 'Contract Search' and contains a search form with the following fields:

- Contract ID: (empty)
- Resource ID: 16824543
- Region: (dropdown menu)
- Function Type: (dropdown menu)
- County: (dropdown menu)
- Budget Limit:
- From: (calendar icon)
- To: (calendar icon)

A 'Search' button is located at the bottom right of the form. A note indicates that the Contract ID and Resource ID fields are conditionally required.

4. Click Search

This screenshot shows the same SHINES System Test interface after the search is executed. The search form is now populated with the following values:

- Contract ID: 10100002
- Resource ID: (empty)
- Region: (dropdown menu)
- Function Type: (dropdown menu)
- County: (dropdown menu)
- Budget Limit:
- From: (calendar icon)
- To: (calendar icon)

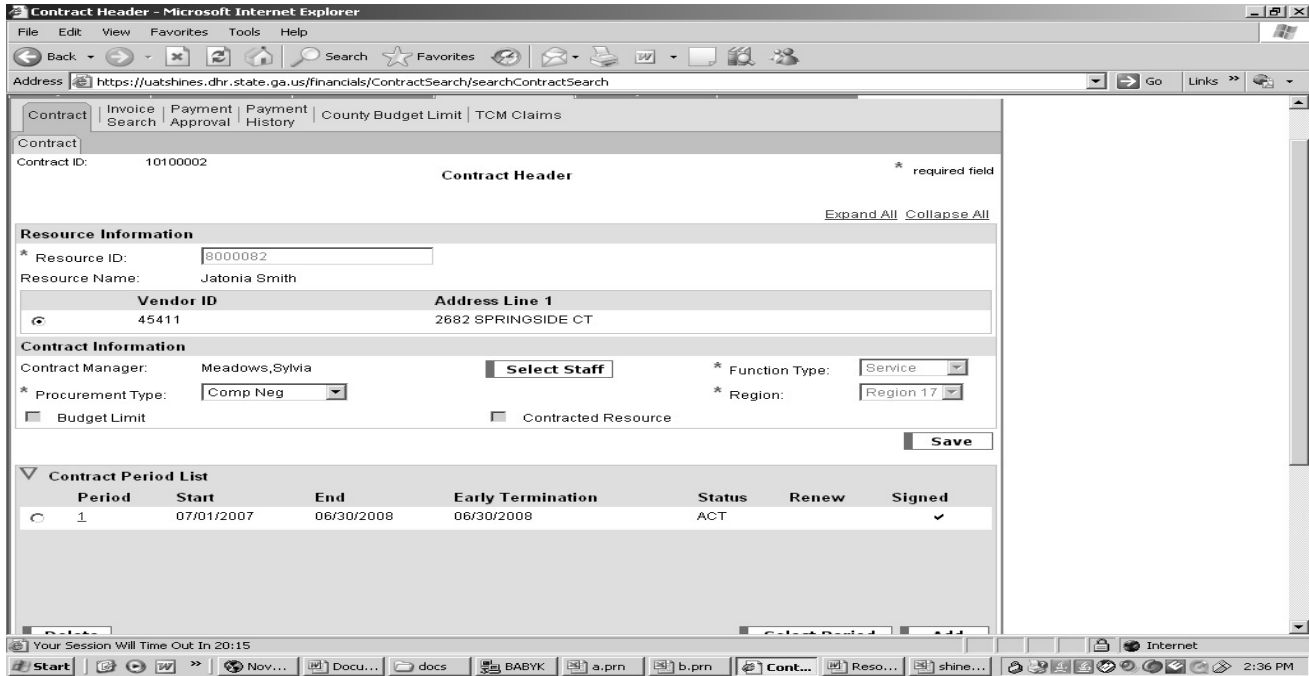
The search results are displayed in a table below the form:

Resource Name	Contract ID	Vendor ID	Contract Manager	Region
Jatonia Smith	10100002	45411	Meadows, Sylvia	17

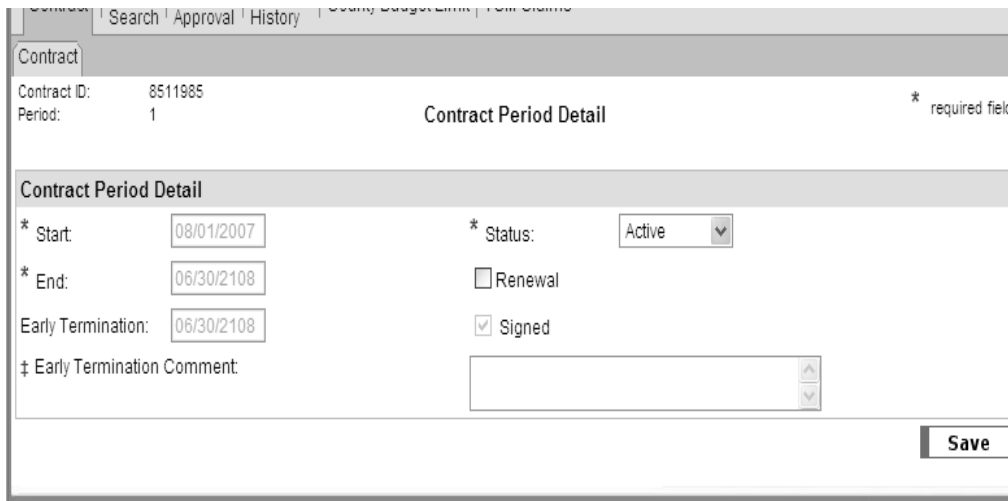
The interface also shows a 'Search' button and a 'Scroll for more information' link. The browser window title is 'Contract Search - Microsoft Internet Explorer' and the address bar shows the URL: https://uatshines.dhr.state.ga.us/financials/ContractSearch/searchContractSearch.

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-to-date contract to revise.



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

14. Click Save → 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.

Period	Start	End	Early Termination	Status	Renew	Signed
1	08/01/2007	06/30/2108	08/06/2010	PNT		✓

Note:

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.