North Carolina
Department of
Health and Human Services

SYSTEM NAVIGATION GUIDE

DHHS OPEN WINDOW SYSTEM

Version 2.0

Prepared by

Division of Information Resource Management (DIRM)

August 31, 2010

Contact Information

If you have any questions about this document, please email Open Window Support.

Table of Contents

1. INTRODUCTION

Department of Health and Human Services (DHHS) Open Window is a web-based system that captures and integrates the department's primary performance management information on DHHS services, the contracts that support those services and, at a later date, sub-recipient (or "provider" as referred to in the system and this guide) monitoring. As such, the DHHS Open Window system serves as a primary management tool for planning, performance evaluation and decision making for the department. This level of accountability and transparency will help create a more effective and efficient DHHS that works for the people of North Carolina.

1.1 Organization

This system user guide is organized into the following sections.

Section 1: Introduction

Section 2: Overview of the DHHS Open Window System

Section 3: Getting Started in the DHHS Open Window System

Section 4: Managing Services

Section 5: Managing Contracts

Section 6: Managing Budgets and Expenditures

Section 7: Manage Grants

Appendix A: Abbreviations and Acronyms

Future versions of this manual will address any enhanced/new features that are available at that time.

1.2 Key Terms Used in This Guide

The following are terms used throughout this guide. Familiarize yourself with these terms before continuing. More information about these terms is provided in the DHHS Open Window System Navigation and Common System Features sections of this guide.

- **System** may be used in place of DHHS Open Window system name.
- **Home Page** is the first page that displays when you log into the system or use the Home navigation menu option.
- **Component** refers to specific types of data and related functions available in the DHHS Open Window system. Examples of components include services and contracts.
- **Item/Item Record** refers to a specific record defined for a component. Examples of an item record are an individual service or contract.
- **Navigation Menu** is the main menu that allows you to navigate to the Home Page and the individual system components. This main menu displays at the top of the application window underneath the name of the system.

- **Sub-Navigation Menu** provides the list of items that can be defined, updated or viewed for each specific component. The sub-navigation menu displays under the navigation menu once a specific component has been selected.
- **Management Page** functions as a landing page as it is the first page that displays when you select a component such as Services from the navigation menu. The Management Page contains links to all the items available via the sub-navigation menu for the selected component.
- **List Page** lists all the items in the system for the particular component selected. Alternatively, the List Page can be used to search for a specific item or group of items. An example of a List Page is the Service List Page.
- **Function Column** displays on the left side a list of items on a List Page or a list of sub-items on a Details Page. The function column provides a number of links to specific functions that can be performed on a specific item or sub-item. Specific functions available vary by permissions assigned to you and the availability of the particular record in the system, and include one or more of the following options: Edit, Delete, Reports, PDF and Notes. Clicking the **Edit** link in the function column results in the display of the Details Page for the selected item or sub-item.
- **Details Page** lists all the data entry fields that are required and optional for the item or sub-item that is being added to the system or edited/viewed.
- **Jump List** is a shortcut that displays at the top of the Details page and allows you to navigate quickly to another record for the same type of data without having to use the Search sub-navigation option. For example, if you are viewing the Service Details Page for a particular service record, you can quickly display another service record for your division/section by selecting it from the Service Jump List.
- **Sub-item/Sub-item Record** refers to the additional data that can be defined for a specific item. For example, a legal authority sub-item record can be defined for a service record.
- **Sub-item List** displays at the bottom of a sub-item Details Page and functions like the List Page in that it displays all the sub-items entered in the system for the particular item and allows functions such as View or Edit to be selected for each sub-item record.
- **Add Page** allows for a new item to be defined for a specific component. An example of an Add Page is the Add Service Details Page.
- **Page Title** is located at the top left of the screen underneath the sub-navigation menu when the Details Page for a specific item or sub-item is displayed for editing an existing item. The Page Title indicates when an item is being edited, the name of the specific component record that is being edited, and if a sub-item is being added or edited, provides a link back to the item for which the sub-item is being defined.
- **Inverted Tab** is a heading that can be collapsed and expanded as needed to hide or review a set of fields on the Details Page for the item being added, edited or viewed. This feature allows you to scroll quickly to other sections on the Details Page.
- **Cascading Drop-Down List** refers to two or more drop-down lists where the value selected in the first drop-down list determines what is available for selection in the second, and so on. If a selection has not been made for the first drop-down list, then data cannot be selected in the next drop-down list(s).
- **Sub-List** refers to a list of multiple sets of one or more fields that can be defined for a particular item or sub-item. For example, you can define more than one set of contact information for a service, and each set of information entered will contain, at a minimum, a name, telephone number and telephone number type such as fax or main.
- **Mini Pick List** refers to a drop-down list that allows for multiple selections to be made for the field being defined for the item or sub-item record. To use the mini pick list, select a value, and

then click the **Add** button. The value selected then displays to the right or below the mini pick list. You can then select additional values one at a time as necessary for the same field.

- **Popup Window** refers to a second window that the system opens so that it floats over the current page being displayed in the browser window. Popup windows are mostly used to perform a lookup for some item such as a provider.

1.3 Document Conventions

Throughout this document you will see text in different formats, which are described in the following table.

Format or Style	Description
Boldface text	Indicates an action you must take in the DHHS Open Window system such as clicking a button or selecting a value from a drop-down list or a menu. For example: Click the **Search** button.
[Key]	Indicates a keyboard key to press. For example: Press [Enter].
hyperlinks	A link to either a website or another part of this system user guide.
*	Indicates a Required Field that must be entered before a new item or sub-item record can be defined in the system.

In addition to text formats, specially formatted boxes are used to highlight notes. An example of this format is provided below.

NOTE:

2. OVERVIEW OF THE DHHS OPEN WINDOW SYSTEM

2.1 Overview of System Functionality

Currently, the DHHS Open Window system allows you to perform the following functions:

- Add and maintain data concerning DHHS services, grants, budgets and expenditures.
- Add, maintain and manage contracts for associated services and divisions.
- Manage a division's funding sources.
- Generate reports on services, contracts, procurement documents, budget and providers.

2.2 Internet Browser Requirements

To access the DHHS Open Windows system, you must use either:

- Internet Explorer version 6 or higher or
- Firefox version 3.0 or higher.

2.3 DHHS Open Window System Navigation

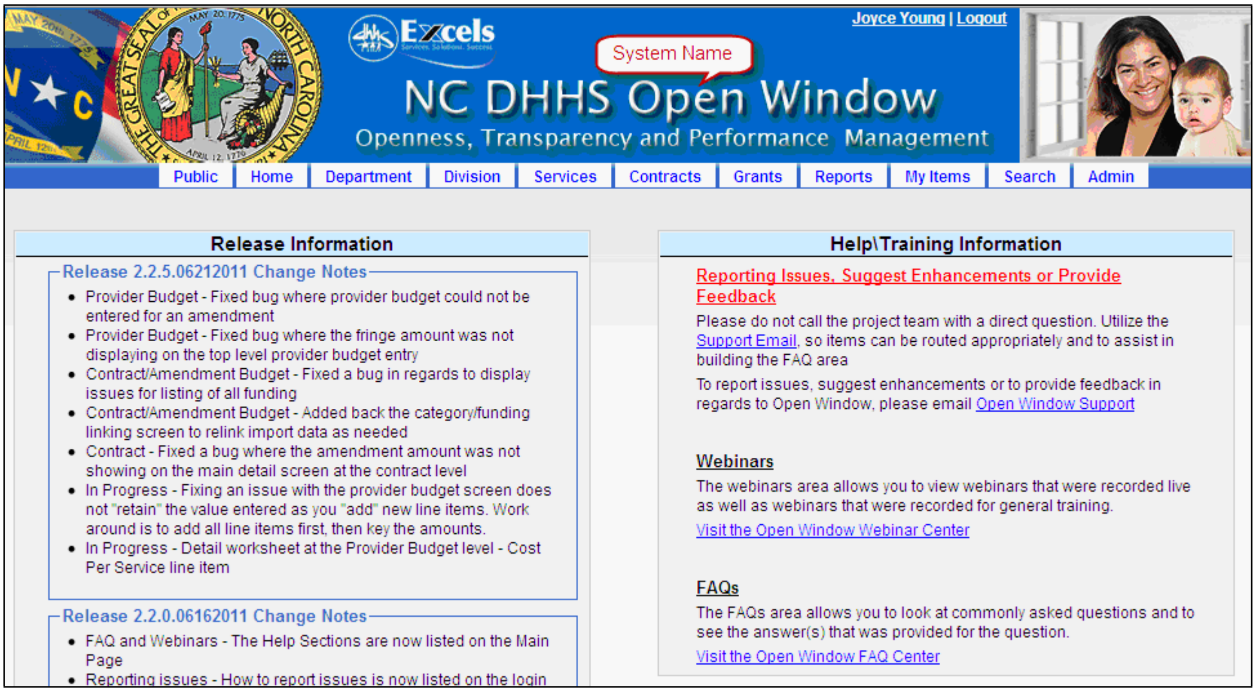
This section describes how to navigate within the DHHS Open Window system.

NOTE:

The examples and illustrations provided in the following subsections depict the most complete level of access in the system. Options available to you may vary depending on the access you have been granted in the system.

2.3.1 Home Page

The first page that displays after logging into the DHHS Open Window system is the Home Page (for more information about logging into the system, see Accessing the System). Note that the name of the system displays in the top left corner of the screen, followed by navigation menu options and any announcements concerning the system.



You can navigate to any component in the system, including the public website for the DHHS Open Window system, by using the navigation menu.

2.3.2 Navigation Menu

The navigation menu enables you to access the specific components to add or maintain data in the system for services, contracts, etc. A navigation menu option is also available for returning to the Home Page, generating reports, performing administrative tasks as permitted, navigating to items assigned to you or waiting for your action, and conducting a general search for specific records.

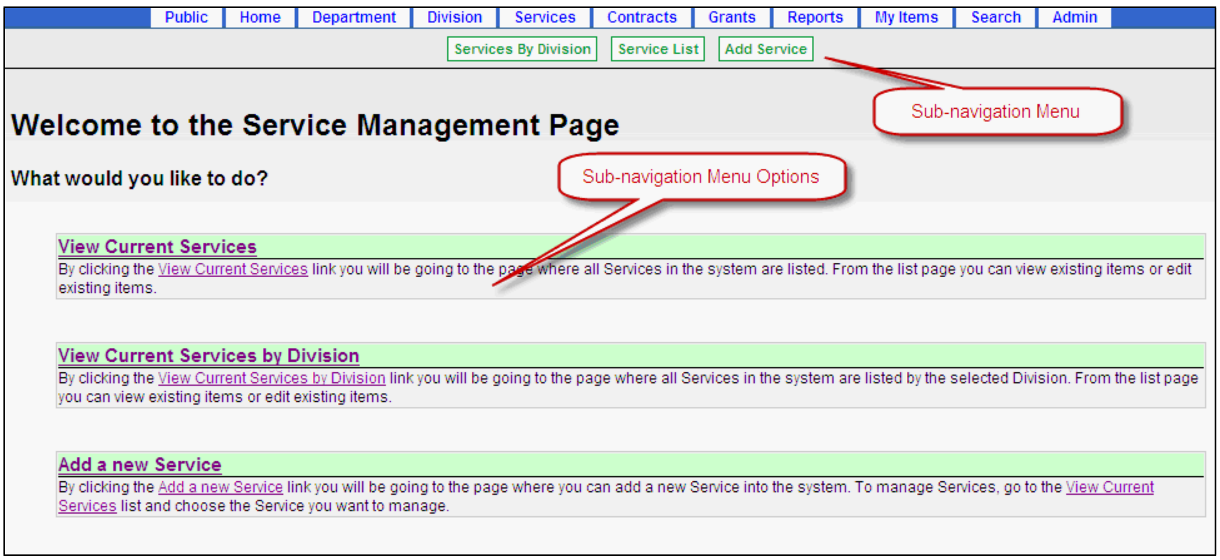
The DHHS Open Window system has the following navigation menu options. Your ability to navigate to any of these components and view or edit data on specific pages depends upon the access you have been granted in the system.

- Public – Displays the public website for the DHHS Open Window system.
- Home – Displays the system Home Page.
- Department – This component is not used at this time.
- Division – Captures and displays division-level information.
- Services – This component is used to define, maintain and/or view data on services provided by DHHS.
- Contracts – This component is used to define, maintain and/or view RFAs, RFQs and RFPs; contracts and amendments; and contract and amendment documents.

- Reports – This component is used to generate reports from the system.
- My Items – This component allows you to quickly navigate to records you have opened for editing (also called checked out or locked) in the system, contracts to which you are assigned as the Contract Administrator or Contract Manager, contracts coming up for renewal, and any pending workflow actions.
- Search – This component is used to search all data in the system.
- Admin – This component is used to define, maintain and/or view system-level data.

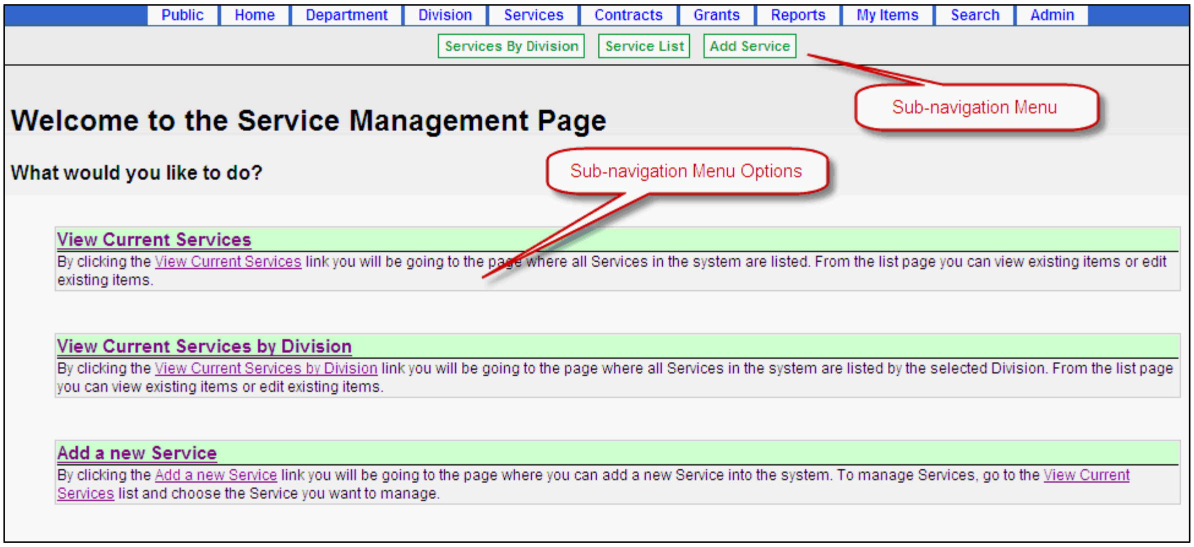
2.3.3 Management Page

The Management Page displays once you select the Services, Contracts or Grants navigation menu option. The Management Page serves as a table of contents to the sub-navigation menu options available for the selected component.



2.3.4 Sub-Navigation Menu

The specific sub-navigation menu options that display depend on the navigation menu selected and your level of access to the system. Two common sub-navigation menu options are List and Add (for example, Service List and Add Service in the Service component).



The DHHS Open Window system has the following sub-navigation menu options. Your ability to navigate to any of these components and view or edit data on specific pages depends upon the access you have been granted in the system.

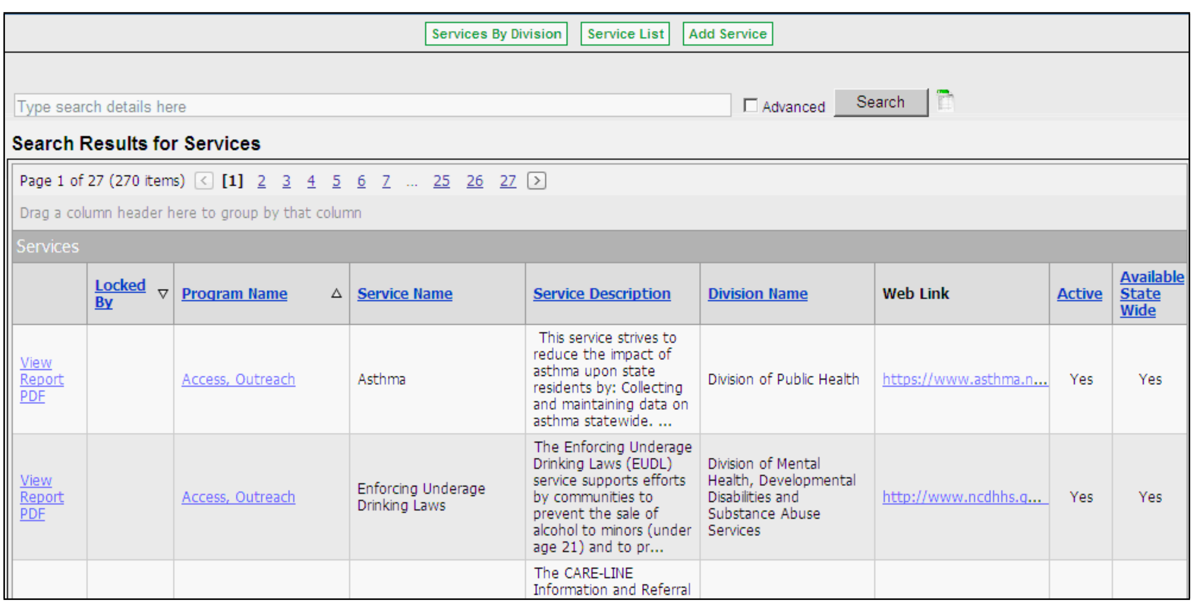
- Public – The public website for the DHHS Open Window system has different navigation features than when you log in to use the system.
- Department Component Sub-navigation Menu Options – This component is not used at this time.
- Division Component Sub-navigation Menu Options – This component is not used at this time.
- Services Sub-navigation Menu Options
  - ¾ Services by Division – This sub-navigation menu option is used to search for specific services by selecting a division. You can then view and/or maintain service data.
  - ¾ Service List – This sub-navigation menu option is used to search for and view and/or maintain service data.
  - ¾ Add Service – This sub-navigation menu option is used to define a new service in the system. This sub-navigation menu option is available to a limited number of users.
- Contracts Sub-navigation Menu Options
  - ¾ Contract List – This sub-navigation menu option is used to search for and maintain and/or view contract and amendment data.
  - ¾ Add Contract – This sub-navigation menu option is used to define a new contract in the system.
  - ¾ RFA List – This sub-navigation menu option is used to search for and maintain and/or view Request for Approval data.
  - ¾ Add RFA– This sub-navigation menu option is used to define a new RFA in the system.
  - ¾ RFP List – This sub-navigation menu option is used to search for and maintain and/or view Request for Proposal data.
  - ¾ Add RFP– This sub-navigation menu option is used to define a new RFP in the system.
  - ¾ RFQ List – This sub-navigation menu option is used to search for and maintain and/or view Request for Quote data.
  - ¾ Add RFQ– This sub-navigation menu option is used to define a new RFQ in the system.

- Grants Sub-navigation Menu Options
  - ¾ Grant List – This sub-navigation menu option is used to search for and maintain and/or view grant data.
  - ¾ Add Grant – This sub-navigation menu option is used to define a new grant in the system.
- My Items – This component does not have any sub-navigation menu options.
- Reports – This component does not have any sub-navigation menu options, although it does display links to the various reports that are available in the system.
- Search – This component does not have any sub-navigation menu options.
- Admin – The sub-navigation menu options for this component will be discussed in a future administrative guide.

2.3.5 List Page

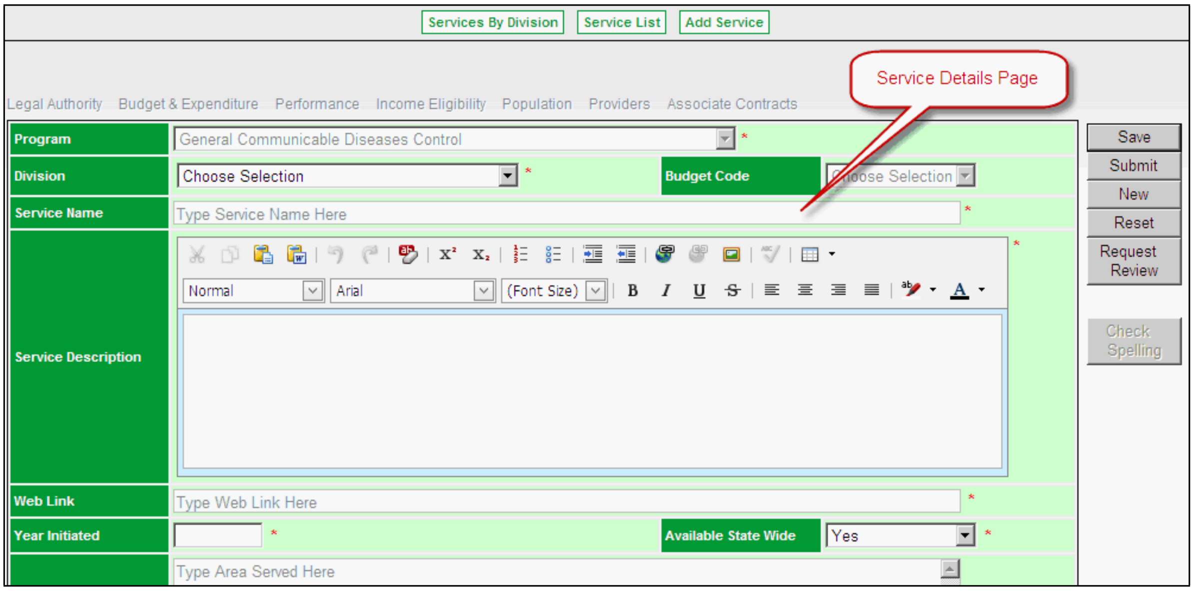
A List Page showing the list of the primary items saved in the system for that component displays once a List option such as Service List has been selected from the sub-navigation menu. The List Page also allows you to search for particular items and then select specific functions to be performed for the selected item. Specifically, the List Page allows you to perform the following functions:

- Search
- Sort Search Results Displayed
- Rearrange List Columns
- Group Items by Column Header
- Page Through Items on a List Page
- Select a Function To Be Performed for a Specific Item
- Navigate to Additional Data and/or External Websites



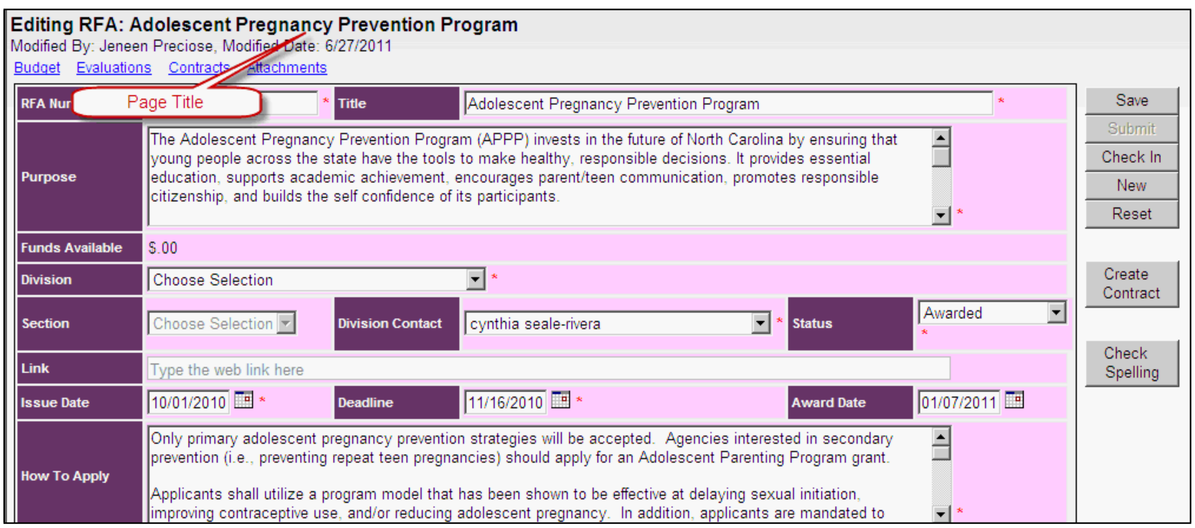
2.3.6 Item Details Page

Once you select either an Add sub-navigation menu option such as Add Service, or select an item from the List Page for editing, the Details Page for that item displays. The illustration below provides an example of the add function for a new service record.



> **NOTE:**
>
> In the example above, you can tell that you are adding a new item because no Page Title displays at the top of the Details Page.

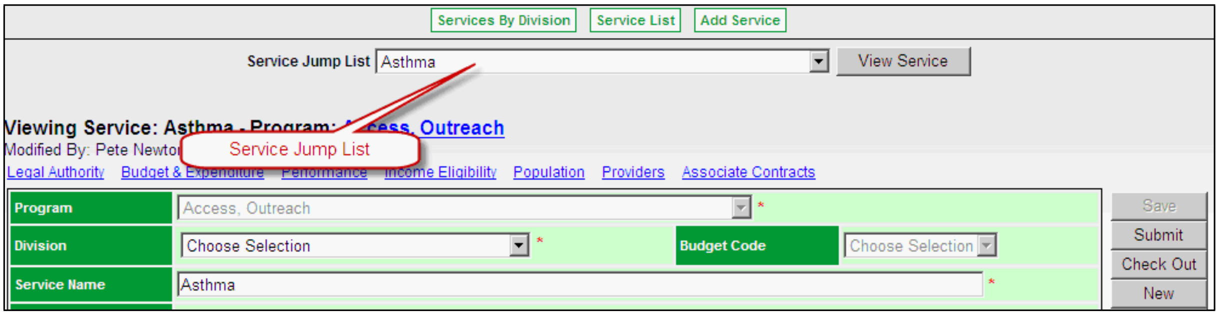
The illustration below provides an example of the Edit function for an RFA item. In this example, the Page Title indicates that you are editing an RFA for the Adolescent Pregnancy Prevention Program.



NOTE:

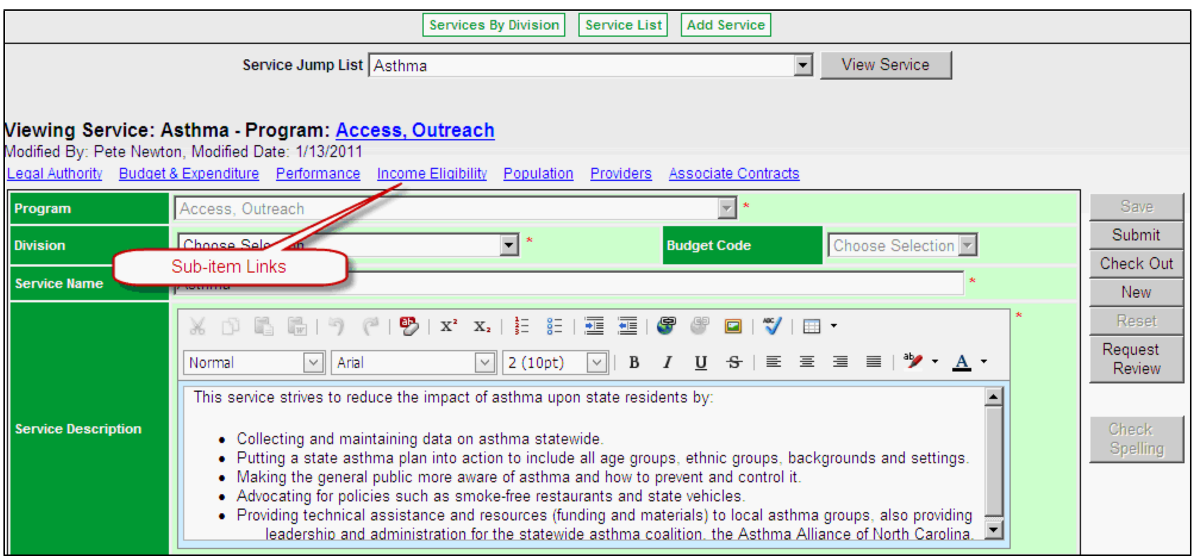
To avoid losing data, save your data before navigating away from the Details Page to a sub-item or other page.

The Service Details Page also contains a Jump List that displays above the Page Title so you can quickly navigate to the Details Page for another service managed by your division/section.

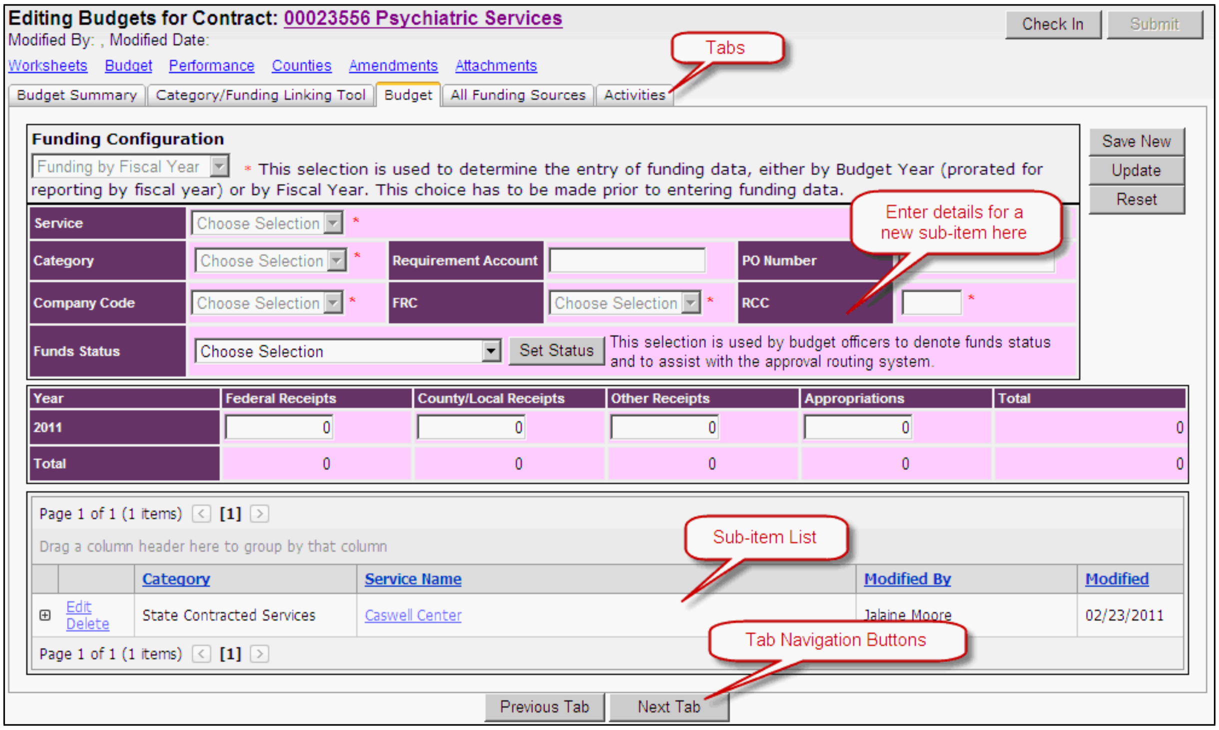


2.3.7 Sub-items Links and Details Page

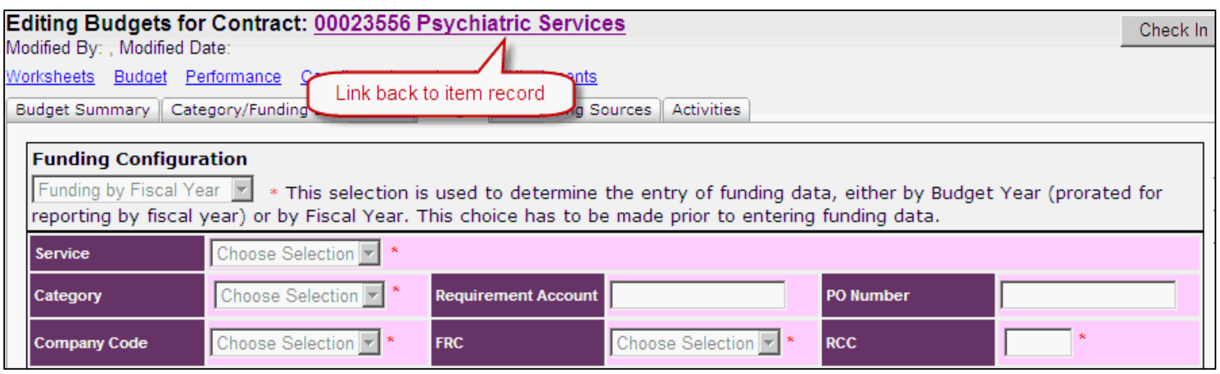
Sub-items are sub-records that can be defined for and/or associated with a specific item record. The type of sub-items available depends on type of item being defined or edited. Sub-items must be entered into the system before submitting the item record for publishing on the public website. The links to the sub-items are found at the top of the Details Page for the item, below the Page Title and the last Modified By and Modified Date information.



Once a sub-item link is selected, the Details Page for that sub-item displays. In some cases, you will find a sub-item list at the bottom of the Details Page for the sub-item. This list allows for the selection, viewing, editing and/or deletion of previously entered sub-items for the item record. Some sub-items contain more one page that you can navigate between using the tabs at the top of the page, or the Previous Tab and Next Tab buttons at the bottom of the page.



Once data entry is complete for the sub-item, you can navigate back to the item record by clicking the link back to the original record, which is the first set of blue underlined text that displays in the Page Title. In the following example, clicking the words "00023556 Psychiatric Services" in the Page Title will navigate you back to the Details Page for the Psychiatric Services contract.



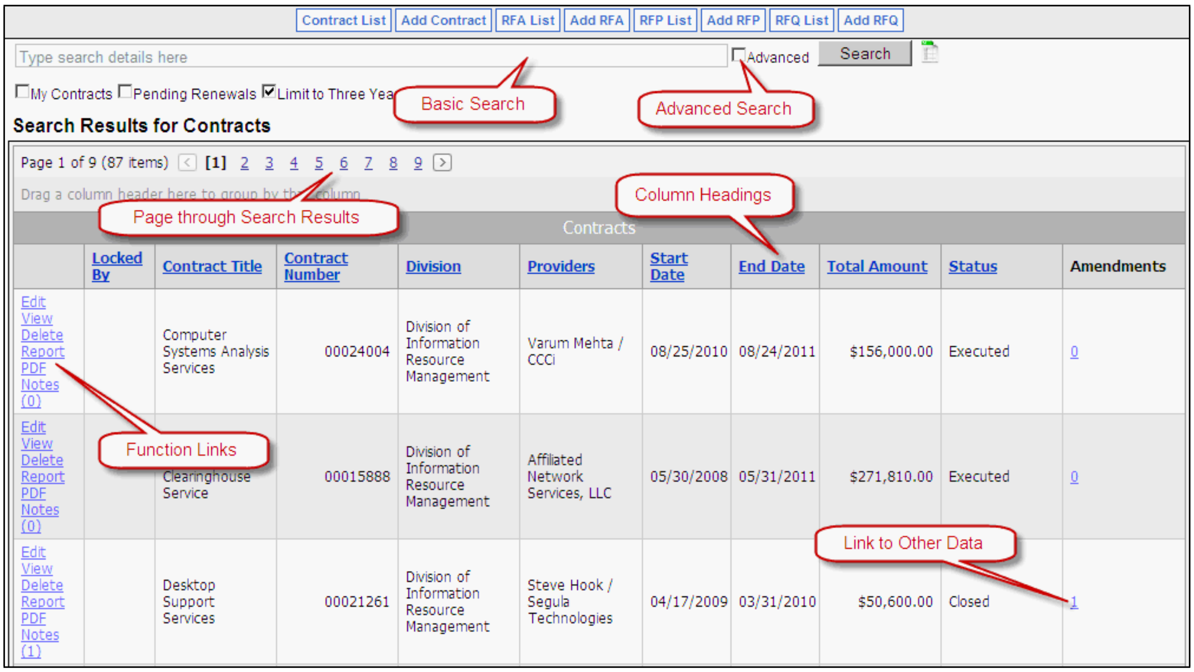
2.4 Common System Features

There are some common function features that are consistent throughout the DHHS Open Window system. These features are presented in accordance with the areas in which they are found in the system such as on the List Page, Details Page, etc.

2.4.1 List Page Common Features

Each List Page in the system contains the following features, although access to all features depends on the level of access you have in the system. More information about each of these features is presented in the following subsections.

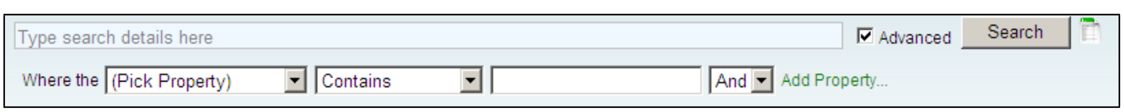
- Search (Basic and Advanced)
- Export items to Microsoft Excel
- Sort or group list of items displayed
- Rearrange list columns
- Group items by column header
- Page through search results/items on a List Page
- Select functions to be performed for an item
- Use links to navigate to other data in the system or external websites



2.4.1.1 Search

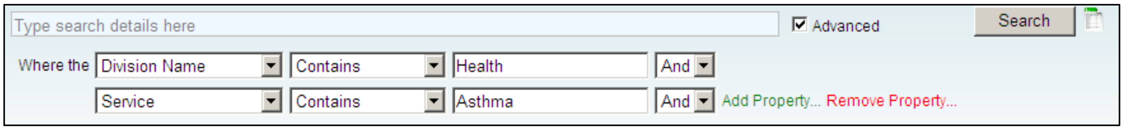
1) To conduct a basic search, enter the search criterion for the item(s) you wish to find in the text field to the left of the Search button (below the sub-navigation menu), and click the **Search** button. The system searches for the records based on the criteria entered and returns all matching results in the Search Results list.

2) To conduct an advanced search where you specify the search criteria by specific fields such as Division Name, Service, etc., click the **Advanced** checkbox.



3) To enter the advanced search criteria, select the appropriate **Property** (choices available varies depending on the component in which the search is being conducted), **Operator** (Contains, Does Not Contain, Equals or Does Not Equal) and the value to be searched. More than one search criterion can be entered by selecting either **And** or **Or** from the last checkbox on the criteria row,

then click the **Add Property** text that displays in green font. Select "And" if the results must match all search criteria. Select "Or" if the results can match any, but at least one, of the search criteria.



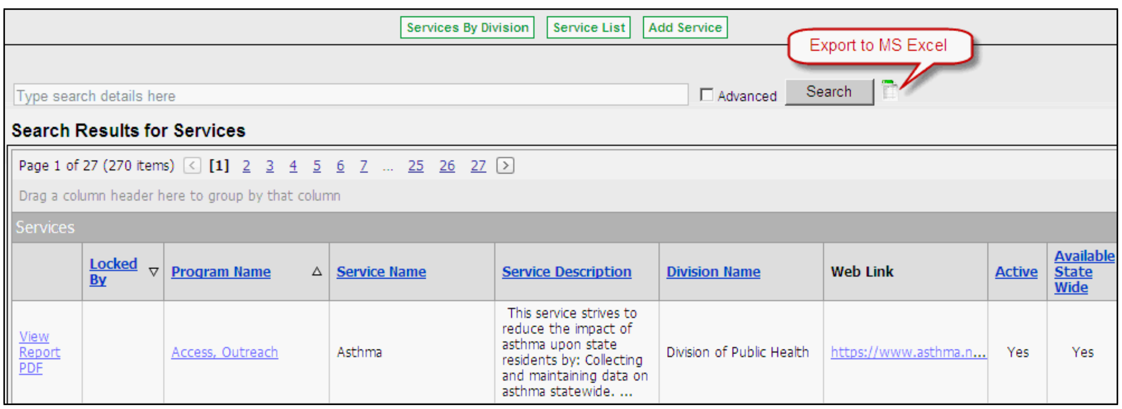
If more than one row of advanced search criteria has been added, you can remove rows of criteria one a time starting with the bottom row. To remove the last criteria row, click the **Remove Property** text that displays in red font.

4) Once all advanced search criteria is entered, click the **Search** button. The search results display at the bottom of the List Page.

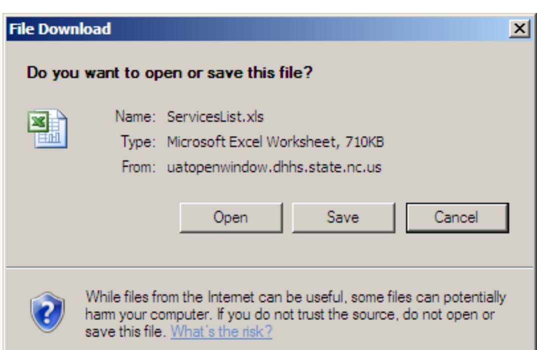
2.4.1.2 Export Items to a Microsoft Excel File

From any List Page you can choose to export all data for the component to a Microsoft Excel file.

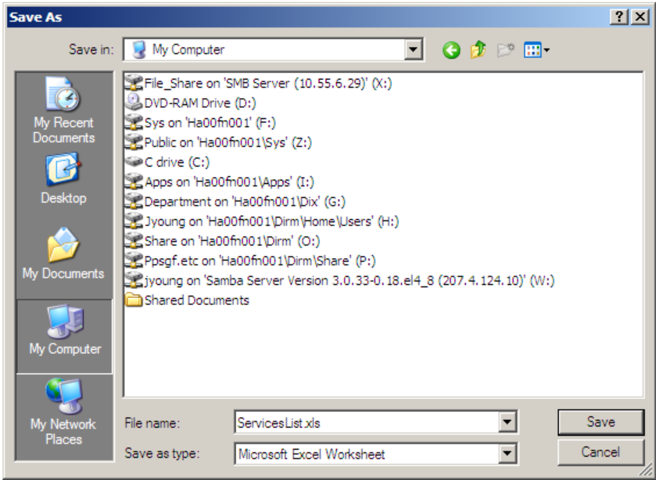
1) To export the data in the system for the type of record you are viewing on the List Page (on the Services List Page or Contracts List Page, for example), click the icon that displays to the right of the Search button. The data displayed in the Microsoft Excel file will be more than what is displayed on the List Page.



2) To save the Microsoft Excel file, click the **Save** radio button in the File Download dialog box that displays.



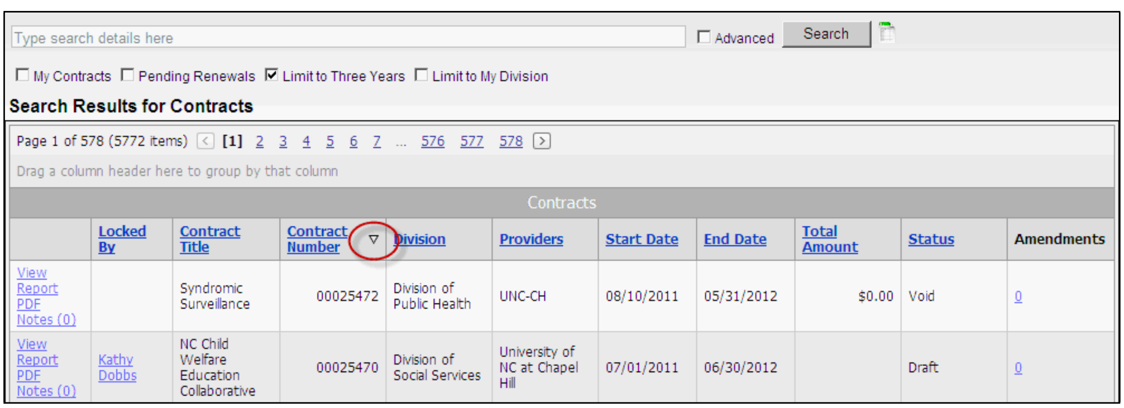
3) In the Save As dialog box, navigate to the location on your computer or network where you wish for the file to be saved, revise the name of the file as necessary in the **File Name** field, and click the **Save** button.



4) To open the MS Excel file immediately, click the **Open** button in the File Download dialog box. The MS Excel file displays. Review the data and use the menu options in MS Excel to save the file as necessary.

2.4.1.3 Sort Search Results Displayed

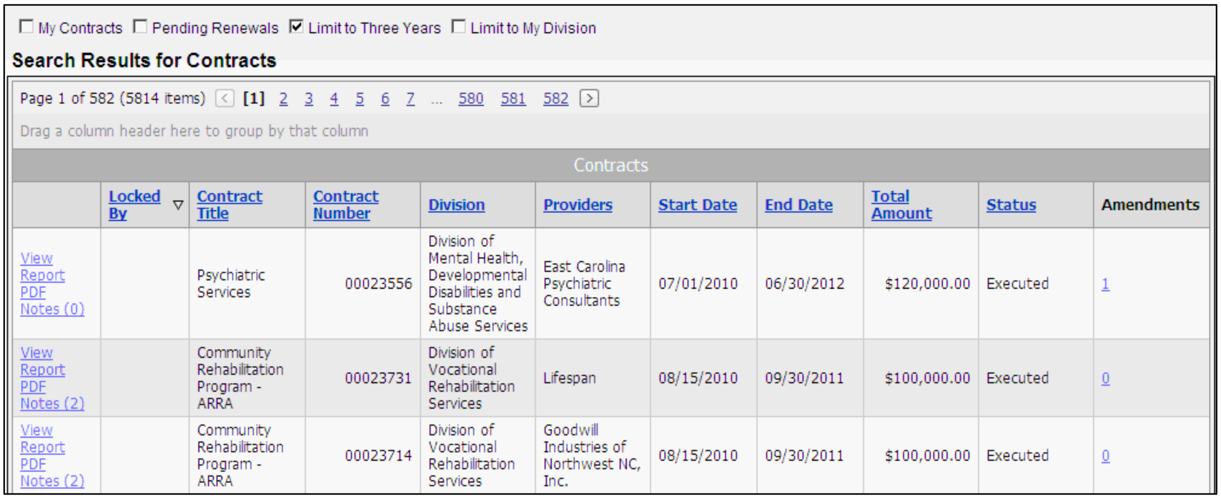
1) To sort the items that are displayed on the List Page, click the arrow that displays to the right of the column header to be used for sorting.



2) Repeated clicking of the arrow switches the sorting alphabetically from ascending (up arrow) to descending (down arrow) order.

2.4.1.4 Rearrange List Columns

You can rearrange the order in which the columns are listed for the items displayed on the List Page by dragging and dropping the column header to a new location on the column header row. The illustration below shows the default arrangement for the list columns.



☐ My Contracts ☐ Pending Renewals ☑ Limit to Three Years ☐ Limit to My Division

Search Results for Contracts

Page 1 of 582 (5814 items) [1] 2 3 4 5 6 7 ... 580 581 582

Drag a column header here to group by that column

Contracts

	Locked By	Contract Title	Contract Number	Division	Providers	Start Date	End Date	Total Amount	Status	Amendments
View Report PDF Notes (0)		Psychiatric Services	00023556	Division of Mental Health, Developmental Disabilities and Substance Abuse Services	East Carolina Psychiatric Consultants	07/01/2010	06/30/2012	$120,000.00	Executed	1
View Report PDF Notes (2)		Community Rehabilitation Program - ARRA	00023731	Division of Vocational Rehabilitation Services	Lifespan	08/15/2010	09/30/2011	$100,000.00	Executed	0
View Report PDF Notes (2)		Community Rehabilitation Program - ARRA	00023714	Division of Vocational Rehabilitation Services	Goodwill Industries of Northwest NC, Inc.	08/15/2010	09/30/2011	$100,000.00	Executed	0

In the illustration below, Division has been moved so that is the column on the left.

☐ My Contracts ☐ Pending Renewals ☑ Limit to Three Years ☐ Limit to My Division

Search Results for Contracts

Page 1 of 582 (5814 items) [1] 2 3 4 5 6 7 ... 580 581 582

Drag a column header here to group by that column

Contracts

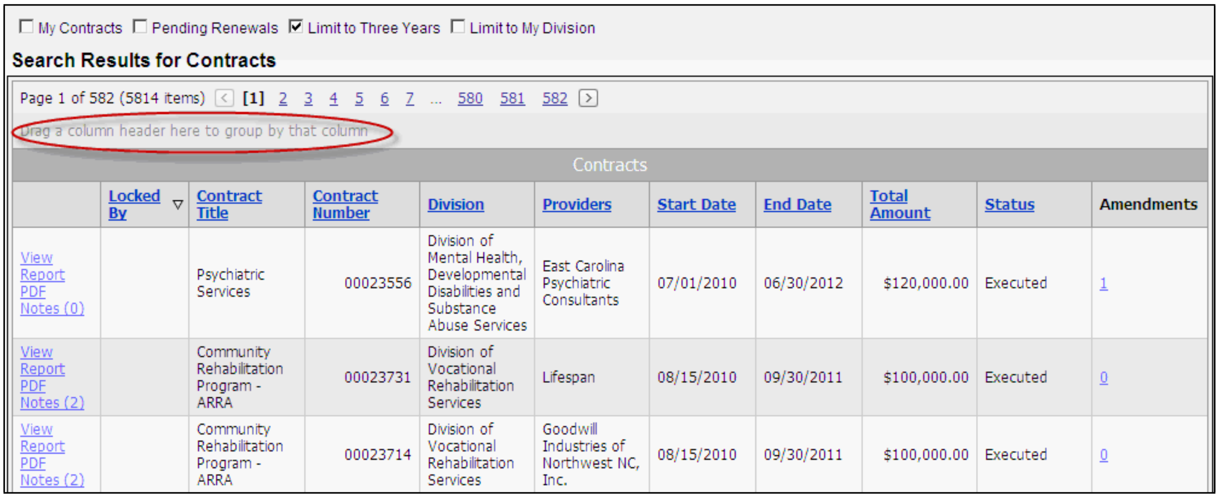
	Division	Locked By	Contract Title	Contract Number	Providers	Start Date	End Date	Total Amount	Status	Amendments
View Report PDF Notes (0)	Division of Mental Health, Developmental Disabilities and Substance Abuse Services		Psychiatric Services	00023556	East Carolina Psychiatric Consultants	07/01/2010	06/30/2012	$120,000.00	Executed	1
View Report PDF Notes (2)	Division of Vocational Rehabilitation Services		Community Rehabilitation Program - ARRA	00023731	Lifespan	08/15/2010	09/30/2011	$100,000.00	Executed	0
View Report PDF Notes (2)	Division of Vocational Rehabilitation Services		Community Rehabilitation Program - ARRA	00023714	Goodwill Industries of Northwest NC, Inc.	08/15/2010	09/30/2011	$100,000.00	Executed	0

NOTE:

When moving columns, click and hold the gray area in the column header, not the text of the column heading, and drag the column header to a new location in the list.

2.4.1.5 Group Items by Column Header

You can group the listed items/search results by dragging the gray area of a column header to the area labeled "Drag a column header here to group by that column" that displays below the list of search result pages and above the column header row.



☐ My Contracts ☐ Pending Renewals ☑ Limit to Three Years ☐ Limit to My Division

Search Results for Contracts

Page 1 of 582 (5814 items) [1] 2 3 4 5 6 7 ... 580 581 582

Drag a column header here to group by that column

Contracts

	Locked By	Contract Title	Contract Number	Division	Providers	Start Date	End Date	Total Amount	Status	Amendments
View Report PDF Notes (0)		Psychiatric Services	00023556	Division of Mental Health, Developmental Disabilities and Substance Abuse Services	East Carolina Psychiatric Consultants	07/01/2010	06/30/2012	$120,000.00	Executed	1
View Report PDF Notes (2)		Community Rehabilitation Program - ARRA	00023731	Division of Vocational Rehabilitation Services	Lifespan	08/15/2010	09/30/2011	$100,000.00	Executed	0
View Report PDF Notes (2)		Community Rehabilitation Program - ARRA	00023714	Division of Vocational Rehabilitation Services	Goodwill Industries of Northwest NC, Inc.	08/15/2010	09/30/2011	$100,000.00	Executed	0

This feature sorts all items listed by the particular column that you move to this area. In the following example, the search results have been grouped and sorted in ascending order by the column header **Contract Name**. Notice that all the items in the list are now collapsed under identical Contract Names.

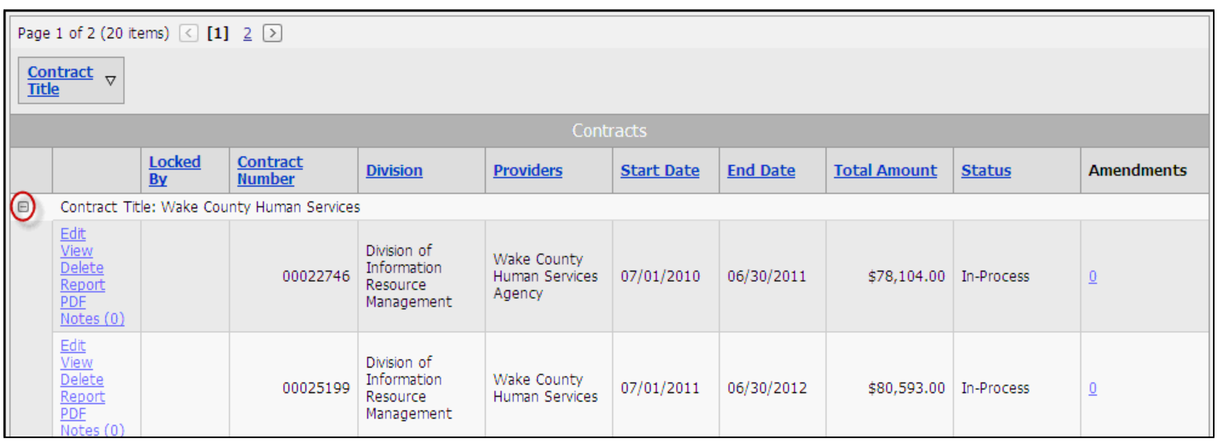
Page 1 of 2 (18 items) [1] 2

Contract Title

Contracts

		Locked By	Contract Number	Division	Providers	Start Date	End Date	Total Amount	Status	Amendments
⊞	Contract Title: Wake County Human Services									
⊞	Contract Title: Wake County Human services									

To view the individual items under each grouped heading, click the **plus sign** that displays in the column to the left of the group heading. To collapse the headings, click the **minus sign** that displays besides the group heading.



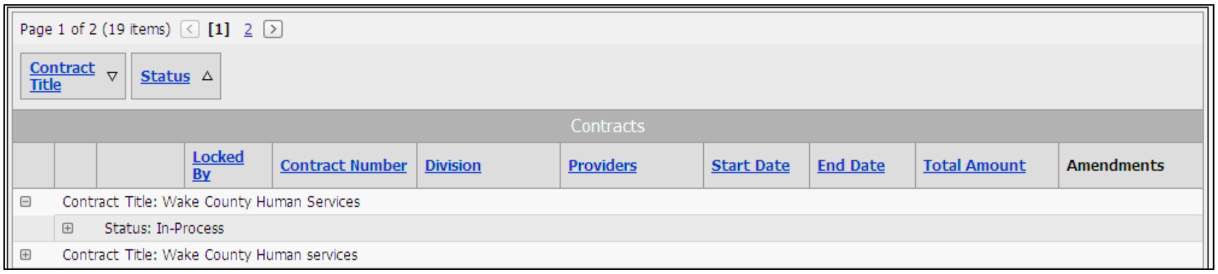
Page 1 of 2 (20 items) [1] 2

Contract Title

Contracts

		Locked By	Contract Number	Division	Providers	Start Date	End Date	Total Amount	Status	Amendments
⊟	Contract Title: Wake County Human Services									
	Edit View Delete Report PDF Notes (0)		00022746	Division of Information Resource Management	Wake County Human Services Agency	07/01/2010	06/30/2011	$78,104.00	In-Process	0
	Edit View Delete Report PDF Notes (0)		00025199	Division of Information Resource Management	Wake County Human Services	07/01/2011	06/30/2012	$80,593.00	In-Process	0

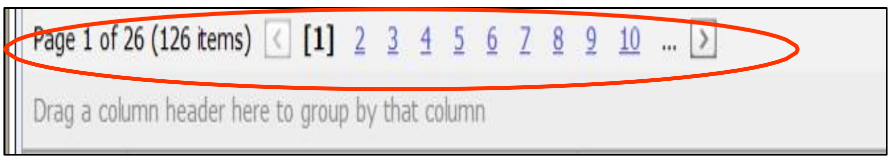
Note that you can group by more than one column header if necessary. The system first sorts based on the column header that is listed on the left side, and then progresses to the columns listed on the right.



To remove the grouping, drag the column header from the grouping area and drop it on the column header row where you wish for it to display.

2.4.1.6 Page through Search Results/Items on a List Page

Note that above and below the list of items/search results displayed on the List Page, a label displays to inform you how many pages of items are listed. Click the or arrows that display to the left and right side of the page numbers to page through the list.



Alternatively, you can click the link for the page you wish to view.

2.4.1.7 Select a Function to be Performed for a Specific Item

The function column is the first column on the left of the list items/search results.

The links available in the function column allow you to perform a variety of functions depending on the particular component, item or sub-item you are viewing and the level of access you have in the system.

All possible functions available from the List Page or a sub-list on a Details Page are as follows:

1) **Edit** – Allows you to modify an existing item or sub-item. When the Edit function is selected, the Details Page displays for the item or the sub-item, and modifications can be made to the previously entered data.

NOTE:

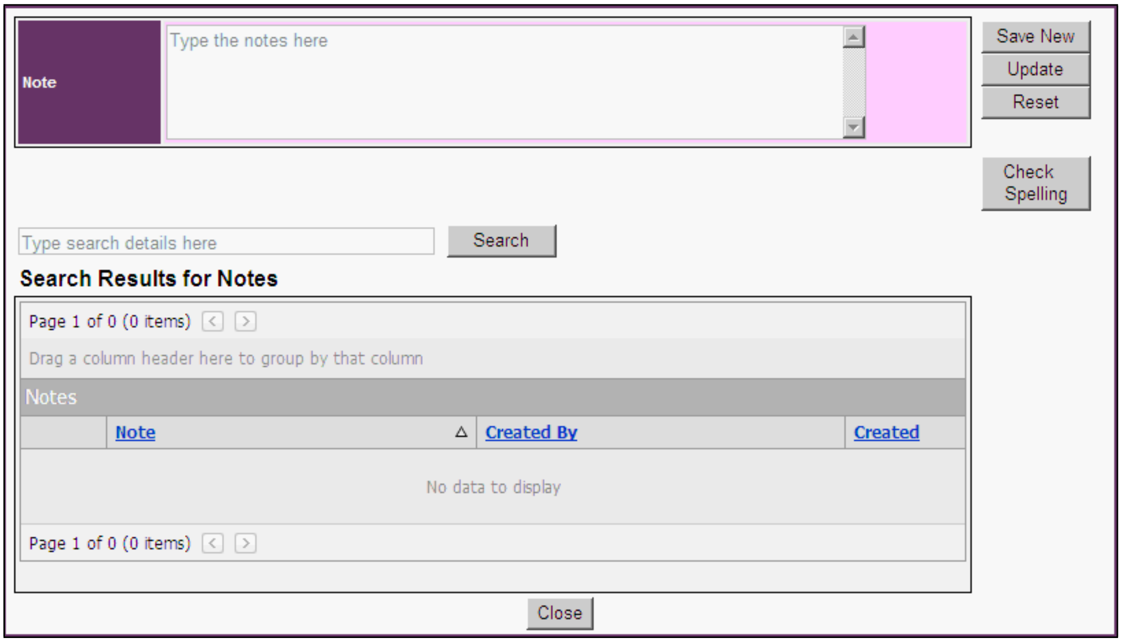
When a system user has selected a record for editing, the name of that user displays in the Locked By column on the List Page. That system user must check in the record before it can be edited by someone else.

2) **View** – Allows you to view an existing item or sub-item. When the View function is selected, the Details Page displays for the item or sub-item, but no modifications can be made to the previously entered data.
3) **Delete** – Removes the item or sub-item from being viewable by users logged in the system. However, the record is still retained in the system's historical data and also remains on the public website if previously published. After you select the delete function, the system asks you to confirm the deletion of the item or sub-item.
4) **Report** – Generates a report of the selected item that can then be opened or saved immediately to a location on your computer or the network. Once the format is selected, click **Export** beside the selected format to generate the report, and then select **Open** or **Save** from the File Download dialog box.

   Report can be exported to any of the following formats.

   a) XML
   b) CSV (comma delimited)
   c) TIFF
   d) PDF
   e) Web archive
   f) MS Excel
5) **PDF** – Provides you with the option to export a record to PDF that can be opened immediately or saved to a location on your computer or the network.
6) **Notes** – Allows you to enter information about the item or sub-item in a text field. The number in parentheses after the Notes function link indicates how many notes have been entered for the item to date. For example: (0), (1), etc.

   When the Notes function is selected, a pop-up window displays.



Enter the note in the **Note** field. Click the **Check Spelling** button to verify spelling, and then click the **Save New** button. The saved note displays in the sub-list at the bottom of the pop-up window.

Notes previously entered display in the sub-list that can be searched as required.

To edit a previously entered note, click the **Edit** link in the function column for the note in the sub-list at the bottom of the pop-up window. Edit the text as necessary in the **Note** field, and click the **Update** button to save your modifications. The **Reset** button clears all data entered in the Note field.

To delete a previously entered note, click the **Delete** link in the function column for the note in the sub-list at the bottom of the pop-up window. Click the **OK** button in the confirmation dialog box to delete the note.

Once you have finished entering notes, click the **Close** button to return to the List Page.

2.4.1.8 Navigate to Additional Data and/or External Websites

On the List Page, links display to data that is related to the particular item that is being displayed or to an external website. Particular examples of such links include:

- The Services List Page has links to:
  - ¾ The goals and objectives (or program) for which the service has been defined; and
  - ¾ External websites, if entered in the system, for a service.
- The Contracts List Page has links to the amendments defined for a contract.
- The RFA List Page has links to:
  - ¾ External websites, if entered in the system, for the RFA.
- The Search List Page has links to the items displayed in the search results. The title of an item listed serves as a link to that record.

Links are displayed in typical hyperlink format: blue underlined font.

2.4.2 Details Page Common Features

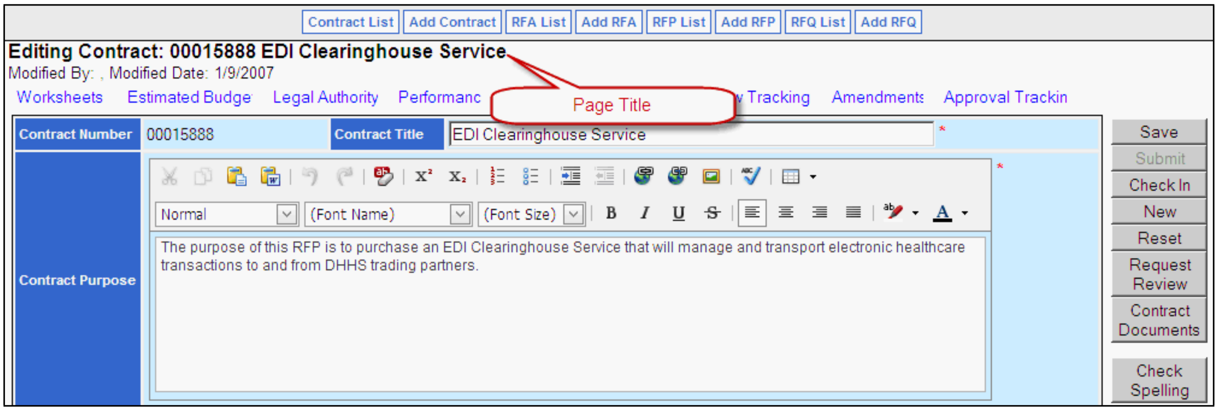
Each Details Page for items or sub-items in the system contains the one or more of the following features depending on the component and type of item/sub-item that is being added or edited. More information about each of these features is presented in the following subsections.

- Page Title
- Modified By/Date Information
- Conventions for specific fields
- Required fields
- Function buttons
- Links to related items

2.4.2.1 Page Title

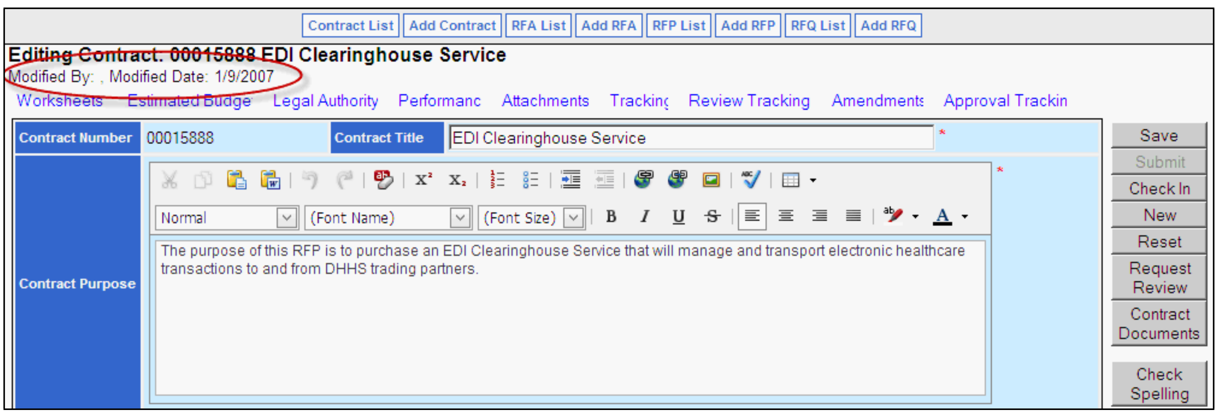
The Page Title is located at the top left of the screen underneath the sub-navigation menu when the Details Page for a specific item or sub-item is displayed for an existing record. The Page Title indicates whether an item is being edited or viewed and the name of the specific item/sub-item record. If a sub-item is being added, edited or viewed, the Page Title also includes a link back to the item record for which the sub-item is defined.

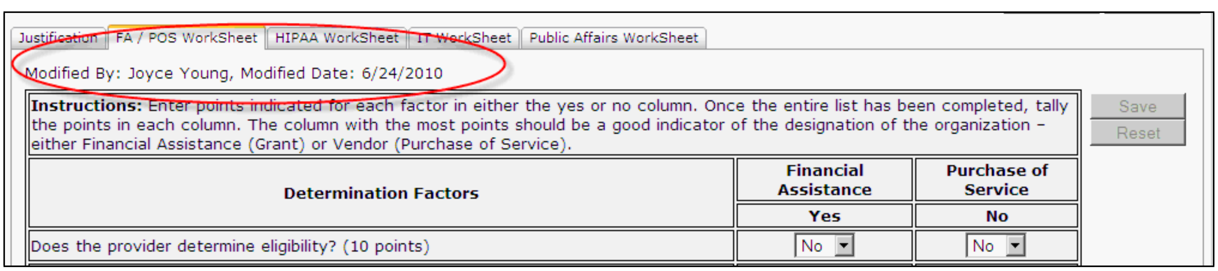
When adding a new item record, the Page Title does not display until the record is saved. Once the item has been saved, “Editing [Service, Contract, etc.]: [Name of Item]” displays as the Page Title. In the example below, the Page Title is “Editing Contract: 00015888 EDI Clearinghouse Service.”



2.4.2.2 Modified By/Date Information

The system displays the **Modified By** and **Modified Date** information under the Page Title for all item and sub-item Details Pages and tabs for sub-item pages so you can determine who last updated the record and when.





Note that some older records that were imported into the system may not display a name in Modified By

2.4.2.3 Conventions for Specific Fields

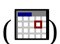
The following types of fields are available for data entry/selection on the Details Page:

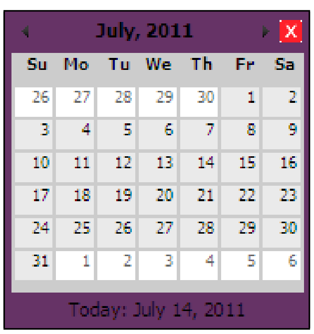
- **Inverted Tab** – Some items have enough fields that can be defined for them that the fields are divided into sections, for example General Information, Contact Information, etc. When sections are used, an inverted tab is used to label the section. You can choose to collapse the details of a section by clicking the **(Hide Details)** link in the inverted tab. Hiding section details can allow you to scroll quickly to other sections that you need to enter, view or edit.

To unhide the details of a section, click the **(Show Details)** link in the inverted tab.

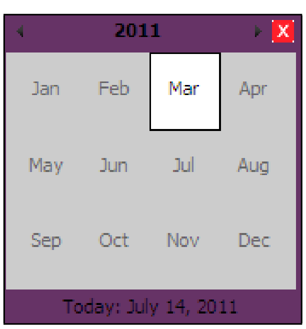
- **Hide/Show Section Details** – Some items have enough fields that can be defined for them that the fields are divided into sections, for example General Information, Contact Information, etc. When sections are used, you can choose to collapse the details of a section by clicking the **(Hide Details)** link in the heading. Hiding section details can allow you to scroll quickly to other sections that you need to enter, view or edit.

  To unhide the details of a section, click the **(Show Details)** link in the heading.

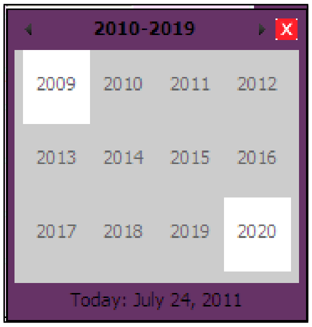
- **Cascading Drop-Down List** – Two or more drop-down lists where the value selected in the first list determines what is available for selection in the second, and so on. If a selection has not been made for the first drop-down list, then subsequent drop-down lists cannot be selected.
- **Sub-list** –A sub-list displays at the bottom of a Details Page and indicates that one or more set of fields can be defined for the item being displayed. For example, you can define more than one set of contact information for a service, and each set of information will contain, at a minimum, a name, telephone number and telephone number type fields. Sub-lists can be entered after the initial entry of the item has been completed and saved.
- **Mini Pick List** – A drop-down list that allows for multiple selections to be made one at a time for the item. To select a value from the mini pick list, select the value then click the **Add** button. The value selected then displays on the right or below the mini pick list, and additional values can be selected one at a time as necessary.
- **Date Lookup** – A calendar icon () that you can click to select a particular date quickly from the calendar month that displays.



Click the left and right arrows to navigate to navigate to another month. To navigate to a new month quickly, click the current month and year in the heading and a new month selection displays for the current year.

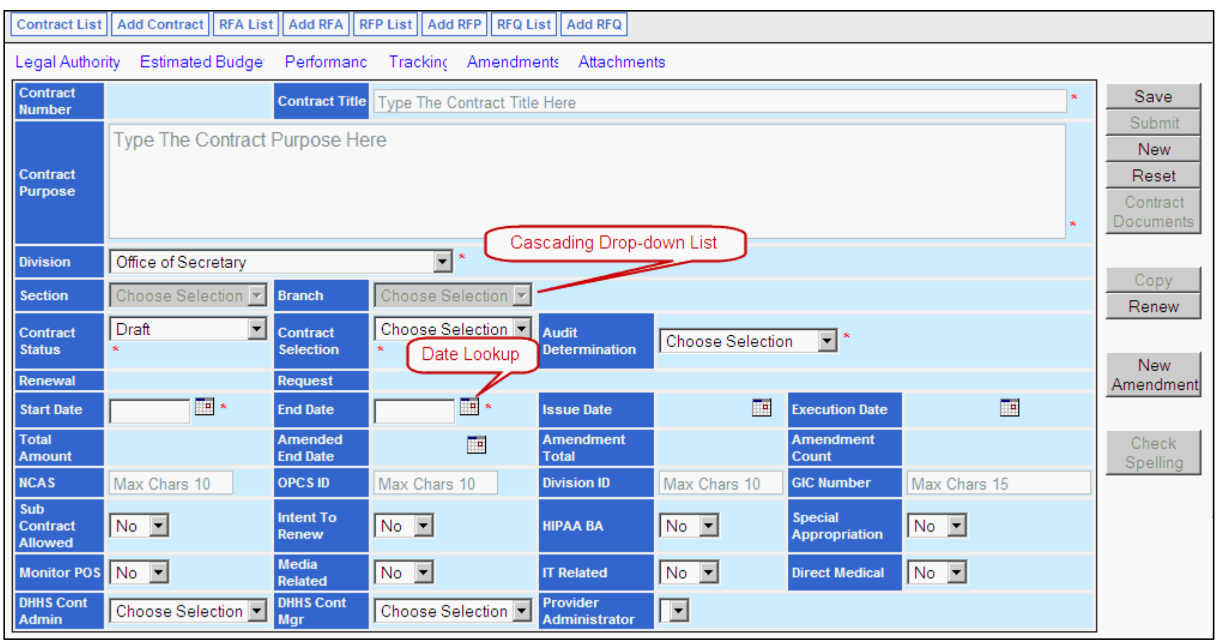


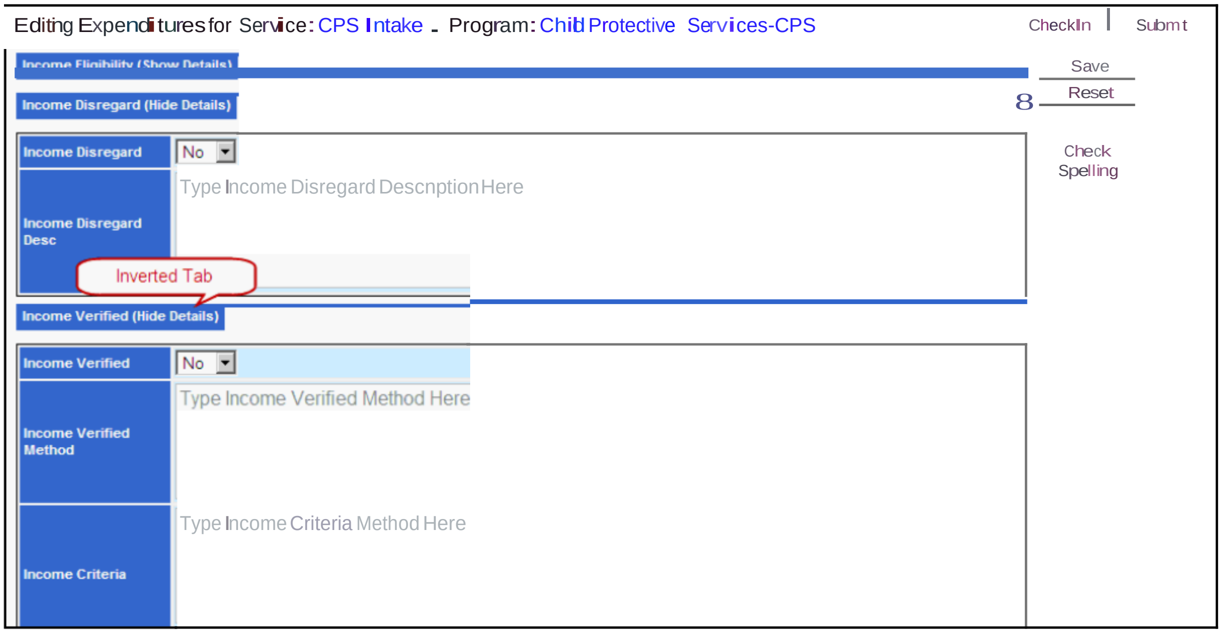
Click the left and right arrows to navigate to navigate to another year, or to skip ahead more than one year, click the current year in the heading and a new years election displays for the calendar.

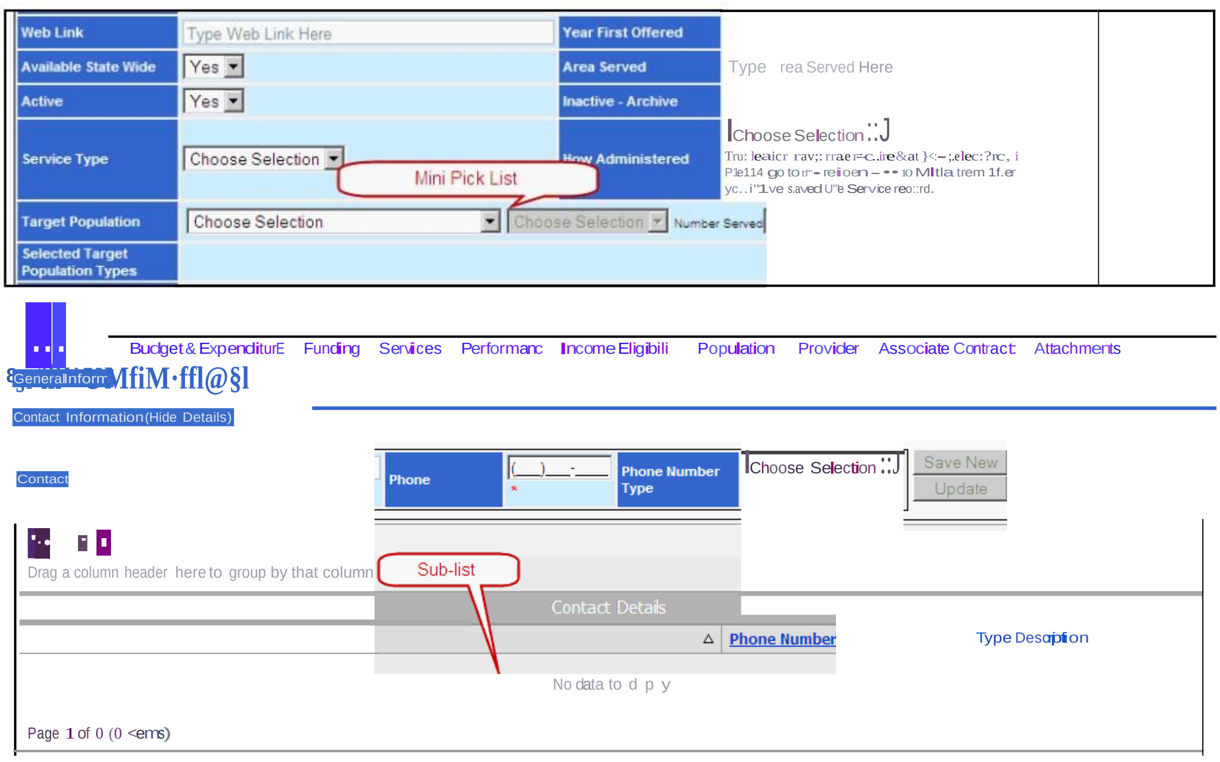


Select the year needed, then the month and day of the month. Once the date has been selected, the entire date displays in the date field.

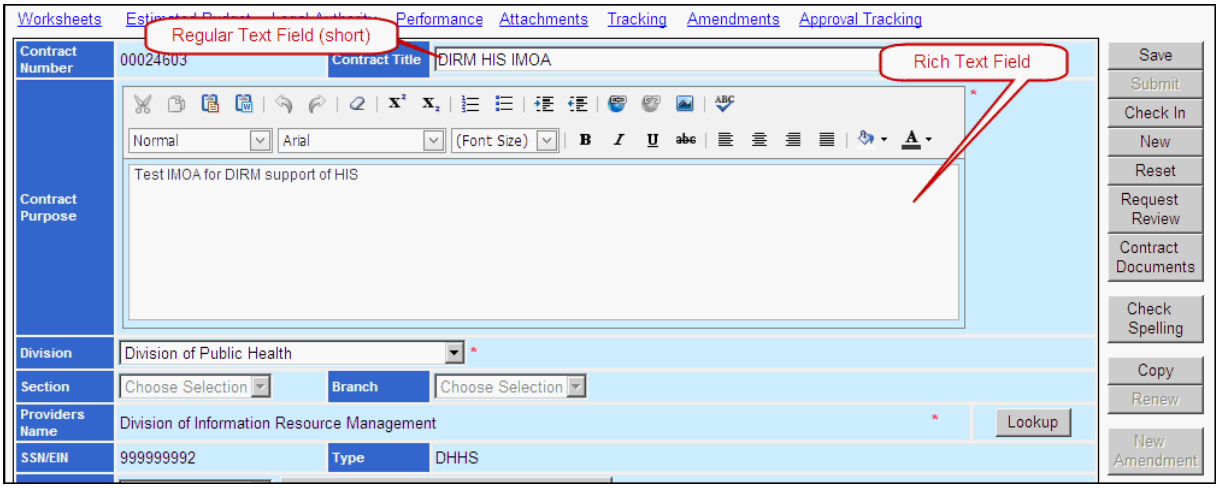
- **Look up Button** – Allows you to open a popup window from which data can be searched and selected for the item being defined. An example is the **Lookup Provider** button on the Contract Details Page that allows for the search and selection of provider data for the contract.
- **Rich Text Field** – This field allows you to insert bullets and numbered lists and format, copy and paste text much like you would when using an application such as Microsoft Word. To spell check the text entered into a rich text field, click the **Check Spelling** icon ( ) that displays on the toolbar of field. To spell check the text entered into regular text fields (that is, text fields without the edit toolbars), click the **Check Spelling** function button.




Editing Expenditures for Service: CPS Intake _ Program: Child Protective Services-CPS
CheckIn
Submit
Save
Reset
Check Spelling
Income Disregard (Hide Details)
Income Disregard
No
Type Income Disregard Descnption Here
Income Disregard Desc
Inverted Tab
Income Verified (Hide Details)
Income Verified
No
Type Income Verified Method Here
Income Verified Method
Type Income Criteria Method Here
Income Criteria


Web Link
Type Web Link Here
Year First Offered
Available State Wide
Yes
Area Served
Type rea Served Here
Active
Yes
Inactive - Archive
Service Type
Choose Selection
How Administered
Choose Selection
Mini Pick List
Target Population
Choose Selection
Choose Selection
Number Served
Selected Target Population Types
Budget & Expenditure
Funding
Services
Performanc
Income Eligibili
Population
Provider
Associate Contract
Attachments
Contact Information (Hide Details)
Contact
Phone
Phone Number Type
Choose Selection
Save New
Update
Drag a column header here to group by that column
Sub-list
Contact Details
Phone Number
Type Description
Page 1 of 0 (0 items)


SubRecipient Name *
Chapel of Christ the King
SSN/EIN *
561173135
Non-Profit
Lookup SubRecipient

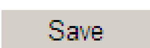


2.4.2.4 Required Fields

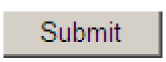
All fields marked with a red asterisk (*) require data entry before the record can be saved. If you attempt to save a new item or sub-item without defining all required fields, a red error message displays at the top of the Details Page listing all the fields that require data entry. Once all data is entered, the item or sub- item record can be saved.

2.4.2.5 Function Buttons

Buttons display at the right of or throughout the Details Page that perform functions related to the data and documents entered, modified and uploaded to the system.



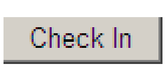
Click the **Save** button to save the data entered or modified for the record in the system. You must save the item or sub-item before you submit it for publication on the public website.



Only click the **Submit** button if you wish for the current information entered for the item record, including associated sub-items, to be published on the public website. Clicking the **Submit** button displays a warning dialog box stating "If you have made any changes to this record please ensure you have saved them if they are needed for public viewing. If you are not ready for this record to be made available to the public or have not saved the changes that need to be made public please click the Cancel button, otherwise click the OK button for the Submit process to continue."

Click the **OK** button to submit or the **Cancel** button to return to the screen. Clicking the **Submit** button anywhere in the system publishes the selected item and all associated sub-items to the public website.

NOTE:
Use the Check Spelling function <u>before</u> submitting an item for publication to the public website.



The **Check In** button functions in three ways.

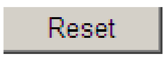
- Releases the lock on the record so that it can be selected by someone else for editing.

- Disables the Save and Submit buttons on the Details Page for the item as well as disables all Save/Save New/Update buttons on all sub-items defined for the item record.
- The text of the button changes to **Check Out**. The Check Out button is equivalent to selecting the item for editing from a List Page.

> **NOTE:**
> The Check In button works independently for sub-items and main item records such as Service, Contract, Contract Amendment, Grant, RFA, RFP and RFQ.

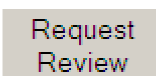
The **Check Out** button allows you to check a record out for editing and locks other system users from accessing the record. If a user attempts to access a record that is being edited by another user, the following message displays: “This item is currently checked out to ‘system user name’.”

Clicking the **New** button opens a blank data entry form for an item or sub-item so that a new item or sub-item record can be added to the system. The **New** button also allows you to upload a new attachment to an item record.

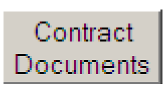


The **Reset** button functions in two ways.

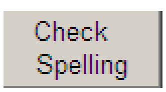
- To clear the fields already entered and add a new record. No record is saved of the data entered to that point.
- Use the Reset function to clear any recent changes you may have made to a record before clicking the Save button. The Reset function reloads any entries from the point of the last save.



The **Request Review** button allows you to request review and approval of the data entered for the item at any time.

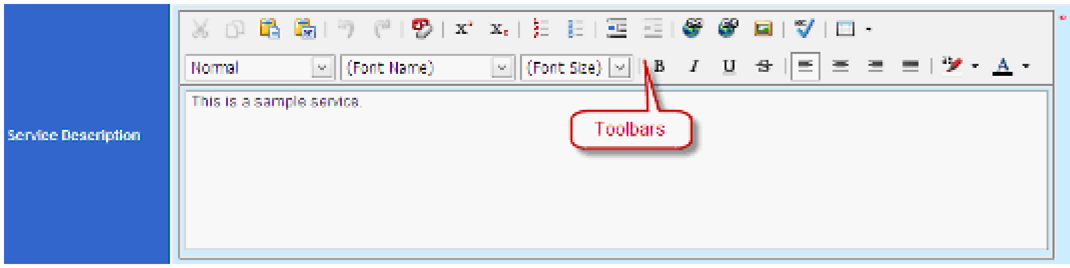


The **Contract Documents** button allows you to navigate to the Contract Documents Tab/List Page from which you can insert, create, edit, override or view individual documents for the contract, or build the contract so that it includes all contract documents.



Click the **Check Spelling** button to spell check the data entered in a rich text field for the item or sub-item. Please check spelling for all items and sub-items before submitting the record for publication on the public website. To check spelling in rich text fields, click the **Check Spelling** icon ( ).

The Check Spelling button does not verify the spelling of text in [rich text fields](#) that have dedicated toolbars for editing, formatting and other document functions. A rich text field example is provided below.



Copy

The **Copy** button allows you to copy the data from an existing contract to a new contract.

Renew

The **Renew** button allows you to renew an executed contract.

New Amendment

The **New Amendment** button allows you to create a new amendment for an executed contract or amendment.

Report

The **Report** button allows you to create a report on the contract currently displayed.

In-Process

The **In-Process** button allows you to move the status of a contract or amendment from "Draft." The contract or amendment must be checked out for editing before its status can be changed.

> **NOTE:**
>
> This button is available temporarily until the electronic approvals are available in the system.

Execute

The **Execute** button executes the contract or amendment currently displayed. The contract or amendment must be checked out for editing before it can be executed.

Terminate

The **Terminate** button terminates the contract or amendment currently displayed. The contract or amendment must be checked out for editing before it can be terminated.

Void

The **Void** button voids the contract or amendment currently displayed. The contract or amendment must be checked out for editing before it can be voided.

Save New

Click the **Save New** button saves the data for a new sub-item record in the system. New sub-items can be created by editing what is displayed on the window.

Update

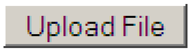
The **Update** button saves data when editing either an existing sub-item or a specific set of data from a sub-list for an item such as the contact information for a service.

If the sub-item or sub-list data is currently not displayed on the screen for editing, click the **Edit** link in the function column for the record in the sub-list at the bottom of the page. Click the **Update** button to save your modifications.

Lookup

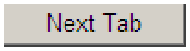
The Lookup button allows you to search for other data already entered into the system that is needed for the record you are creating. For example, you can look up a provider for the contract that you are entering.

The **Browse** button allows you to navigate to an electronic document on your computer or network so it can be uploaded to the system.

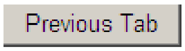


The **Upload File** button uploads an electronic document to the system for an item record.

The **Delete** button allows you to delete an electronic document previously uploaded to the system.



The **Next Tab** button moves you to the tab to the right of the one you are currently viewing for the sub-item.



The **Previous Tab** button moves you the tab that is to the left of the one you are currently viewing for the sub-item.

2.4.2.6 Links to Related Items

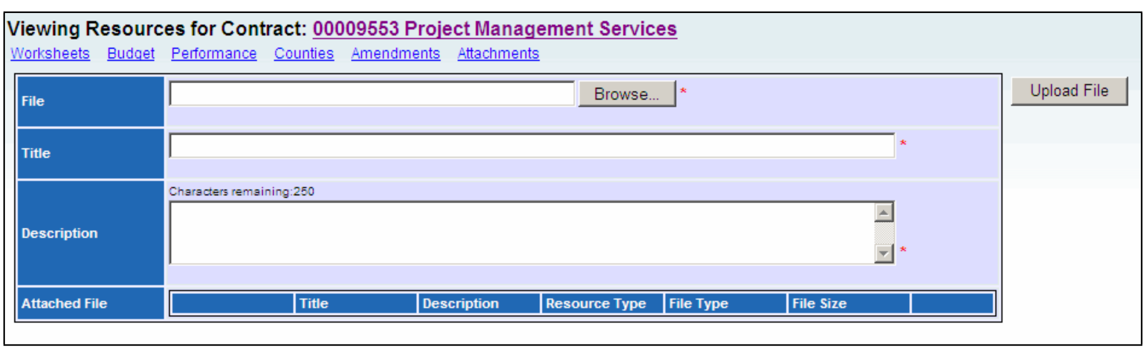
On the Details Page, links display to data that is related to the particular item that is being displayed or to an external website. Particular examples of such links include:

- The Contracts Details Page has links to:
  - ¾ The RFP, RFA or RFQ from which the contract was created;
  - ¾ Amendments created for the executed contract; and
  - ¾ Renewed contracts generated from the contract being viewed.
- The Budget Tab/Details Page has links to services for which the budget details are being defined for the contract, RFP, RFA and RFQ.

2.4.3 Attachments

The system allows you to upload documents as attachments to contracts and other records.

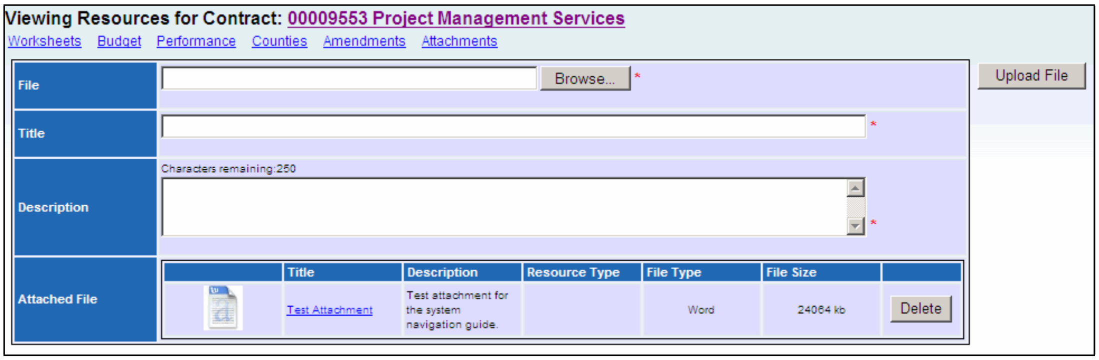
1) Click the **Attachments** sub-item link for the item record (Contracts in this example) and the Attachments Details Page displays.



2) Click the **Browse** button by the File field and navigate to the document that needs to be uploaded to the system using the **Chose File** dialog box. Once the file has been selected, click the **Open** button in the dialog box. The directory path and name of the file displays in the File field. This field is required.
3) Enter a brief title for the attachment in the **Title** field. This field is required.

4) Enter a detailed description of the document to be uploaded in the **Description** field. This field is required.

5) Click the **Upload File** button. The document now displays in the Attached File field at the bottom of the page. To view the document, click the title link for the document.



6) To delete a previously uploaded document, click the **Delete** button next to the document in the Attached File field, then click the **OK** button in the confirmation dialog box that displays.

NOTE:

You cannot modify a document once it has been uploaded. If editing is necessary, edit the original document from where it is stored on your computer or network (or download it from the system and then edit it), delete the out-of-date original document from the system, and then upload the revised document.

3. GETTING STARTED IN THE DHHS OPEN WINDOW SYSTEM

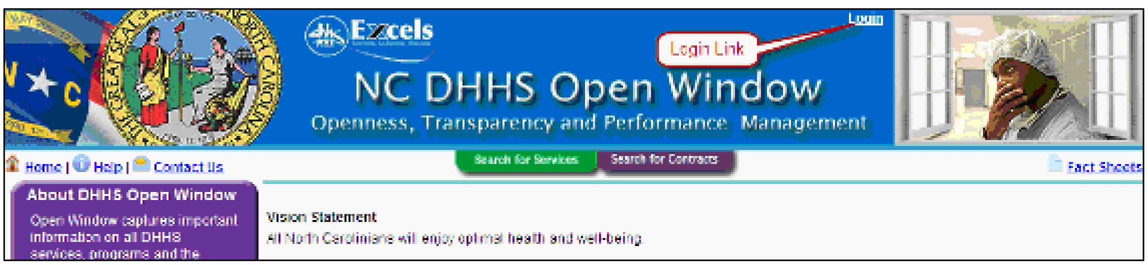
3.1 Accessing the System

You may access the DHHS Open Window system by logging into http://dhhsopenwindow.nc.gov.

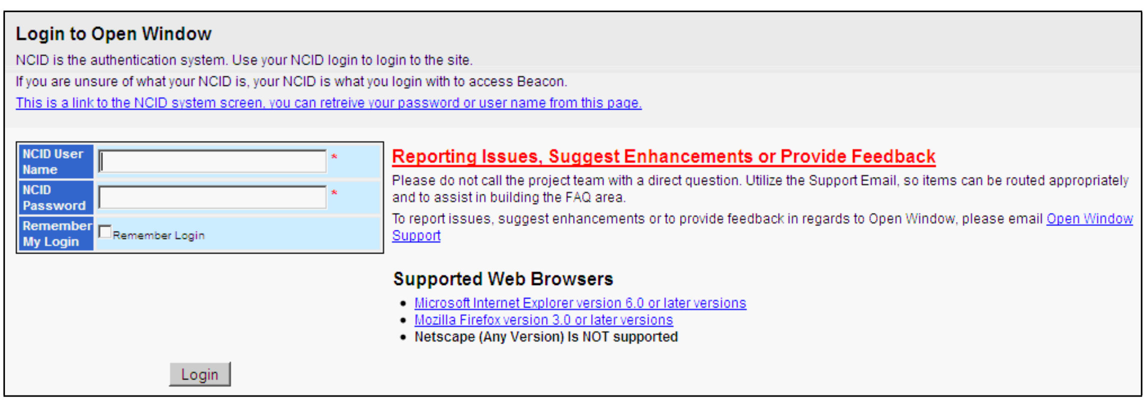
1) Launch your web browser.

NOTE:
To access the DHHS Open Windows system, you must use either Internet Explorer version 6 (or higher) or Firefox version 3.0 (or higher).

2) Enter http://dhhsopenwindow.nc.gov into the **Address Bar** and press [**Enter**]. The DHHS Open Window system displays.
3) Click the **Login** link at the top of the screen.



4) The Login screen displays.

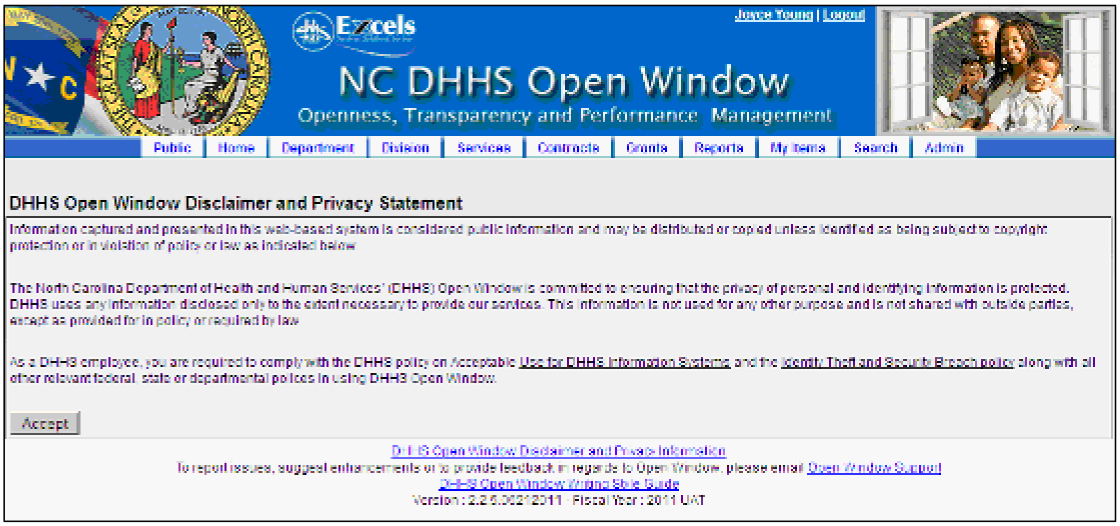


5) Enter your assigned NCID user name and password in the **NCID User Name** and **NCID Password** fields. If you wish to stay logged into the system even if you close and reopen your browser, click the **Remember My Login** checkbox. Click the **Login** button.
6) If you have never used Open Window before, click the **Logout** link in the upper right corner of the window. You will need to contact your division's Performance Management Coordinator to

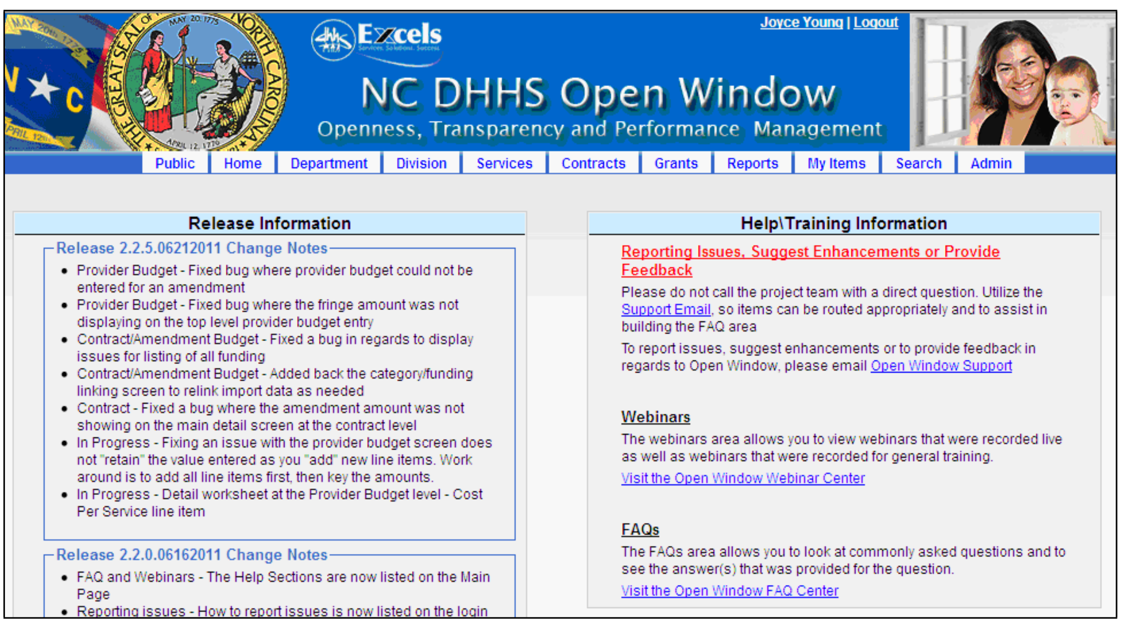
determine your system access based on the service or budgetary functions you will be performing in the system. If you will be performing functions related to contracts, you will need to contact your division's Contract Manager. Then email your NCID user name to your division's Performance Management Coordinator or Contract Manager so you access rights can be set up in the system.

7) You will receive notification from your division's Performance Management Coordinator, Contract Manager or the Open Window team once your access rights have been set up in the system.

8) Log back into the system. The DHHS Open Window Disclaimer and Privacy Statement displays. You must click the **Accept** button to move forward in the system.



9) Any announcements regarding the system such as recent changes in functionality display on the Home Page. You can then select a component from the navigation menu to begin work.

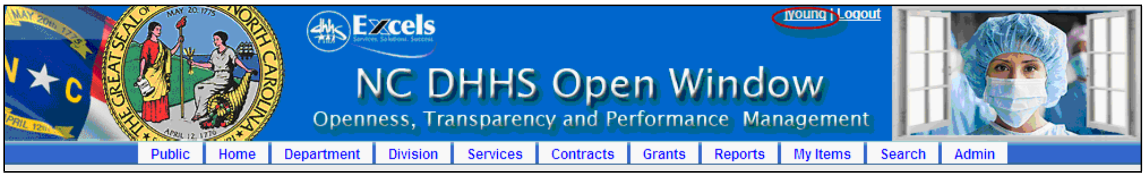


3.2 Setting Up Your Profile

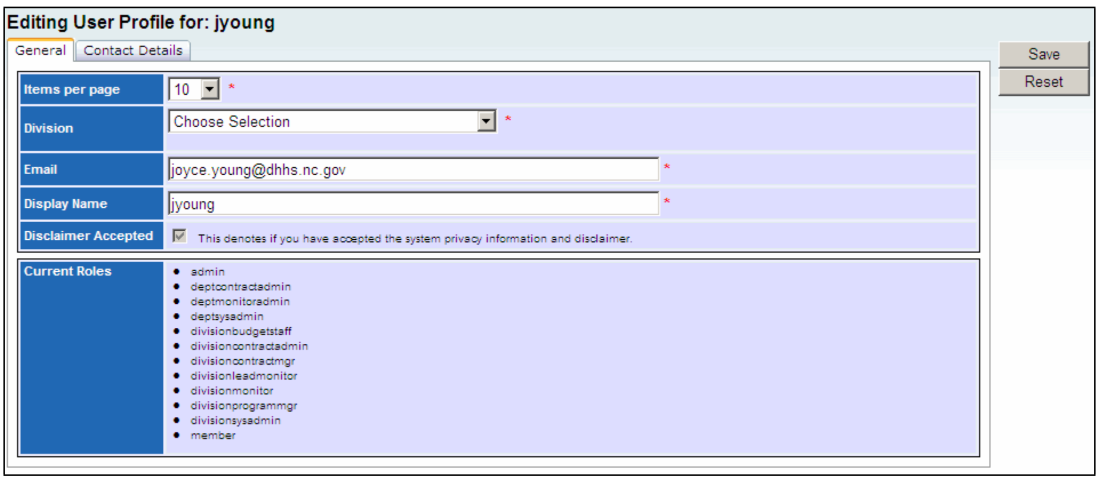
When you log into the system for the first time, you need to set up your system profile. Your system profile defines how many items display on List Pages that you view, the division(s) for which you work, how your name displays on the screen, and also lists the email address that will be used to send you notifications from the system.

Follow the steps below to define your profile in the DHHS Open Window system.

1) Click your **user name**, which displays in the upper right corner of the screen.



The system displays the General Tab/Details Page for your profile.



2) Select the number of items you wish to display on List Pages from the **Items per page** drop-down list.

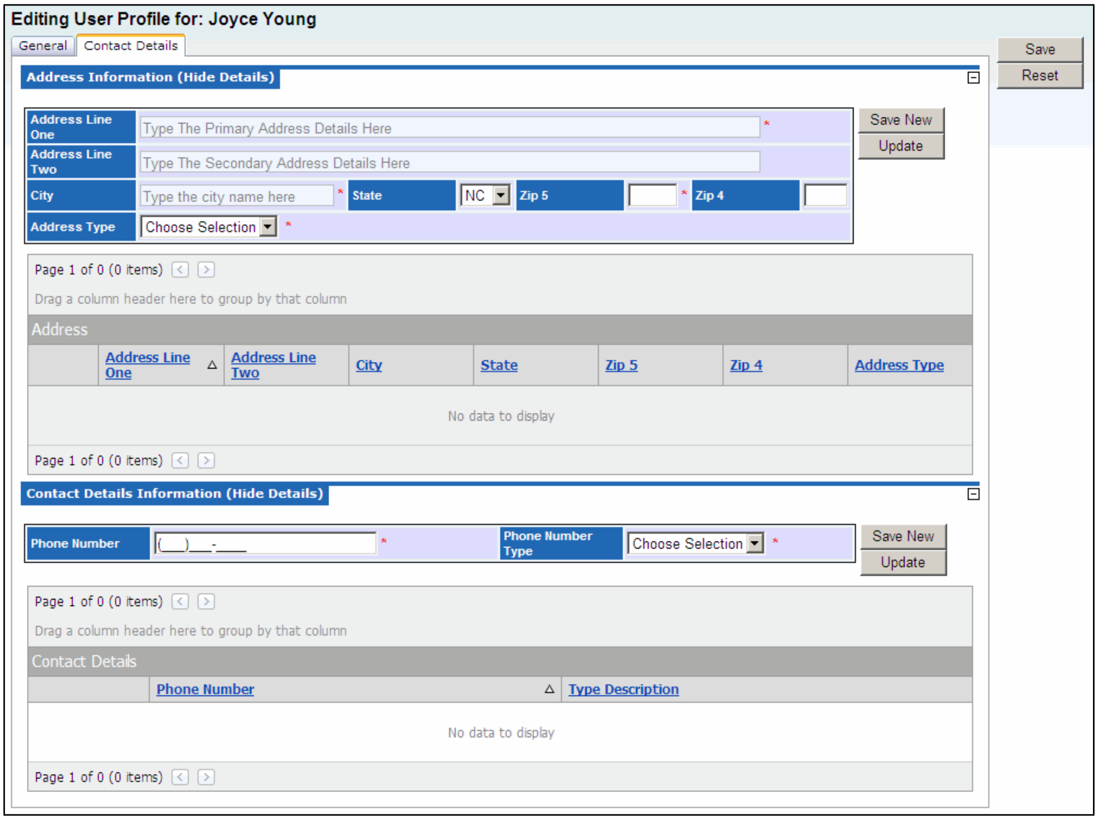
3) Select your division from the **Division** drop-down list.

4) Enter your email address in the **Email** field if it does not already display. The system uses this address to send you messages about workflow approvals and other notifications such as requests to check in a record that another user needs to modify.

5) Enter your preferred first name and last name in the **Display Name** field. This name replaces your NCID in the upper left corner of the screen once you navigate away from the Profile Details Page/General Tab. This is the name that also displays in any drop-down list that contains the names of DHHS personnel, such as the Contract Admin drop-down list on the Contract Details Page.

6) Click the **Save** button to save your general profile information.

7) Click the **Contact Details** tab. The Contact Details Tab/Details Page for your profile displays.



8) Enter your business address information in the following fields. Fields that require data entry before the record can be saved are marked with asterisk (*).

   Address Information Fields

   a) **Address Line One***
   b) **Address Line Two**
   c) **City***
   d) **State** – Defaults to "NC."
   e) **Zip 5*** – Enter the five number ZIP code for the address.
   f) **Zip 4** – Enter the +4 ZIP code for the address if known.
   g) **Address Type* -** Select **Billing**, **Main** or **Ship To** from the drop-down list.

9) Click the **Save New** button. The address displays in the Address Information sub-list. Repeat as necessary to add all your business address information.

10) Enter your telephone information in the following fields. Fields that require data entry before the record can be saved are marked with asterisk (*).

   Contact Details Information Fields

   a) **Phone Number***
   b) **Phone Number Type*** – Select **Emergency**, **Fax**, **Main** or **Mobile** from the drop-down list to indicate the type of telephone number being entered.

11) Click the **Save New** button. Your telephone information displays in the Contact Details Information sub-list. Repeat as necessary to enter all your telephone contact information.

12) To edit any of your previously entered address or telephone information, click the **Edit** link in the function column for the data in the appropriate sub-list. Once you have made your modifications, click the **Update** button to save your changes.

3.3 Accessing Data Quickly

The DHHS Open Window system has two features to help you quickly access the data you need to view or modify.

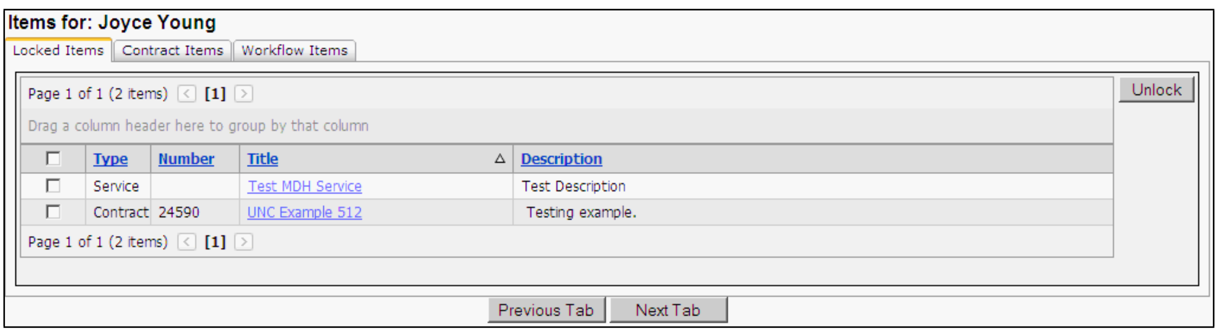
- My Items
- Search

3.3.1 *My Items*

The My Items component allows you to quickly navigate to all the item records you have checked out for editing (such as a service or contract record), contracts for which you are the Contract Administrator, Contract Manager or Contract Delegate, including those that are pending renewal, and any approval workflow that is assigned to you.

3.3.1.1 Items You Have Checked Out for Editing

To view your items, select **My Items** from the navigation menu. The Locked Items Tab/List Page displays.



Any item records you have locked for editing such as services, contracts, RFAs, RFPs, RFQs or grants display on the Locked Items Tab/List Page. To continue editing an item, click the link that displays in the **Title** column. The Details Page for that item displays so that you can continue updating the record.

To check in and unlock records, select the checkbox next to each record and click the **Unlock** button. The screen refreshes and the unlocked record no longer displays on the Locked Items Tab/List Page.

3.3.1.2 Contracts Items

To view the contracts where you are designated as the Contract Administrator, Contract Manager or Contract Delegate, click the **Contracts Items Tab**. The Contracts Items Tab/List Page displays.

NOTE:

If you are the DHHS Contract Administrator, DHHS Contract Manager or DHHS Contract Delegate for the contract that is pending renewal, you will receive a reminder message at 180, 120, 90, 60 and 30-day intervals in advance of the current contract end date.

To view only those contracts that are pending renewal, click the **Pending Renewals** checkbox. The Contracts Items Tab/List Page refreshes and displays only your contracts that are pending renewal.

To navigate to any contracts listed, click either the **View** or **Edit** link in the function column. The Contract Details Page displays so you can view or edit the details of the contract or take any other action necessary.

3.3.1.3 Your Approval Workflow

This feature is not available at this time.

3.3.2 Search

You can conduct a search for a service or contract in the system using the Search component.

1) Select **Search** from the navigation menu. All the data currently in the system for services, contracts, contract amendments, RFAs, RFPs, and RFQs displays on the List Page.

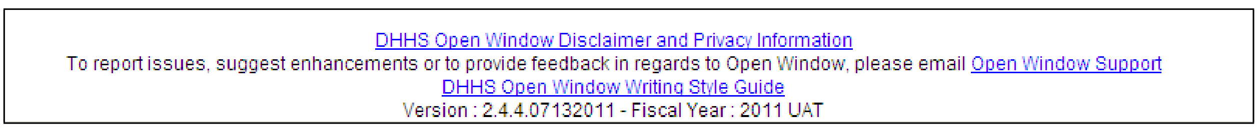
Type	Number	Title	Division	Description
Service		Nurse Aide Registry	Division of Health Service Regulation	Registry maintians training and competency information on Nurse Aides. Employers must asscess the Registry prior to employment to assure person is li...
Contract	12332	#106 Pathology Consultation Services	Division of Mental Health, Developmental Disabilities and Substance Abuse Services	To provide peer review procedures and methodologies, review quality control data, conduct continuing education seminars and monitor laboratory perfor...
Contract	19666	(NATC) membership	Division of Public Health	National Alliance for Tobacco Cessation (NATC) membership and evidence-based media campaign

2) To search for a specific item, use either basic or advanced search feature.

3) You can also export all search results to a MS Excel file.

3.4 DHHS Open Window Writing Style Guide

The DHHS Open Window system has a style guide defined for all text that your enter for services, contracts, etc. The writing guide is available via the **DHHS Open Window Writing Style Guide** link that is at the bottom of the Home Page.



Once you click the link, a new browser window opens and displays the File Download dialog box. Select **Open** or **Save**. If saving the style guide, browse to a location on your computer or network in the Save As dialog box and click the **Save** button.

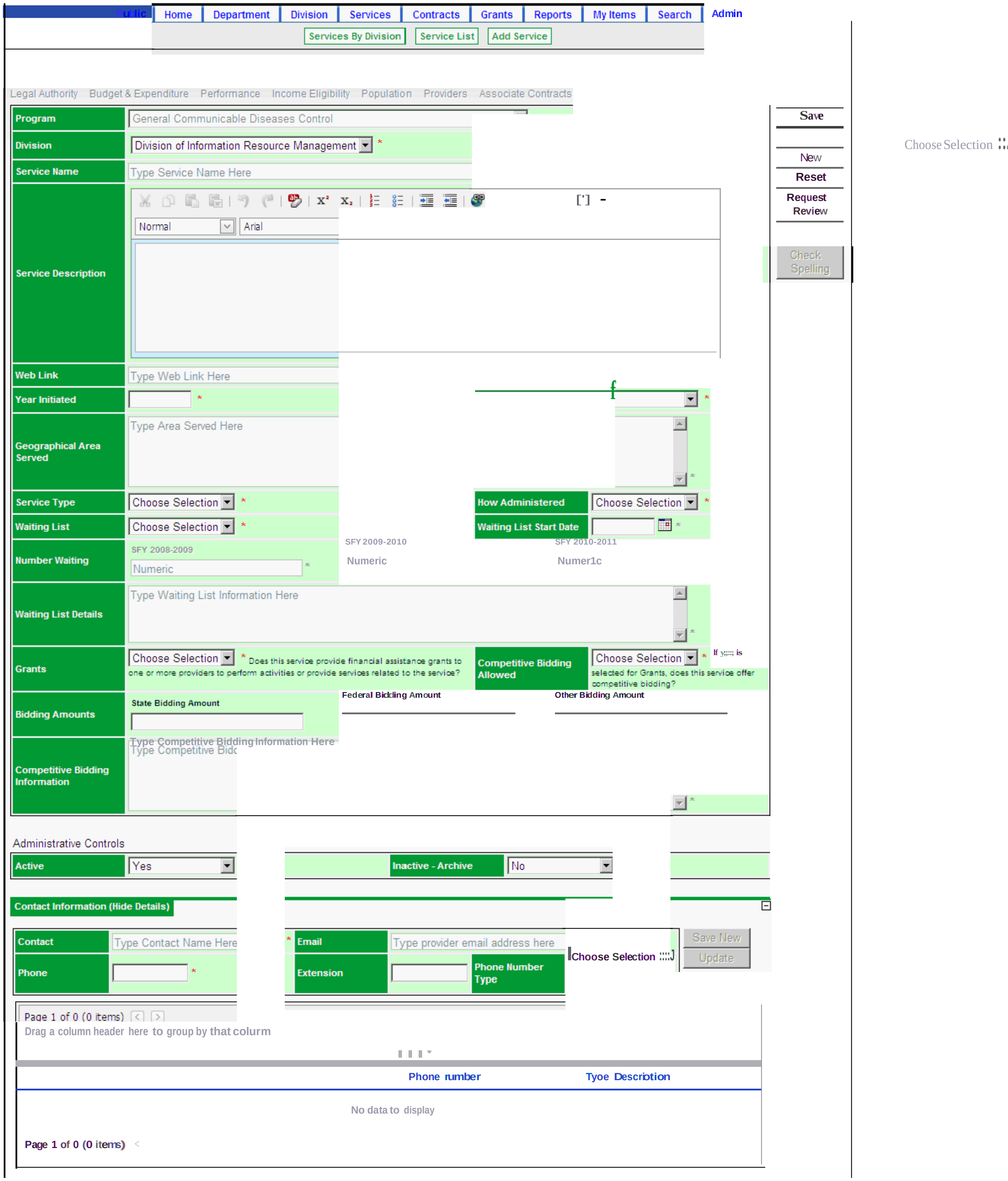
4. MANAGE SERVICES

4.1 Add a Service

NOTE:
Division Performance Management Coordinators or DHHS Open Window System Administrators are the only users who can add a new service.

You can add one or more services in the DHHS Open Window system.

1) Select **Services** from the navigation menu and select **Add Service** from the sub-navigation menu or click the **Add a New Service** link on the Service Management Page. The Service Details Page displays.



2) Enter information about the new service in the following fields. Fields marked with an asterisk (*) require data entry before the record can be saved.

a) **Division* -** The system displays the default division to which you have been assigned. If you have been assigned to more than one division, select the correct division for the service from the drop-down list.

b) **Budget Code-** The system displays the budget code defined for the division and service. If more than one budget code has been defined, select the correct code from the drop-down list.

c) **Service Name*** – Enter the name of the service that is being defined.

d) **Service Description*** – Enter a detailed description of the service in the rich text field in accordance with the required guidelines identified in the *DHHS Open Window Writing Style Guide*. The core elements to be included in the service description are: the purpose or need for the service, what the service does, how the service is administered or performed, who is being served, and what population benefits from the service.

Click the **Check Spelling** icon () to verify the spelling of the text entered for Service Description only.

e) **Web Link* –** Enter the address of the website for the service if available to provide system users, especially non DHHS users, with additional information about the service. If a website specific to the service does not exist, enter the addresss of the division's website.

f) **Year Initiated*** – Enter the year in which the service was started.

g) **Available State Wide*** – Defaults to "Yes." Select **No** from the drop-down list to indicate that the service is not available throughout the state. If "No" is selected, then the next field is required.

h) **Geographical Area Served* –** Enter a detailed description of the area in which the service is available. This field is required if "No" is selected for the Available Statewide field.

i) **Service Type* –** Select the type of service from the drop down list to describe the type of service that is being defined (Direct, Indirect, etc.).

j) **How Administered*** – Select either **Local**, **State** or **State and Local** from the drop-down list to indicate how the service is administered.

k) **Waiting List*** – Select **Yes** or **No** from the drop-down list to indicate whether a waiting list is in place for the service. If "Yes" is selected, then the next three fields are required.

l) **Waiting List Start Date*** – Enter the date on which the waiting list began or is to begin. This field is required if "Yes" is selected for the Waiting List field.

m) **Number Waiting*** – Enter the number of individuals waiting for the service for the prior two and the current fiscal years. These fields is required if "Yes" is selected for the Waiting List field.

n) **Waiting List Details*** – Enter a detailed description of the waiting list for the service. This field is required if "Yes" is selected for the Waiting List field.

o) **Grants*** – Select **Yes** or **No** from the drop-down list to indicate whether providers contracted to perform the service are eligible to receive financial assistance grants. If "Yes" is selected, then the next field is required.

p) **Competitive Bidding Allowed** –If "Yes" is selected in the Grants field, select **Yes** or **No** from the drop-down list to indicate whether the service permits competitive bidding. This field is required if "Yes" is selected for the Grants field.

q) **Bidding Amounts**

   i) **State Bidding Amount** – Enter the maximum amount of state funds available for the grant.

   ii) **Federal Bidding Amount** – Enter the maximum amount of federal funds available for the grant.

   iii) **Other Bidding Amount** – Enter the maximum amount of other funds available for the grant.

r) **Competitive Bidding Information*** – Enter all additional information related to competitive bid for the service grant. This field is required if "Yes" is selected for the Competitive Bidding Allowed field.

Administrative Controls Fields

s) **Active** – Default is "Yes." Select **No** from the drop-down list to indicate that the service is no longer in effect.

t) **Inactive – Archive** – Default is "No," which ensures that the service record can be edited in the future. See Archive a Service to take this action.

3) Click the **Check Spelling** button to verify spelling for the service record.

> **NOTE:**
>
> The Check Spelling button checks spelling in all fields ***except*** those fields that have a dedicated Check Spelling icon () displaying on a toolbar within those fields as is the case for the Service Description rich text field. The spelling for rich text fields can be checked only by using their dedicated Check Spelling icon.

4) Click the **Save** button to save the data entered for the service record.

5) Enter information about the DHHS contact for the service in the following fields. Fields marked with an asterisk (*) require data entry before the record can be saved.

Contact Information Fields

a) **Contact*** – Enter the name of the DHHS staff member that is the primary contact for the service.

b) **Email** – Enter the email address for the contact.

c) **Phone*** – Enter the telephone number for the contact.

d) **Extension –** Enter the extension for the contact's telephone number if applicable.

e) **Phone Number Type*** – Select **Emergency**, **Fax**, **Main** or **Mobile** from the drop-down list to indicate the type of telephone number being entered.

6) Click the Contact Information **Save New** button to add the contact to the sub-list that displays for the service record. Repeat contact information as necessary to enter all contacts and contact numbers.

To edit a previously entered contact, click the **Edit** link in the function column for the contact in the contact information sub-list at the bottom of the page. Once you have made your modifications, click the **Update** button.

7) Enter the sub-items as required for the service.

8) Once all sub-items are entered, click the **Check In** button to release the record, and click **OK** to confirm the check in of the record.

> **NOTE:**
>
> When a record is "checked out" to you (or locked by you), it cannot be edited by anyone until you click the **Check In** button.

4.1.1 Add Sub-items for a Service

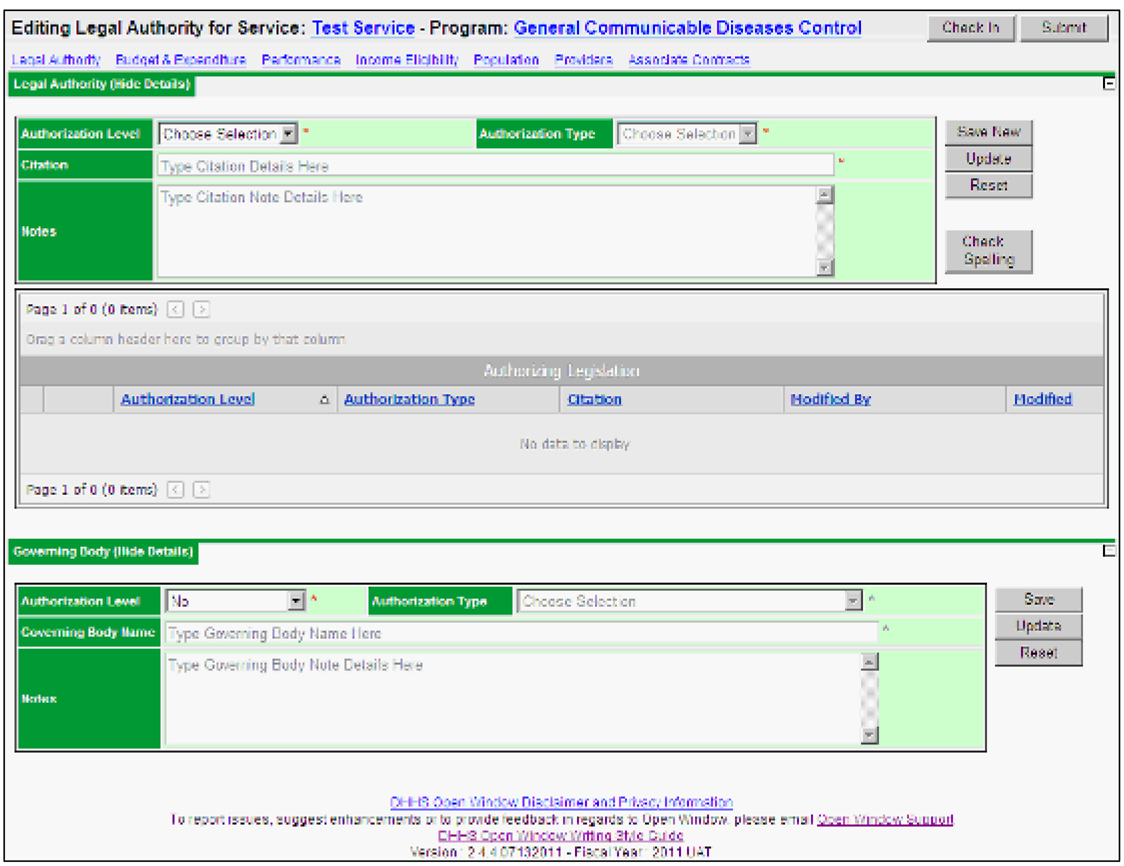
Once you save a new service to the system, you can define, or view as permitted by the system, one or more of the following sub-items for that service.

- Legal Authority
- Budget and Expenditure
- Performance
- Income Eligibility
- Population
- Providers
- Associate Contracts

4.1.1.1 Add a Legal Authority Sub-item for a Service

Follow the steps below to enter one or more legal authority for a service. The legal authority is the federal, state, administrative rule, executive order or judicial order that establishes or enables the service to be provided.

1) Click the **Legal Authority** sub-item link that displays at the top of the Service Details Page. The Legal Authority Details Page displays.



2) Enter information about the new legal authority in the following fields. Fields that require data entry before the record can be saved are marked with an asterisk (*).

   Legal Authority Fields

   a) **Authorization Level*** – Select **Federal**, **State** or **Not Applicable** from the drop-down list to indicate the authorization level for the legal authority for the service. If “Federal” or “State” is selected, then the next two fields are required.
   b) **Authorization Type*** – Select an authorization type from this cascading drop-down list to indicate the source of authorization for the service (for example, Code of Federal Regulations, Statute, Executive Order, etc.). This field is required if “Federal” or “State” is selected for the Authorization Level field.
   c) **Citation*** – Enter the citation for the legal authority for this service. This field is required if “Federal” or “State” is selected for the Authorization Level field.
   d) **Notes** – Enter a detailed description or other notes about the legal authority citation.

3) Click the **Check Spelling** button to verify spelling for the legal authority sub-item.

4) Click the **Save New** button to save the legal authority sub-item for the service record. The legal authority displays in the Authorizing Legislation sub-list that displays under the Legal Authority fields.

   To edit a previously entered legal authority, click the **Edit** link in the function column for the legal authority in the sub-list at the bottom of the page. Once you have made your modifications, click the **Update** button to save your changes.

5) Enter information about the governing body that set the legal authority in the following fields. Fields that require data entry before the record can be saved are marked with an asterisk (*).

   Governing Body Fields

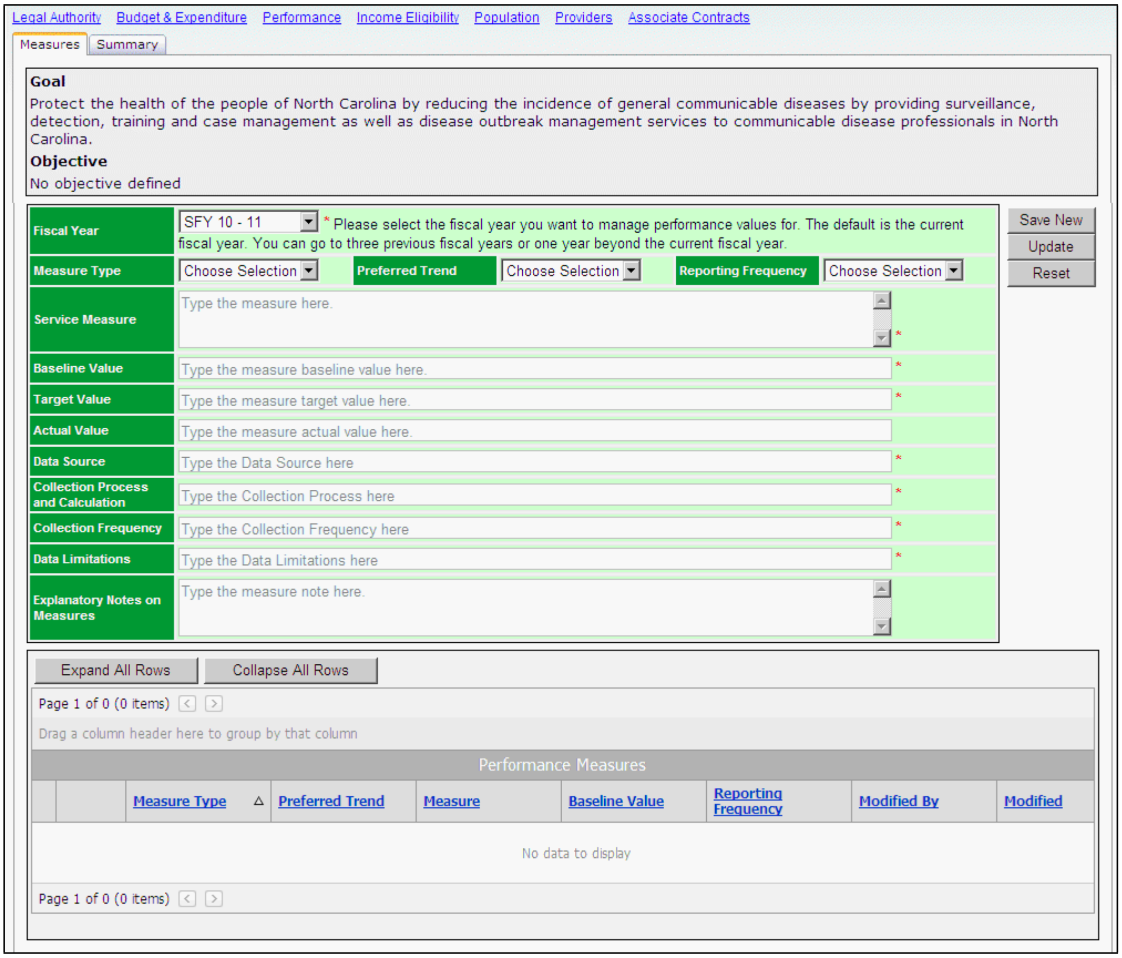
   a) **Authorization Level*** – Select either **Yes** or **No** from the drop-down list to indicate whether the legal authority for the service was set by a governing body. If “Yes” is selected, then the next two fields are required.
   b) **Authorization Type*** – Select either **Rule making board or commission** or **Statutorily required counsel, board or commission** from the drop-down list to describe the type of governing body that set the legal authority for the service. This field is required if “Yes” is selected for the Governing Body Authorization Level field.
   c) **Governing Body Name*** – Enter the name of the governing body. This field is required if “Yes” is selected for the Governing Body Authorization Level field.
   d) **Notes** – Enter a detailed description or other notes about the governing body that set the legal authority.

6) Click the **Save** button to save the governing body information for the legal authority sub-item.

   To edit previously entered governing body information, change the data and click the **Update** button for the Governing Body fields to save your modifications.

4.1.1.2 Add a Performance Sub-item for a Service

1) Click the **Performance** sub-item link that displays at the top of the Service Details Page. The Measures Tab/Details Page displays.



2) The DHHS goal and objective with which the service is aligned displays at the top of the page for reference while defining the performance measure for the service.

3) Enter information about the performance measures in the following fields. Fields marked with an asterisk (*) require data entry before the record can be saved.

   a) **Fiscal Year*** – Defaults to the current fiscal year. If necessary, select any other fiscal year in which the performance measure for the service was or will be in effect from the drop-down list. The range of fiscal years that display include the next fiscal year or the three previous fiscal years. For example, if the current fiscal year is SFY 10-11, you can select either SFY 11-12, SFY 09-10, SFY 08-09 or SFY 07-08.

   b) **Measure Type** – Select a measure type from the drop-down list.

   c) **Preferred Trend** – Select preferred trend (for example, Increase, Decrease or Maintain) for the performance measure from the drop-down list.

   d) **Reporting Frequency** – Select a frequency from the drop-down list to indicate how often the measure is to be applied to assess service performance.

   e) **Service Measure*** – Enter the full description of the performance measure for the service.

   f) **Baseline Value*** – Enter the baseline value or state for the performance measure.

   g) **Target Value*** – Enter the numerical goal or objective for the performance measure.

   h) **Actual Value –** Enter the actual value of the performance measure.

   i) **Data Source*** – Enter the data source for the performance measure.

   j) **Collection Process and Calculation*** – Enter a detailed description of how the data for the peformance measure is collected and any calcuations applied to the data.

k) **Collection Frequency*** – Enter a detailed description of how often the data is collected for the measure.

l) **Data Limitations*** – Enter any data limitations for the performance measure.

m) **Explanatory Notes on Measures** – Enter any additional information concerning the performance measure.

4) Click the **Save New** button. The performance measure for the service record displays in the sub-list at the bottom of the Measures Tab/Details Page.

To edit a previously entered performance measure, click the **Edit** link in the function column for the measure in the sub-list at the bottom of the page. Once you have made your modifications, click the **Update** button to save your changes.

NOTE:

The Performance Summary Tab/Details Page is not used at this time. Instructions on this feature will be provided at a later date.

4.1.1.3 Add an Income Eligibility Sub-item for a Service

1) Click the **Income Eligibility** sub-item link that displays at the top of the Service Details Page to enter any income requirements for participants to qualify for the service.

2) Enter the information needed to define the income eligibility requirements for the service in the following fields. Fields that require data entry before the record can be saved are marked with an asterisk (*).

Income Eligibility Fields

a) **Income Eligibility** – Default is "No." Select **Yes** from the drop-down list if income eligibility is applied as a condition of receiving the service. If "Yes" is selected, then the next three fields are required.

b) **Criteria for Income Eligibility** – Enter the income scale/level used and/or methodology, used to determine income eligibility for the service in the text field. This field is required if “Yes” is selected for the Income Eligibility field.

c) **Type of Income Used for Eligibility** – Describe the type of income that is to be used to determine service eligibility in the text field. This field is required if “Yes” is selected for the Income Eligibility field.

d) **Whose Income is Used to Determine Eligibility** – Describe the individual whose income is used to determine service eligibility. This field is required if “Yes” is selected for the Income Eligibility field.

e) **Income Eligibility Change Date** – Enter the date on which the income eligibility requirements changed to the current requirements. If “Yes” is selected, then the next field is required.

f) **Income Eligibility Criteria Prior to Change –** Enter the previous (before it changed) income eligibility methodology for the service. This field is required if a date is entered in the Income Eligibility Change Date field.

g) **Income Eligibility Other** – Enter any other financial needs eligibility criteria for the service.

h) **Cost Sharing Participation** – Default is “No.” If the recipient may contribute, or is required to contribute, to the cost of the service, select **Yes** from the drop-down list. If “Yes” is selected, then the next field is required.

i) **If yes, describe the cost sharing methodology** – Enter the methodology used to calculate the recipient’s cost for receiving the service. This field is required if “Yes” is selected for the Cost Sharing Participation field.

Income Disregard Fields

j) **Income Disregard** – Default is “No.” Select **Yes** from the drop-down list if appropriate. If “Yes” is selected, then all fields in this section are required. If “Yes” is selected, then the next field is required.

k) **Income Disregard Desc** – Describe the type of income that is not to be used to determine service eligibility in the text field. This field is required if “Yes” is selected for the Income Disregard field.

Income Verified Fields

l) **Income Verified** – Default is “No.” Select **Yes** from the drop-down list if income is to be verified. If “Yes” is selected, then the next field is required.

m) **Income Verifi[cation] Method** – Describe the current methodology used to verify income to determine service eligibility. This field is required if “Yes” is selected for the Income Verified field.

n) **Legal Basis for Income Criteria –** Describe the legal reason for the income criteria for eligibility.

o) **Income Eligibility Criteria Change** – Default is “No.” Select **Yes** from the drop-down list if the income eligibility criteria for the service can be changed without a legal change. If “Yes” is selected, then the next field is required.

p) **If yes, provide details** – Describe how the income eligibility criteria can be changed. This field is required if “Yes” is selected for the Income Eligibility Criteria Change field.

q) **Income Eligibility Criteria Min/Max Point** – Default is “No.” Select **Yes** from the drop-down list if the income eligibility criteria for the service has a minimum and maximum point that provides flexibility. If “Yes” is selected, then the next field is required.

r) **If yes, provide details** – Describe the minimum and maximium point for the income eligibility criteria. This field is required if "Yes" is selected for the Income Eligibility Criteria Min/Max Point field.

s) **Income Eligibility Change Other Factors** – Default is "No." Select **Yes** from the drop-down list if there are other factors that could result in a change to the income eligibility criteria for the service. If "Yes" is selected, then the next field is required.

t) **If yes, provide details** – Describe the other factors that could change the income eligibility criteria for the service. This field is required if "Yes" is selected for the Income Eligibility Change Other Factors field.

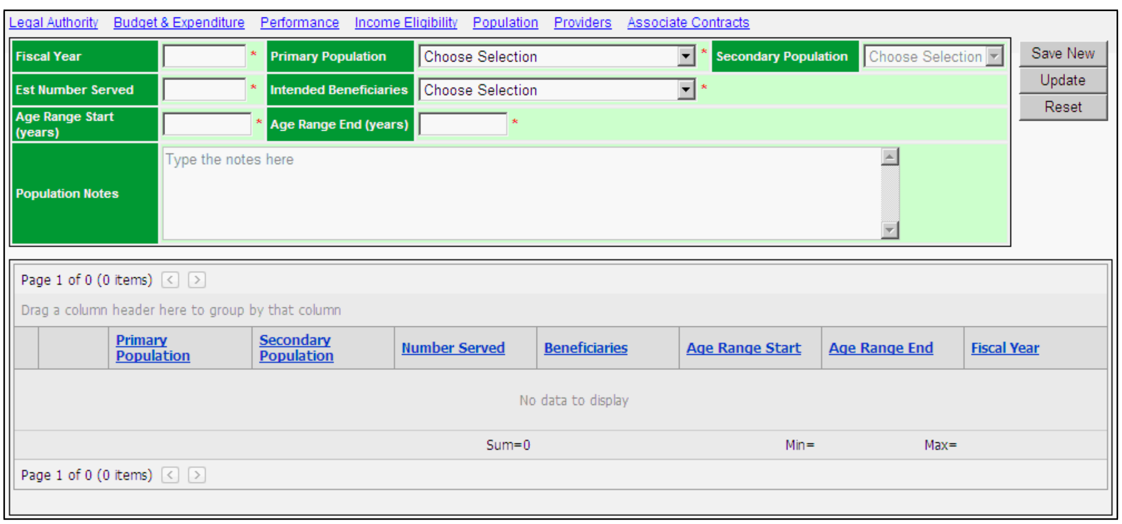
3) Click the **Check Spelling** button to verify spelling for the income eligibility data sub-item for the service.

4) Click the **Save** button to save new or modified income eligibility data for the service record.

4.1.1.4 Add a Population Sub-item for a Service

You are required to enter data about the population that is targeted to receive the service.

1) Click the **Population** sub-item link that displays at the top of the Service Details Page to enter target population data for the service.



2) Enter the information needed to define the population requirements for the service in the following fields. Fields that require data entry before the record can be saved are marked with an asterisk (*).

a) **Fiscal Year*** – Enter a fiscal year for the population data to be defined for the service.

b) **Primary Population*** – Select the population group that is the primary group to receive the service from the drop-down list.

c) **Secondary Population Type** – Select a secondary population group to further describe who is to receive the service from the cascading drop-down list if appropriate. This field is active only when certain population types are selected in the Primary Population field.

d) **Est Number Served*** – Enter the estimated number of the population type that are anticipated to receive the service in the fiscal year.

e) **Intended Beneficiaries*** – Select the primary population type that is intended to benefit from the service.

f) **Age Range Start (years)*** – Enter the first age at which individuals meeting the population requirements can receive services.

g) **Age Range End (years)*** – Enter the last age at which individuals meeting the population requirements can receive services.

h) **Population Notes**: Enter a note to provide additional information about the population to receive the service and its benefits.

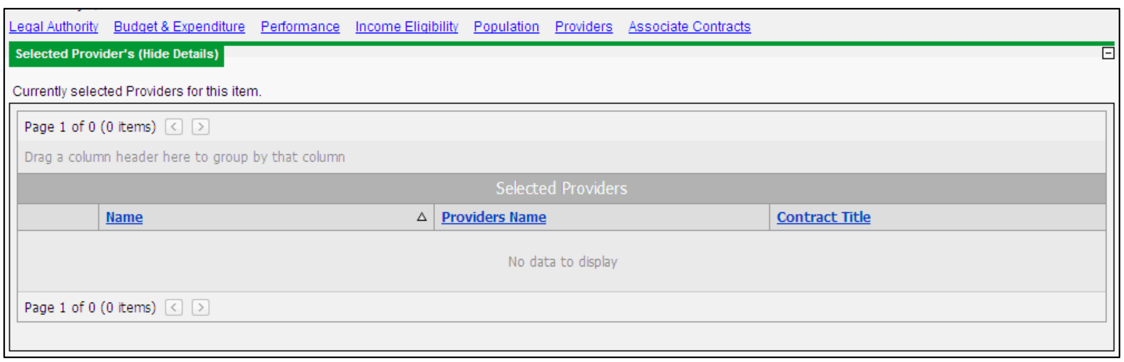
3) Click the **Save New** button. The population for the service record displays in the sub-list at the bottom of the page.

To edit a previously entered population, click the **Edit** link in the function column for the population in the sub-list at the bottom of the page. Once you have made your modifications, click the **Update** button to save your changes.

4.1.1.5 View Providers Associated with the Service

All providers contracted for the service display in the List Page for the Providers sub-item.

1) Click the **Providers** sub-item link that displays at the top of the Service Details Page to view providers associated with the service. The Providers List Page displays.



2) Click the link in the Providers Name or Contract Title columns to view those records.

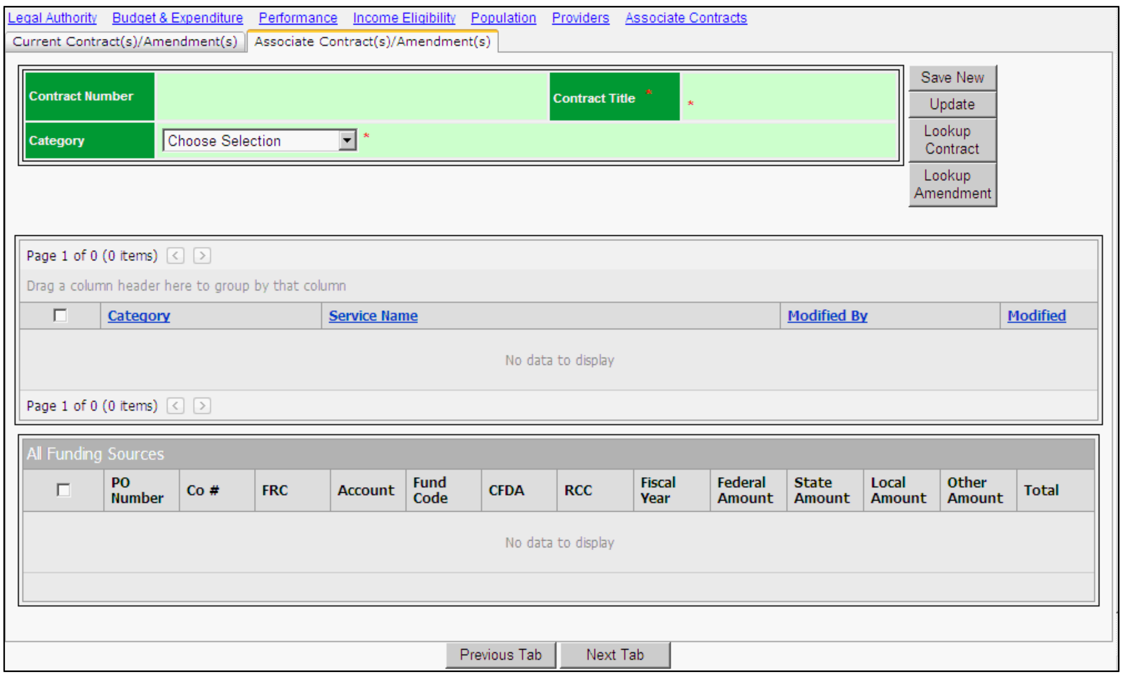
4.1.1.6 Associate Contracts to the Service

The Contracts sub-list on the Associate Contracts Details Page displays all contracts linked to the service via the Estimated Budget sub-item for the contract. If necessary, you can associate additional contracts with the service.

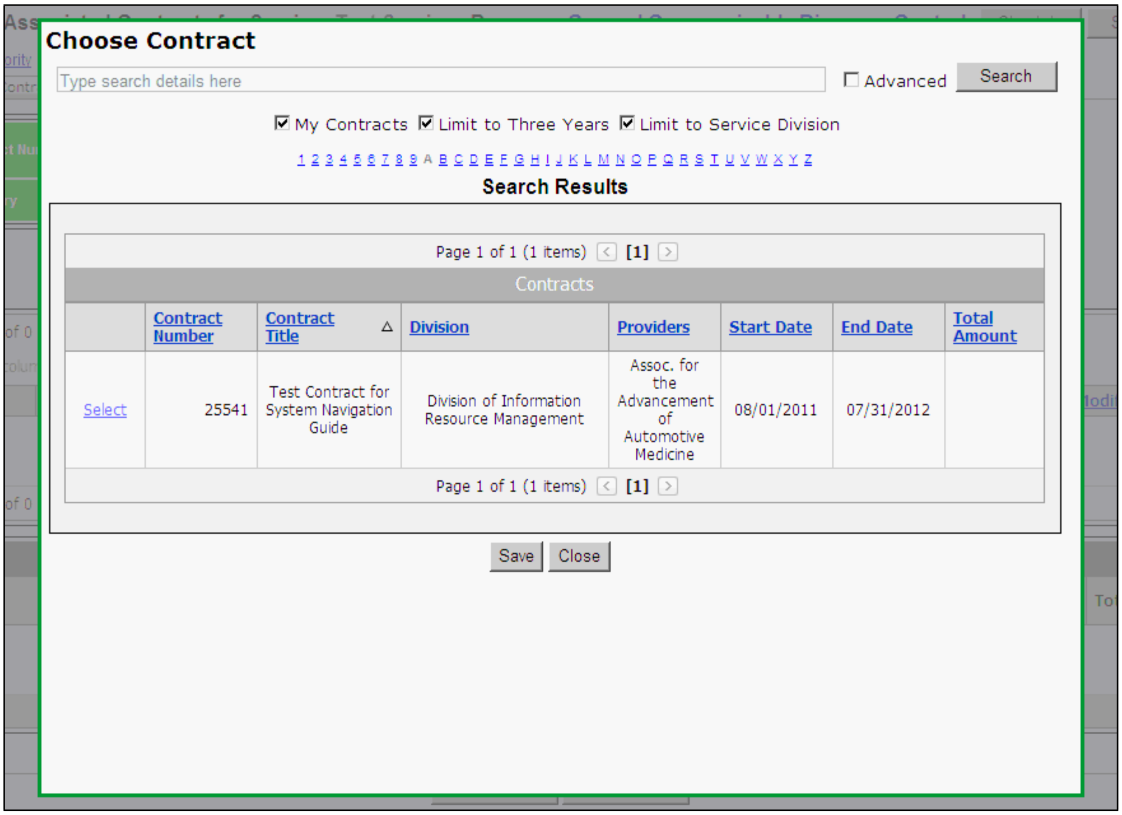
1) Click the **Associate Contracts** sub-item link that displays at the top of the Service Details Page to look up the contract(s) to be associated with the service. The Current Contract(s)/Amendments(s) Tab/List Page displays.

Any contract and amendment already associated with the service displays with a link to the record.

2) Click the **Associate Contract(s)/Amendment(s) Tab** to associate contracts and amendments with the service. The Associate Contract(s)/Amendment(s) Tab/Details Page displays.

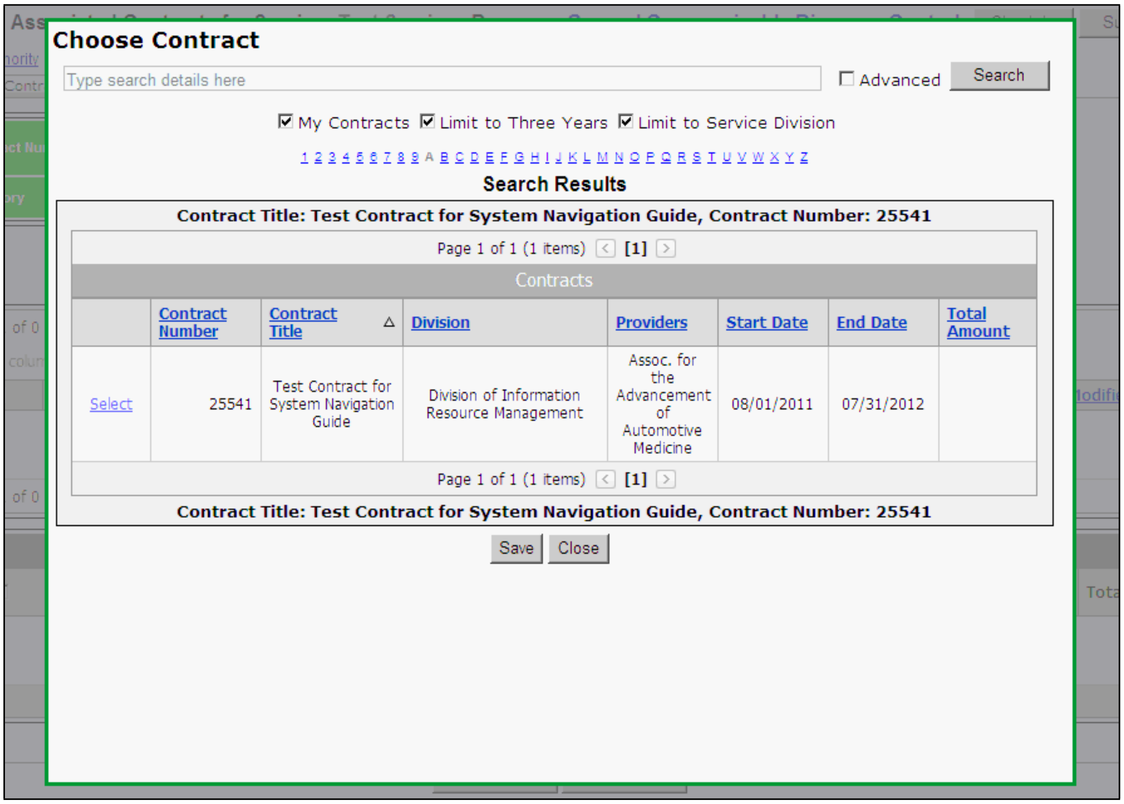


3) Click the **Lookup Contract** button to view the Contract Search popup window.

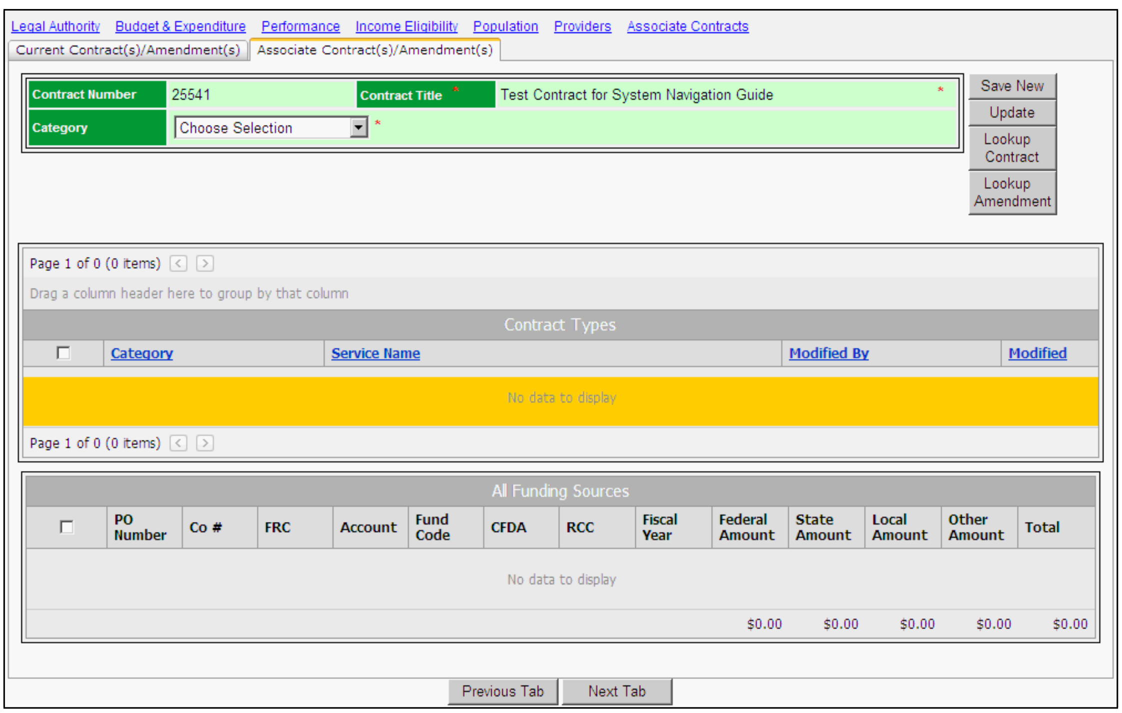


4) Conduct a basic or advanced search to search for the contract or amendment to be associated with the service, page through the displayed contracts or use the number and letter links to filter options results to navigate to the contract. You can further refine you search results by selecting the **My Contracts** checkbox.

5) To select a contract from the search results, click the **Select** link for the contract. The selected contract displays above and below the displayed search results.

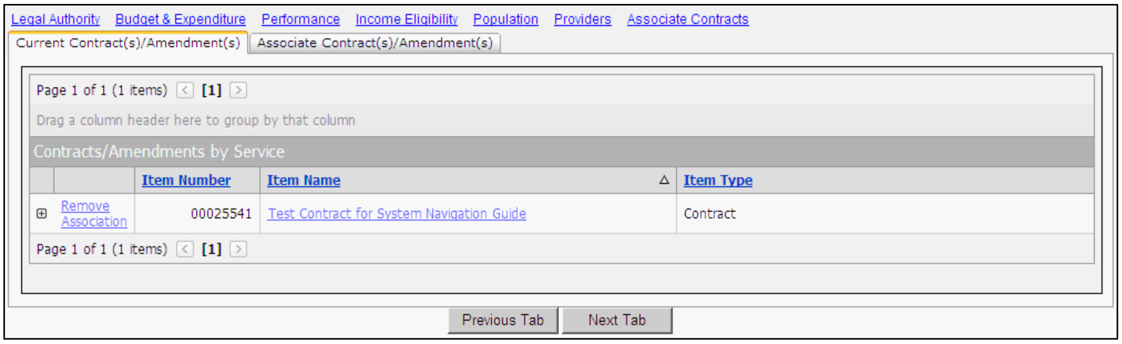


6) Click the **Save** button to associate the contract and its amendments with the service record. The Contract Search window closes and the contract displays on the Associate Contract(s)/Amendment(s) Tab/Details Page.



7) Select a category for the contract from the **Category** drop-down list and click the **Save New** button. The contract displays in the Contract Types sub-list.

8) Repeat as required to select all contracts to be associated with the service.
9) Click the Current Contract(s)/Amendment(s) Tab to view the list of contracts. The Current Contract(s)/Amendment(s) Tab/List Page displays.



If you are associating an existing contract in the system with the service, you will need to associate all existing amendments as well. Once a contract is associated with the service, all amendments created in the future will also be associated with the service. When you or another DHHS staff member enters a new contract in the system, it will be associated with the appropriate service(s) once the budget data is entered. Entry of the budget data should be coordinated between the Division Performance Coordinator and the Contract Manager.

10) To remove the association between a contract and the service, click the **Remove Association** link in the function column in the Current Contract(s)/Amendment(s) list, and click the **OK** button to confirm the deletion when the warning message displays.

4.2 Archive a Service

The Division Performance Coordinator can request from the DHHS Open Window System Administrator that a service be archived in the system. The service record is archived once the archived record submission for publication has been approved by the DHHS Open Window System Administrator. Once approved, the service cannot be viewed on the public website or viewed or edited within the system except by the DHHS Open Window System Administrator.

4.3 Delete a Service

It is rare that a service would be deleted once it is established. However, deletion of a service is limited to the DHHS Open Window System Administrator after consultation with the appropriate Division Performance Coordinator.

5. MANAGE CONTRACTS

5.1 My Items

The My Items component allows you to view from one location all the records you have checked out for editing and the contracts for which you are listed as the Contract Administrator, Contract Manager or Contract Delegate.

To view your items, select **My Items** from the navigation menu. Click here for more information on this feature.

5.2 Contracts List Page

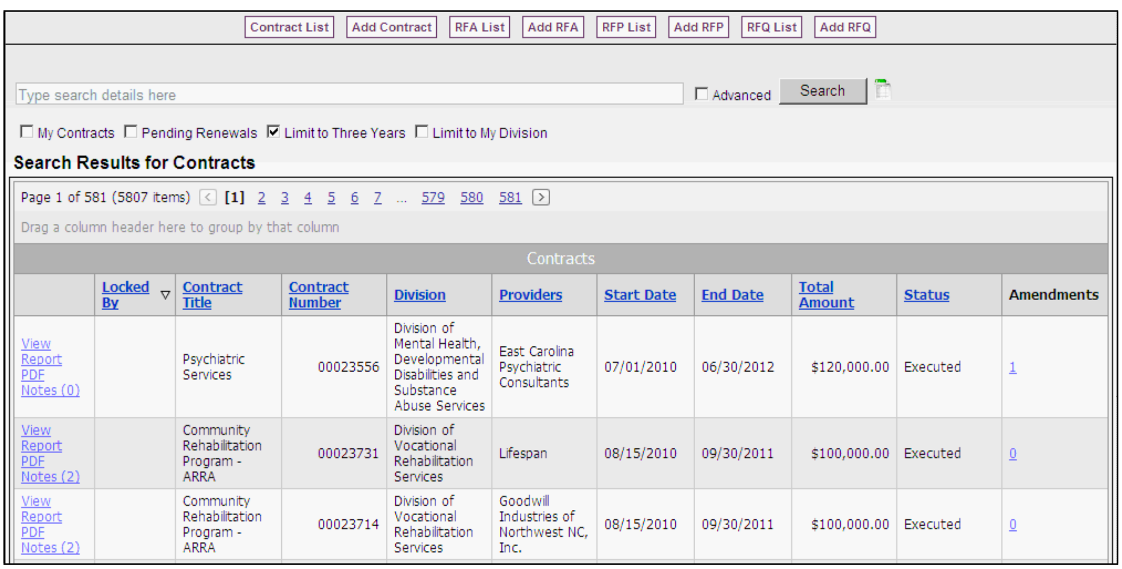
In addition to performing basic or advanced searches for contracts, the Contract List Page allows you to quickly search for your contracts, that is, those contracts for which you are the Contract Administrator, Contract Manager or Contract Delegate, or to view the contracts for your division that are pending renewal.

5.2.1 My Contracts

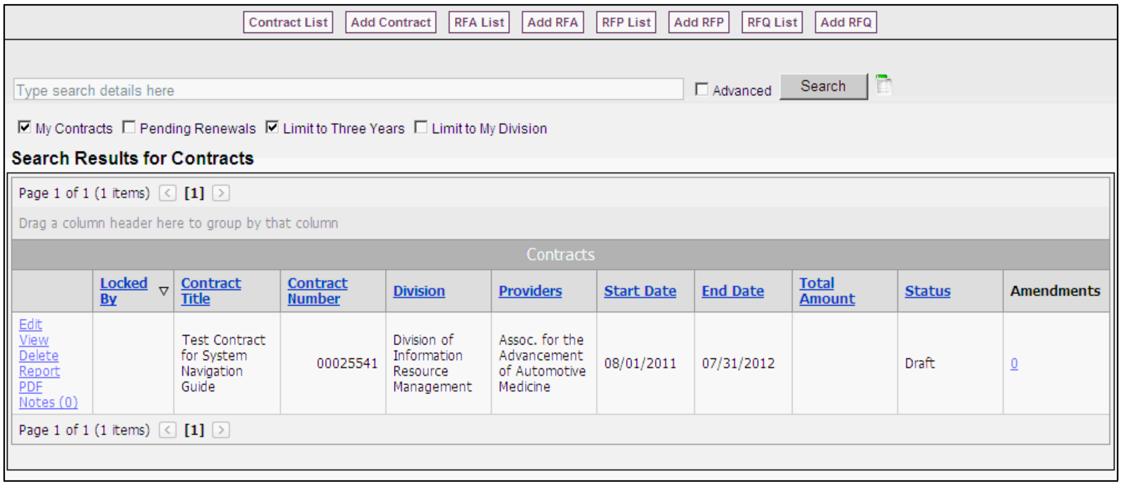
The My Contracts checkbox filters the results displayed on the Contracts List Page to those contracts to which you have been assigned as the DHHS Contract Administrator, DHHS Contract Manager or Contract Delegate.

Follow the steps provided below to use the My Contract feature.

1) Select **Contracts** from the navigation menu and select **Contract List** from the sub-navigation menu or click the **View Current Contracts** link on the Contract Management Page. The Contracts List Page displays.



2) Click the **My Contracts** checkbox. The Contracts List Page refreshes with those contracts in which you have been listed as the DHHS Contract Administrator, DHHS Contract Manager or Contract Delegate.



3) You can now click the appropriate link to edit, view or take other action for contracts or amendments.

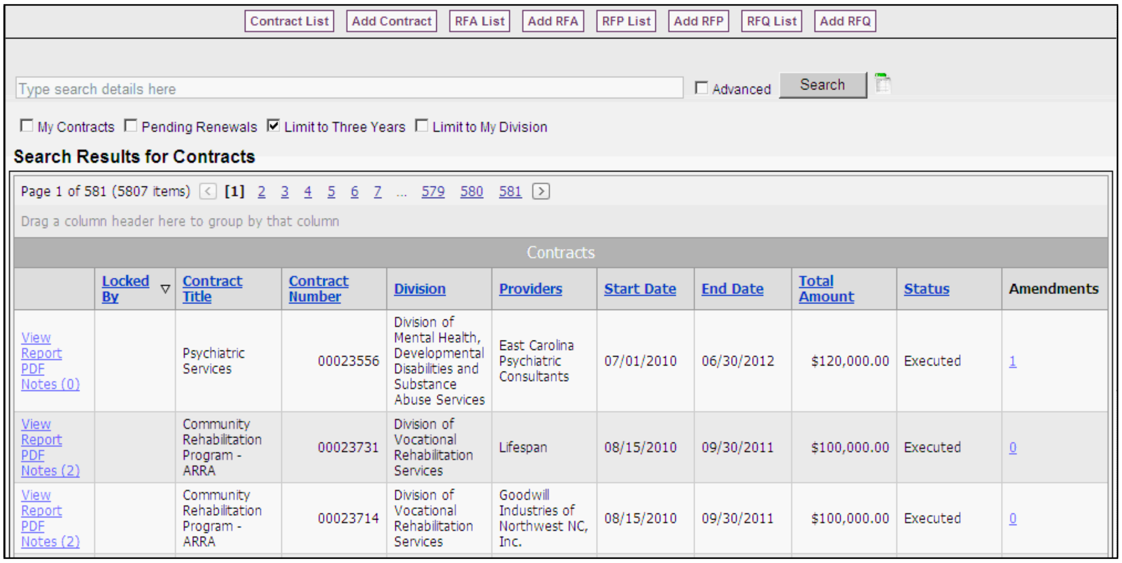
5.2.2 Contracts Pending Renewals

The Pending Renewals checkbox filters the results displayed on the Contracts List Page to those contracts that are up for renewal if the **Intent to Renew** field is set to "Yes," and the contract is set to expire in at least 180 days.

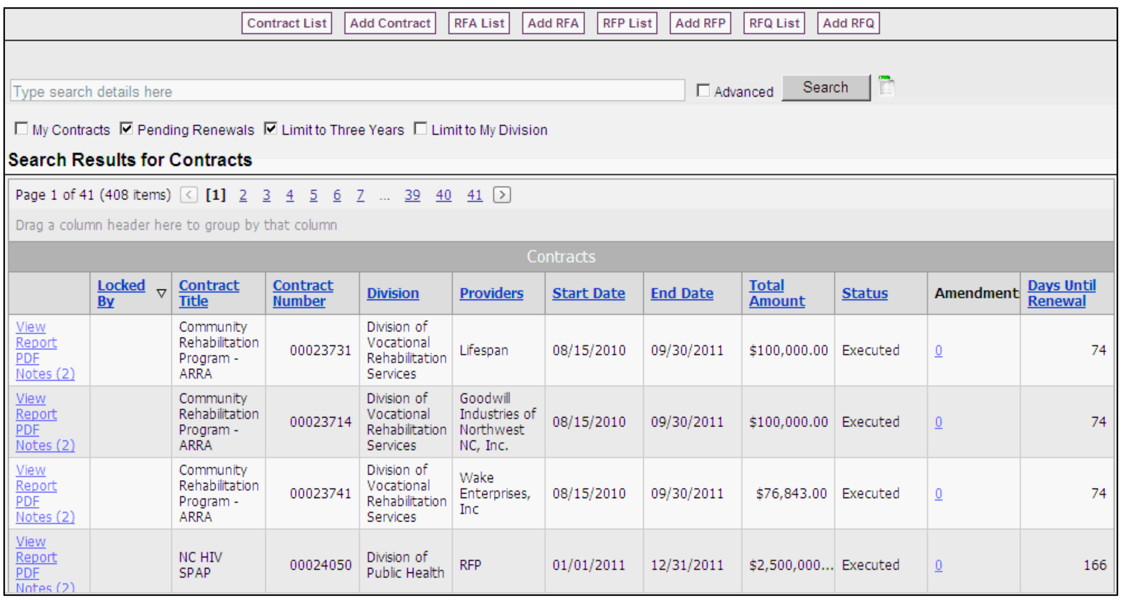
> **NOTE:**
>
> If you are the DHHS Contract Administrator or DHHS Contract Manager for the contract that is pending renewal, you will receive a reminder message at 180, 120, 90, 60 and 30 day intervals in advance of the current contract end date.

Follow the steps provided below to use the Pending Renewals feature.

1) Select **Contracts** from the navigation menu and select **Contract List** from the sub-navigation menu or click the **View Current Contracts** link on the Contract Management Page. The Contracts List Page displays.



2) Click the **Pending Renewals** checkbox. The Contracts List Page refreshes and displays only those contracts that are pending renewal.



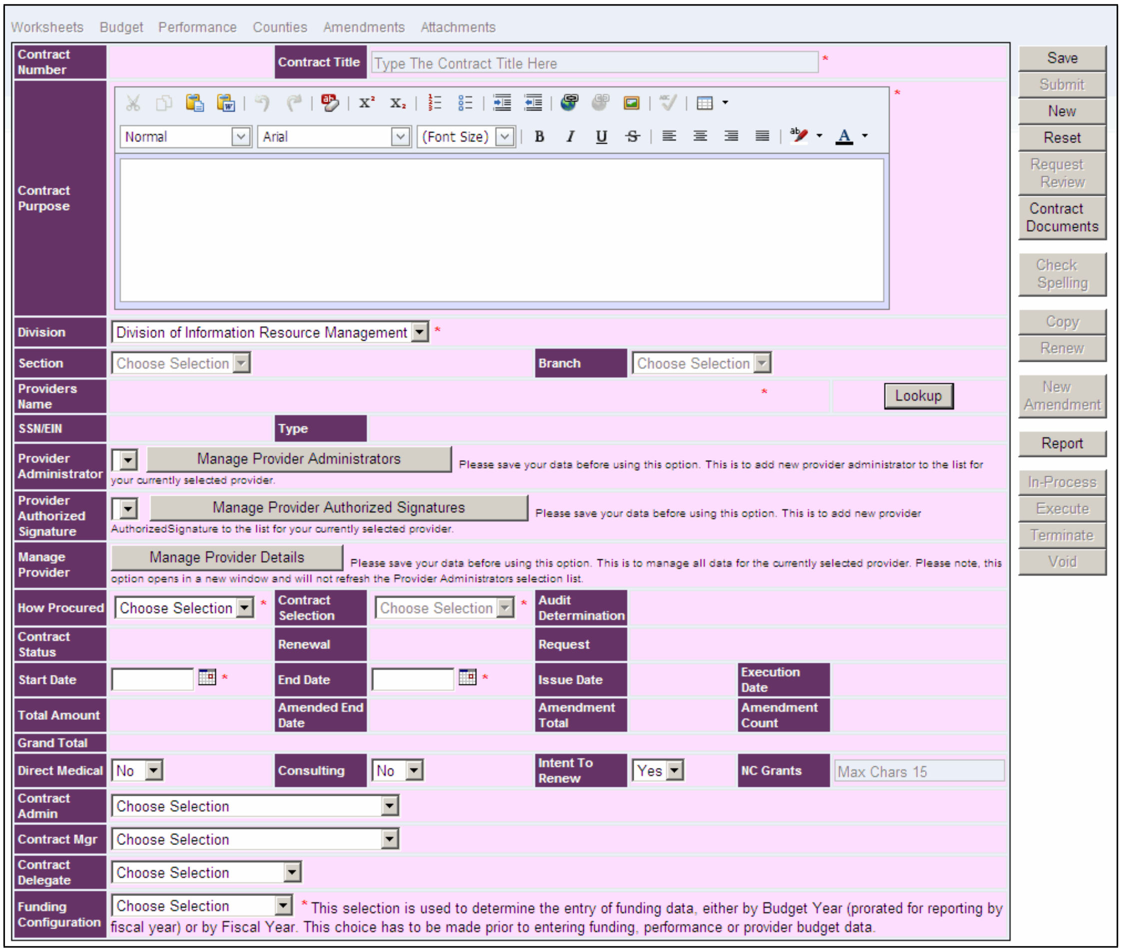
3) You can now click the appropriate link to edit, view or take other action for contracts or amendments.

4) See Renew a Contract for information on how to renew a contract.

5.3 Add a Contract

Follow the steps provided below to add a new contract to the DHHS Open Window system.

1) Select **Contracts** from the navigation menu and select **Add Contract** from the sub-navigation menu or click the **Add a New Contract** link on the Contract Management Page. The Contract Details Page displays.



2) Enter information about the new contract in the following fields. Fields that require data entry before the record can be saved are marked with asterisk (*).

   a) **Contract Number** – The system assigns a unique sequential number to the contract record when it is first saved.

   b) **Contract Title* –** Enter a unique brief contract title that best describes the services being provided.

   c) **Contract Purpose* –** Enter the purpose of the contract in the rich text field.

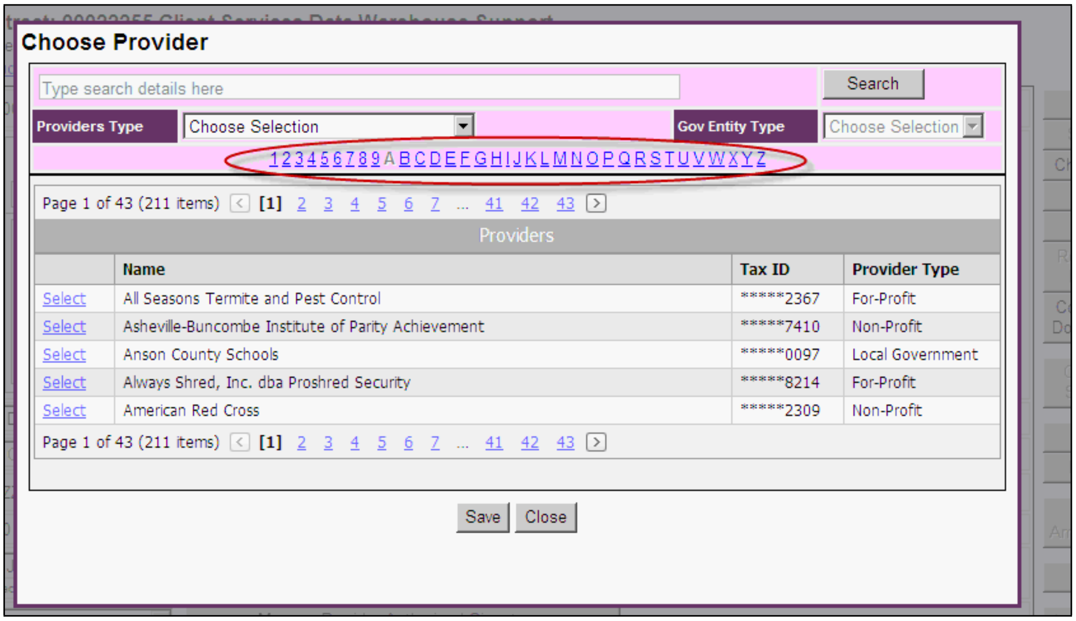
      Click the **Check Spelling** icon () to verify the spelling of the text entered for the Contract Purpose only.

   d) **Division* –** Select your division from the drop-down list.

   e) **Section –** If defined in the system, select the section within the division that manages the contracts from the cascading drop-down list.

   f) **Branch –** If defined in the system, select the branch within the division section that manages the contract from the cascading drop-down list.

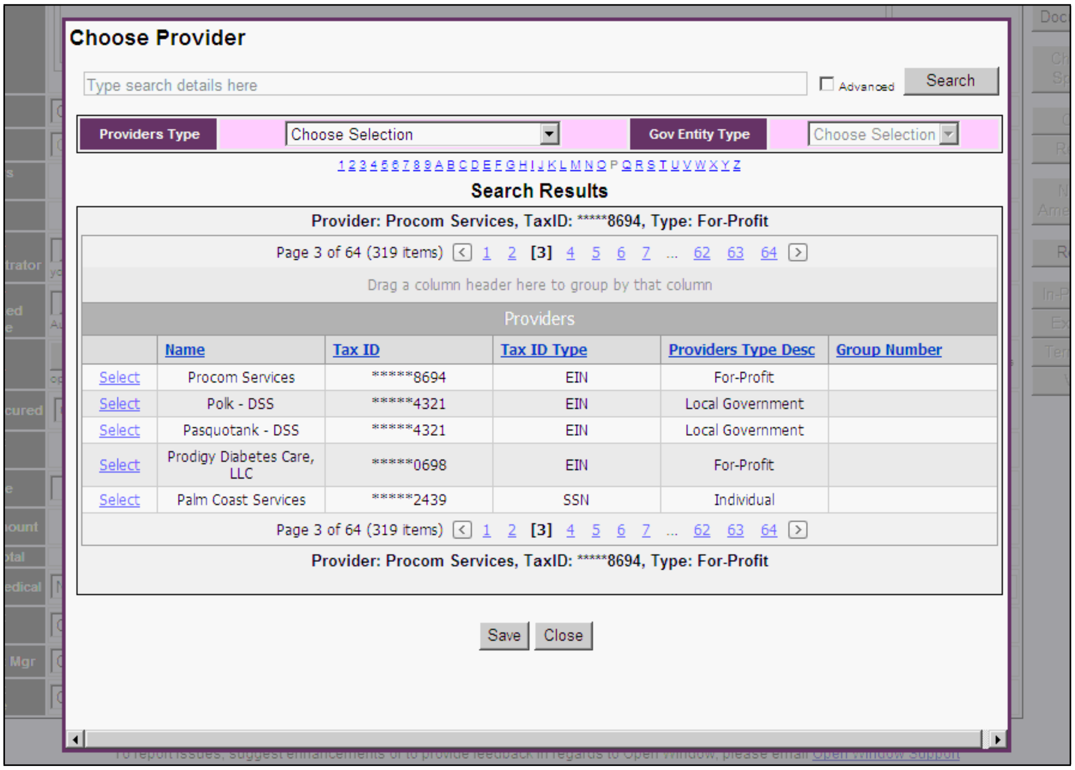
   g) **Provider's Name**, **SSN/EIN** and **Type** – Click the **Lookup** button for the Provider's Name field to view the Provider Search popup window. A list of all providers in the system displays.



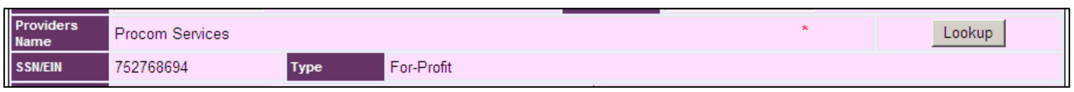
To search for providers, select a **Providers Type** from drop-down list. If the type of provider being searched is a Local Government or Local Government County, select a **Gov Entity Type** from the cascading drop-down list. Click the **Search** button. Alternatively, conduct a basic or advanced search to search for the provider using known search criteria such as the provider's Tax ID (either EIN or SSN) or the provider's name. The screen refreshes and displays a list of providers that match the provider type or criteria you selected or entered.

To quickly find the provider in the list of search results, select the number or letter link (highlighted by the red circle in the example above) that corresponds to the first number of the provider's Tax ID or the first letter of the provider's name.

To select a provider for the contract, click the **Select** link for the provider. The selected provider displays above and below the displayed search results.



Click the **Save** button. The Provider Search window closes and the system populates the **Provider's Name, SSN/EIN, and Type** fields with the provider's data.



h) **Provider Administrator** – Select the name of the provider's contract administrator from the drop-down list. If the name of the provider's contract administrator does not display in the list, you can manage that information after the required contract data is saved. Do not click the **Manage Provider Administrators** if you have not saved your data first. See Manage Provider Administrators, Authorized Signatures and Details for further instructions regarding managing provider data.

i) **Provider Authorized Signature** – Select the name of the individual authorized by the provider to sign documents for the provider from the drop-down list. If the name of the individual does not display in the list, you can manage that information after the required contract data is saved. Do not click the **Manage Provider Authorized Signatures** if you have not saved your data first. See Manage Provider Administrators, Authorized Signatures and Details for further instructions regarding managing provider data.

j) **How Procured*** – If the contract was generated from a Request for Application, Request for Proposal or Request for Quote procurement document, the system populates this field with RFA, RFP or RFQ as appropriate. If the contract was not competitively bid, select either **Other**, **Property Release** or **Waiver** from the drop-down list.

NOTE:

If the contract did result from an RFA, RFP or RFQ, add that record to the system first, and then generate the contract from the RFA, RFP or RFQ.

k) **Contract Selection*** – Select the contract type from the cascading drop-down list.

l) **Audit Determination*** – The system updates the Audit Determination data for the contract based on what you enter on the Audit Determination Worksheet.

m) **Contract Status*** – Defaults to "Draft." The system updates the status based on whether the contract is being routed for approval, has been executed, has an amendment in process, has expired, is terminated, or is voided.

n) **Renewal** –This field displays a link to the original contract record if the new contract has been created with the Renew function from an existing contract record. The link displayed is the contract title and contract number.

o) **Request** – This field displays a link to the record for the original request document if the contract was created from an existing RFA, RFP or RFQ record. The link displayed is the title of the RFA, RFP or RFQ.

p) **Start Date* –** Enter or select the start date for the contract.

NOTE:

If the contract has been generated from a RFA, RFP or RFQ, the Start Date for the contract must be later than the Award Date for the procurement document. The contract Start Date must also be before the contract End Date.

q) **End Date* –** Enter or select the date on which the contract ends.

r) **Issue Date –** This field displays the issue date for the RFA, RFP or RFQ if the contract was generated from that type of record.

s) **Execution Date –** This field displays the date on which the Execution button is clicked for the contract.

t) **Total Amount** – The system calculates this field based on the amounts entered for the Budget sub-item for both the contract and any amendments.

u) **Amended End Date** – If an amendment has been created that modifies the end date of the contract, the amendment end date displays here.

v) **Amendment Total** – If one or more amendments have been created for the contract, the system calculates this field based on the total amounts entered for the Budget sub-item for the amendment(s).

w) **Amendment Count** – If amendments have been created for the contract, this field displays a link to the Amendment List Tab/List Page where you can choose to navigate to a specific amendment. The link displayed indicates the number of amendments created to date.

x) **Direct Medical** – Defaults to "No." Select **Yes** from the drop-down list if the contract is for the provision of direct medical services to the recipients of the service.

y) **Consulting** – Defaults to "No." Select **Yes** from the drop-down list if the contract is for the provision of consulting.

z) **Intent to Renew** – Defaults to "Yes." Select **No** from the drop-down list if DHHS does not intend to renew the contract. If you are uncertain if the contract is to be renewed, keep the default entry. You may change this selection at any time in the future.

The Intent to Renew field is tied to the electronic notification (including emails) for renewals.

aa) **NC Grants** – Enter the grant number if one is used to fund the contracted service.

bb) **Contract Admin** – Select the name of the DHHS staff member serving as the Contract Administrator. The Contract Administrator is responsible for the day-to-day activities for this contract.

cc) **Contract Mgr** – Select the name of the DHHS staff member serving as the Contract Manager for the contract.

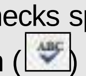
dd) **Contract Delegate** – Select the name of the DHHS staff member serving as the delegate for the Contract Administrator and/or Contract Manager.

> **NOTE:**
>
> If the name of the DHHS staff member does not display in the Contract Admin, Contract Mgr or Contract Delegate fields as needed, the person has not been designated as such in the system. Contact your division's Contract Manager to have the correct individual added to the system.

ee) **Funding Configuration*** – Select either **Budget by Budget Year** or **Budget by Fiscal Year** from the drop-down list.

> **NOTE:**
>
> The funding configuration selection you make determines how the contract budget, performance measures, provider budget, and budgets for subsequent amendments display and function. For example, if Fiscal Year is chosen for the contract budget, you will be required to enter performance measures and detailed provider budget by fiscal years.

3) Click the **Check Spelling** button to verify spelling for the contract record.

> **NOTE:**
>
> The Check Spelling button checks spelling in all fields ***except*** those fields that have a dedicated Check Spelling icon () displaying on a toolbar within those fields as is the case for the Contract Purpose rich text field. The spelling for rich text fields can be checked only by using their dedicated Check Spelling icon.

4) Click the **Save** button to save the contract record.

5) If you need to define a new provider administrator or provider authorized signature, see Manage Provider Administrators, Authorized Signatures and Details. Then select the correct name from the **Provider Administrator** and **Provider Authorized Signature** drop-down lists and click the **Save** button to save the updated contract record.

6) Enter the sub-items as required for the contract.

7) Finalize the required contract documents.

8) Once all sub-items are entered, click the **Check In** button to release the record, and click **OK** to confirm the check in of the record.

NOTE:

When a record is "checked out" to you (or locked by you), it cannot be edited by anyone until you click the **Check In** button.

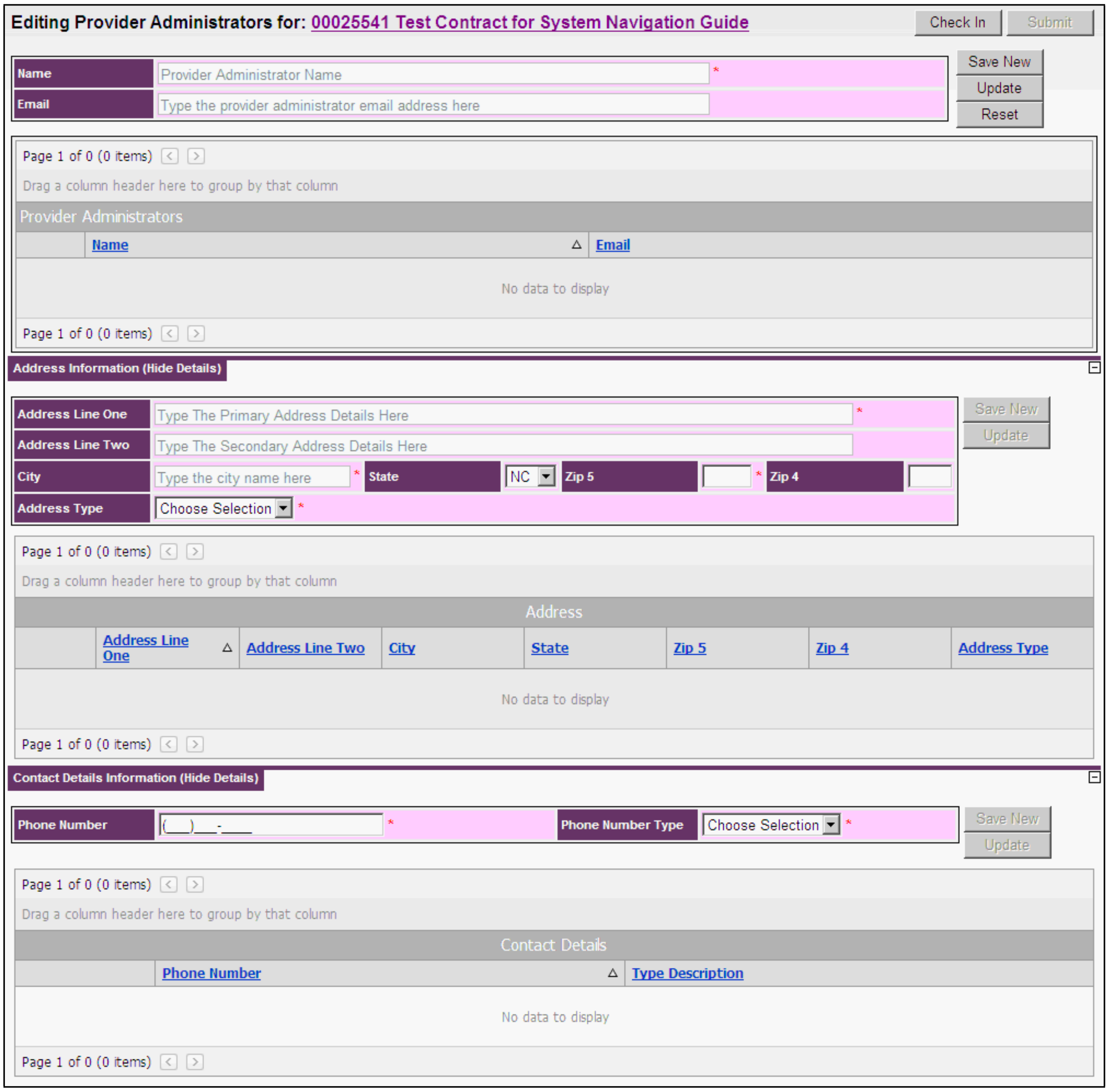
5.3.1 Manage Provider Administrators, Authorized Signatures and Details

You can manage information for providers if you have the appropriate permissions in the system. Specific data that can be managed is:

- Provider Administrators
- Provider Authorized Signatures
- Provider Details
- Provider Details Sub-items

5.3.1.1 Manage Provider Administrators

1) Click the **Manage Provider Administrator** button on the Contract Details Page. The Provider Administrators Details Page displays.



2) Enter the address information for the provider in the following fields. Fields that require data entry before the record can be saved are marked with asterisk (*).
   a) **Name***
   b) **Email**
3) Click the **Save New** button. The name and email address for the provider's contract administrator displays in the sub-list at the top of the Provider Administrators Details Page.
4) Enter the address information for the provider in the following fields. Fields that require data entry before the record can be saved are marked with asterisk (*).

   Address Information Fields

   a) **Address Line One***
   b) **Address Line Two**
   c) **City***
   d) **State** – Select the **state** from the drop-down list.
   e) **Zip 5* -** Enter the five number ZIP code for the provider's address.
   f) **Zip 4** – Enter the +4 ZIP code for the provider if known.

g) **Address Type* -** Select the appropriate address type from the drop-down list.

5) Click the **Save New** button. The address displays in the Address Information sub-list. Repeat as necessary to add all address information for the provider administrator.

6) Enter telephone contact information for the provider administrator in the following fields. Fields that require data entry before the record can be saved are marked with asterisk (*).

   Contact Details Information Fields

   a) **Phone Number***

   b) **Phone Number Type*** – Select **Emergency**, **Fax**, **Main** or **Mobile** from the drop-down list to indicate the type of telephone number being entered.

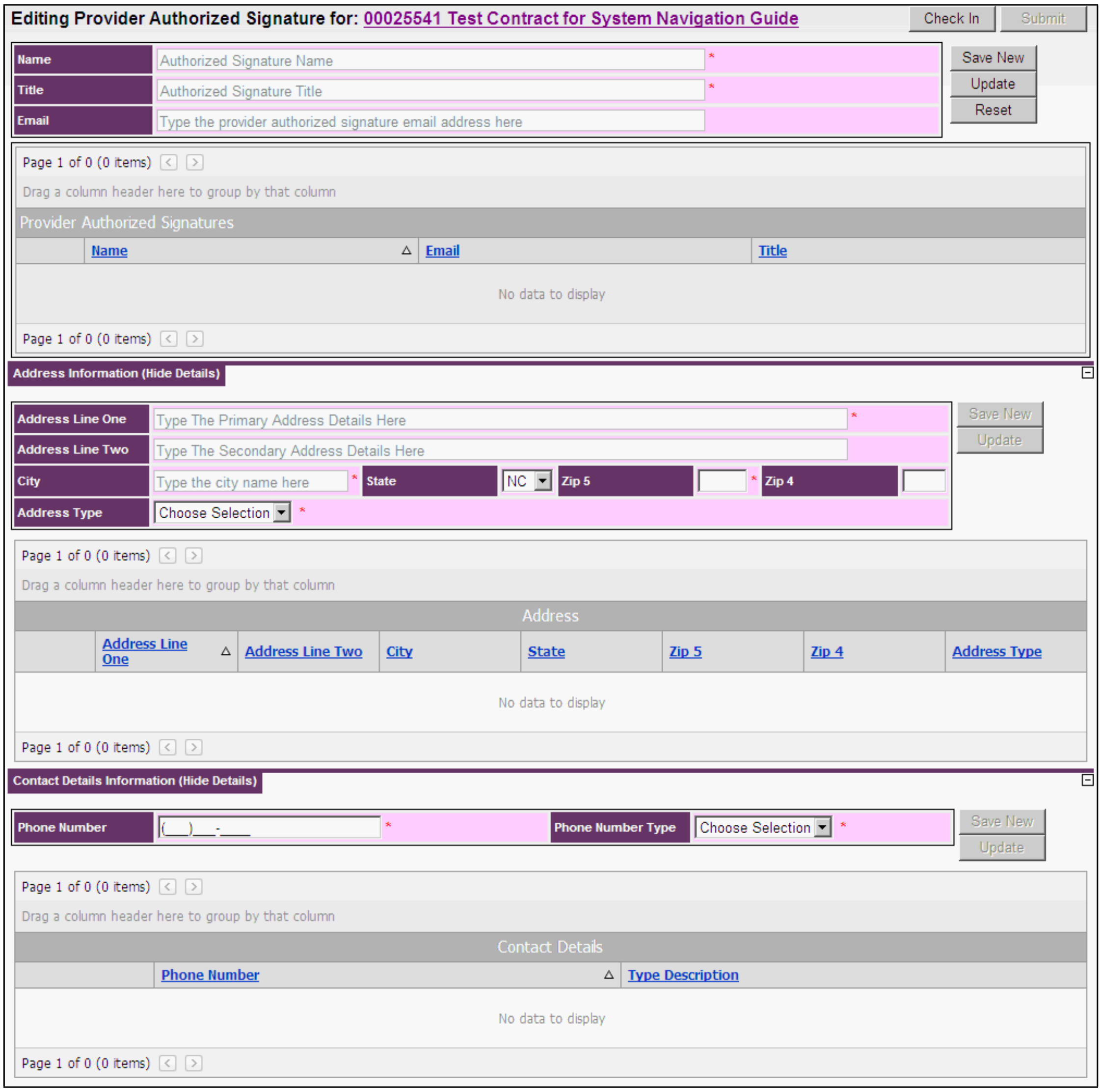
7) Click the **Save New** button. The telephone number for provider administrator displays in the Contact Details Information sub-list. Repeat as necessary to enter all telephone contact information for the administrator.

8) To edit any of the previously entered address or telephone data for the provider administrator, click the **Edit** link in the function column for the data in the appropriate sub-list. Once you have made your modifications, click the **Update** button to save your changes.

9) When you have completed entering the data for the provider administrators, click the link to the contract that displays in the Page Title for the Provider Administrators Details Page. You are now be able to select to this administrator from the **Provider Administrator** drop-down list on the Contract Details Page.

5.3.1.2 Manage Provider Authorized Signatures

1) Click the **Manage Provider Authorized Signatures** button on the Contract Details Page. The Provider Authorized Signature Details Page displays.



2) Enter the address information for the provider in the following fields. Fields that require data entry before the record can be saved are marked with asterisk (*).
   a) **Name***
   b) **Title***
   c) **Email**
3) Click the **Save New** button. The name, title and email address for the provider's authorized signature displays in the sub-list at the top of the Provider Authorized Signature Details Page.
4) Enter the address information for the provider in the following fields. Fields that require data entry before the record can be saved are marked with asterisk (*).

   Address Information Fields

   a) **Address Line One***
   b) **Address Line Two**
   c) **City***
   d) **State** – Select the **state** from the drop-down list.
   e) **Zip 5* -** Enter the five number ZIP code for the provider's address.
   f) **Zip 4** – Enter the +4 ZIP code for the provider if known.

g) **Address Type*** **-** Select the appropriate address type from the drop-down list.

5) Click the **Save New** button. The address displays in the Address Information sub-list. Repeat as necessary to add all address information for the provider administrator.

6) Enter telephone contact information for the provider administrator in the following fields. Fields that require data entry before the record can be saved are marked with asterisk (*).

<u>*Contact Details Information Fields*</u>

a) **Phone Number***

b) **Phone Number Type*** – Select **Emergency**, **Fax**, **Main** or **Mobile** from the drop-down list to indicate the type of telephone number being entered.

7) Click the **Save New** button. The telephone number for provider's authorized signature displays in the Contact Details Information sub-list. Repeat as necessary to enter all telephone contact information for the authorized signature.

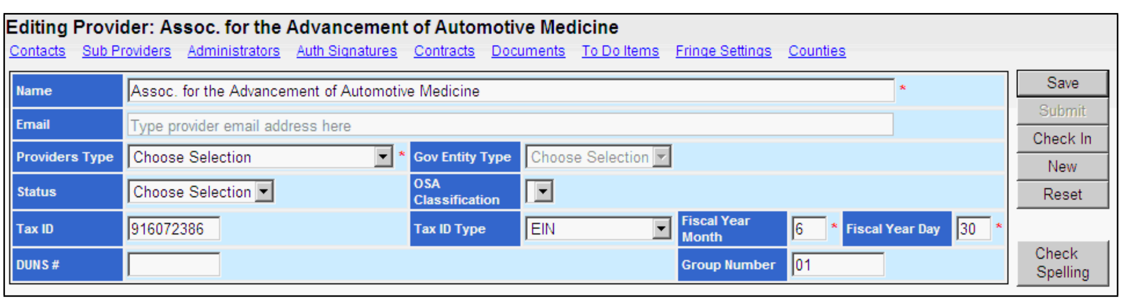
8) To edit any of the previously entered address or telephone data for the provider's authorized signature, click the **Edit** link in the function column for the data in the appropriate sub-list. Once you have made your modifications, click the **Update** button to save your changes.

9) When you have completed entering the data for the provider's authorized signature, click the link to the contract that displays in the Page Title for the Provider Authorized Signature Details Page. You are now be able to select to this authorized signature from the **Provider Authorized Signature** drop-down list on the Contract Details Page.

5.3.1.3 Manage Provider Details

> **NOTE:**
>
> Only a limited number of users are able to update the data on the Provider Details Page. If you do not have this access, you can only view the data defined for the provider.

1) Click the **Manage Provider Details** button on the Contract Details Page. The system opens a new window and the Provider Details Page displays. Click the **Check Out** button to update the provider's information.



2) Enter, modify or view the information for the provider in the following fields. Fields that require data entry before the record can be saved are marked with asterisk (*).

a) **Name***

b) **Email**

c) **Provider Type***

d) **Gov Entity Type** – this is a cascading drop-down list that is active if you select **Local Government** or **Local Government County** from the Provider Type drop-down list.

e) **Status** – Select **Active**, **Inactive** or **Suspended** from the drop-down list.

f) **OSA Classification**

g) **Tax ID**

h) **Tax ID Type** – Select **EIN** (Employer Identification Number) or **SSN** (Social Security Number) from the drop-down list.

i) **Fiscal Year Month** – Enter the last month of the provider's fiscal year.

j) **Fiscal Year Day** – Enter the last day in the month for the provider's fiscal year.

k) **DUNS #**

l) **Group Number**

3) Click the **Check Spelling** button to verify spelling for the provider record.

4) Click the **Save** button to save the provider record.

5) Enter the sub-items as required for the provider record.

6) Once you have finished managing provider data, close the browser window and select the original browser window where your contract record is displayed from the Windows Taskbar at the bottom of your monitor screen.

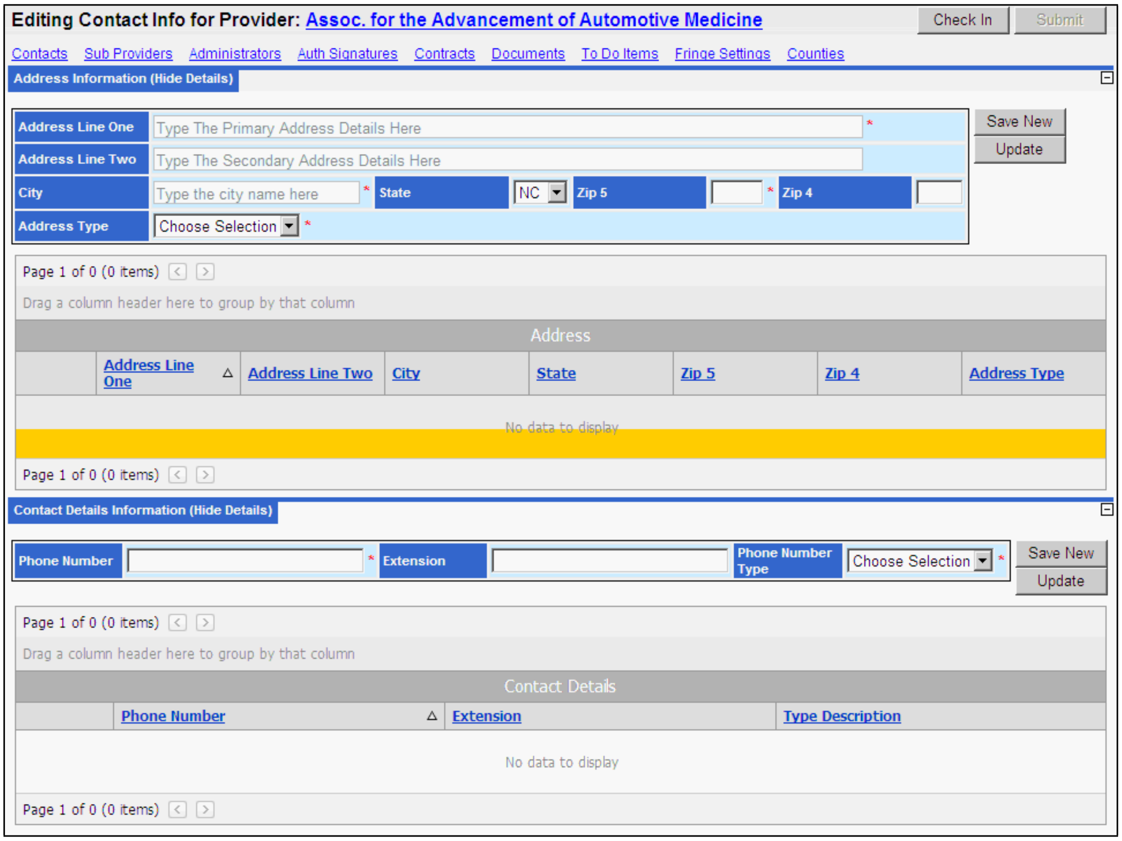
5.3.1.4 Manage Provider Details Sub-items

When managing provider details in the system, you can add or manage existing sub-item records for the provider.

- Contacts
- Sub Providers
- Administrators
- Authorized Signatures
- Contracts/Amendments
- Documents
- To Do Items
- Fringe Settings
- Counties

5.3.1.4.1 Manage Contact Data for Providers

1) To enter or manage contact information for the provider, click the **Contacts** sub-item link that displays at the top of the Provider Details Page. The Contact Info Details Page displays.



2) Enter the address information for the provider in the following fields. Fields that require data entry before the record can be saved are marked with asterisk (*).

   Address Information Fields

   a) **Address Line One***
   b) **Address Line Two**
   c) **City***
   d) **State** – Select the **state** from the drop-down list.
   e) **Zip 5* -** Enter the five number ZIP code for the provider's address.
   f) **Zip 4** – Enter the +4 ZIP code for the provider if known.
   g) **Address Type* -** Select the appropriate address type from the drop-down list.

3) Click the **Save New** button. The address displays in the Address Information sub-list. Repeat as necessary to add all address information for the provider administrator.

4) Enter telephone contact information for the provider administrator in the following fields. Fields that require data entry before the record can be saved are marked with asterisk (*).

   Contact Details Information Fields

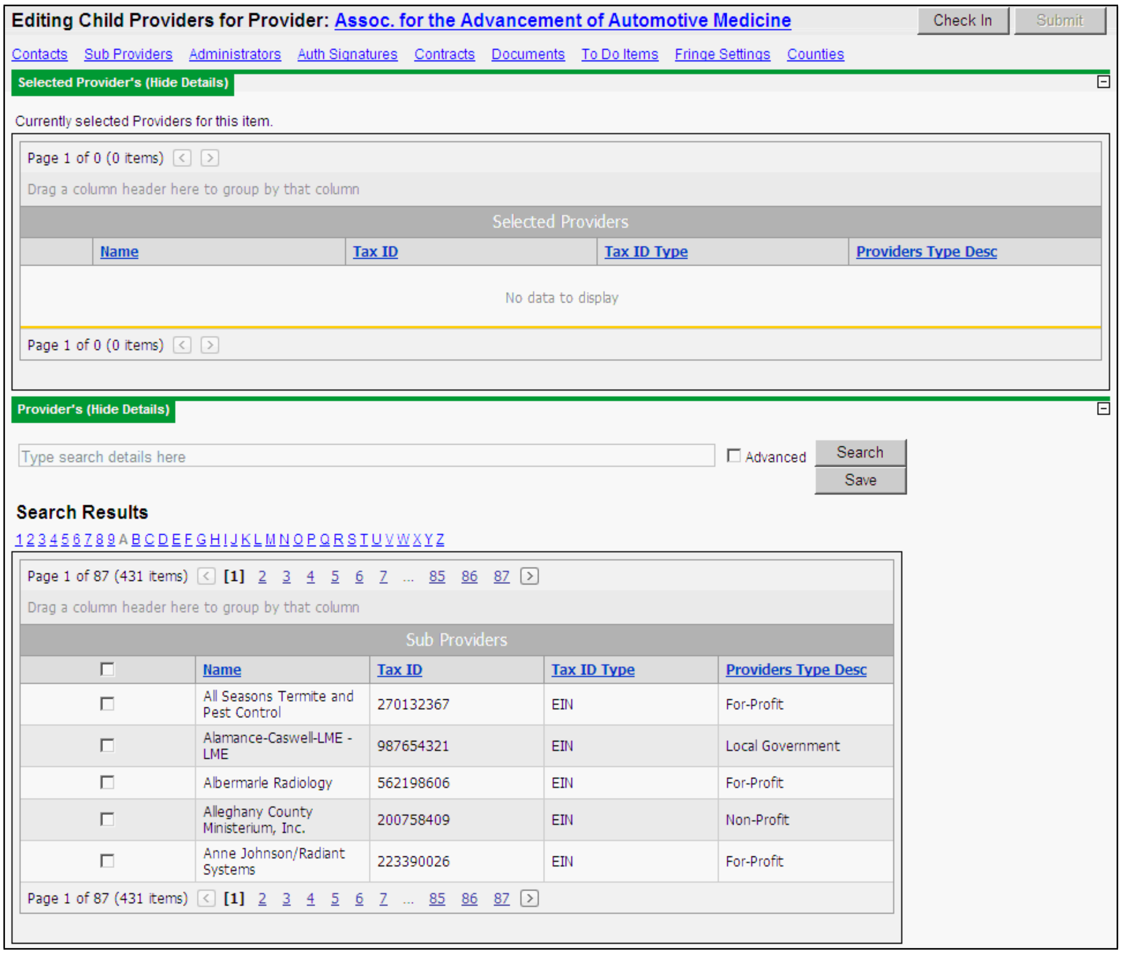
   a) **Phone Number***
   b) **Phone Number Type*** – Select **Emergency**, **Fax**, **Main** or **Mobile** from the drop-down list to indicate the type of telephone number being entered.

5) Click the **Save New** button. The telephone number for provider displays in the Contact Details Information sub-list. Repeat as necessary to enter all telephone contact information for the authorized signature.

6) To edit any of the previously entered address or telephone data for the provider's contact information, click the **Edit** link in the function column for the data in the appropriate sub-list. Once you have made your modifications, click the **Update** button to save your changes.

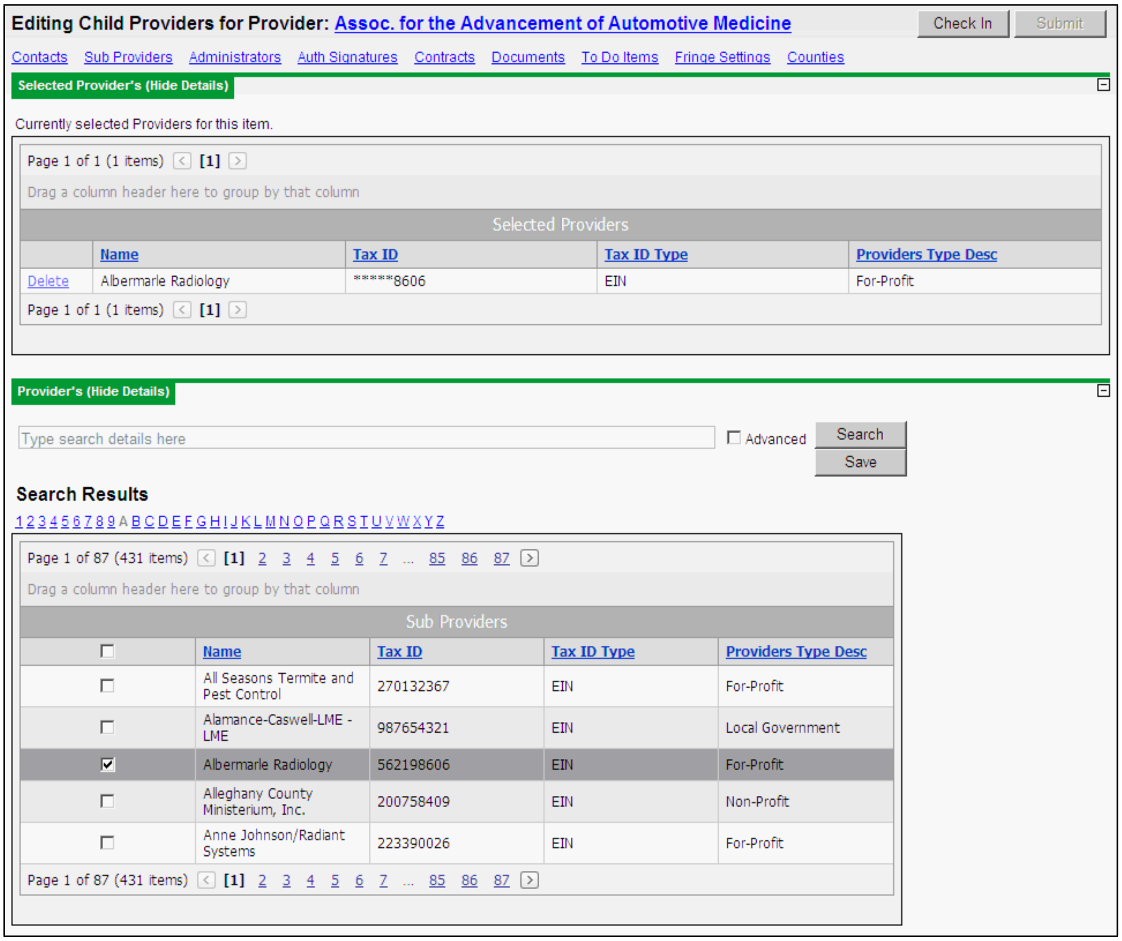
5.3.1.4.2 Manage Sub Provider Data for Providers

1) To enter sub provider information for the provider, click the **Sub Providers** sub-item link that displays at the top of the Provider Details Page. The Child Providers Details Page displays.



2) Review the list of providers displayed at the bottom of the page to find the provider to be designated as a sub provider. Filter the results by selecting a number or letter link, or conduct a basic or advanced search to search for the provider.

Once found, select the checkbox for the provider and click the **Save** button. The selected provider displays in the Selected Providers sub-list at the top of the page.



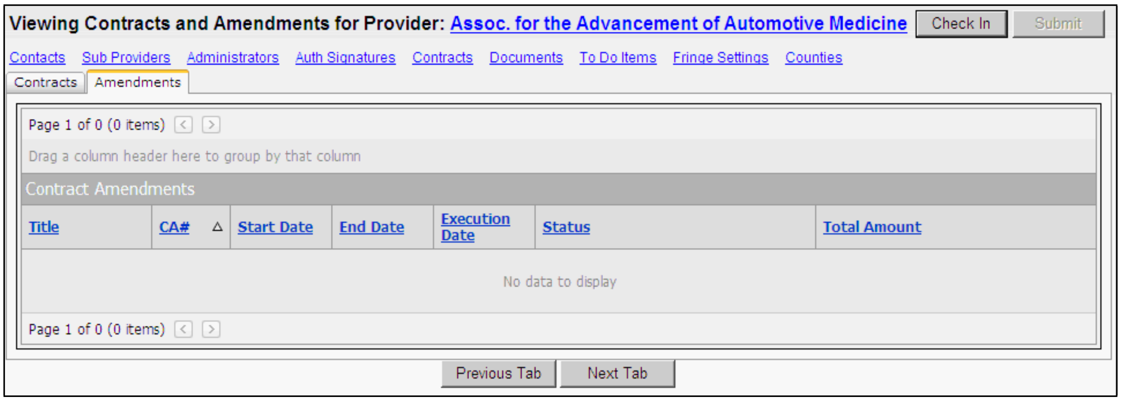
3) Repeat as necessary to select all sub providers for the provider being managed.

4) To remove a sub provider, click the **Delete** link in the function column in the Selected Providers sub-list.

5.3.1.4.3 View Contracts/Amendments for the Provider

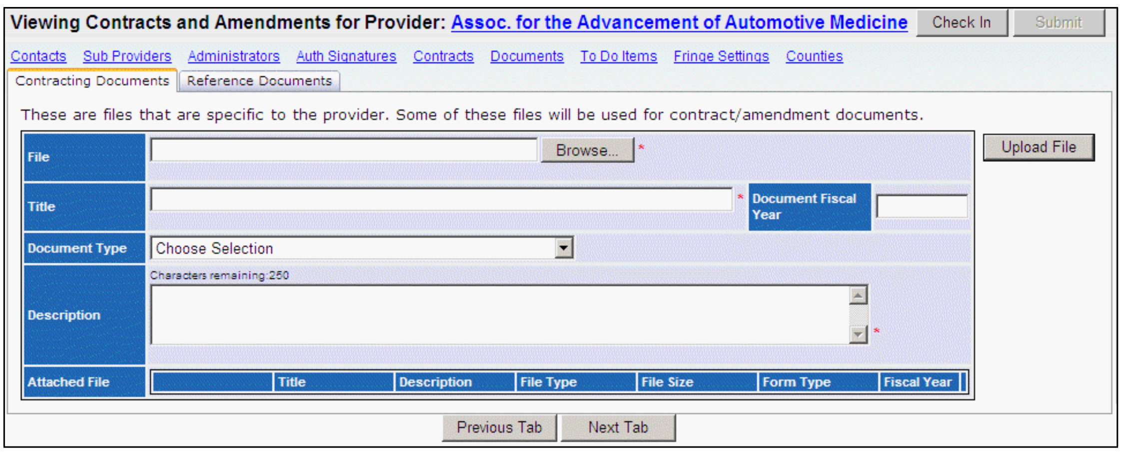
1) To view the contracts in the system associated with the provider, click the **Contracts** sub-item link that displays at the top of the Provider Details Page. The Contracts Tab/List Page displays.

2) Click the **Amendments** tab to view contract amendments associated with the provider in the system. The Amendments Tab/List Page displays.



5.3.1.4.4 Manage Documents for Providers

1) To upload documents for the provider, including those to be used for contracts/amendments, click the **Documents** sub-item link that displays at the top of the Provider Details Page. The Contract Documents Tab/Details Page displays.



2) Click the **Browse** button by the File field and navigate to the document that needs to be uploaded to the system using the **Chose File** dialog box. Once the file has been selected, click the **Open** button in the dialog box. The directory path and name of the file displays in the File field. This field is required.

3) Enter a brief title for the attachment in the **Title** field. This field is required.

4) Enter the fiscal year for which the document being uploaded is valid in the **Document Fiscal Year** field.

5) Select a document type from the drop-down list.

6) Enter a detailed description of the document to be uploaded in the **Description** field. This field is required.

7) Click the **Upload File** button. The document now displays in the Attached File field at the bottom of the page. To view the document, click the title link for the document.

To delete a previously uploaded document, click the **Delete** button next to the document in the Attached File field, then click the **OK** button in the confirmation dialog box that displays.

NOTE:

If a newer version of a document is uploaded, the system only displays the latest version for the specific contract. All provider documents required for a contract must be uploaded before the system will allow you to generate a contract.

8) To view the reference documents maintained by the department for the provider, click the **Reference Documents** tab. The Reference Documents Tab/List Page displays.

Viewing Contracts and Amendments for Provider: Assoc. for the Advancement of Automotive Medicine Check In Submit

Contacts Sub Providers Administrators Auth Signatures Contracts Documents To Do Items Fringe Settings Counties

Contracting Documents Reference Documents

Provider Reference Documents

This document list shows the documents that are references for the Provider, but are maintained by the Department.

Notice of Certain Reporting	Notice of Certain Reporting	File Type: Word	File Size: 51200
Verification Form Yearly	Verification Form Yearly	File Type: Word	File Size: 39936
GS 143C-6-23	GS 143C-6-23	File Type: Word	File Size: 20480
Gift Ban	Gift Ban	File Type: Word	File Size: 26112
Conflict of Interest Example	Conflict of Interest Example	File Type: Word	File Size: 46592
Travel Policy Guidelines	Travel Policy Guidelines	File Type: Word	File Size: 64512
NCAC 03M	NCAC 03M	File Type: Word	File Size: 61440
Cash Advance Form	Cash Advance Form	File Type: Word	File Size: 29184
Federal Certifications Combined	Federal Certifications Combined	File Type: Word	File Size: 100352
Vendor Electronic Payment Form	Vendor Electronic Payment Form	File Type: Word	File Size: 35328
No Overdue Tax Certification	No Overdue Tax Certification	File Type: Word	File Size: 31232
Conflict of Interest Acknowledgement	Conflict of Interest Acknowledgement	File Type: Word	File Size: 45568
Proof of Insurance	Proof of Insurance	File Type: Word	File Size: 40448

Previous Tab Next Tab

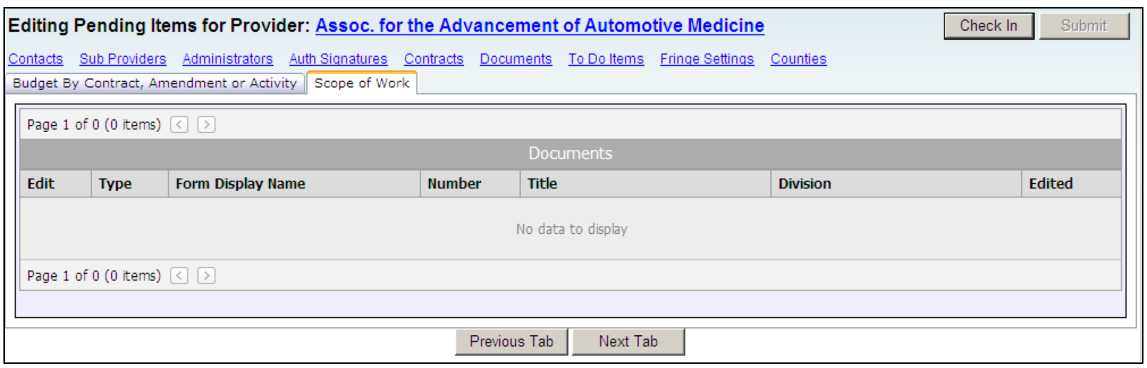
To view a reference document, click the title link for the document.

5.3.1.4.5 Manage To Do Items for Providers

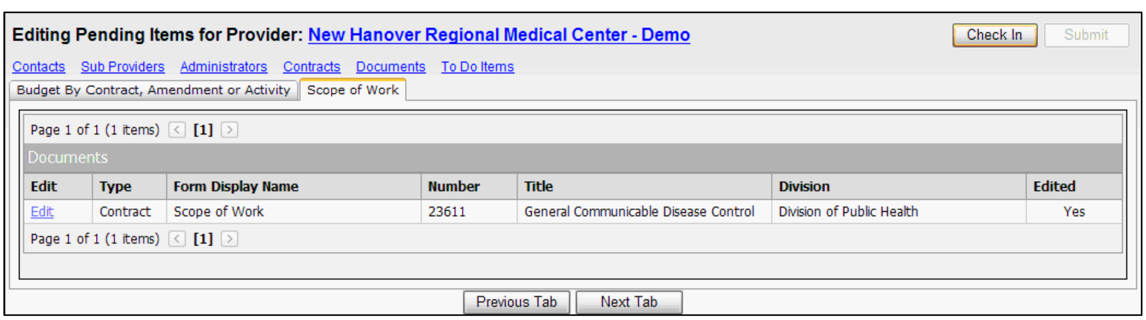
1) To view the list of to do items related to the budget for the provider in regards to a contract, amendment or other activities, click the **To Do Items** sub-link that displays at the top of the Provider Details Page. The Budget by Contract, Amendment or Activity Tab/List Page displays.

2) See Add Budget Data for a Provider for information on how to manage provider budget data for a contract, amendment or activity.

3) To enter Scope of Work for the provider, click the **Scope of Work** tab. The Scope of Work Tab/List Page displays.



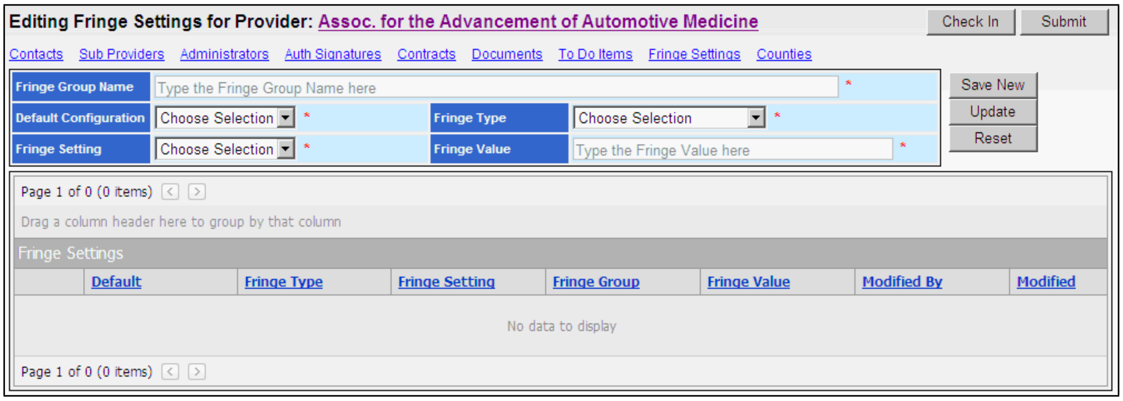
4) The provider is required to define the scope of any work to be performed. Once the details of the required Contract Documents are defined or edited, the Scope of Work document displays on Scope of Work Tab/List Page and an Edit link will be active so you can update this data.



More information about this feature will be provided in a future update to this guide.

5.3.1.4.6 Manage Salary Fringe Setting Data for Providers

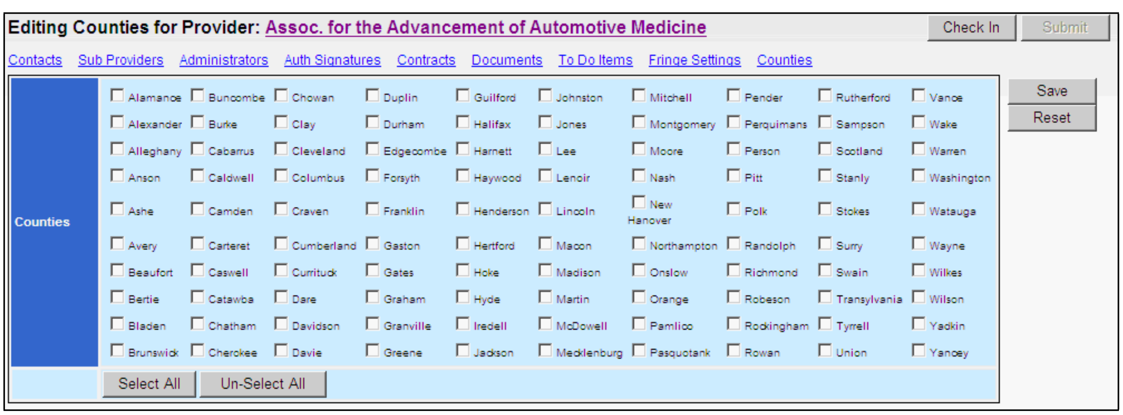
1) To enter information about how the provider calculates fringe costs for salaries, click the **Fringe Settings** sub-link that displays at the top of the Provider Details Page. The Fringe Settings Details Page displays.



2) Enter the salary fringe setting in the following fields. Fields that require data entry before the record can be saved are marked with asterisk (*).
   a) **Fringe Group Name***
   b) **Default Configuration*** – Select **Yes** from the drop-down list to indicate that the fringe setting is the default fringe calculation to be used for all salaries entered for the provider's budgets unless another amount/percentage is set in the budget data.
   c) **Fringe Type*** – Select the type of fringe calculation is being defined from the drop-down list.
   d) **Fringe Setting*** – Select **Numeric** or **Percentage** from the drop-down list.
   e) **Fringe Value*** – Enter either a numeric value or percentage.
3) Click the **Save New** button. The fringe setting displays in the sub-list at the bottom of the page. Repeat as necessary to enter all fringe settings for provider salaries.
4) To edit any of the previously entered data for the provider's salary fringe settings, click the **Edit** link in the function column for the data in the sub-list. Once you have made your modifications, click the **Update** button to save your changes.

5.3.1.4.7 Manage County Data for Providers

1) To enter counties in which the provider operates, click the **Counties** sub-link that displays at the top of the Provider Details Page. The Counties Details Page displays.



2) Click the checkbox for each county in which the provider operates. If the provider operates in all counties, click the **Select All** button. To remove a county selection, click the checkbox again to erase the checkmark. If you wish to erase all selections, click the **Un-Select All** button.
3) Click the **Save** button to save the county data for the provider.

4) Once all sub-items are entered, click the **Check In** button to release the record, and click **OK** to confirm the check in of the record.

> **NOTE:**
>
> When a record is "checked out" to you (or locked by you), it cannot be edited by anyone until you click the **Check In** button.

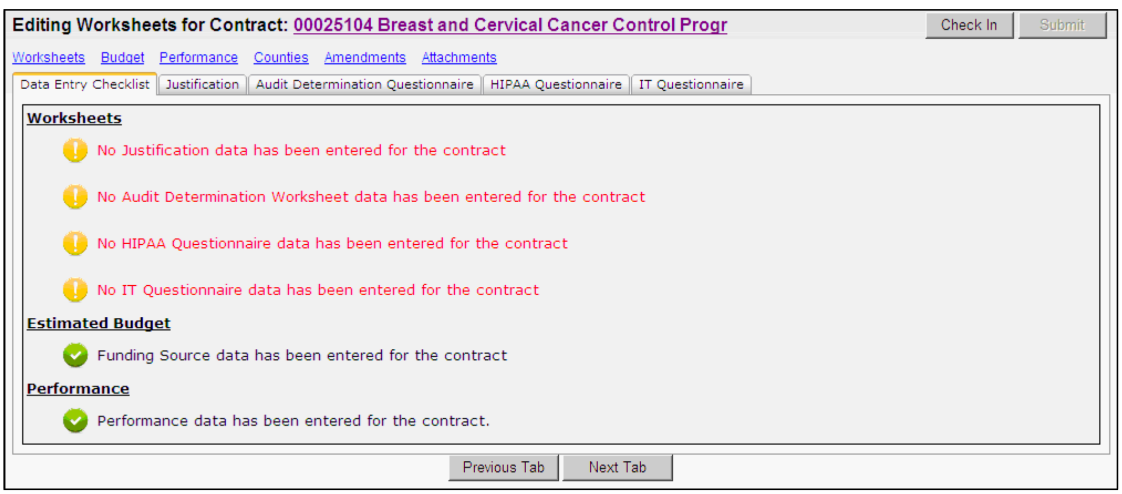
5.3.2 Add Sub-items for a Contract

Once you add a new contract to the system, you can define one or more of the following sub-items for that contract.

- Worksheets
- Budget
- Performance Measures
- Counties
- Amendments
- Attachments

5.3.2.1 Add Worksheet Sub-items for a Contract

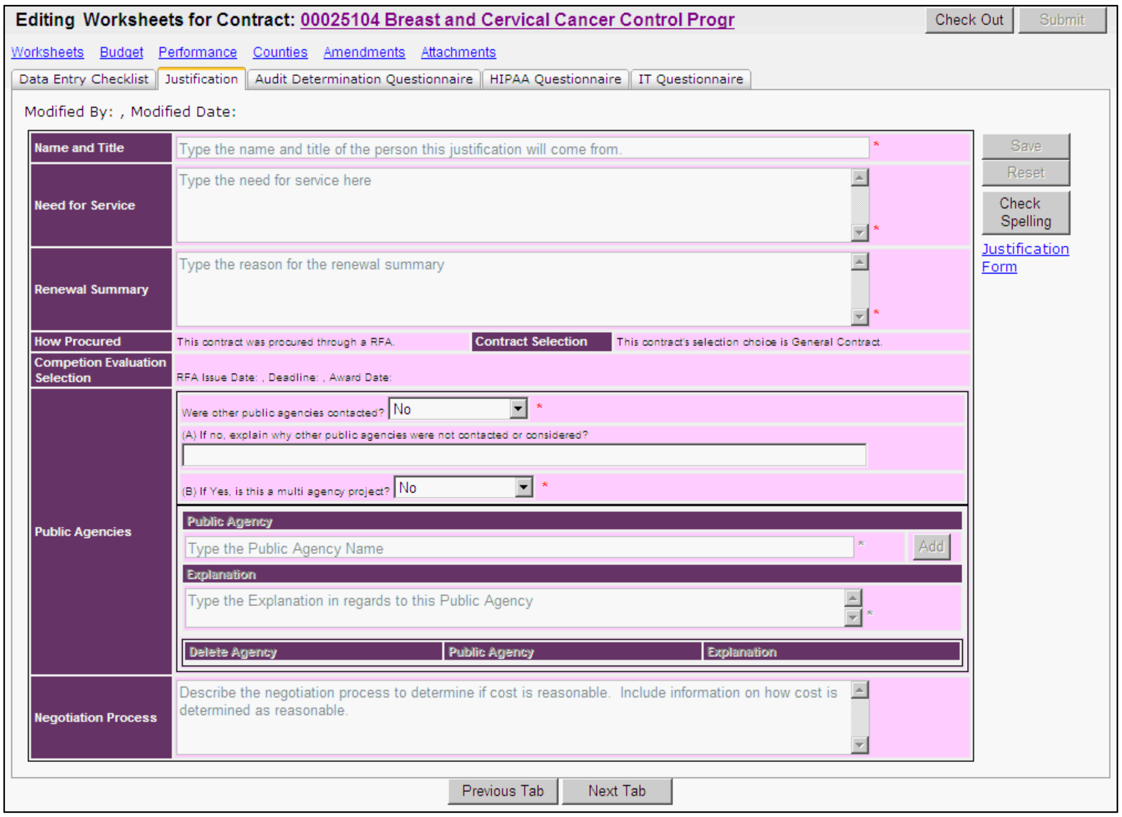
1) Click the **Worksheets** sub-item link that displays at the top of the Contract Details Page. The Data Entry Checklist Tab displays with an indication of the documentation (worksheets, estimated budget or performance measures) that is still outstanding.



NOTE:

If a particular worksheet is not needed, a green checkmark displays with the message stating that the worksheet is not required for the contract and the worksheet tab will not display. For example, if your division or section is not a HIPAA covered entity, the Data Entry Checklist tab will state, “HIPAA Questionnaire data is not required for the contract, since the Division or Section is not a covered entity.”

2) A Justification Worksheet is needed to create the Justification Memo for the contract, click the **Justification** tab. The Justification Worksheet Tab/Details Page displays. The fields that display depend on the procurement method used to award the contract (Waiver, RFA, RFP or RFQ).



(Procured via an RFA, RFP or RFQ)

(Procured via a waiver)

3) Enter information about the contract for the Justification Memo in the following fields. Fields that require data entry before the record can be saved are marked with an asterisk (*).

   a) **Name and Title*** – Enter the name and title of the person to be listed in the From field on the Justification Memo.

b) **Need for Service*** – Enter the description of the need for the service to be provided by the contract.

c) **Renewal Summary** – If the contract is a renewal, enter a summary of the past performance of the provider.

d) **How Procured** – The system populates this field based on the value selected in the How Procured field on the Contract Details Page.

e) **Contract Selection** – The system populates this field based on the value selected in the Contract Selection field on the Contract Details Page.

f) **Competition Evaluation Selection** – The system populates this field with the RFA/RFP/RFP issue date, deadline and award date from the procurement record, if applicable. No data displays if the contract was procured via a waiver.

g) **Select Appropriate Waivers** – If the contract was procured via a waiver, click the appropriate waiver checkbox(es). This list of checkboxes displays only if the How Procured field for the contract is set to "Waiver."

h) **Waiver of Competition Justification** – Enter a justification for the provider selection and for waiving competition. This field displays only if the How Procured field for the contract is set to "Waiver."

i) **Public Agencies**
   i) **Were other public agencies contacted?** – Default is "No." Select yes if your division/section contacted another public agency in regards to providing this service.
   ii) **(A) If no, explain why other public agencies were not contacted or considered?** – Enter an explanation of why other public agencies were not contacted or considered for providing this service.
   iii) **(B) If Yes, is this a multi agency project?** – Default is "No." Select **Yes** from the drop-down list if the contract is to support a multi-agency project.
   iv) **Public Agency and Explanation** – If you have contacted, considered or are in partnership for the project with other public agencies, enter the name of the public agency and an explanation of the contact/consideration or partnership, and click the Add button. The public agency displays in the Public Agencies sub-list.

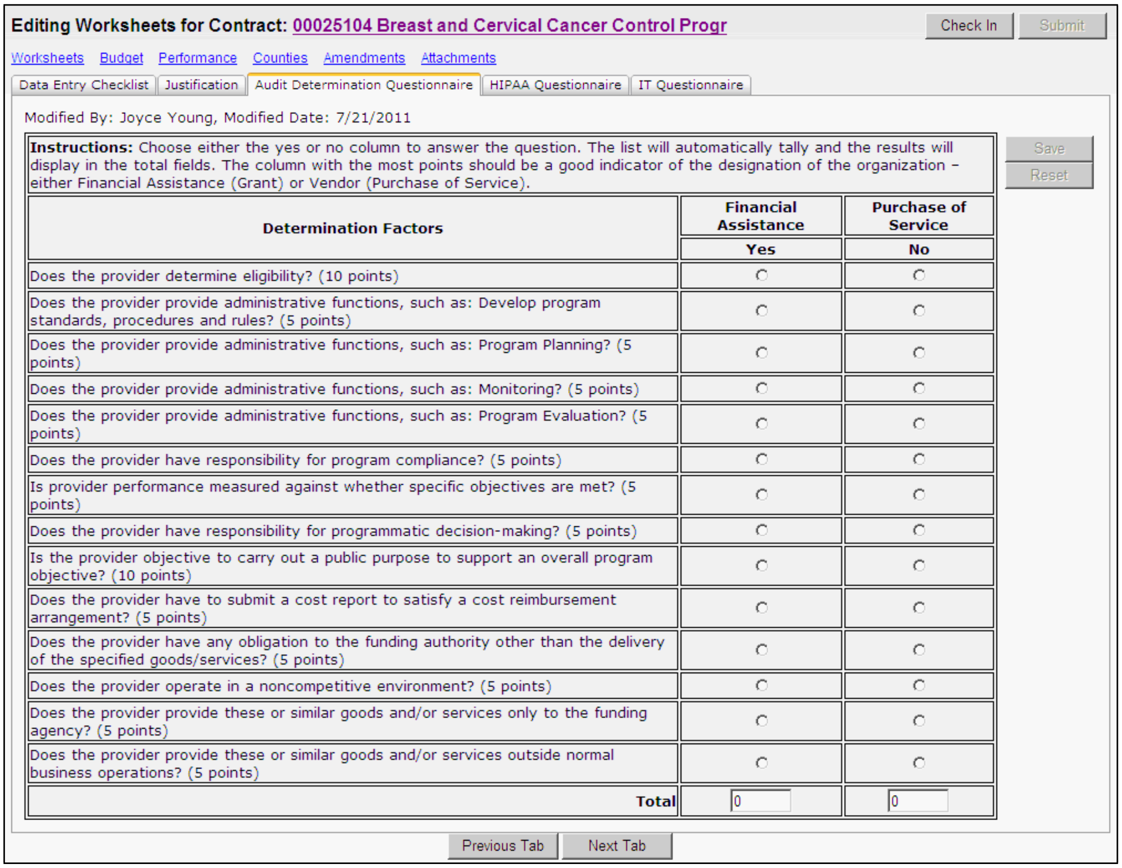
   To delete a public agency, click the Delete link.

j) **Negotiation Process** – Enter a detailed description of the process used to negotiate a reasonable cost, as well as a description of how the cost was determined to be reasonable.

4) Click the **Check Spelling** button to verify spelling for the worksheet.

5) Click the **Save** button to save the worksheet.

6) Click the **Audit Determination Questionnaire** tab to enter worksheet data to determine whether "Financial Assistance" or "Purchase of Service" displays in the Audit Determination field on the Contract Details Page. The Audit Determination Questionnaire Worksheet Tab/Details Page displays.



Editing Worksheets for Contract: 00025104 Breast and Cervical Cancer Control Progr

Check In | Submit

Worksheets | Budget | Performance | Counties | Amendments | Attachments

Data Entry Checklist | Justification | Audit Determination Questionnaire | HIPAA Questionnaire | IT Questionnaire

Modified By: Joyce Young, Modified Date: 7/21/2011

Instructions: Choose either the yes or no column to answer the question. The list will automatically tally and the results will display in the total fields. The column with the most points should be a good indicator of the designation of the organization – either Financial Assistance (Grant) or Vendor (Purchase of Service).

Save | Reset

Determination Factors	Financial Assistance	Purchase of Service
	Yes	No
Does the provider determine eligibility? (10 points)	○	○
Does the provider provide administrative functions, such as: Develop program standards, procedures and rules? (5 points)	○	○
Does the provider provide administrative functions, such as: Program Planning? (5 points)	○	○
Does the provider provide administrative functions, such as: Monitoring? (5 points)	○	○
Does the provider provide administrative functions, such as: Program Evaluation? (5 points)	○	○
Does the provider have responsibility for program compliance? (5 points)	○	○
Is provider performance measured against whether specific objectives are met? (5 points)	○	○
Does the provider have responsibility for programmatic decision-making? (5 points)	○	○
Is the provider objective to carry out a public purpose to support an overall program objective? (10 points)	○	○
Does the provider have to submit a cost report to satisfy a cost reimbursement arrangement? (5 points)	○	○
Does the provider have any obligation to the funding authority other than the delivery of the specified goods/services? (5 points)	○	○
Does the provider operate in a noncompetitive environment? (5 points)	○	○
Does the provider provide these or similar goods and/or services only to the funding agency? (5 points)	○	○
Does the provider provide these or similar goods and/or services outside normal business operations? (5 points)	○	○
Total	0	0

Previous Tab | Next Tab

NOTE:

The system will not display the Audit Determination tab for Personal Service Contracts, Memorandums of Agreement (MOAs) and Intra-departmental MOAs (IMOAs).

7) Click the checkbox in the **Financial Assistance/Yes** column or the **Purchase of Service/No column** for each Audit Determination question. The system calculates a score to determine what displays in the Audit Determination field on the Contract Details Page.

8) Click the **Save** button to save the worksheet.

9) Click the **HIPAA Questionnaire** tab to determine if the provider meets the definition of an external HIPAA (Health Insurance Portability and Accountability Act of 1996) business associate. The HIPAA Questionnaire Worksheet Tab/Details Page displays.

Editing Worksheets for Contract: 00025104 Breast and Cervical Cancer Control Progr

Check In | Submit

D [illegible] Entry Checklist | Justification | Audit Determination Questionnaire | HIPAA Questionnaire | IT Questionnaire

Modified By: , Modified Date:

Your division is covered by HIPAA. Please complete the questions below.

Section Four: Assessment of Service Provided by an outside entity (Provider).

1. [illegible] provider to perform a function or activity for, or on behalf of, a DHHS HIPAA covered health care component?		Yes – Go to Question 2. No – Stop. There is no business associate relationship.
2. Is the function or service to be rendered by the provider an activity other than treatment of clients?	Note: The sharing of individually identifiable health information with another treatment provider for treatment purposes only does not require a business associate agreement. See 45 CFR § 164.502(e)(1)(ii)(A)	Yes – Go to Question 3. No – Stop. There is no business associate relationship.
3. Does the function or service to be rendered by the provider involve the use or disclosure of the DHHS division's, office's or section's individually identifiable health information?	Note: Data that does not contain DHHS individually identifiable health information is not covered by HIPAA and thus does not have to be protected through a business associate agreement.	Yes – Go to Question 4. No – Stop. There is no business associate relationship.
4. Are the services rendered by staff from the provider performed on the premises of the covered health care component, using the components resources and following the component's policies and procedures?	Note: Whenever a service is rendered on the premises of a covered component, utilizing the component's resources and following the component's policies and procedures, the person rendering such services is considered a member of the component's workforce, and is required to comply with the component's privacy policies and procedures. No business associate agreement is required.	No – Go to Question 5. Yes – Stop. There is no business associate relationship
5. Is the provider performing a type(s) of function/activity for, or on the behalf of, the DHHS HIPAA covered health component that is directly related to the covered health component's continued operation?	Check appropriate service(s): ☐ Attorney Representing Agency ☐ Benefits Management ☐ Patient Accounts Billing ☐ Claims Processing ☐ Claims Administration ☐ Bill Collections ☐ Professional Services ☐ Special Population Assessments ☐ Data Analysis ☐ Data Processing ☐ Data Administration ☐ JCAHO ☐ Council on Accreditation ☐ Re-pricing ☐ Rate Setting ☐ Practice Management ☐ Software Support ☐ Utilization Review ☐ Quality Assurance Contract Analysis ☐ Central Office Supervision ☐ Security ☐ Dietary ☐ Machine Maintenance ☐ Facility Maintenance ☐ Landscaping ☐ Housekeeping ☐ Hardware Support ☐ Audits/Surveys ☐ Purchasing	Yes – You have identified a business associate relationship. The specified function/activity, which involves the sharing of individually identifiable health information, is provided by the provider. This constitutes a business associate relationship and such information must be protected the same as required of the HIPAA covered health care component. There are two types of business associate relationships: External Business Associate relationship: You have identified an external business associate relationship if you are contracting with any entity outside DHHS. A Business Associate Addendum must be included in the documents package with the standard contract or MOA. Instructional Note: Open Window is set up to add the document automatically when answering the questionnaire appropriately. Internal Business Associate relationship: You have identified an internal business associate relationship if you are contracting within DHHS (i.e., another division/office or your division). An IMOA is required but no business associate addendum is necessary because the parties are subject to DHHS HIPAA policies and procedures. No – Stop. There is no business associate relationship. A standard contract, MOA or IMOA may be required; however, no business associate addendum is necessary.

Section Five: Additional Requirements Regarding External Business Associates

1. Has the Agency Privacy Official been notified of this business associate relationship? [No]	Note: The Agency Privacy Official needs to be notified of all services provided by an internal or external business associate. Notification may be accomplished through e-mail.	Yes – Go to Question 2. No – Notify Agency Privacy Official.
2. [illegible] been this internal business associate relationship?	[illegible] business associate relationships. Notification may be accomplished through e-mail.	[illegible] associate relationship has No – Notify DHHS Privacy Officer.

Previous Tab | Next Tab

10) Select an answer for each question in the first column, and follow the directions in the last column to go to additional steps if more information is needed or to stop data entry. The middle column supplies some notes or asks for additional information as is the case in Question 5. As you follow the flow of the questionnaire, the last column indicates whether the contract is with a HIPAA business associate and whether the system adds a Business Associate Addendum to the list of contract documents.

11) Click the **Save** button to save the worksheet.

12) Click the **IT Questionnaire** tab to determine if the contract contains an information technology component. The IT Questionnaire Worksheet Tab/Details Page displays.

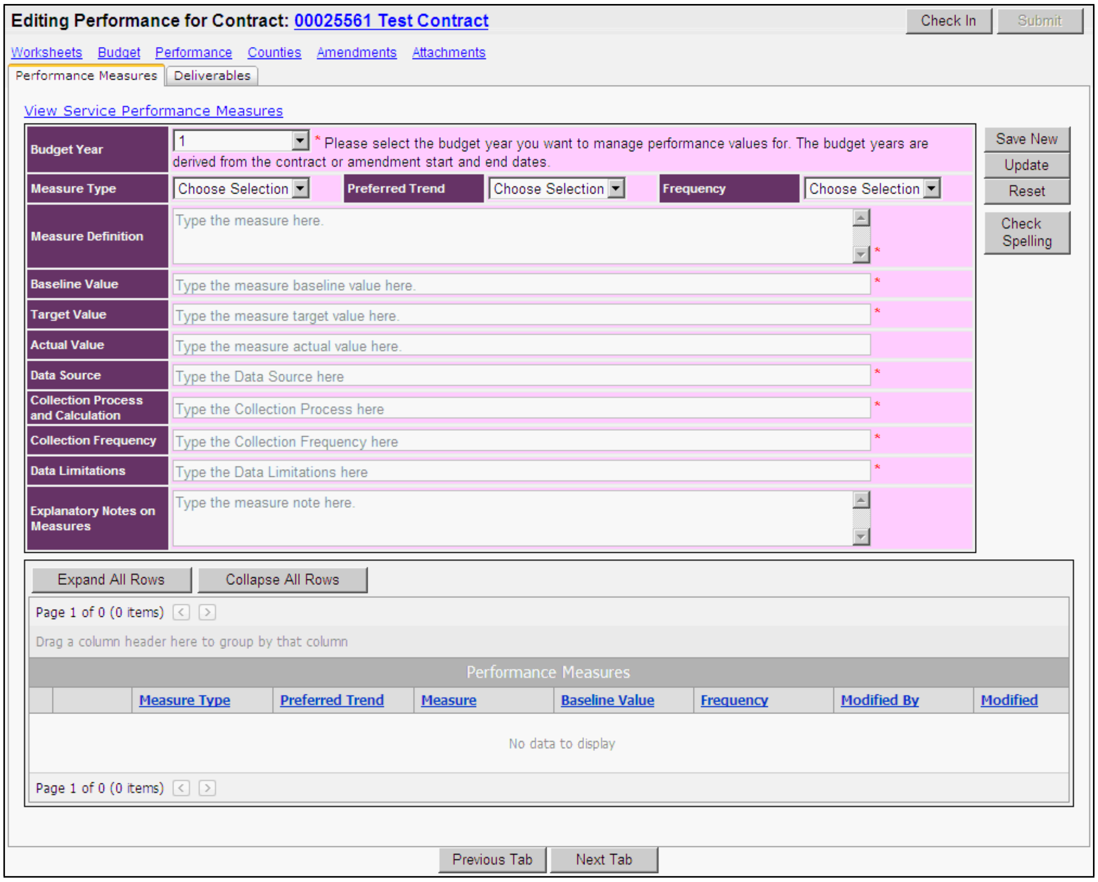
13) Select an answer for each question to determine if the contract has an IT component.

14) Click the **Save** button to save the worksheet.

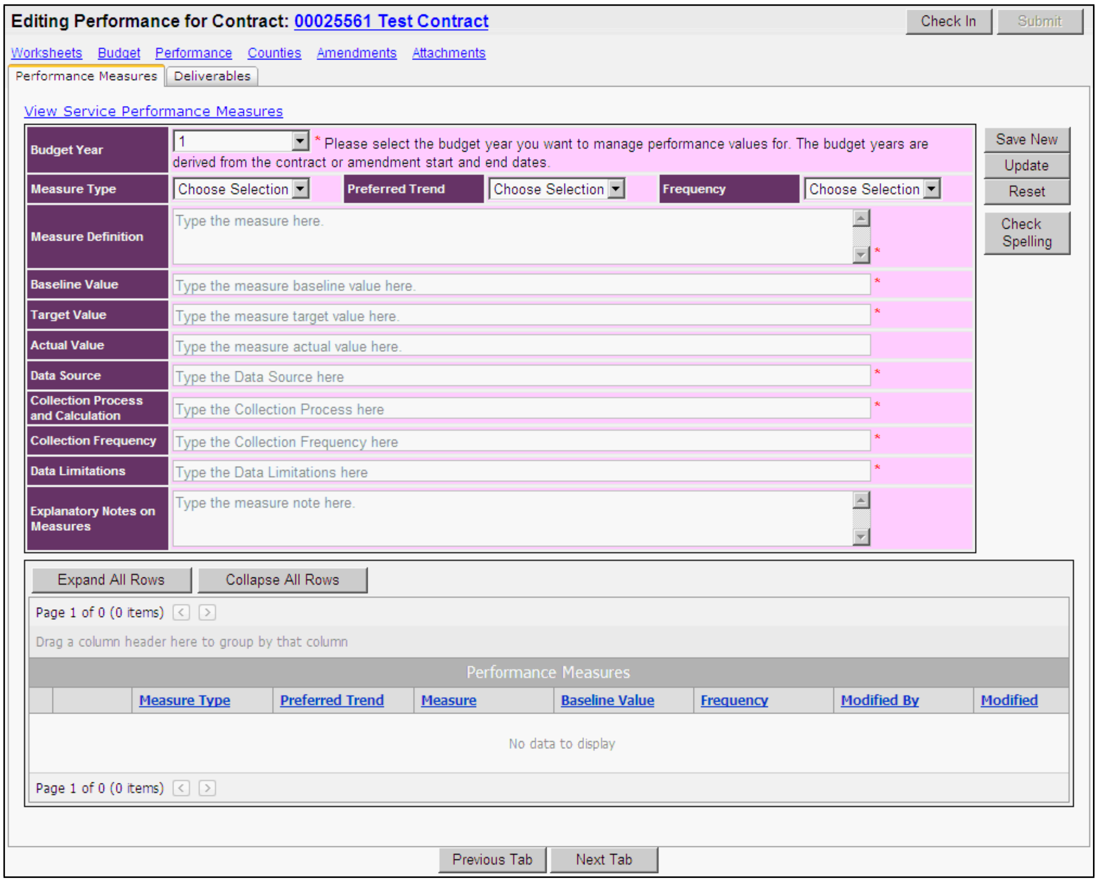
5.3.2.2 Add a Performance Measures Sub-item for a Contract

Follow the steps below to define performance measures for a contract.

1) Click the **Performance** sub-item link that displays at the top of the Contract Details Page. The Performance Measures Tab/Details Page displays.



2) To view the performance measures defined at the service level, click the View Service Performance Measures link. A list of the service performance measures display.



Review the service performance measures as needed to develop, assess and compare the performance measures for the contract. To enter performance measures for the contract, click the link with the name of the contract in the Page Title to return to the Performance Measures Tab/Details Page.

3) Enter the information needed to define the performance measures for the contract in the following fields on the Performance Measures Tab/Details Page. Fields marked with an asterisk (*) require data entry before the record can be saved.

   a) **Budget/Fiscal Year*** – The system displays either the Budget Year of Fiscal Year depending on how the budget was entered for the contract. Select the appropriate year from the drop-down list for the performance measure that is being defined.
   b) **Measure Type –** Select a measure type from the drop-down list.
   c) **Preferred Trend –** Select preferred trend (for example, Increase, Decrease or Maintain) for the performance measure from the drop-down list.
   d) **Frequency –** Select from the drop-down list indicating how often performance is to be assessed.
   e) **Measure Definition* –** Enter a detailed description of the performance measure that is being defined for the contract.
   f) **Baseline Value*** – Enter the baseline value or state for the performance measure.
   g) **Target Value*** – Enter the numerical goal or objective for the performance measure.
   h) **Actual Value –** Enter the actual value of the performance measure.
   i) **Data Source*** – Enter the data source for the performance measure.
   j) **Collection Process and Calculation*** – Enter a detailed description of how the data for the peformance measure is collected and any calcuations applied to the data.

k) **Collection Frequency*** – Enter a detailed description of how often the data is collected for the measure.

l) **Data Limitations*** – Enter any data limitations for the performance measure.

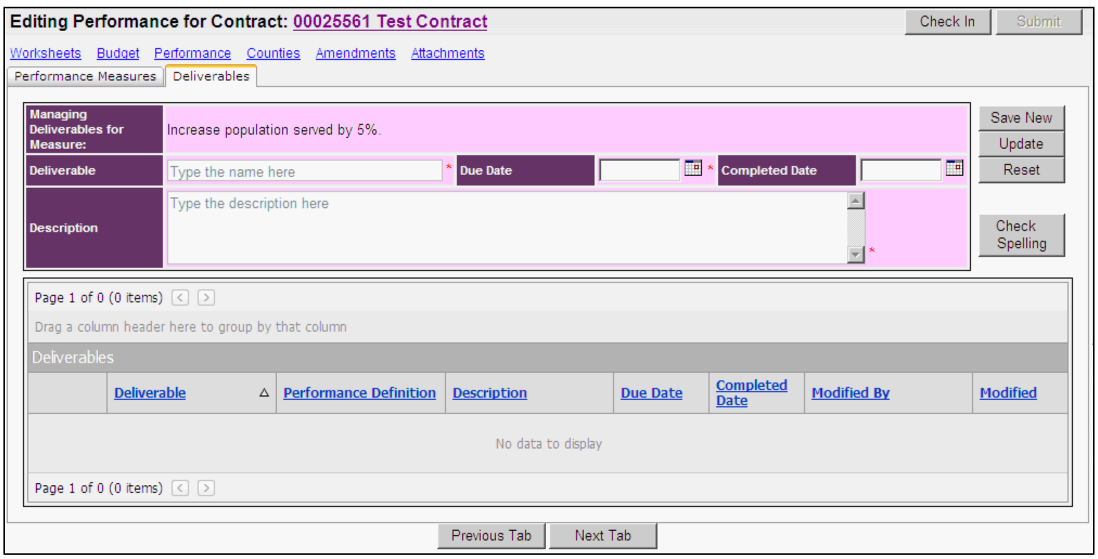
m) **Explanatory Notes on Measures** – Enter any additional information concerning the performance measure.

4) Click the **Check Spelling** button to verify spelling for the performance measure for the contract.

5) Click the **Save New** button. The performance measure for the contract displays in the sub-list at the bottom of the Performance Measures Tab/Details Page.

To edit a previously entered performance measure for the contract, click the **Edit** link in the function column for the measure in the sub-list at the bottom of the page. Once you have made your modifications, click the **Update** button to save your changes.

6) Before entering another performance measure, enter any deliverables to be delivered by the provider to assess performance. To define these deliverables, click the **Deliverables** tab. The Deliverables Tab/Details Page displays.



7) The system displays the measure for which the deliverables are being defined in the Managing Deliverables for Measure field at the top of the page.

8) Enter the information needed to define the deliverables for performance measures for the contract in the following fields. Fields marked with an asterisk (*) require data entry before the record can be saved.

a) **Deliverable*** – Enter the name of the deliverable for the performance measure.

b) **Due Date*** – Enter or select the date on which the deliverable is due to the state.

c) **Completed Date** – Enter or select the date on which the provider submitted the deliverable to the state. This field is completed only after receipt of the deliverable.

d) **Description** – Enter a detailed description of the deliverable.

9) Click the **Check Spelling** button to verify spelling for the deliverable for the contract performance measure.

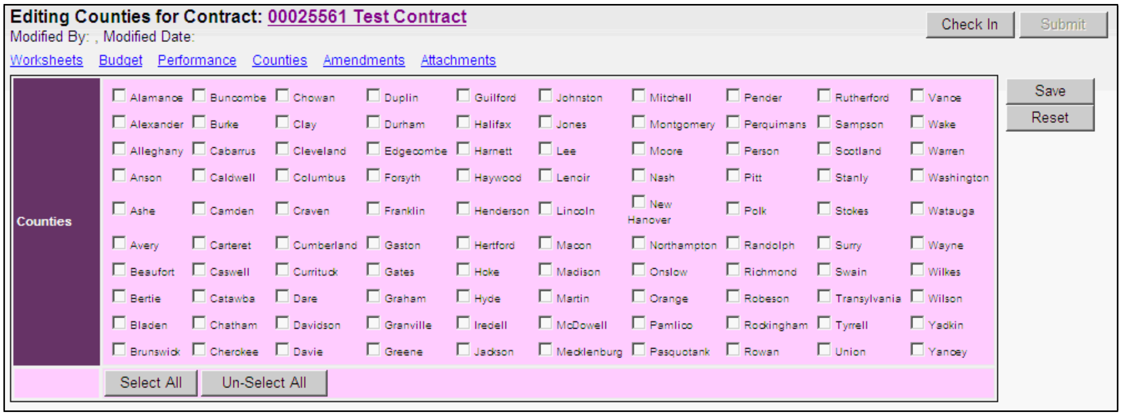
10) Click the **Save New** button. The deliverable for the contract performance measure displays in the sub-list at the bottom of the Deliverables Tab/Details Page.

To edit a previously entered deliverable, click the **Edit** link in the function column for the deliverable in the sub-list at the bottom of the page. Once you have made your modifications, click the **Update** button to save your changes.

11) Continue to add deliverables as necessary for all performance measures.

5.3.2.3 Add a Counties Sub-item for Contract

1) To enter the counties to be serviced by the contract, click the **Counties** sub-link that displays at the top of the Contract Details Page. The Counties Details Page displays.



2) Click the checkbox for each county to be serviced by the contracted provider. If the contract applies to all counties, click the **Select All** button. To remove a county selection, click the checkbox again to erase the checkmark. If you wish to erase all selections, click the **Un-Select All** button.

3) Click the **Save** button to save the county data for the contract.

5.3.2.4 View Amendments for a Contract

If any amendments have been created already for the contract, you can view the list of amendments via the Amendments sub-item link.

1) Click the **Amendments** sub-item link that displays at the top of the Contract Details Page. The Amendment List Page displays.

2) You can then conduct a search for an existing amendment. Once you locate the amendment, you can choose to edit, view, enter notes or perform other functions for an amendment by selecting appropriate function link.

3) To edit a previously entered amendment, click the **Edit** link in the function column for the amendment in the sub-list at the bottom of the page. See Add First Contract Amendment for a description of the data that is entered for a contract amendment.

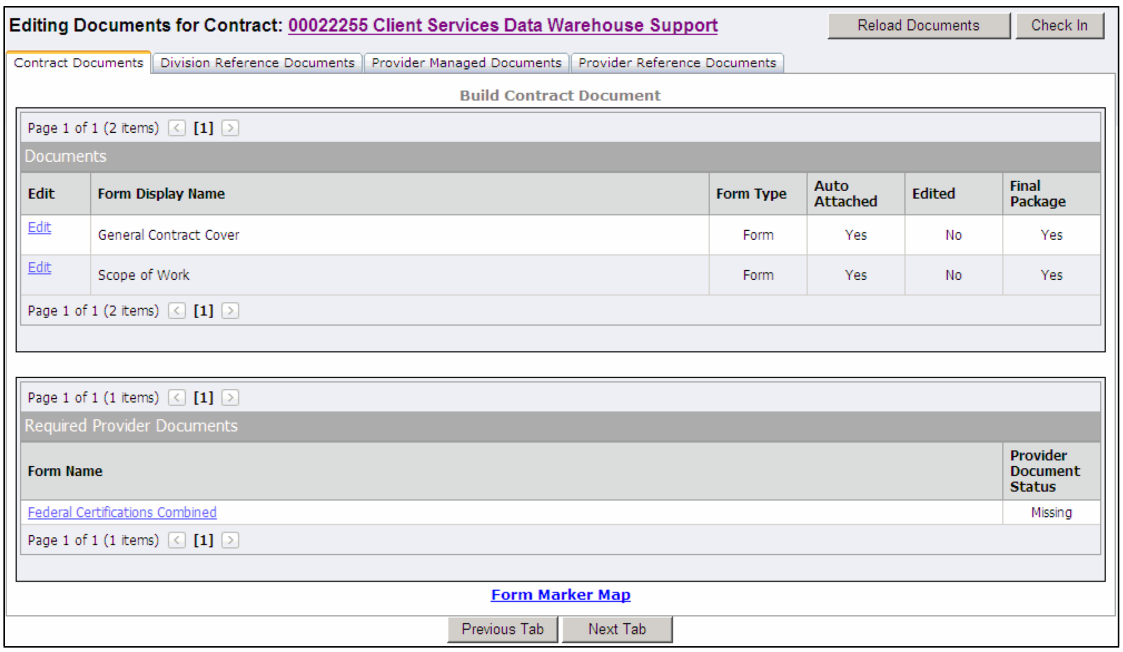
4) To add a new amendment, see Add a Subsequent Contract Amendment.

5.3.3 Finalize Required Contract Documents

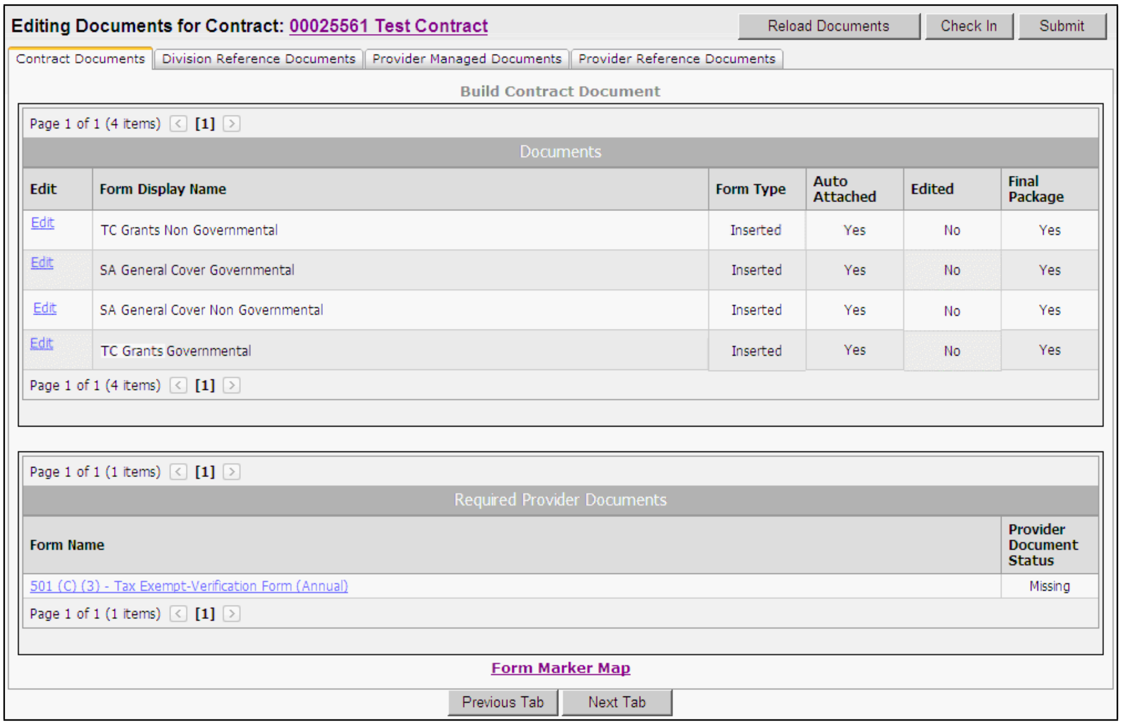
To build the contract document, you need to first add additional information and required documents to the system. The Contracts Document feature creates PDF documents based on the data entered for the contract and additional information that is entered into the specific contract document.

1) Navigate to the contract for which you are adding the contract documents. The Contract Details Page displays.

2) Click the **Contracts Documents** button. The Contract Documents Tab/List Page displays (two examples are provided below).



Example 1



Editing Documents for Contract: 00025561 Test Contract

Reload Documents | Check In | Submit

Contract Documents | Division Reference Documents | Provider Managed Documents | Provider Reference Documents

Build Contract Document

Page 1 of 1 (4 items) [1]

Documents

Edit	Form Display Name	Form Type	Auto Attached	Edited	Final Package
Edit	TC Grants Non Governmental	Inserted	Yes	No	Yes
Edit	SA General Cover Governmental	Inserted	Yes	No	Yes
Edit	SA General Cover Non Governmental	Inserted	Yes	No	Yes
Edit	TC Grants Governmental	Inserted	Yes	No	Yes

Page 1 of 1 (4 items) [1]

Page 1 of 1 (1 items) [1]

Required Provider Documents

Form Name	Provider Document Status
501 (C) (3) - Tax Exempt-Verification Form (Annual)	Missing

Page 1 of 1 (1 items) [1]

Form Marker Map

Previous Tab | Next Tab

Example 2

3) The system displays a list of documents that may be included in the contract based on the data you entered on for the contract and worksheets. Other documents may also become part of the final contract package once you edit the General Contract Cover from this listing. The Final Package column indicates whether the document will be included in the final contract.

4) If the document requires you to edit it and this has yet to be done, “No” displays in the Edited column (if already edited, this column displays “Yes”; “N/A” displays if no editing is required or possible).

5) Click the **Edit** function link for the document to enter the data needed. Depending on the document, the system prompts you to enter text, select checkboxes, upload documents, etc. as necessary to gather the information needed to create the contract document.

6) Once you have finished your data entry for the contract document, click the **Save** button and click the **Return To The Document Lists** link to navigate back to the Contract Documents Tab/List Page.

7) This page also displays a list of required provider documents, such as Federal Certifications, and an indication as to whether the documents are missing.

   If a document is missing, click document name link and the File Download dialog box displays. Select **Open** or **Save**. If saving the document, browse to a location on your computer or network in the Save As dialog box, then click the **Save** button. When the signed document is received from the provider, scan and upload the document to the system.

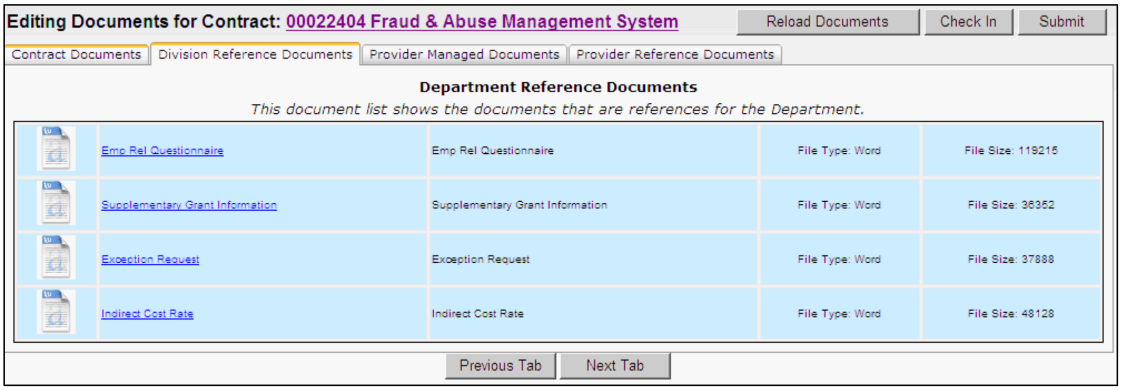
8) You can change the source records for data used in the contract documents via the **Form Marker Map** link located at the bottom of the Contract Documents Tab/List Page. Training on this advanced function will be provided at a later date.

9) To refresh the list of documents displayed on the Contract Documents Tab/List Page, click the **Reload Documents** button.

NOTE:

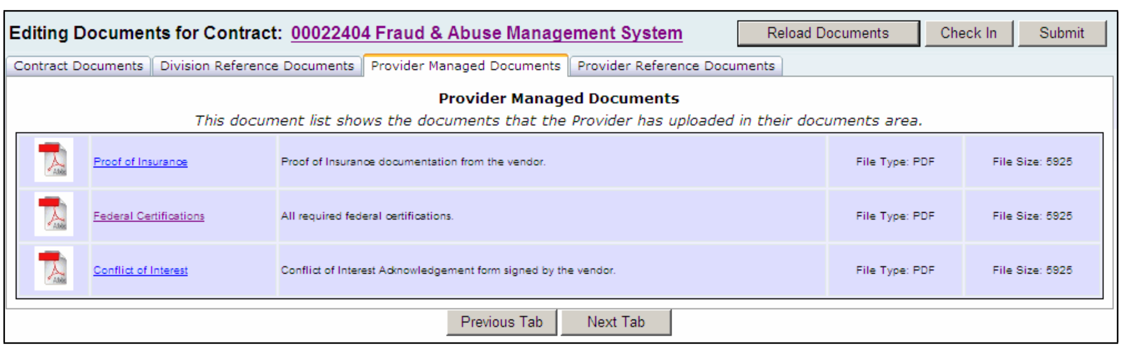
If any forms are different from the original listing, any information entered into the old forms will be lost by having the system replace the old documents with new ones that will require data entry.

10) To view reference documents for your division, click the **Division Reference Documents** tab. The Division Reference Documents Tab/List Page displays.



11) Click the link to a division reference document to view it. The system displays the File Download dialog box. Select **Open** or **Save**. If saving the document, browse to a location on your computer or network in the Save As dialog box, then click the **Save** button.

12) To view documents supplied by the provider (that is, managed by the providers), click the **Provider Managed Documents** tab. The Provider Managed Documents Tab/List Page displays all the provider documents that have been uploaded to the system.



13) Click the link to a provider managed document to view it. The system displays the File Download dialog box. Select **Open** or **Save**. If saving the document, browse to a location on your computer or network in the Save As dialog box, then click the **Save** button.

14) To view reference documents for the provider, click the **Provider Reference Documents** tab. The Provider Reference Documents Tab/List Page displays.

15) Click the link to a provider reference document to view it. The system displays the File Download dialog box. Select **Open** or **Save**. If saving the document, browse to a location on your computer or network in the Save As dialog box, then click the **Save** button.

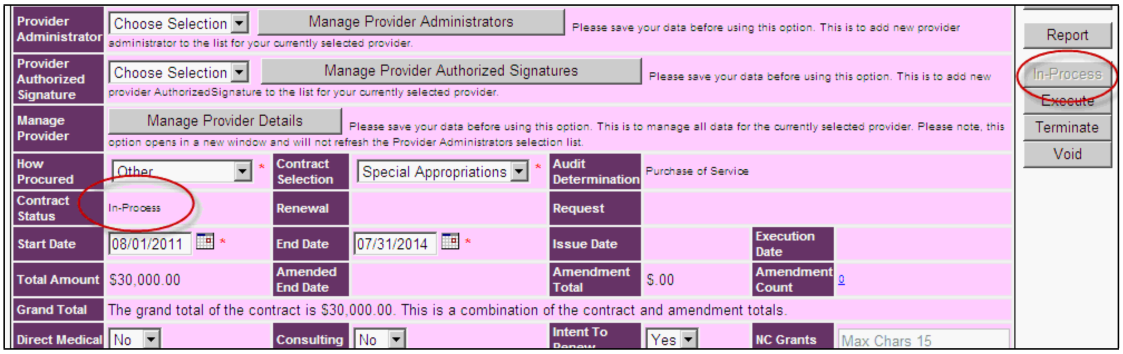
16) To build the final contract document, click the **Contract Documents** tab.

17) Click the **Build Contract Document** link at the top of the Contract Documents Tab/List Page. The system opens a new browser window and displays the contract with all required documents inserted. You can then view and print the entire contract document as appropriate.

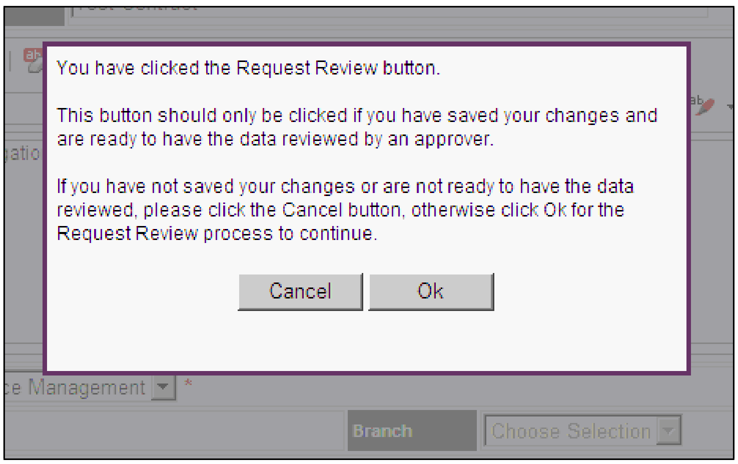
5.4 Request Review of a Contract

Once you have completed data entry, you can request review of the contract data.

1) On the Contract Details Page, click the **In-Process** button to change the status from “Draft.” The system updates the status of the document and deactivates the In-Process button.



2) Click the **Request Review** button. The system displays a warning message that you are requesting review for the contract.



3) To continue with the request for review, click the **OK** button. If you need to continue to edit the contract, click the **Cancel** button to return to the Contracts Details Page.

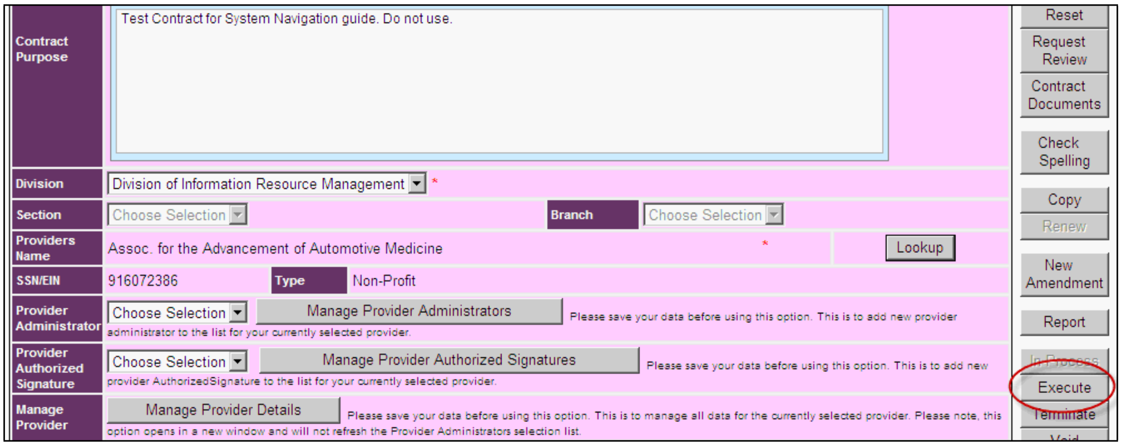
4) If you have requested review of the contract, the system sends an email to the reviewers so they can review the contract data.

5.5 Execute a Contract

Once all DHHS reviewers have approved the contract and all provider and DHHS signatures have been obtained for the contract, the contract can be executed in the system.

NOTE:
Only users with the appropriate system access can execute a contract in the system.

1) Navigate to the contract that is ready to be executed. The Contract Details Page displays.



NOTE:

When the contract is ready to be executed, the Execute button is no longer grayed out. In the example provided above, the contract is ready to be executed and the person editing the contract has the required system access.

2) Click the **Execute** button. The system populates the Execution Date field with the current date, and changes the Contract Status to "Executed."

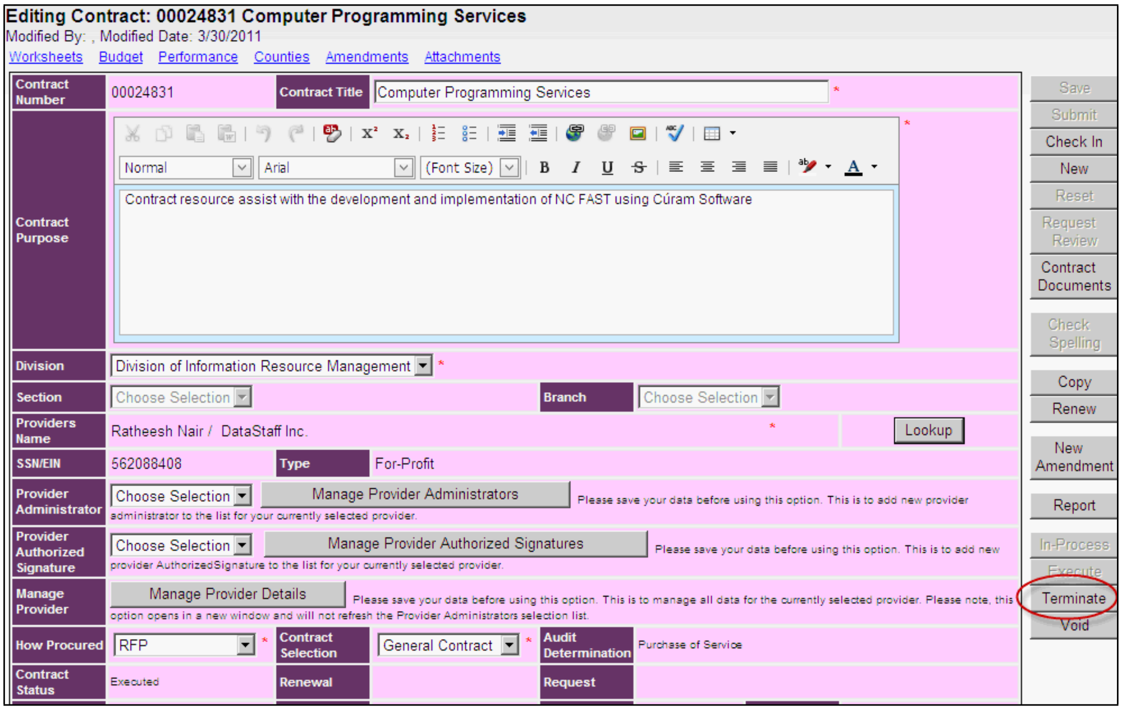
5.6 Terminate a Contract

If it is necessary to end a contract before its defined End Date, you can terminate the contract in the system.

NOTE:

Only users with the appropriate system access can terminate a contract in the system.

1) Navigate to the contract that is ready to be terminated. The Contract Details Page displays.



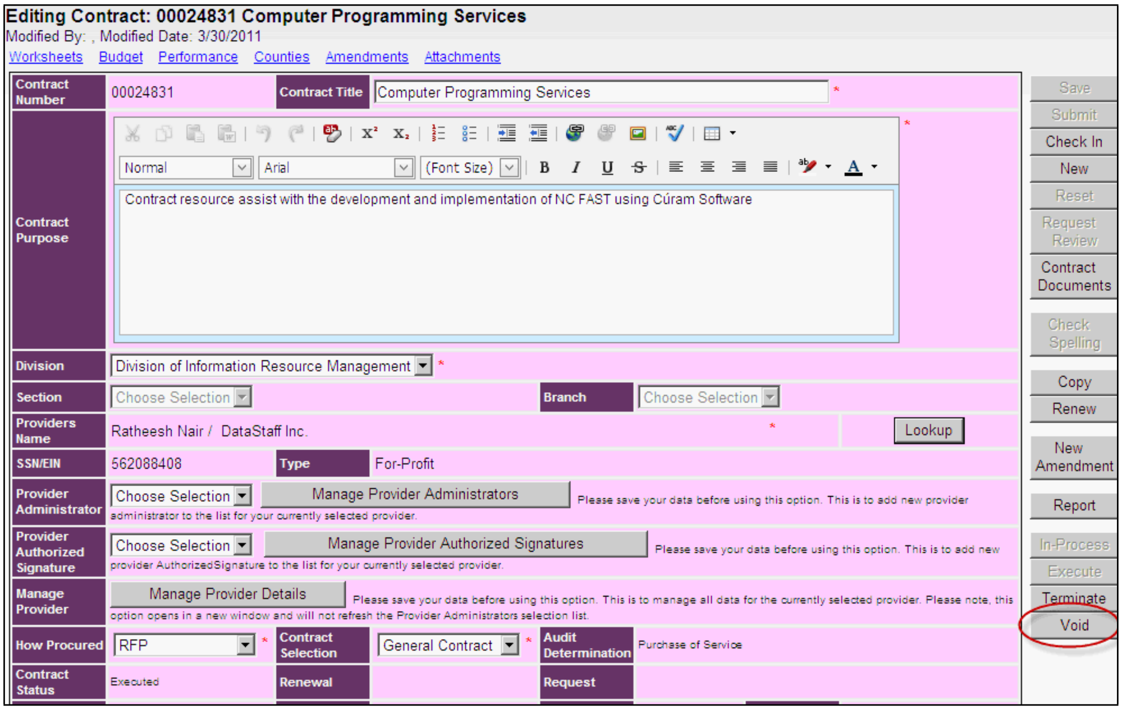
2) Click the **Terminate** button. The system changes the Contract Status to “Terminated” and updates the Contract End Date.

5.7 Void a Contract

If it is necessary, you can void a contract in the system.

> **NOTE:**
> Only users with the appropriate system access can void a contract in the system.

1) Navigate to the contract that is to be voided. The Contract Details Page displays.

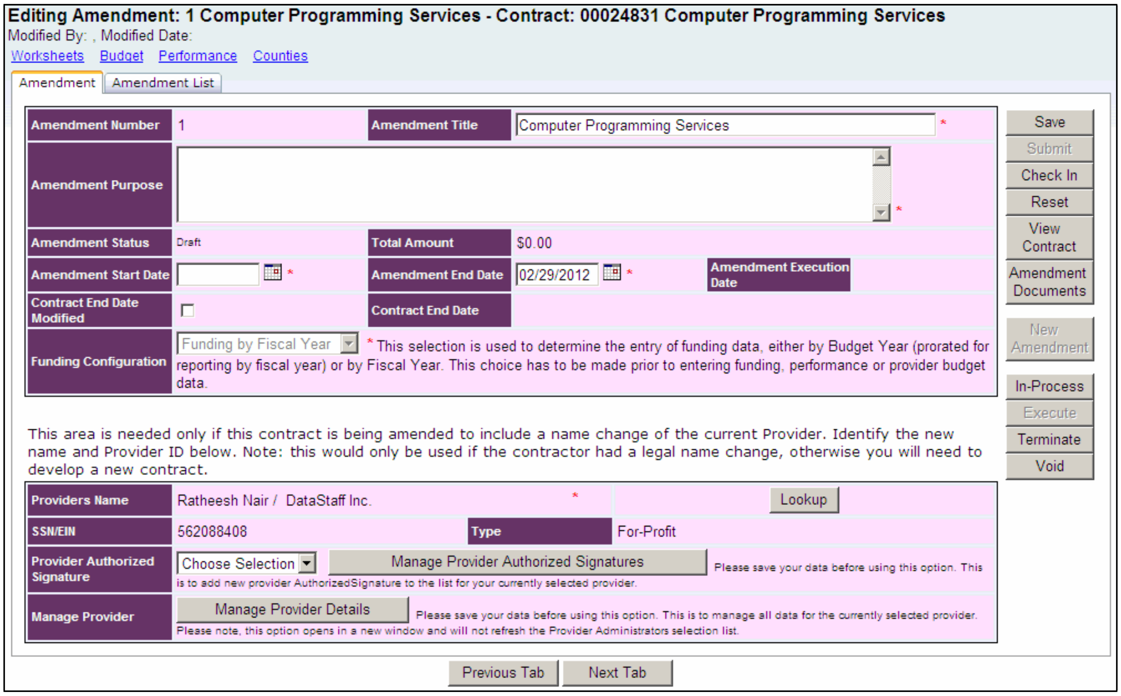


2) Click the **Void** button. The system changes the Contract Status to “Void” and updates the Contract End Date.

5.8 Add the First Amendment for a Contract

Follow the steps provided below to enter the first amendment for a contract.

1) Navigate to the contract that is to be amended. On the Contract Details Page, click the **New Amendment** button. The Amendment Tab/Details Page displays.



NOTE:

The New Amendment button is disabled on the Contract Details Page when an amendment has already been created for the original contract. See Add a Subsequent Contract Amendment to create another new amendment.

2) Enter information about the new amendment in the following fields. Fields marked with an asterisk (*) require data entry before the record can be saved. In some cases, note that the system automatically calculates the data or copies it from the original contract.

   a) **Amendment Number** – The system assigns this number. Defaults to “1” for the first contract amendment.

   b) **Amendment Title*** – The system populates this from the Contract Title field on the Contract Details Page. You can leave the title as it is or edit it as necessary.

   c) **Amendment Purpose*** – Enter a detailed explanation as to why the amendment is being created for the contract.

   d) **Amendment Status** – Defaults to “Draft.” The system updates this field as appropriate throughout the approval and execution of the amendment.

   e) **Total Amount** – The system populates this amount from the Budget Details Tab/Details Page for the Budget sub-item for the amendment.

   f) **Amendment Start Date *** – Enter or select the start date of this amendment. The Amendment Start Date must be after the Start Date on the Contract Details Page.

   g) **Amendment End Date *** – The system populates this date from the original contract. If the end date of the amendment is different, enter the correct end date.

   h) **Amendment Execution Date** – The system automatically displays the date the amendment was moved to the Executed status.

   i) **Contract End Date Modified** – Click this checkbox if the Amendment End Date changes the end date of the original contract.

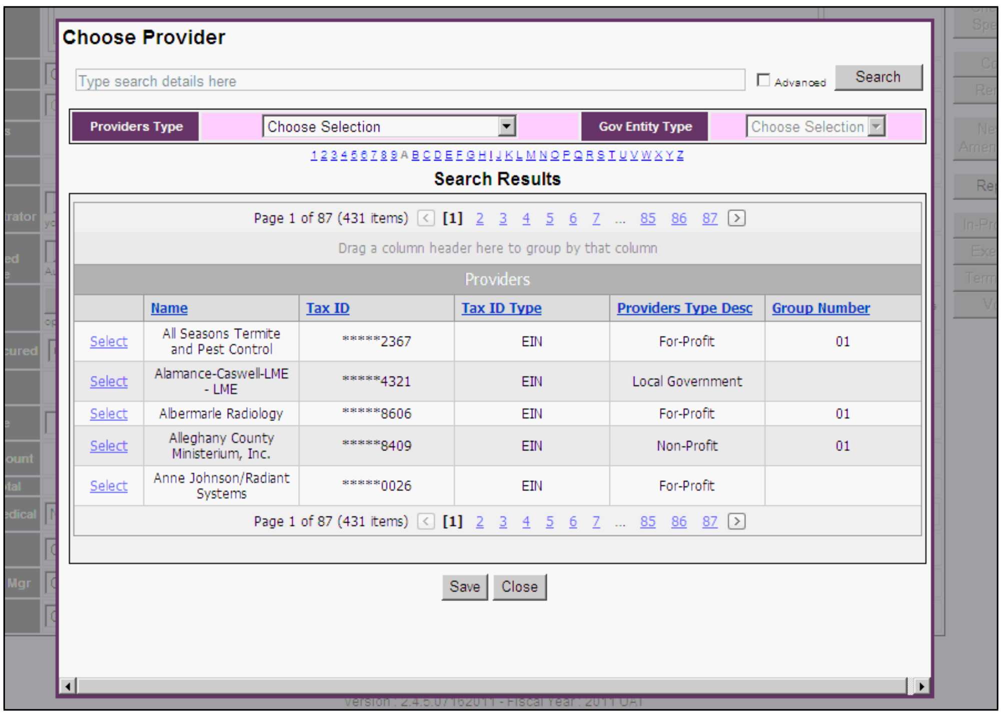
j) **Contract End Date** – The system populates this date from the original contract. The system populates this with the Amendment End Date if the Contract End Date Modified checkbox has been selected.

k) **Funding Configuration*** – Defaults to the funding configuration set for the contract.

NOTE:

Change the data in the following fields only if the provider has had a legal name change. If a different provider is needed, create a new contract.

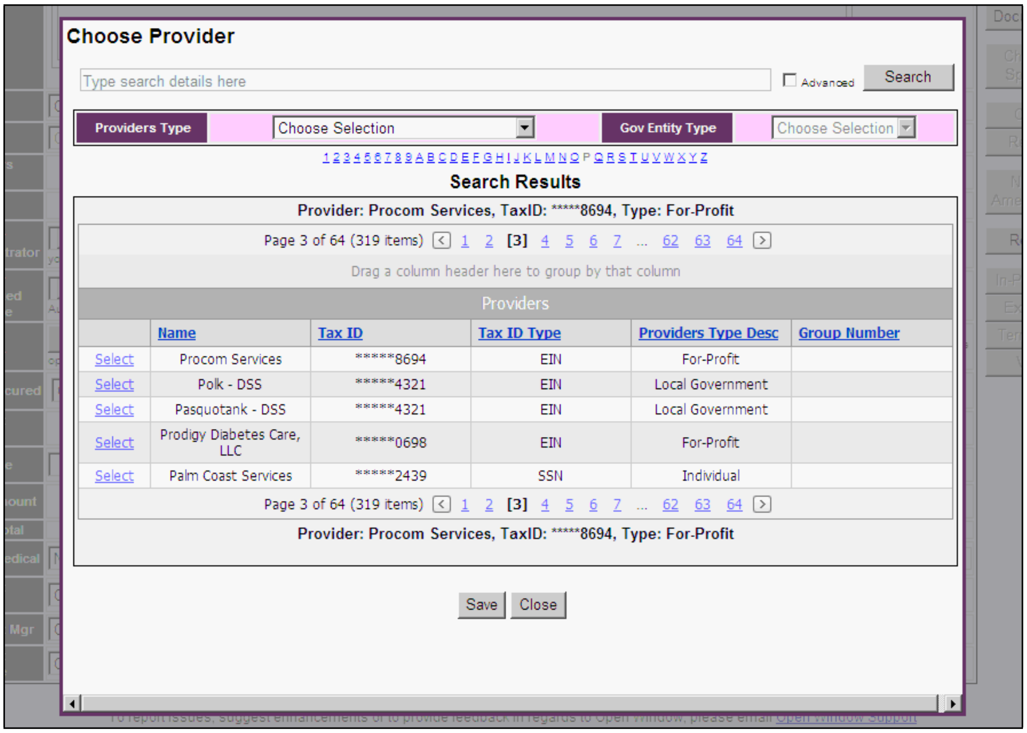
l) **Provider Name, SSN/EIN** and **Type** – Click the **Lookup** button for the Provider's Name field to view the Provider Search popup window. A list of all providers in the system displays.



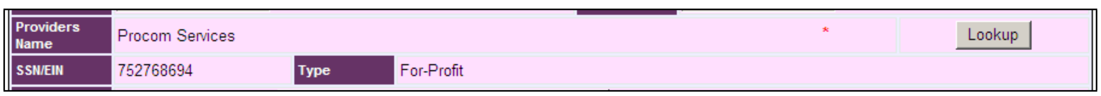
To search for providers, select a **Providers Type** from drop-down list. If the type of provider being searched is a Local Government or Local Government County, select a **Gov Entity Type** from the cascading drop-down list. Click the **Search** button. Alternatively, conduct a basic or advanced search to search for the provider using known search criteria such as the provider's Tax ID (either EIN or SSN) or the provider's name. The screen refreshes and displays a list of providers that match the provider type or criteria you selected or entered.

To quickly find the provider in the list of search results, select the number or letter link (highlighted by the red circle in the example above) that corresponds to the first number of the provider's Tax ID or the first letter of the provider's name.

To select a provider for the amendment, click the **Select** link for the provider. The selected provider displays above and below the displayed search results.



Click the **Save** button. The Provider Search window closes and the system populates the **Provider's Name**, **SSN/EIN** and **Type** fields with the provider's data.



3) Click the **Save** button to save the amendment record.
4) Click the Manage Provider Details button to update the provider's record in the system.
5) Enter the sub-items as required for the amendment record.
6) Enter the required amendment documents.
7) Once all sub-items are entered, click the **Check In** button to release the record, and click **OK** to confirm the check in of the record.

> **NOTE:**
>
> When a record is "checked out" to you (or locked by you), it cannot be edited by anyone until you click the **Check In** button.
>
> You must check in the contract record associated with the amendment separately. Each contract and each amendment is considered a separate data record by the system and is checked out individually.

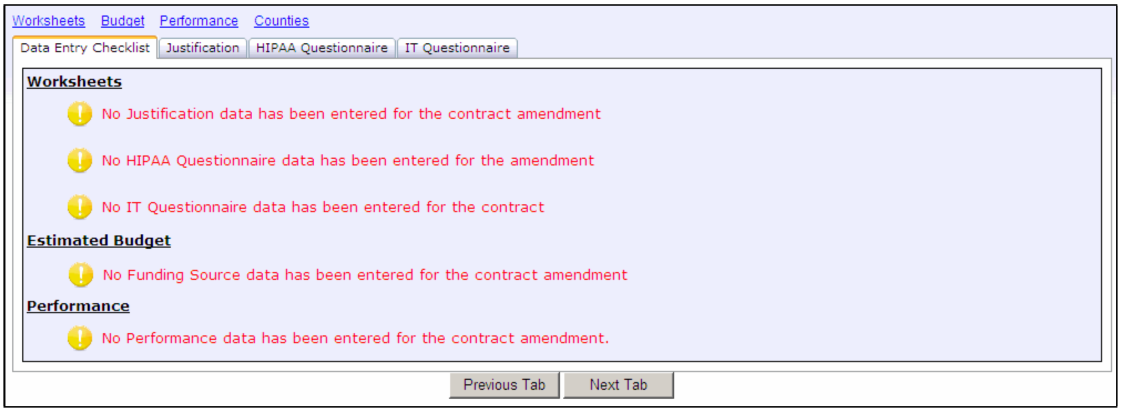
5.8.1 Add Sub-items for an Amendment

As for contracts, the following sub-items can be defined for a contract amendment.

- Worksheet
- Budget
- Performance
- Counties

5.8.1.1 Add Worksheet Sub-items for an Amendment

1) Click the **Worksheets** sub-item link that displays at the top of the Amendment Tab/Details Page. The Data Entry Checklist Tab displays with an indication of the documentation (worksheets, estimated budget or performance measures) that is still outstanding for the amendment or the original contract.

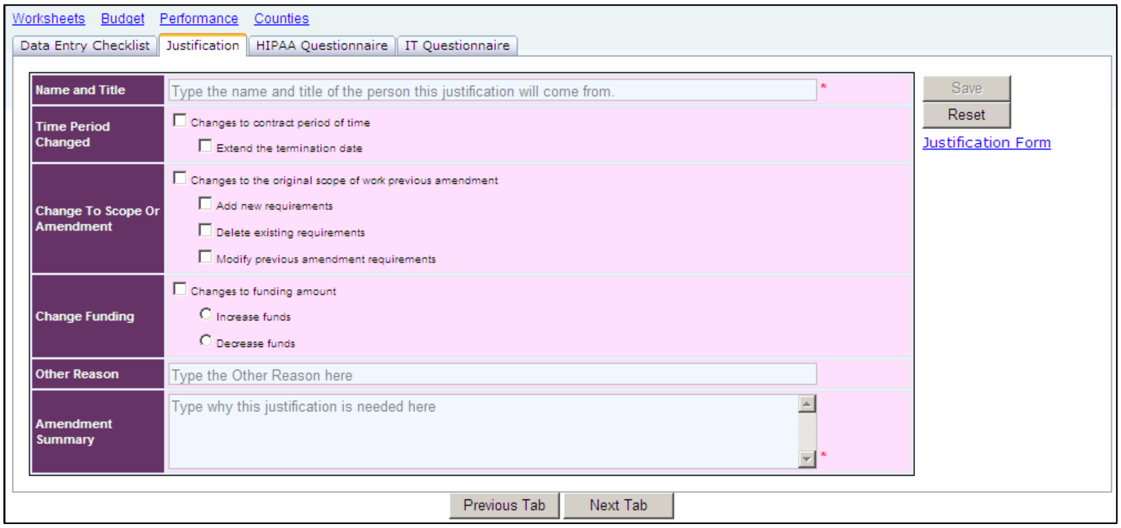


NOTE:

If a particular worksheet is not needed, a green checkmark displays with the message stating that the worksheet is not required for the amendment and the worksheet tab will not display. For example, if your division or section is not a HIPAA covered entity, the Data Entry Checklist tab will state, “HIPAA Questionnaire data is not required for the amendment, since the Division or Section is not a covered entity.”

The system will not display the Audit Determination worksheet tab as this is set at the contract level.

2) If a Justification Worksheet is needed to create the Justification Memo for the amendment, click the **Justification** tab. The Justification Worksheet Tab/Details Page displays.



3) Enter information about the amendment for the Justification Memo in the following fields. Fields that require data entry before the record can be saved are marked with an asterisk (*).
   a) **Name and Title*** – Enter the name and title of the person to be listed in the **From** field on the Justification Memo.
   b) **Time Period Changed** – Click the **Changes to contract period of time** checkbox if the amendment changes the contract end date, then click the **Extend the termination date** checkbox if the amendment extends the end date of the contract.
   c) **Changes to Scope or Amendment** – Click the **Changes to the original scope of work or previous amendment** checkbox if the amendment changes the scope of work as stated in the original contract or prior amendment, then click one or more of the following checkboxes as appropriate:
      i) **Add new requirements**
      ii) **Delete existing requirements**
      iii) **Modify previous amendment requirements**
   d) **Change Funding**– Click the **Changes to funding amount** checkbox if the amendment changes the funding amount stated in the original contract or prior amendment, then click one or more of the following checkboxes as appropriate:
      i) **Increase funds**
      ii) **Decrease funds**
   e) **Other Reason** – Enter a detailed description of any other reason for the amendment that is not covered in the previous fields.
   f) **Amendment Summary** – Enter a detailed justification for the amendment corresponds with the previous items selected (described in numbers b–e above) on the Justification Worksheet Tab/Details Page.
4) Click the **Check Spelling** button to verify spelling for the worksheet.
5) Click the **Save** button to save the worksheet.
6) Click the **HIPAA Questionnaire** tab to determine if the provider meets the definition of an external HIPAA (Health Insurance Portability and Accountability Act of 1996) business associate for the amendment. The HIPAA Questionnaire Worksheet Tab/Details Page displays.

Data Entry Check List Justification HIPAA Questionnaire IT Questionnaire

Save

Reset

Your division is covered by HIPAA. Please complete the questions below.

Section Four: Assessment of Service Provided by an outside entity (Provider).

1. a relationship been initiated that allows the provider to perform a function or activity for, or on behalf of, a DHHS HIPAA covered health care component?		Yes – Go to Question 2. No – Stop. There is no business associate relationship.
2. Is the function or service to be rendered by the provider an activity other than treatment of clients?	Note: The sharing of individually identifiable health information with another treatment provider for treatment purposes only does not require a business associate agreement. See 45 CFR § 164.502(e)(1)(ii)(A)	Yes – Go to Question 3. No – Stop. There is no business associate relationship.
3. Does the function or service to be rendered by the provider involve the use or disclosure of the DHHS division's, office's or section's individually identifiable health information?	Note: Data that does not contain DHHS individually identifiable health information is not covered by HIPAA and thus does not have to be protected through a business associate agreement.	Yes – Go to Question 4. No – Stop. There is no business associate relationship.
4. Are the services rendered by staff from the provider performed on the premises of the covered health care component, using the component's resources and following the component's policies and procedures?	Note: Whenever a service is rendered on the premises of a covered component, utilizing the component's resources and following the component's policies and procedures, the person rendering such services is considered a member of the component's workforce, and is required to comply with the component's privacy policies and procedures. No business associate agreement is required.	No – Go to Question 5. Yes – Stop. There is no business associate relationship
5. s the provider performing a type(s) of function/activity for, or on the behalf of, the DHHS HIPAA covered health component that is directly related to the covered health components continued operation?	Check appropriate service(s): Attorney Representing Agency Benefits Management Patient Accounts Billing Claims Processing Claims Administration Bill Collections Professional Services Special Population Assessments Data Analysis Data Processing Data Administration JCAHO Council on Accreditation Re-pricing Rate Setting Practice Management Software Support Utiization Review Quality Assurance Contract Analysis Central Office Supervision Security Dietary Machine Maintenance Facility Maintenance Landscaping Housekeeping Hardware Support Audits/Surveys Purchasing	Yes – You have identified a business associate relationship. The specified function/activity, which involves the sharing of individually identifiable health information, is provided by the provider. This constitutes a business associate relationship and such information must be protected the same as required of the HIPAA covered health care component. There are two types of business associate relationships: External Business Associate relationship: You have identified an external business associate relationship if you are contracting with any entity outside DHHS. A Business Associate Addendum must be included in the documents package with the standard contract or MOA. Instructional Note: Open Window is set up to add the document automatically when answering the questionnaire appropriately. Internal Business Associate relationship: You have identified an internal business associate relationship. If you are contracting within DHHS (i.e., another division/office or your division). An MOA is required but no business associate addendum is necessary because the parties are subject to DHHS HIPAA policies and procedures.. No – Stop. There is no business associate relationship. A standard contract, MOA or MOA may be required; however, no business associate addendum is necessary.

Section Five: Additional Requirements Regarding External Business Associates

1. Has the Agency Privacy Official been notified of this business associate relationship? [No]	Note: The Agency Privacy Official needs to be notified of all services provided by an internal or external business associate. Notification may be accomplished through e-mail.	Yes – Go to Question 2. No – Notify Agency Privacy Official.
2. Has the DHHS Privacy Officer been notified of this internal business associate relationship? [No]	Note: The DHHS Privacy Officer needs to be notified of all internal business associate relationships. Notification may be accomplished through e-mail.	Yes – Internal business associate relationship has been properly acknowledged. No – Notify DHHS Privacy Officer.

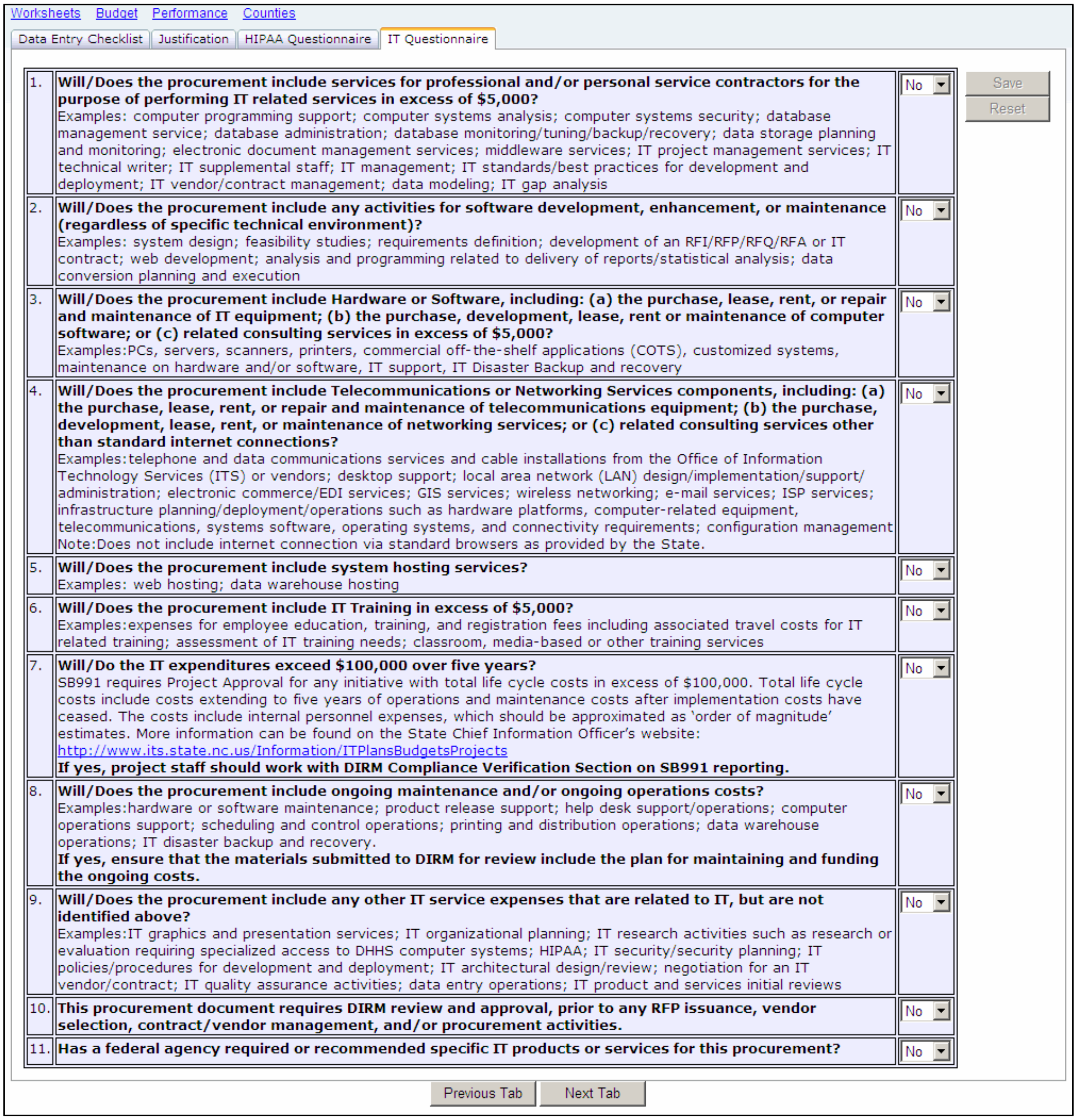
Previous Tab Next Tab

7) Select an answer for each question in the first column, and follow the directions in the last column to go to additional steps if more information is needed or to stop data entry. The middle

column supplies some notes or asks for additional information as is the case in Question 5. As you follow the flow of the questionnaire, the last column indicates whether the amendment is with a HIPAA business associate and whether the system adds a Business Associate Addendum to the list of amendment documents.

8) Click the **Save** button to save the worksheet.

9) Click the **IT Questionnaire** tab to determine if the amendment contains an information technology component. The IT Questionnaire Worksheet Tab/Details Page displays.



Worksheets Budget Performance Counties

Data Entry Checklist | Justification | HIPAA Questionnaire | IT Questionnaire

1.	**Will/Does the procurement include services for professional and/or personal service contractors for the purpose of performing IT related services in excess of $5,000?** Examples: computer programming support; computer systems analysis; computer systems security; database management service; database administration; database monitoring/tuning/backup/recovery; data storage planning and monitoring; electronic document management services; middleware services; IT project management services; IT technical writer; IT supplemental staff; IT management; IT standards/best practices for development and deployment; IT vendor/contract management; data modeling; IT gap analysis	No	Save Reset
2.	**Will/Does the procurement include any activities for software development, enhancement, or maintenance (regardless of specific technical environment)?** Examples: system design; feasibility studies; requirements definition; development of an RFI/RFP/RFQ/RFA or IT contract; web development; analysis and programming related to delivery of reports/statistical analysis; data conversion planning and execution	No	
3.	**Will/Does the procurement include Hardware or Software, including: (a) the purchase, lease, rent, or repair and maintenance of IT equipment; (b) the purchase, development, lease, rent or maintenance of computer software; or (c) related consulting services in excess of $5,000?** Examples:PCs, servers, scanners, printers, commercial off-the-shelf applications (COTS), customized systems, maintenance on hardware and/or software, IT support, IT Disaster Backup and recovery	No	
4.	**Will/Does the procurement include Telecommunications or Networking Services components, including: (a) the purchase, lease, rent, or repair and maintenance of telecommunications equipment; (b) the purchase, development, lease, rent, or maintenance of networking services; or (c) related consulting services other than standard internet connections?** Examples:telephone and data communications services and cable installations from the Office of Information Technology Services (ITS) or vendors; desktop support; local area network (LAN) design/implementation/support/ administration; electronic commerce/EDI services; GIS services; wireless networking; e-mail services; ISP services; infrastructure planning/deployment/operations such as hardware platforms, computer-related equipment, telecommunications, systems software, operating systems, and connectivity requirements; configuration management Note:Does not include internet connection via standard browsers as provided by the State.	No	
5.	**Will/Does the procurement include system hosting services?** Examples: web hosting; data warehouse hosting	No	
6.	**Will/Does the procurement include IT Training in excess of $5,000?** Examples:expenses for employee education, training, and registration fees including associated travel costs for IT related training; assessment of IT training needs; classroom, media-based or other training services	No	
7.	**Will/Do the IT expenditures exceed $100,000 over five years?** SB991 requires Project Approval for any initiative with total life cycle costs in excess of $100,000. Total life cycle costs include costs extending to five years of operations and maintenance costs after implementation costs have ceased. The costs include internal personnel expenses, which should be approximated as 'order of magnitude' estimates. More information can be found on the State Chief Information Officer's website: http://www.its.state.nc.us/Information/ITPlansBudgetsProjects **If yes, project staff should work with DIRM Compliance Verification Section on SB991 reporting.**	No	
8.	**Will/Does the procurement include ongoing maintenance and/or ongoing operations costs?** Examples:hardware or software maintenance; product release support; help desk support/operations; computer operations support; scheduling and control operations; printing and distribution operations; data warehouse operations; IT disaster backup and recovery. **If yes, ensure that the materials submitted to DIRM for review include the plan for maintaining and funding the ongoing costs.**	No	
9.	**Will/Does the procurement include any other IT service expenses that are related to IT, but are not identified above?** Examples:IT graphics and presentation services; IT organizational planning; IT research activities such as research or evaluation requiring specialized access to DHHS computer systems; HIPAA; IT security/security planning; IT policies/procedures for development and deployment; IT architectural design/review; negotiation for an IT vendor/contract; IT quality assurance activities; data entry operations; IT product and services initial reviews	No	
10.	**This procurement document requires DIRM review and approval, prior to any RFP issuance, vendor selection, contract/vendor management, and/or procurement activities.**	No	
11.	**Has a federal agency required or recommended specific IT products or services for this procurement?**	No	

Previous Tab Next Tab

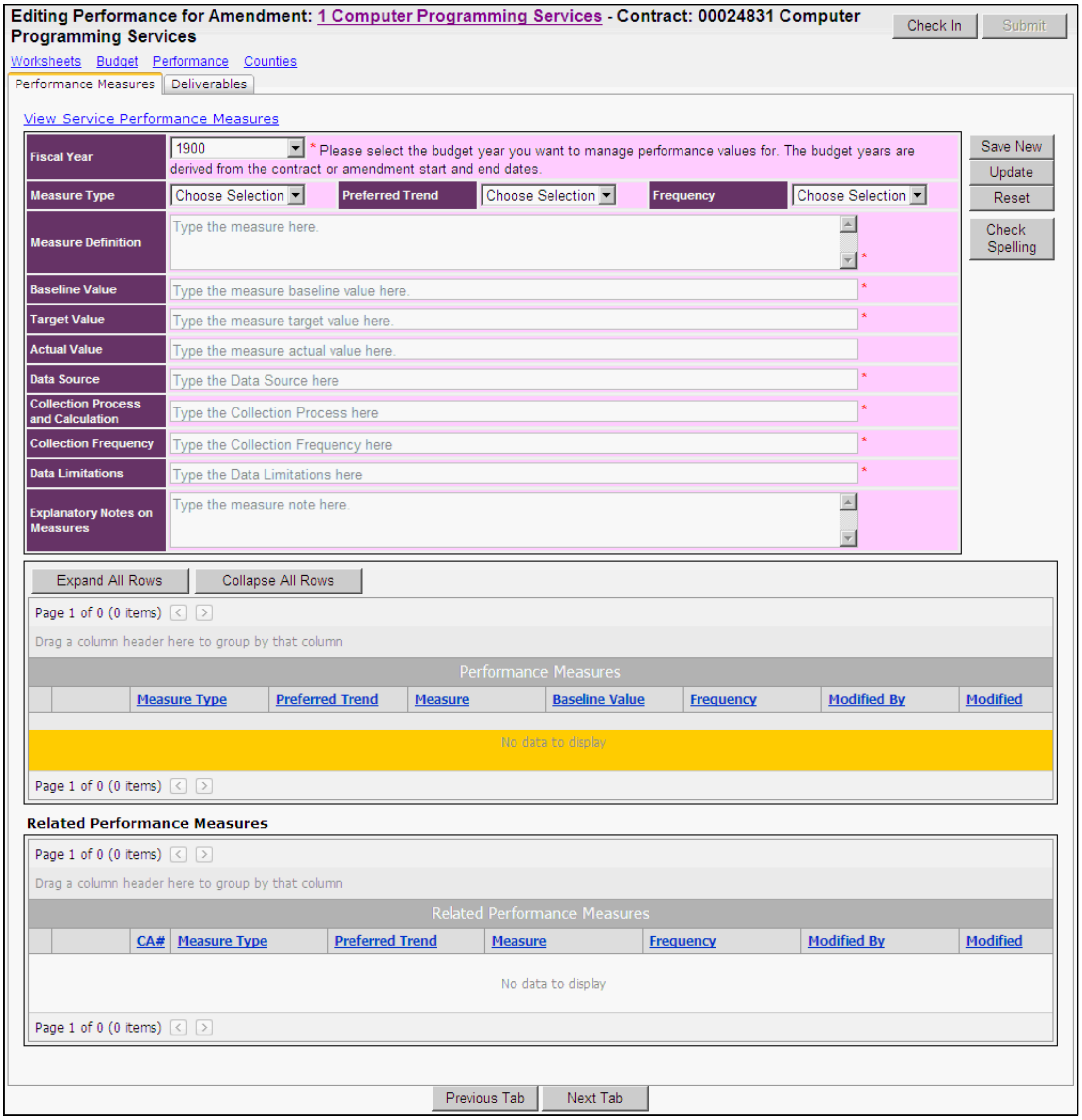
10) Select an answer for each question to determine if the amendment has an IT component.

11) Click the **Save** button to save the worksheet.

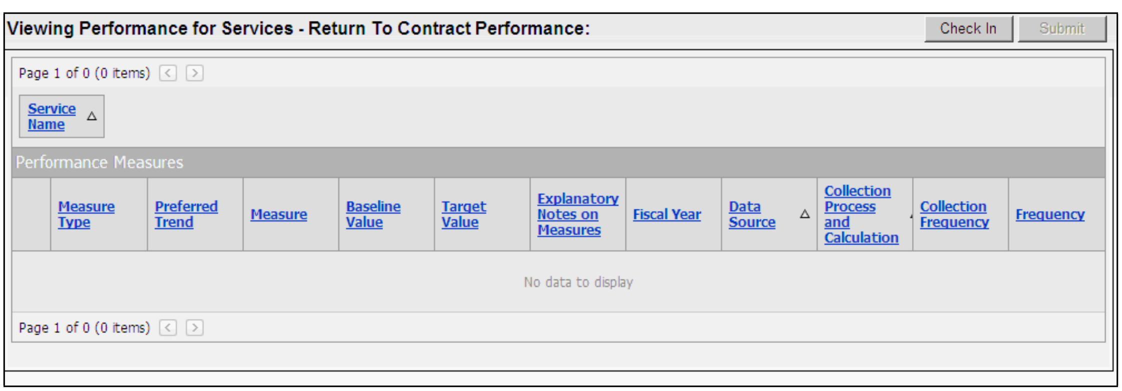
5.8.1.2 Add a Performance Measures Sub-item for an Amendment

Follow the steps below to define performance measures for an amendment.

1) Click the **Performance** sub-item link that displays at the top of the Amendment Tab/Details Page. The Performance Measures Tab/Details Page displays.



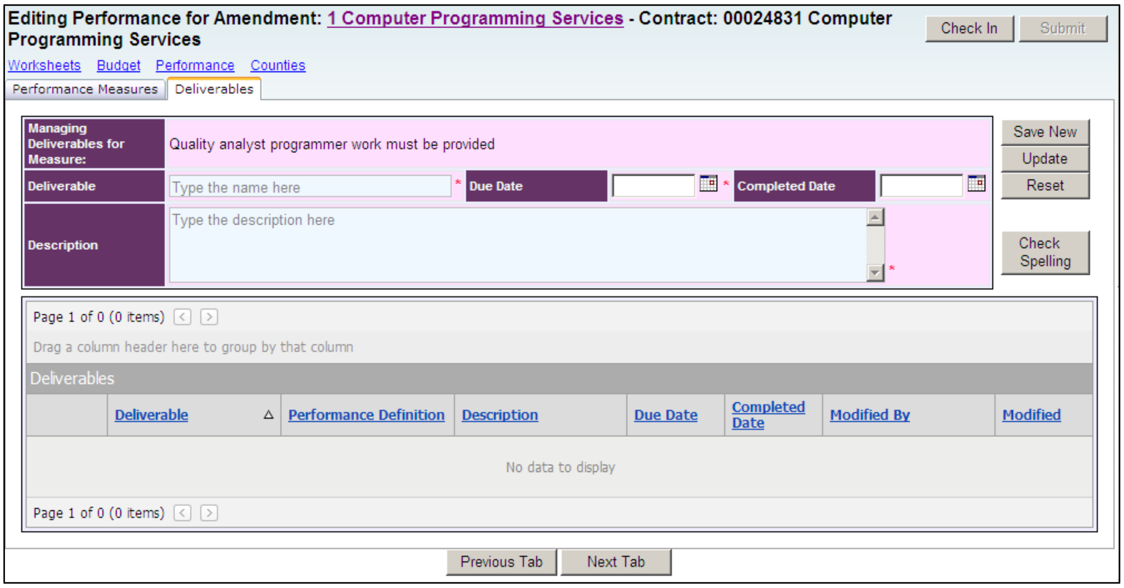
2) To view the performance measures defined at the service level, click the View Service Performance Measures link. A list of the service performance measures display.



Review the service performance measures, if any are listed, as needed to develop, assess and compare the performance measures for the amendment. To enter performance measures for the amendment, click the link with the name of the amendment in the Page Title to return to the Performance Measures Tab/Details Page.

3) Enter the information needed to define the performance measures for the amendment in the following fields on the Performance Measures Tab/Details Page. Fields marked with an asterisk (*) require data entry before the record can be saved.
   a) **Budget/Fiscal Year*** – The system displays either the Budget Year of Fiscal Year depending on how the budget was entered for the amendment. Select the appropriate year from the drop-down list for the performance measure that is being defined.
   b) **Measure Type –** Select a measure type from the drop-down list.
   c) **Preferred Trend –** Select preferred trend (for example, Increase, Decrease or Maintain) for the performance measure from the drop-down list.
   d) **Frequency –** Select from the drop-down list indicating how often performance is to be assessed.
   e) **Measure Definition* –** Enter a detailed description of the performance measure that is being defined for the amendment.
   f) **Baseline Value*** – Enter the baseline value or state for the performance measure.
   g) **Target Value*** – Enter the numerical goal or objective for the performance measure.
   h) **Actual Value –** Enter the actual value of the performance measure.
   i) **Data Source*** – Enter the data source for the performance measure.
   j) **Collection Process and Calculation*** – Enter a detailed description of how the data for the peformance measure is collected and any calcuations applied to the data.
   k) **Collection Frequency*** – Enter a detailed description of how often the data is collected for the measure.
   l) **Data Limitations*** – Enter any data limitations for the performance measure.
   m) **Explanatory Notes on Measures** – Enter any additional information concerning the performance measure.
4) Click the **Check Spelling** button to verify spelling for the performance measure for the amendment.
5) Click the **Save New** button. The performance measure for the amendment displays in the sub-list at the bottom of the Performance Measures Tab/Details Page.

   To edit a previously entered performance measure for the amendment, click the **Edit** link in the function column for the measure in the sub-list at the bottom of the page. Once you have made your modifications, click the **Update** button to save your changes.
6) Before entering another performance measure, enter any deliverables to be delivered by the provider to assess performance. To define these deliverables, click the **Deliverables** tab. The Deliverables Tab/Details Page displays.



7) The system displays the measure for which the deliverables are being defined in the Managing Deliverables for Measure field at the top of the page.

8) Enter the information needed to define the deliverables for performance measures for the amendment in the following fields. Fields marked with an asterisk (*) require data entry before the record can be saved.
   a) **Deliverable*** – Enter the name of the deliverable for the performance measure.
   b) **Due Date*** – Enter or select the date on which the deliverable is due to the state.
   c) **Completed Date** – Enter or select the date on which the provider submitted the deliverable to the state. This field is completed only after receipt of the deliverable.
   d) **Description** – Enter a detailed description of the deliverable.

9) Click the **Check Spelling** button to verify spelling for the deliverable for the amendment performance measure.

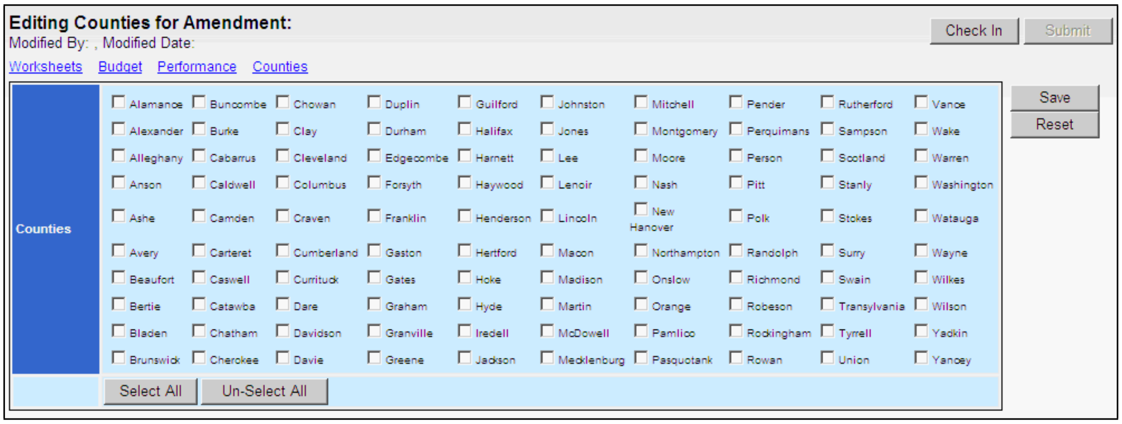
10) Click the **Save New** button. The deliverable for the amendment performance measure displays in the sub-list at the bottom of the Deliverables Tab/Details Page.

    To edit a previously entered deliverable, click the **Edit** link in the function column for the deliverable in the sub-list at the bottom of the page. Once you have made your modifications, click the **Update** button to save your changes.

11) Continue to add deliverables as necessary for all performance measures.

5.8.1.3 Add a Counties Sub-item for Amendment

1) To enter the counties to be serviced by the amendment, click the **Counties** sub-link that displays at the top of the Amendment Tab/Details Page. The Counties Details Page displays.



2) Click the checkbox for each county to be serviced by the contracted provider. If the amendment applies to all counties, click the **Select All** button. To remove a county selection, click the checkbox again to erase the checkmark. If you wish to erase all selections, click the **Un-Select All** button.

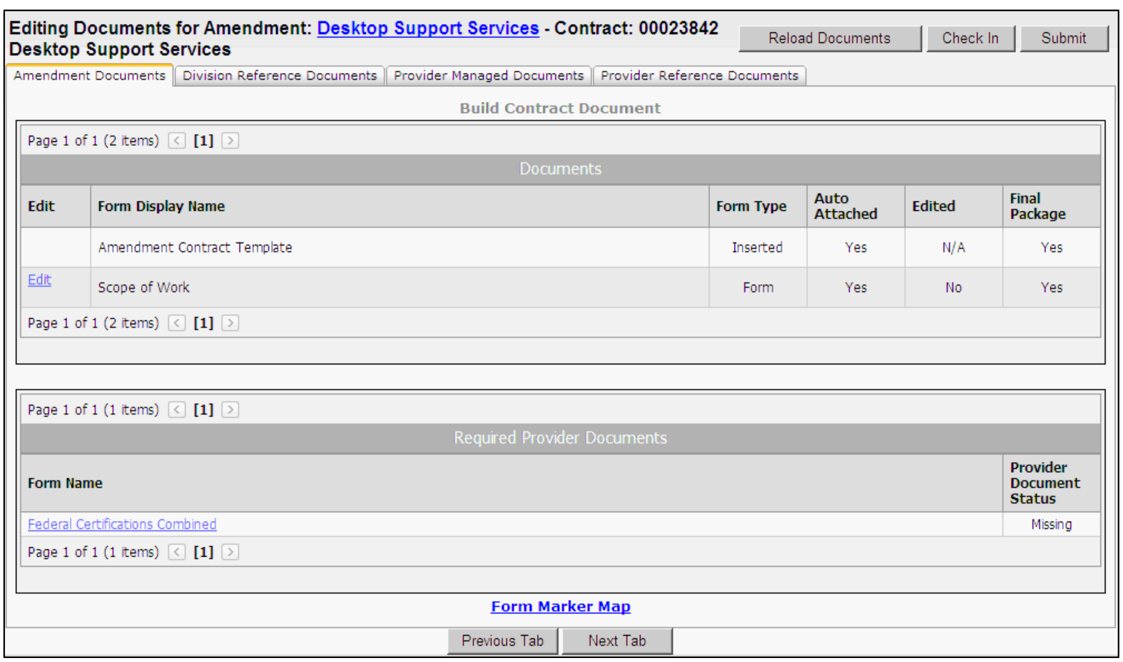
3) Click the **Save** button to save the county data for the amendment.

5.8.2 Finalize Required Amendment Documents

To build the amendment document, you need to first add additional information and required documents to the system. The Amendments Document feature creates PDF documents based on the data entered for the amendment and additional information that is entered into the specific amendment document.

1) Navigate to the amendment for which you are adding the amendment documents. The Amendment Tab/Details Page displays.

2) Click the **Amendments Documents** button. The Amendment Documents Tab/List Page displays.



3) The system displays a list of documents that may be included in the amendment based on the data you entered on for the amendment and worksheets. The Final Package column indicates whether the document is to be included in the final amendment.

4) If the document requires you to edit it and this has yet to be done, “No” displays in the Edited column (if already edited, this column displays “Yes”; “N/A” displays if no editing is required or possible).

5) Click the **Edit** function link for the document to enter the data needed. Depending on the document, the system prompts you to enter text, select checkboxes, upload documents, etc. as necessary to gather the information needed to create the amendment document.

6) Once you have finished your data entry for the amendment document, click the **Save** button and click the **Return To The Document Lists** link to navigate back to the Amendment Documents Tab/List Page.

7) This page also displays a list of required provider documents such as Federal Certifications and an indication as to whether the documents are missing.

   If a document is missing, click document name link and the File Download dialog box displays. Select **Open** or **Save**. If saving the document, browse to a location on your computer or network in the Save As dialog box, then click the **Save** button. When the signed document is received from the provider, scan and upload the document to the system.

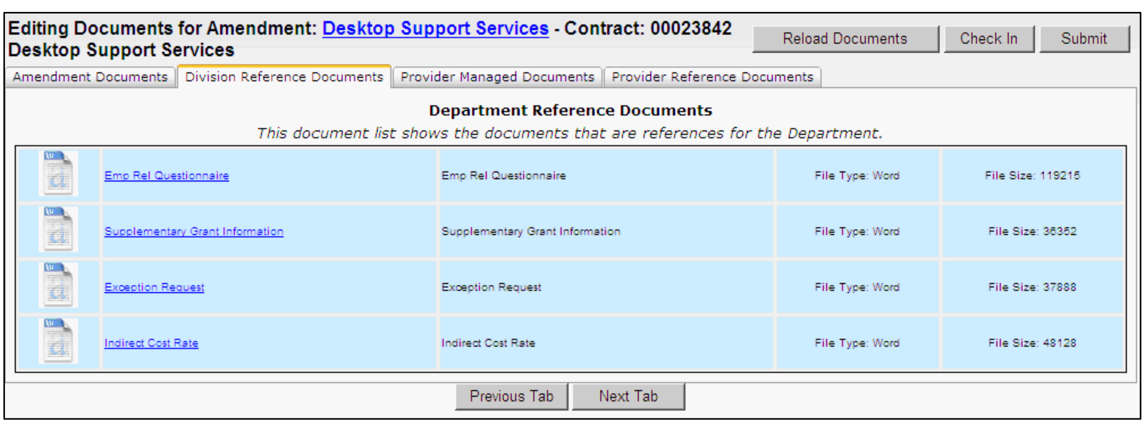
8) You can change the source records for data used in the amendment documents via the **Form Marker Map** link located at the bottom of the Amendment Documents Tab/List Page. Training on this advanced function will be provided at a later date.

9) To refresh the list of documents displayed on the Amendment Documents Tab/List Page, click the **Reload Documents** button.

NOTE:

If you any forms are different from the original listing, any information entered into the old forms will be lost by having the system replace the old documents with new ones that will require data entry.

10) To view reference documents for your division, click the **Division Reference Documents** tab. The Division Reference Documents Tab/List Page displays.



11) Click the link to a division reference document to view it. The system displays the File Download dialog box. Select **Open** or **Save**. If saving the document, browse to a location on your computer or network in the Save As dialog box, then click the **Save** button.

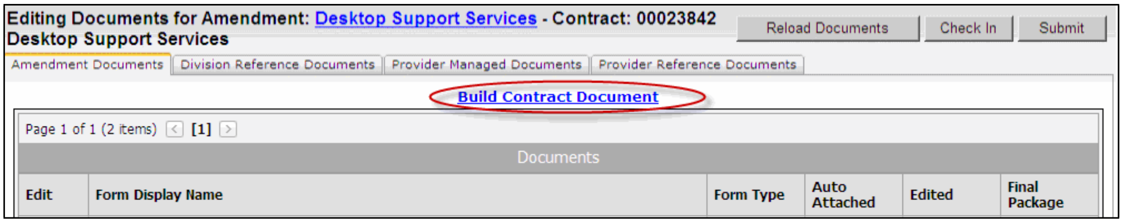
12) To view documents supplied by the provider (that is, managed by the providers), click the **Provider Managed Documents** tab. The Provider Managed Documents Tab/List Page displays all the provider documents that have been uploaded to the system.

13) Click the link to a provider managed document to view it. The system displays the File Download dialog box. Select **Open** or **Save**. If saving the document, browse to a location on your computer or network in the Save As dialog box, then click the **Save** button.

14) To view reference documents for the provider, click the **Provider Reference Documents** tab. The Provider Reference Documents Tab/List Page displays.

15) Click the link to a provider reference document to view it. The system displays the File Download dialog box. Select **Open** or **Save**. If saving the document, browse to a location on your computer or network in the Save As dialog box, then click the **Save** button.

16) To build the final amendment document, click the **Amendment Documents** tab.



17) Click the **Build Contract Document** link at the top of the Amendment Documents Tab/List Page. The system opens a new browser window and displays the contract with all required documents inserted. You can then view and print the entire amendment document as appropriate.

5.9 Request Review of an Amendment

Once you have completed data entry, you can request review of the amendment data. For now, the review process for amendments is manual; when this feature is active, more information about it will be provided in a future update to this guide.

5.10 Execute an Amendment

Once all DHHS reviewers have approved the amendment and all provider and DHHS signatures have been obtained for the amendment, the amendment can be executed in the system. You can execute the amendment in the system from the Amendment Tab/Details Page in the same way as you would execute a contract. To execute the amendment, click the **Execute** button. The system populates the Execution Date field with the current date, and changes the Amendment Status to "Executed."

5.11 Terminate an Amendment

If it is necessary to end an amendment before its defined End Date, you can terminate the amendment in the system from the Amendment Tab/Details Page in the same way as you would terminate a contract. To terminate the amendment, click the **Terminate** button. The system changes the Amendment Status to "Terminated" and updates the Amendment End Date.

NOTE:
If you need to terminate amendments and the contract, terminate amendments first, then the original contract.

5.12 Void an Amendment

If it is necessary, you can void an amendment in the system from the Amendment Tab/Details Page in the same way as you would void a contract. To void the amendment, click the **Void** button. The system changes the Amendment Status to "Void" and updates the Amendment End Date.

> **NOTE:**
> If you need to void amendments and the contract, void amendments first, then the original contract.

5.13 Add a Subsequent Contract Amendment

Once the first amendment has been created for a contract, there are a couple ways in which you can create another amendment: Method 1 – From the Contracts List Page and Method 2 – From the Contracts Details Page.

Method 1 – From the Contracts List Page

1) Conduct a search for the contract on the Contracts List Page.

Search Results for Contracts

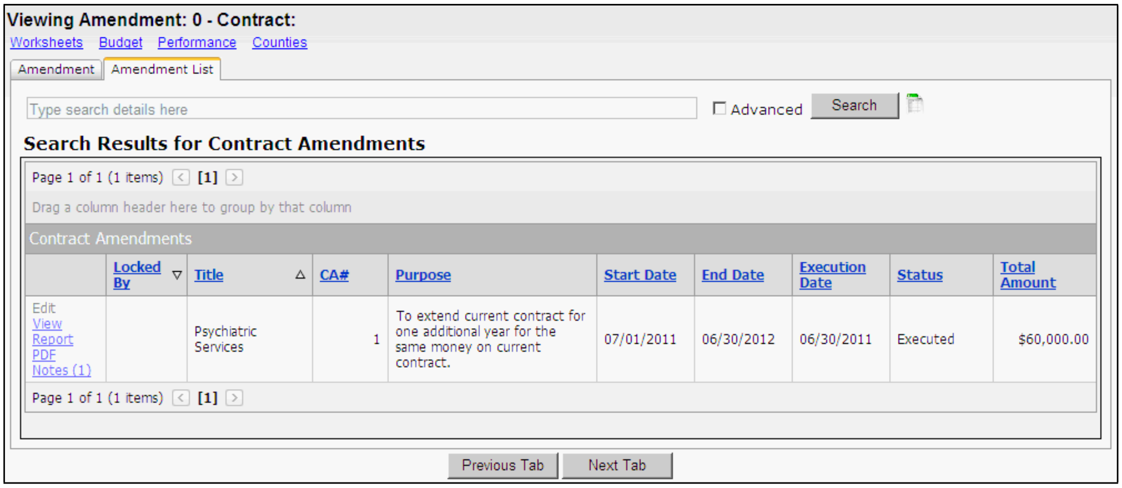
Page 1 of 582 (5820 items) [1] 2 3 4 5 6 7 ... 580 581 582

Drag a column header here to group by that column

Contracts

	Locked By	Contract Title	Contract Number	Division	Providers	Start Date	End Date	Total Amount	Status	Amendments
View Report PDF Notes (0)	Candice Bailey	Robert Silverstein	00025316	NC Council on Developmental Disabilities	Bobby Silverstein	06/24/2011	06/27/2011	$3,674.00	Executed	0
View Report PDF Notes (0)		Psychiatric Services	00023556	Division of Mental Health, Developmental Disabilities and Substance Abuse Services	East Carolina Psychiatric Consultants	07/01/2010	06/30/2012	$120,000.00	Executed	1
View Report PDF Notes (0)	Amy Whaley	Repay,Inc. / Sexual Abuse Intervention Services	00025553	Division of Mental Health, Developmental Disabilities and Substance Abuse Services	Repay, Inc.	07/01/2011	06/30/2012	$40,000.00	Draft	0
View Report PDF Notes (2)		Community Rehabilitation Program - ARRA	00023731	Division of Vocational Rehabilitation Services	Lifespan	08/15/2010	09/30/2011	$100,000.00	Executed	0
View Report PDF Notes (2)		Community Rehabilitation Program - ARRA	00023714	Division of Vocational Rehabilitation Services	Goodwill Industries of Northwest NC, Inc.	08/15/2010	09/30/2011	$100,000.00	Executed	0
View Report PDF Notes (2)		Community Rehabilitation Program - ARRA	00023741	Division of Vocational Rehabilitation Services	Wake Enterprises, Inc	08/15/2010	09/30/2011	$76,843.00	Executed	0

2) Click the **Amendments** link that displays in the Amendments column. The Amendment List Tab/List Page displays.

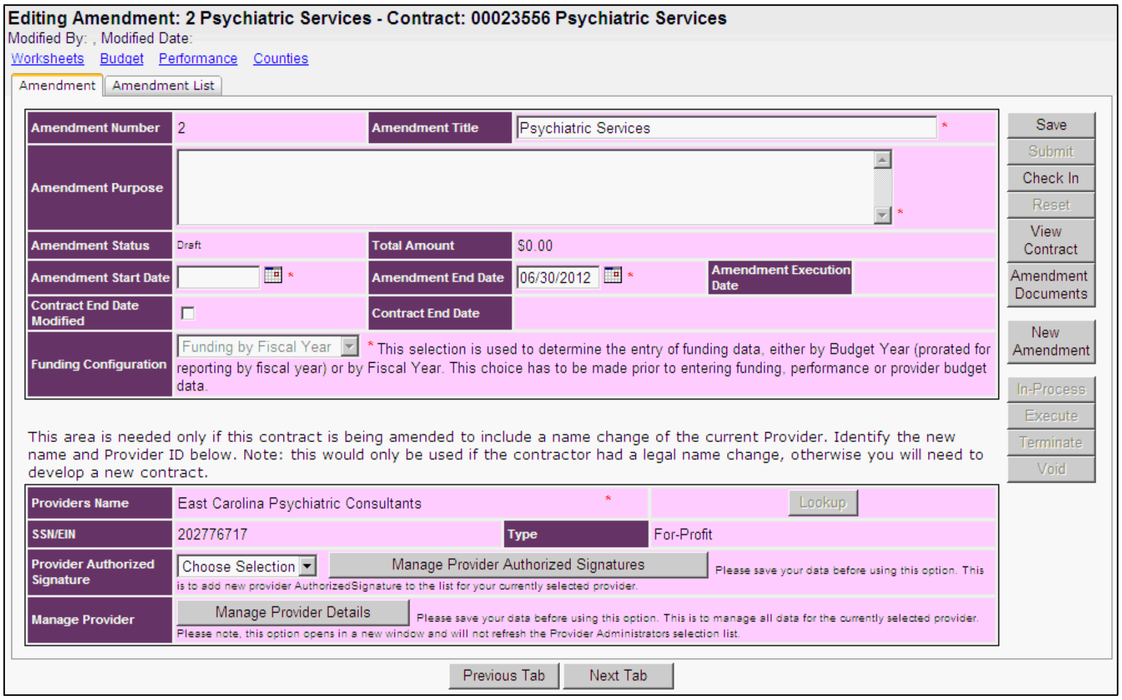


NOTE:

The Amendment List Tab/List Page will not display the usual Page Title area if you use this method to view current amendments. The amendment and contract information will display once you select a particular amendment to view or edit.

3) Click the **View** link in the function column for the last amendment added to the system, which has the highest Amendment Number. The Amendment Tab/Details Page displays

4) Click the **New Amendment** button. The Amendment Tab/Details Page displays for data entry of a new amendment.



Editing Amendment: 2 Psychiatric Services - Contract: 00023556 Psychiatric Services

Modified By: , Modified Date:

Worksheets Budget Performance Counties

Amendment | Amendment List

Amendment Number	2	Amendment Title	Psychiatric Services *		
Amendment Purpose	*				
Amendment Status	Draft	Total Amount	$0.00		
Amendment Start Date	*	Amendment End Date	06/30/2012 *	Amendment Execution Date	
Contract End Date Modified	☐	Contract End Date			
Funding Configuration	Funding by Fiscal Year * This selection is used to determine the entry of funding data, either by Budget Year (prorated for reporting by fiscal year) or by Fiscal Year. This choice has to be made prior to entering funding, performance or provider budget data.				

Save | Submit | Check In | Reset | View Contract | Amendment Documents | New Amendment | In-Process | Execute | Terminate | Void

This area is needed only if this contract is being amended to include a name change of the current Provider. Identify the new name and Provider ID below. Note: this would only be used if the contractor had a legal name change, otherwise you will need to develop a new contract.

Providers Name	East Carolina Psychiatric Consultants *		Lookup
SSN/EIN	202776717	Type	For-Profit
Provider Authorized Signature	Choose Selection / Manage Provider Authorized Signatures / Please save your data before using this option. This is to add new provider AuthorizedSignature to the list for your currently selected provider.		
Manage Provider	Manage Provider Details / Please save your data before using this option. This is to manage all data for the currently selected provider. Please note, this option opens in a new window and will not refresh the Provider Administrators selection list.		

Previous Tab | Next Tab

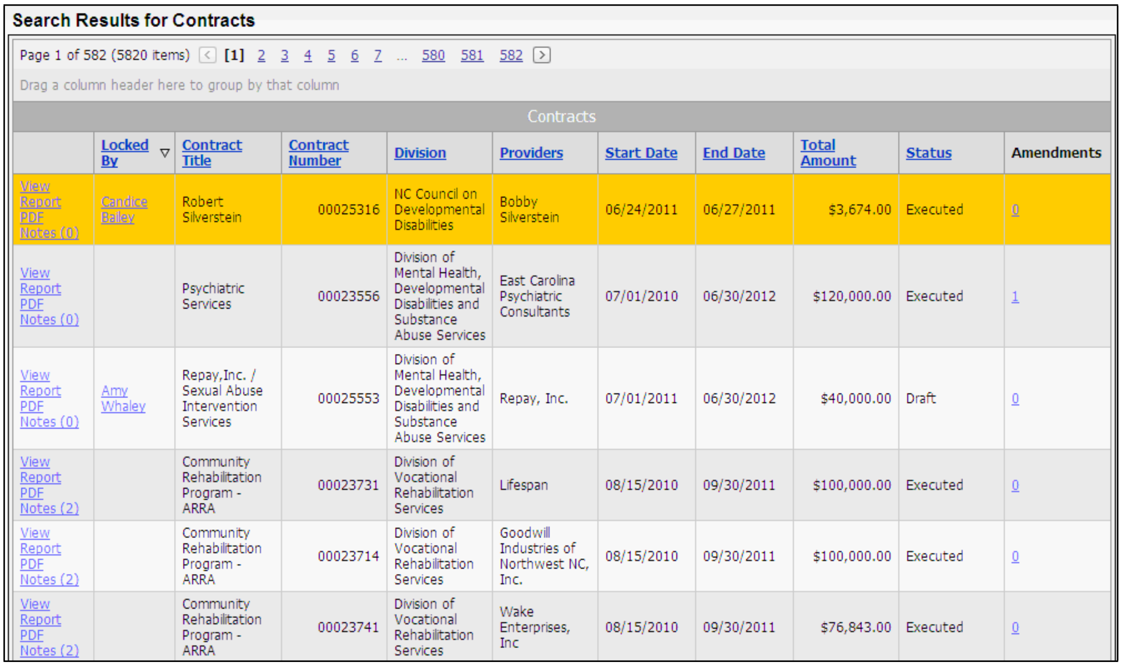
NOTE:

The New Amendment button works only if you are viewing the last amendment entered for the contract. On all other amendments, this button is unavailable or "grayed out."

5) See Add First Contract Amendment for information on the data to be entered. The system displays the same end date for the contract in the Amendment End Date field.

Method 2 – From the Contracts Details Page

1) Conduct a search for the contract on the Contracts List Page.



Search Results for Contracts

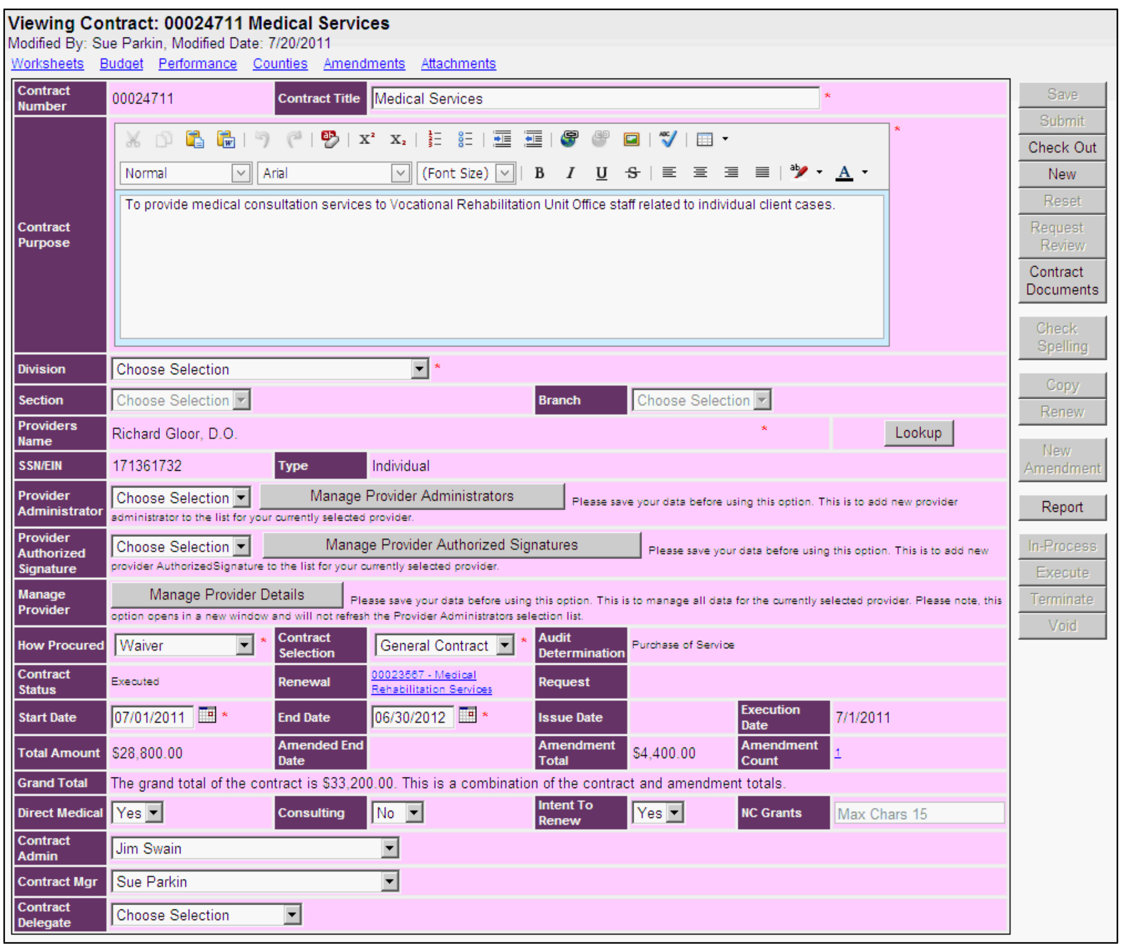
Page 1 of 582 (5820 items) [1] 2 3 4 5 6 7 ... 580 581 582

Drag a column header here to group by that column

Contracts

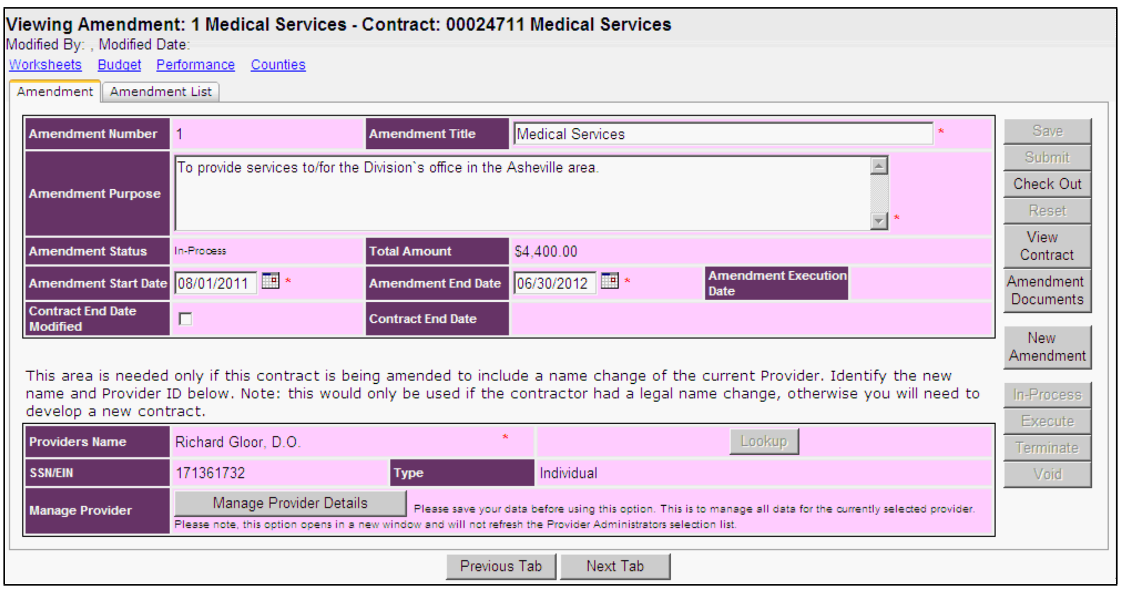
	Locked By	Contract Title	Contract Number	Division	Providers	Start Date	End Date	Total Amount	Status	Amendments
View Report PDF Notes (0)	Candice Bailey	Robert Silverstein	00025316	NC Council on Developmental Disabilities	Bobby Silverstein	06/24/2011	06/27/2011	$3,674.00	Executed	0
View Report PDF Notes (0)		Psychiatric Services	00023556	Division of Mental Health, Developmental Disabilities and Substance Abuse Services	East Carolina Psychiatric Consultants	07/01/2010	06/30/2012	$120,000.00	Executed	1
View Report PDF Notes (0)	Amy Whaley	Repay,Inc. / Sexual Abuse Intervention Services	00025553	Division of Mental Health, Developmental Disabilities and Substance Abuse Services	Repay, Inc.	07/01/2011	06/30/2012	$40,000.00	Draft	0
View Report PDF Notes (2)		Community Rehabilitation Program - ARRA	00023731	Division of Vocational Rehabilitation Services	Lifespan	08/15/2010	09/30/2011	$100,000.00	Executed	0
View Report PDF Notes (2)		Community Rehabilitation Program - ARRA	00023714	Division of Vocational Rehabilitation Services	Goodwill Industries of Northwest NC, Inc.	08/15/2010	09/30/2011	$100,000.00	Executed	0
View Report PDF Notes (2)		Community Rehabilitation Program - ARRA	00023741	Division of Vocational Rehabilitation Services	Wake Enterprises, Inc	08/15/2010	09/30/2011	$76,843.00	Executed	0

2) Click the **View** link in the function column for the contract. The Contract Details Page displays.

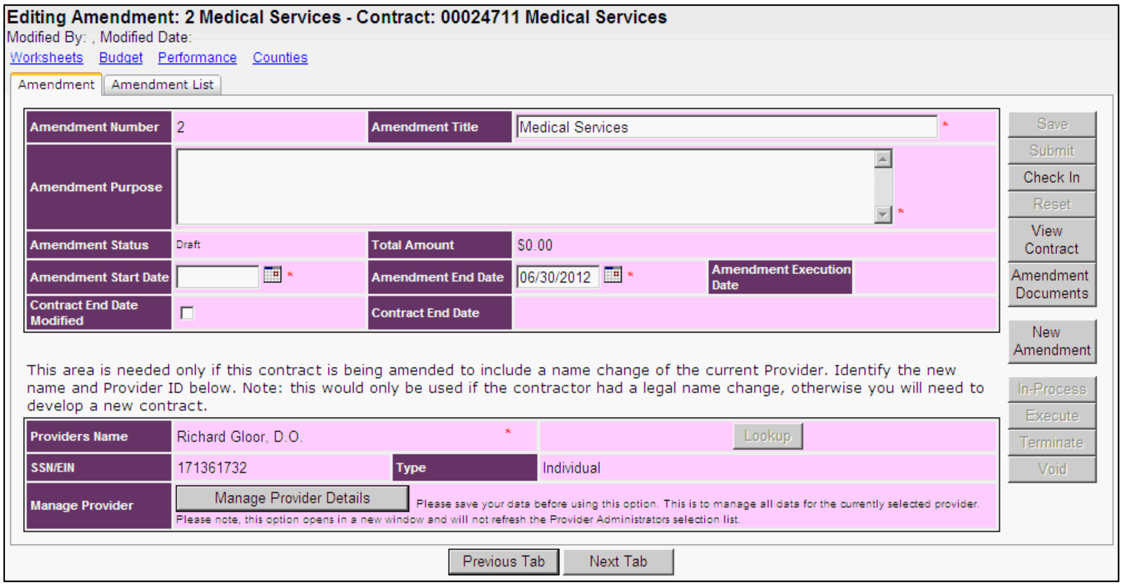


3) Click the **Amendments** sub-link. The Amendments List Page displays.

4) Click the **View** link in the function column for the last amendment added to the system, which has the highest Amendment Number. The Amendment Tab/Details Page displays.



5) Click the **New Amendment** button. The Amendment Tab/Details Page displays for data entry of a new amendment.



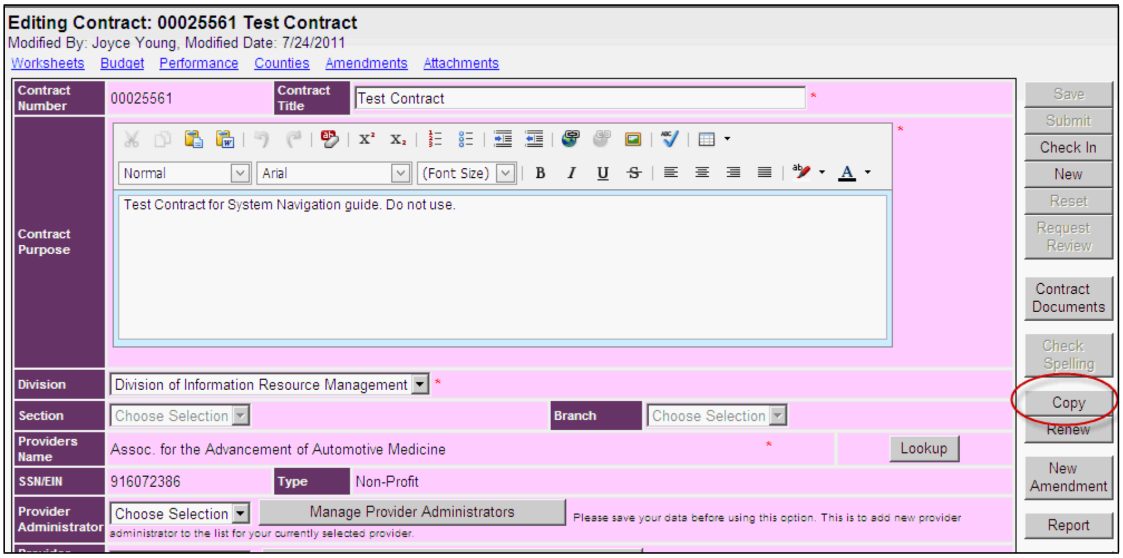
6) See Add First Contract Amendment for information on the data to be entered. Note that the system displays the same end date for the contract in the Amendment End Date field.

> **NOTE:**
>
> The system automatically generates another numbered amendment even if you do not save the information. If you mistakenly click the New Amendment button, the new amendment displays on the Amendment List Tab/List Page and will need to be deleted or voided.

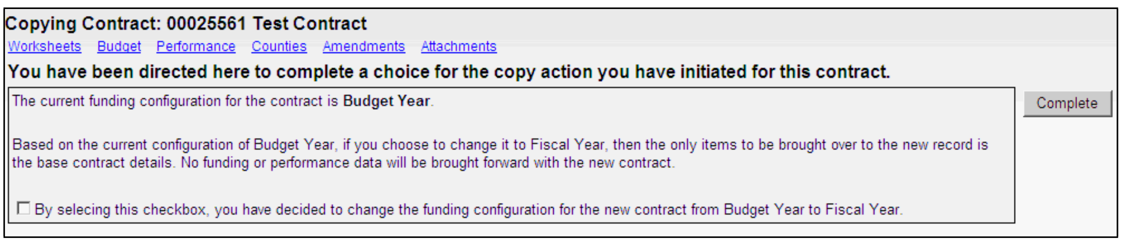
5.14 Copy a Contract

You can create a new contract record from an existing contract by using the copy function in the DHHS Open Window system. A defined set of fields across the main screen and all the sub-items of the original contract are automatically copied into the new contract record.

1) Conduct a search for the original contract on the Contracts List Page and click the **Edit** link in the function column for the contract. The Contract Details Page displays. If you cannot select Edit, click the **View** link, then the **Check Out** button on the Contract Details Page.



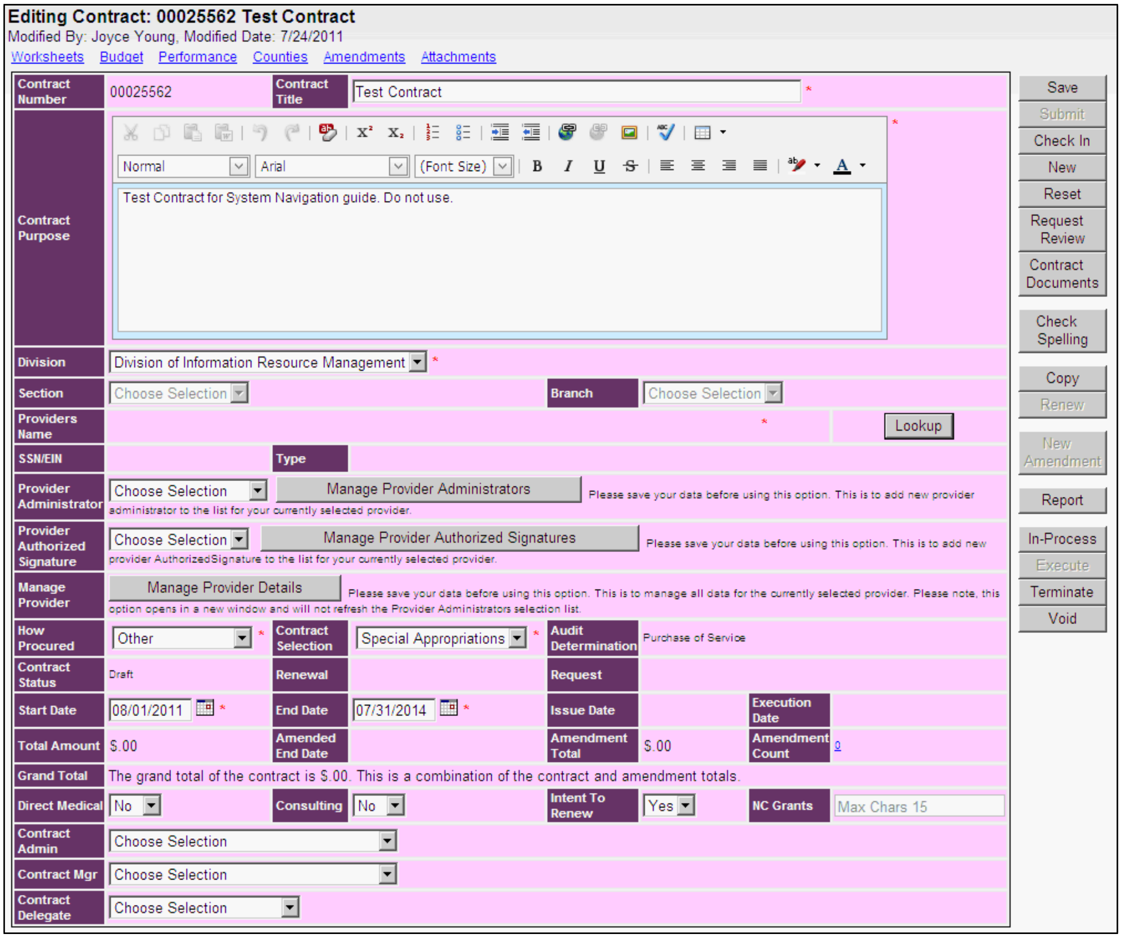
2) Click the **Copy** button. The system displays a message requiring you to take action if you wish to change the funding configuration from what was designated the original contract.



3) If you wish to maintain the funding configuration and budget data from the original contract, click the **Complete** button.

   If you wish to change the funding configuration, click the checkbox, then click the **Complete** button.

4) Contract Details Page for a new contract displays.



5) The system assigns a **Contract Number** to the new contract and sets the **Contract Status** to "Draft."

6) The system copies some of the data from the original contract and its sub-items to the new contract. Edit the data as necessary and complete the missing data for the contract and sub-items. See Add a Contract for information on how to enter the contract record.

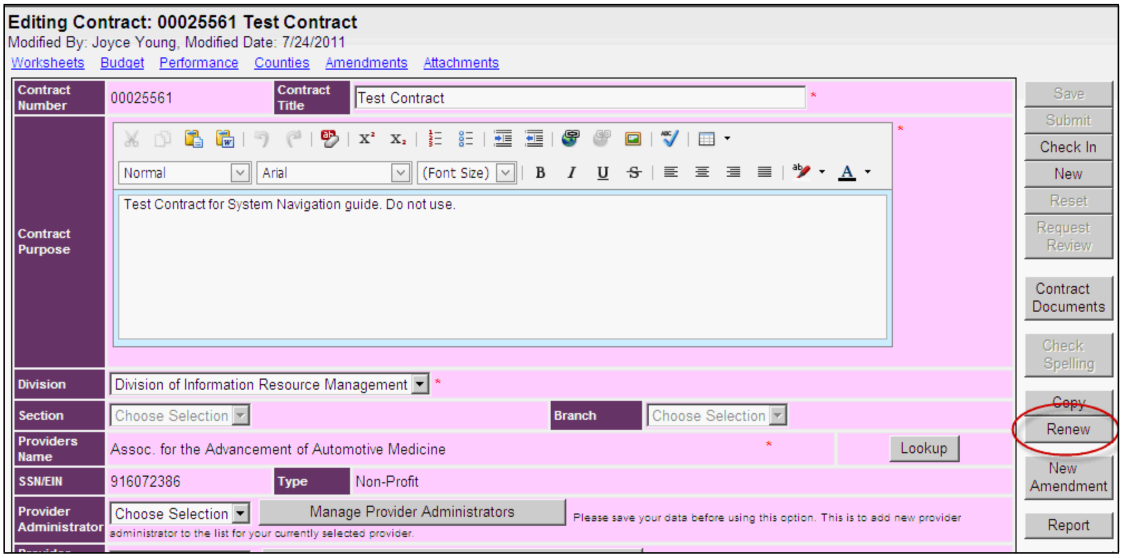
5.15 Renew a Contract

Follow the steps below to create a new contract record from an existing contract using the Renew function in the DHHS Open Window system. A defined set of fields across the main screen and all the sub-screens of the original contract are automatically copied into the new contract record. The Renew function creates a link back to the original contract in the Renewal field.

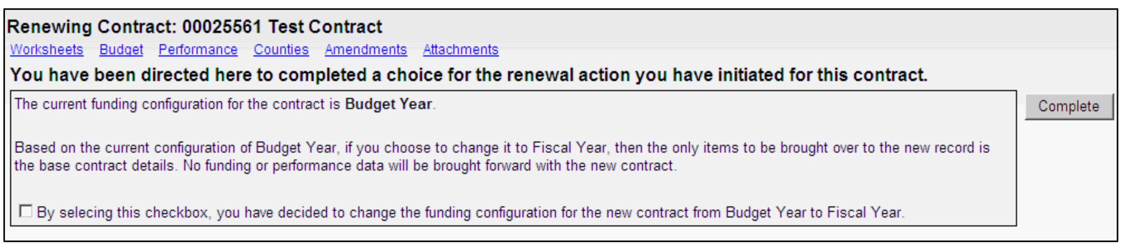
> **NOTE:**
>
> This feature works once a contract has been executed. A contract cannot be renewed if its Contract Status is Closed, Terminated or Void.

1) Conduct a search for the original contract on the Contracts List Page and click the **Edit** link in the function column for the contract. The Contract Details Page displays. If you cannot select Edit,

click the **View** link, then the **Check Out** button on the Contract Details Page.



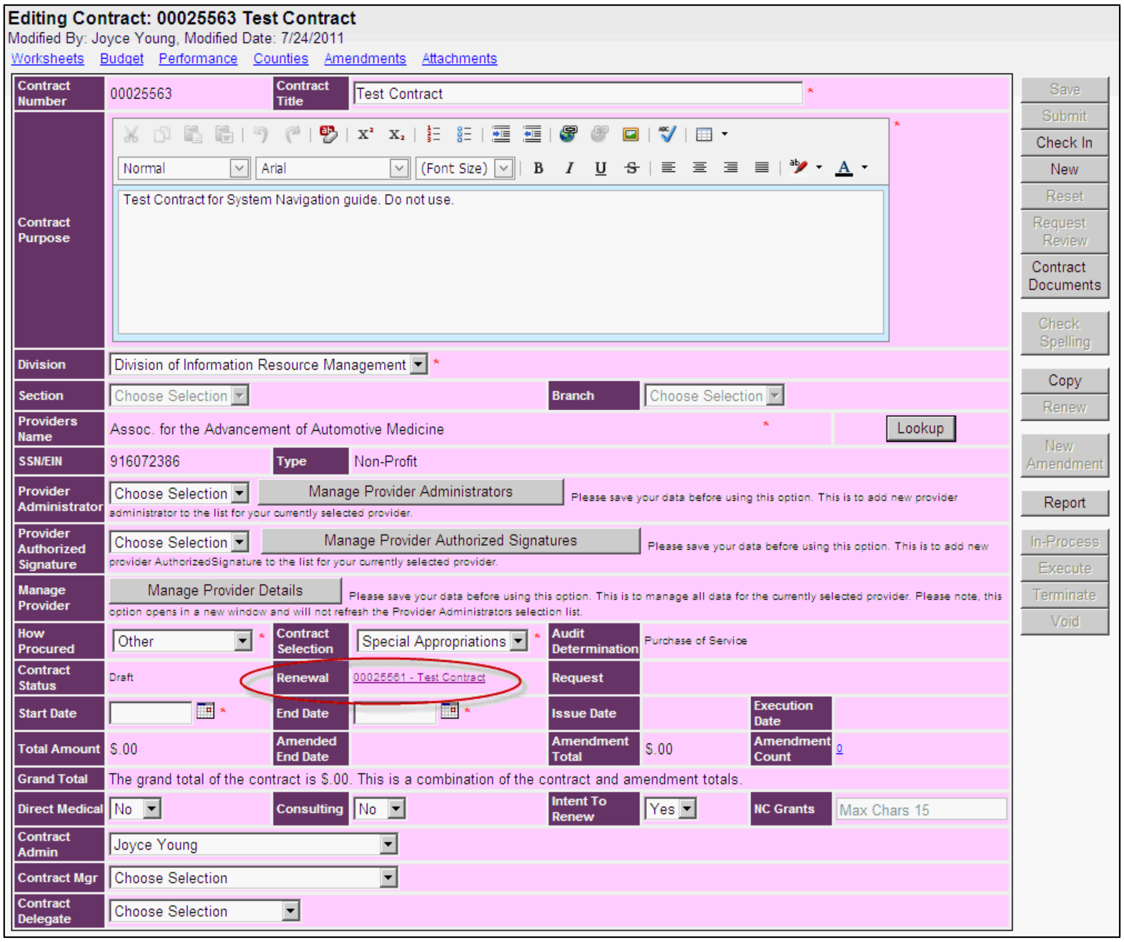
2) Click the **Renew** button. The system displays a message requiring you to take action to change the funding configuration from what was designated the original contract.



3) If you wish to maintain the funding configuration and budget data from the original contract, click the **Complete** button.

   If you wish to change the funding configuration, click the checkbox, and then click the **Complete** button.

4) Contract Details Page for a new contract displays with a link back to the original contract in the Renewal field.



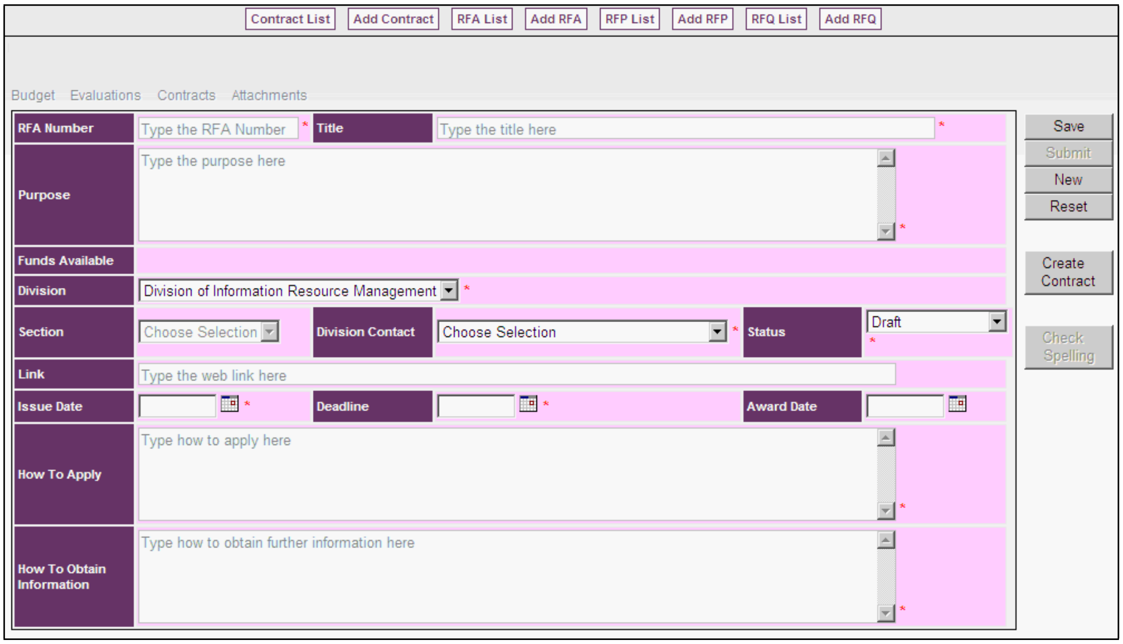
5) The system assigns a **Contract Number** to the new contract and sets the **Contract Status** to "Draft."

6) The system copies some of the data from the original contract and its sub-items to the new contract. Edit the data as necessary and complete the missing data for the contract and sub-items. See Add a Contract for information on how to enter the contract record.

5.16 Add a Request for Application

Follow the steps below to add a new RFA to the DHHS Open Window system.

1) Select **Contracts** from the navigation menu and select **Add RFA** from the sub-navigation menu or click the **Add a New RFA** link on the Contract Management Page. The RFA Details Page displays.



2) Enter information about the RFA in the following fields. Fields that require data entry before the record can be saved are marked with an asterisk (*).

a) **RFA Number*** – Enter the unique number your division has assigned to the RFA.

b) **Title*** – Enter the title for the RFA.

c) **Purpose*** – Enter a detailed description of the purpose of the RFA.

d) **Funds Available** – Once the budget sub-item is entered, the system displays the total from the Budget sub-item for the RFA.

e) **Division*** – Select your division from the drop-down list.

f) **Section** – Select the division section that is issuing the RFA from the cascading drop-down list.

g) **Division Contact*** – Select the name of the division contact for the RFA from the drop-down list.

NOTE:

If the name of the division contact does not display in the drop-down list, contact your division's Contract Manager to have the person added to the system and/or the correct system access assigned.

h) **Status*** – Defaults to "Draft." As the RFA moves through the posting and award process, select **Awarded**, **Posted** or **Void** from the drop-down list when updating the RFA record.

NOTE:

Select the "Void" status if the RFA has been canceled.

i) **Link** – Enter the external website address where the RFA is posted online.

j) **Issue Date*** – Enter or select the date on which the RFA is to be or was issued.

k) **Deadline*** – Enter or select a deadline for RFA response submission.

l) **Award Date** – Enter or select the date on which the RFA was awarded.

m) **How to Apply*** – Enter the directions on how providers are to apply in response to the RFA.

n) **How to Obtain Information*** – Enter the directions on how providers are to obtain additional information about the RFA.

> **NOTE:**
>
> Fill in the data for the RFA completely as the data in the Open Window system will replace the Summary Notice of Funding Availability Form when this feature is active in the system.

3) Click the **Check Spelling** button to verify spelling for the RFA record.
4) Click the **Save** button to save the RFA record.
5) Enter the sub-items as required for the RFA record.
6) Once all sub-items are entered, click the **Check In** button to release the record, and click **OK** to confirm the check in of the record.

> **NOTE:**
>
> When a record is "checked out" to you (or locked by you), it cannot be edited by anyone until you click the **Check In** button.

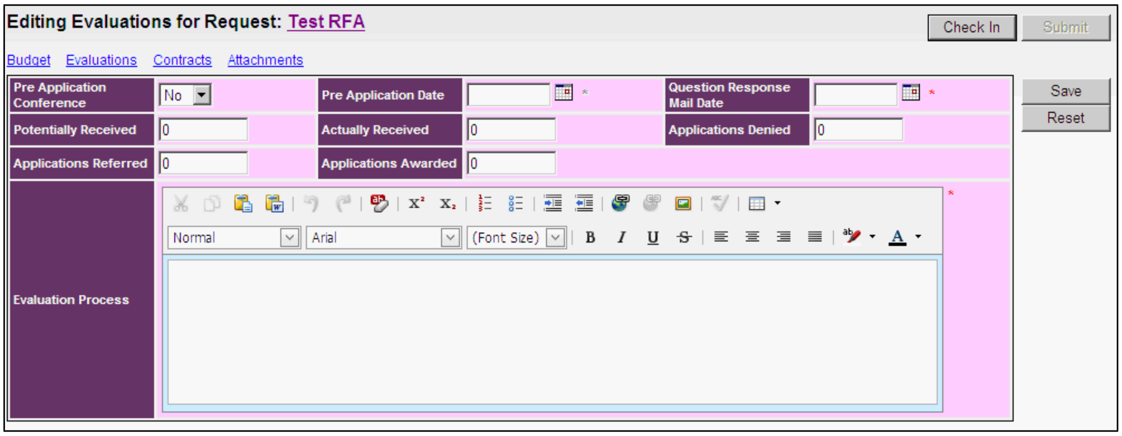
5.16.1 Add Sub-items for an RFA

Once you add an RFA to the system, you can define one or more of the following sub-items for that RFA in the DHHS Open Window system.

- Budget
- Evaluations
- Contracts
- Attachments

5.16.1.1 Add an Evaluation Sub-item for an RFA

1) Click the **Evaluations** sub-item link that displays at the top of the RFA Details Page. The Evaluations Details Page displays.



2) Enter information about the evaluations of the applications received for the RFA in the following fields. Fields marked with an asterisk (*) require data entry before the record can be saved.
   a) **Pre Application Conference** – Defaults to “No.” Select **Yes** from the drop-down list if a conference will be conducted with providers before the response submission deadline. If “Yes” is selected, then the next field is required.
   b) **Pre Application Date*** – Enter or select the date on which the pre application conference is to be held. This field is required if “Yes” is selected for Pre Application Conference.
   c) **Question Response Mail Date*** – Enter or select the date by which responses to the RFA questions received from the Pre-Application Conference are sent to the conference participants.
   d) **Potentially Received** – Enter the number of responses anticipated for the RFA.
   e) **Actually Received** – Enter the number of responses received for the RFA.
   f) **Applications Denied** – Enter the number, if any, of responses to the RFA that were rejected or eliminated from the evaluation process.
   g) **Applications Referred** – Enter the number of responses referred to the evaluation committee.
   h) **Applications Awarded** – Enter the number of responses that were awarded a contract.
   i) **Evaluation Process*** – Enter a detailed description of the process used to evaluate responses to the RFA.

3) Click the **Save** button to save the Evaluation sub-item for the RFA record.

5.16.1.2 Viewing Contracts Awarded from the RFA

Once contracts have been awarded and created from the RFA, you can view the contracts via the Contracts sub-item for RFA.

1) Click the **Contracts** sub-item link that displays at the top of the RFA Details Page. The Contracts List Page for the RFA displays.


Viewing Contracts for Request: Piedmont Triad Farmworker Health Initiative

Budget Evaluations Contracts Attachments

Page 1 of 1 (2 items) [1]

Drag a column header here to group by that column

Contracts by Request

Contract Title	Contract Number	Division	Start Date	End Date	Total Amount	Status	Amendments
Piedmont Triad Farmworker Health Initiative	00025520	Office of Rural Health and Community Care	07/16/2011	08/31/2012	$97,998.00	Draft	0
Piedmont Triad Farmworker Health Initiative FY 2012	00025399	Office of Rural Health and Community Care	07/16/2011	08/31/2012	$0.00	Draft	0

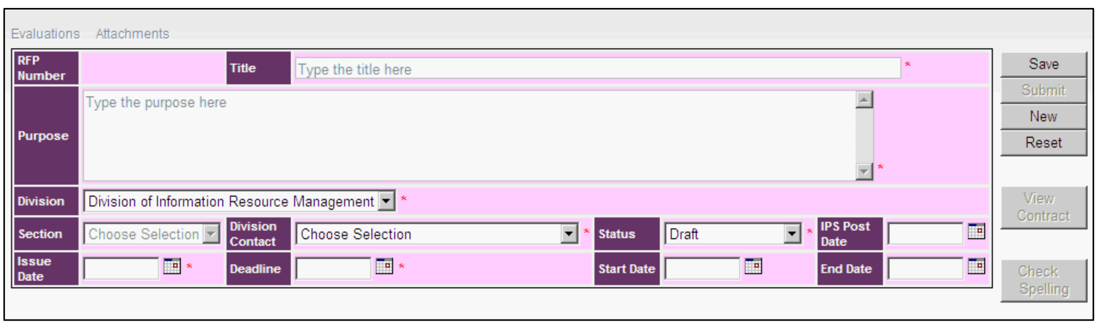
Page 1 of 1 (2 items) [1]

2) Click the **Contract Title** link or **Amendment** link to navigate to the contract generated from the RFA and the contract amendments.

5.17 Add a Request for Proposal

Follow the steps below to add a new Request for Proposal to the DHHS Open Window system.

1) Select **Contracts** from the navigation menu and select **Add RFP** from the sub-navigation menu or click the **Add a New RFP** link on the Contract Management Page. The RFP Details Page displays.



2) Enter information about the RFP in the following fields. Fields that require data entry before the record can be saved are marked with an asterisk (*).

a) **RFP Number** – The system assigns a unique number to the RFP.

> **NOTE:**
> The RFP number will also be assigned to a subsequent contract that is generated from the request document.

b) **Title*** – Enter the title for the RFP.

c) **Purpose*** – Enter a detailed description of the purpose of the RFP.

d) **Division*** – Select your division from the drop-down list.

e) **Section** – Select the division section that is issuing the RFP from the cascading drop-down list.

f) **Division Contact*** – Select the name of the division contact for the RFP from the drop-down list.

> **NOTE:**
> If the name of the division contact does not display in the drop-down list, contact your division's Contract Manager to have the person added to the system and/or the correct system access assigned.

g) **Status*** – Defaults to "Draft." As the RFP moves through the posting and award process, select **Awarded**, **Posted** or **Void** from the drop-down list when updating the RFP record.

> **NOTE:**
> Select the "Void" status if the RFP has been canceled.

h) **IPS Post Date** – Enter or select the date on which the RFP was posted in the state's Interactive Purchasing System (IPS).

i) **Issue Date*** – Enter or select the date on which the RFP is to be or was issued.

j) **Deadline*** – Enter or select a deadline for RFP response submission.

k) **Start Date** – Enter or select the anticipated start date for the contract awarded from the RFP.

l) **End Date** – Enter or select the anticipated end date for the contract awarded from the RFP.

3) Click the **Check Spelling** button to verify spelling for the RFP record.
4) Click the **Save** button to save the RFP record.
5) Enter the sub-items as required for the RFP record.
6) Once all sub-items are entered, click the **Check In** button to release the record, and click **OK** to confirm the check in of the record.

> **NOTE:**
> When a record is "checked out" to you (or locked by you), it cannot be edited by anyone until you click the **Check In** button.

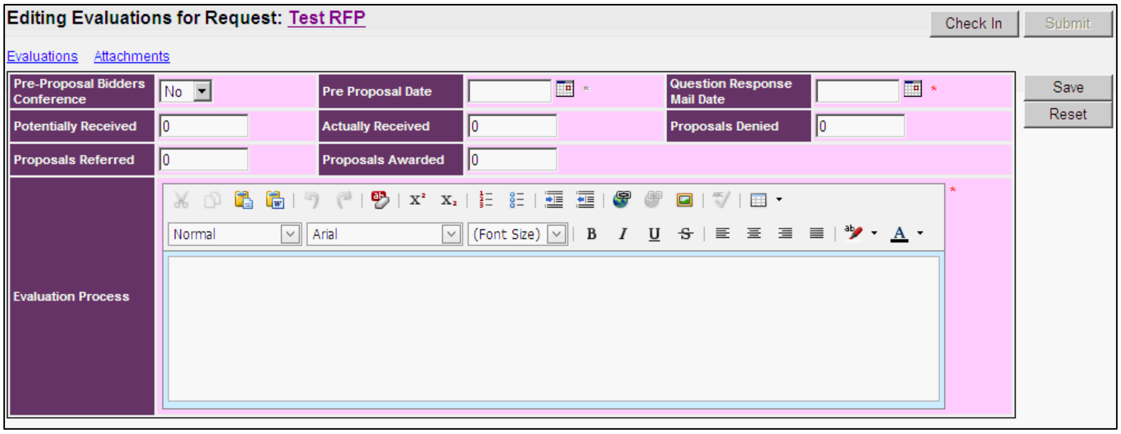
5.17.1 Add Sub-items for an RFP

Once you add an RFP to the system, you can define one or more of the following sub-items for that RFP in the DHHS Open Window system.

- Evaluations
- Attachments

5.17.1.1 Add an Evaluation Sub-item for an RFP

1) Click the **Evaluations** sub-item link that displays at the top of the RFP Details Page. The Evaluations Details Page for the RFP displays.

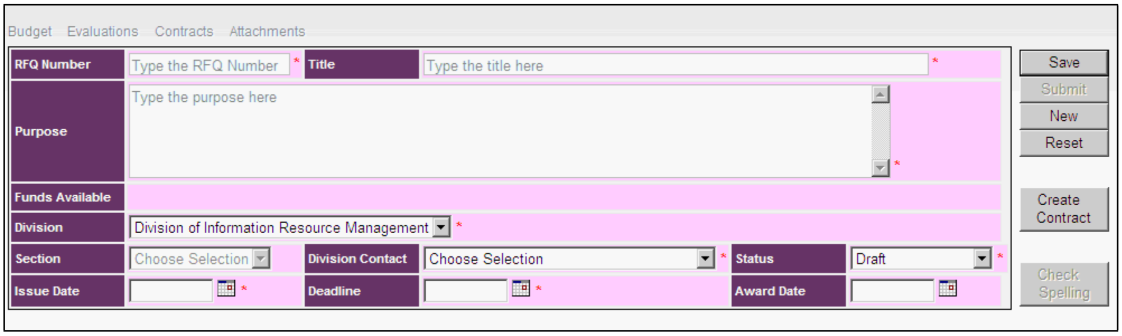


2) Enter information about the evaluations of the responses received for the RFP in the following fields. Fields marked with an asterisk (*) require data entry before the record can be saved.
   a) **Pre Proposal Bidders Conference** – Defaults to "No." Select **Yes** from the drop-down list if a conference will be conducted with providers before the response submission deadline. If "Yes" is selected, then the next field is required.
   b) **Pre Proposal Date*** – Enter or select the date on which the pre proposal conference is to be held. This field is required if "Yes" is selected for Pre Proposal Conference.
   c) **Question Response Mail Date*** – Enter or select the date by which responses to the RFP questions received from the Pre Proposal Bidders Conference are sent to the conference participants.
   d) **Potentially Received** – Enter the number of responses anticipated for the RFP.
   e) **Actually Received** – Enter the number of responses received for the RFP.
   f) **Proposal Denied** – Enter the number, if any, of responses to the RFP that were rejected or eliminated from the evaluation process.
   g) **Proposal Referred** – Enter the number of responses referred to the evaluation committee.
   h) **Proposal Awarded** – Enter the number of responses that were awarded a contract.
   i) **Evaluation Process*** – Enter a detailed description of the process used to evaluate responses to the RFP.
3) Click the **Save** button to save the Evaluation sub-item for the RFP record.

5.18 Add a Request for Quote

Follow the steps below to add a new Request for Quote to the DHHS Open Window system.

1) Select **Contracts** from the navigation menu and select **Add RFQ** from the sub-navigation menu or click the **Add a New RFQ** link on the Contract Management Page. The RFQ Details Page displays.



2) Enter information about the RFQ in the following fields. Fields that require data entry before the record can be saved are marked with an asterisk (*).
   a) **RFQ Number*** – Enter the unique number your division has assigned to the RFQ.
   b) **Title*** – Enter the title for the RFQ.
   c) **Purpose*** – Enter a detailed description of the purpose of the RFQ.
   d) **Funds Available** – The system displays the total from the Budget sub-item for this RFQ.
   e) **Division*** – Select your division from the drop-down list.
   f) **Section** – Select the division section that is issuing the RFQ from the cascading drop-down list.
   g) **Division Contact*** – Select the name of the division contact for the RFQ from the drop-down list.

NOTE:

If the name of the division contact does not display in the drop-down list, contact your division's Contract Manager to have the person added to the system and/or the correct system access assigned.

   h) **Status*** – Defaults to "Draft." As the RFQ moves through the posting and award process, select **Awarded**, **Posted** or **Void** from the drop-down list when updating the RFP record.

NOTE:

Select the "Void" status if the RFP has been canceled.

   i) **Issue Date*** – Enter or select the date on which the RFQ is to be or was issued.
   j) **Deadline*** – Enter or select a deadline for RFQ response submission.
   k) **Award Date** – Enter or select the date on which the RFQ was awarded.

3) Click the **Check Spelling** button to verify spelling for the RFQ record.
4) Click the **Save** button to save the RFQ record.
5) Enter the sub-items as required for the RFQ record.
6) Once all sub-items are entered, click the **Check In** button to release the record, and click **OK** to confirm the check in of the record.

NOTE:

When a record is "checked out" to you (or locked by you), it cannot be edited by anyone until you click the **Check In** button.

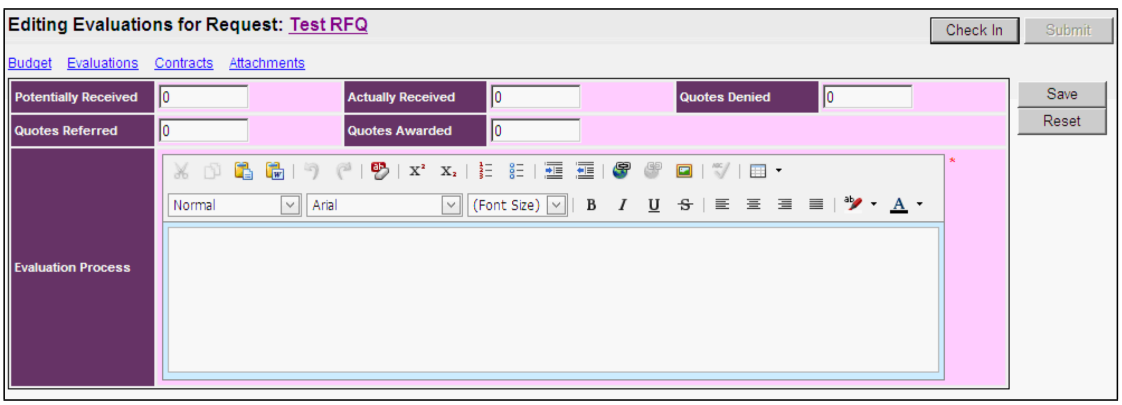
5.18.1 Add Sub-items for an RFQ

Once you add an RFQ to the system, you can define one or more of the following sub-items for that RFQ in the DHHS Open Window system.

- Budget
- Evaluations
- Contracts
- Attachments

5.18.1.1 Add an Evaluation Sub-item for an RFQ

1) Click the **Evaluations** sub-item link that displays at the top of the RFQ Details Page. The Evaluations Details Page for the RFQ displays.



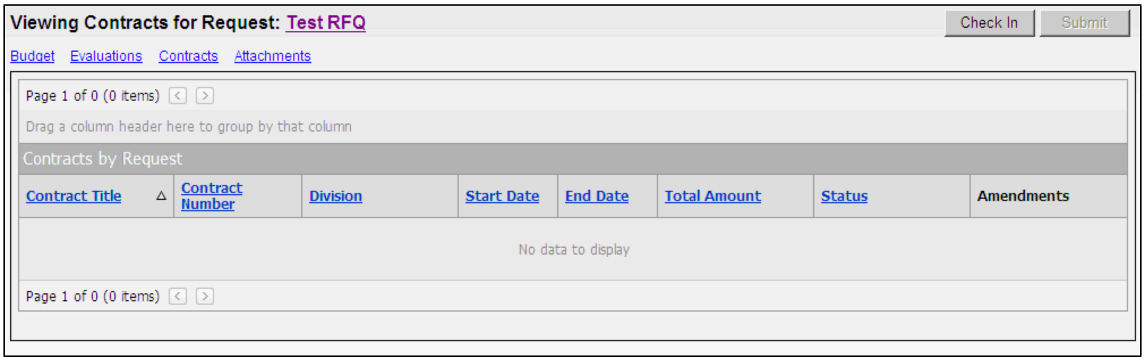
2) Enter information about the evaluations of the responses received for the RFQ in the following fields. Fields marked with an asterisk (*) require data entry before the record can be saved.
   a) **Potentially Received** – Enter the number of responses anticipated for the RFQ.
   b) **Actually Received** – Enter the number of responses received for the RFQ.
   c) **Quote Denied** – Enter the number, if any, of responses to the RFQ that were rejected or eliminated from the evaluation process.
   d) **Quote Referred** – Enter the number of responses referred to the evaluation committee.
   e) **Quote Awarded** – Enter the number of responses that were awarded a contract.
   f) **Evaluation Process*** – Enter a detailed description of the process used to evaluate responses to the RFQ.

3) Click the **Save** button to save the Evaluation sub-item for the RFQ record.

5.18.1.2 Viewing Contracts Awarded from the RFQ

Once contracts have been awarded and created from the RFQ, you can view the contracts via the Contracts sub-item for RFQ.

1) Click the **Contracts** sub-item link that displays at the top of the RFQ Details Page. The Contracts List Page for the RFQ displays.



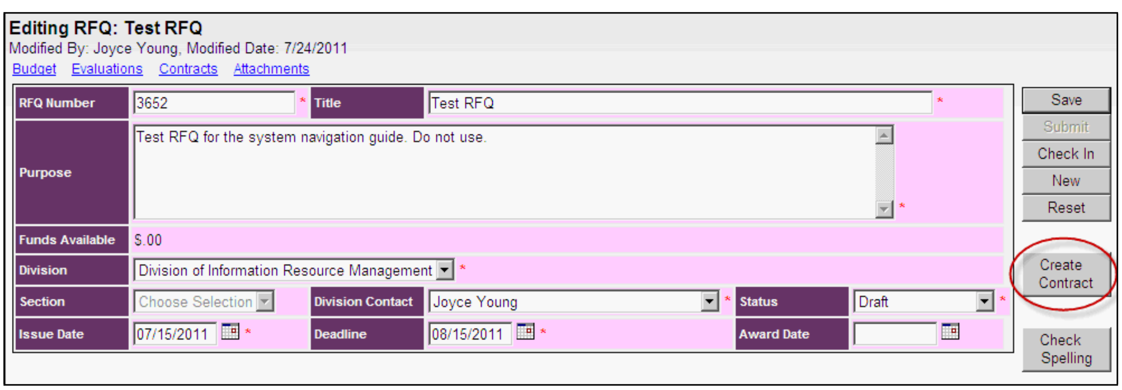
2) Click the **Contract Title** link or **Amendment** link to navigate to the contract generated from the RFQ or a subsequent contract amendment.

5.19 Generate a Contract from an RFA, RFQ or RFP

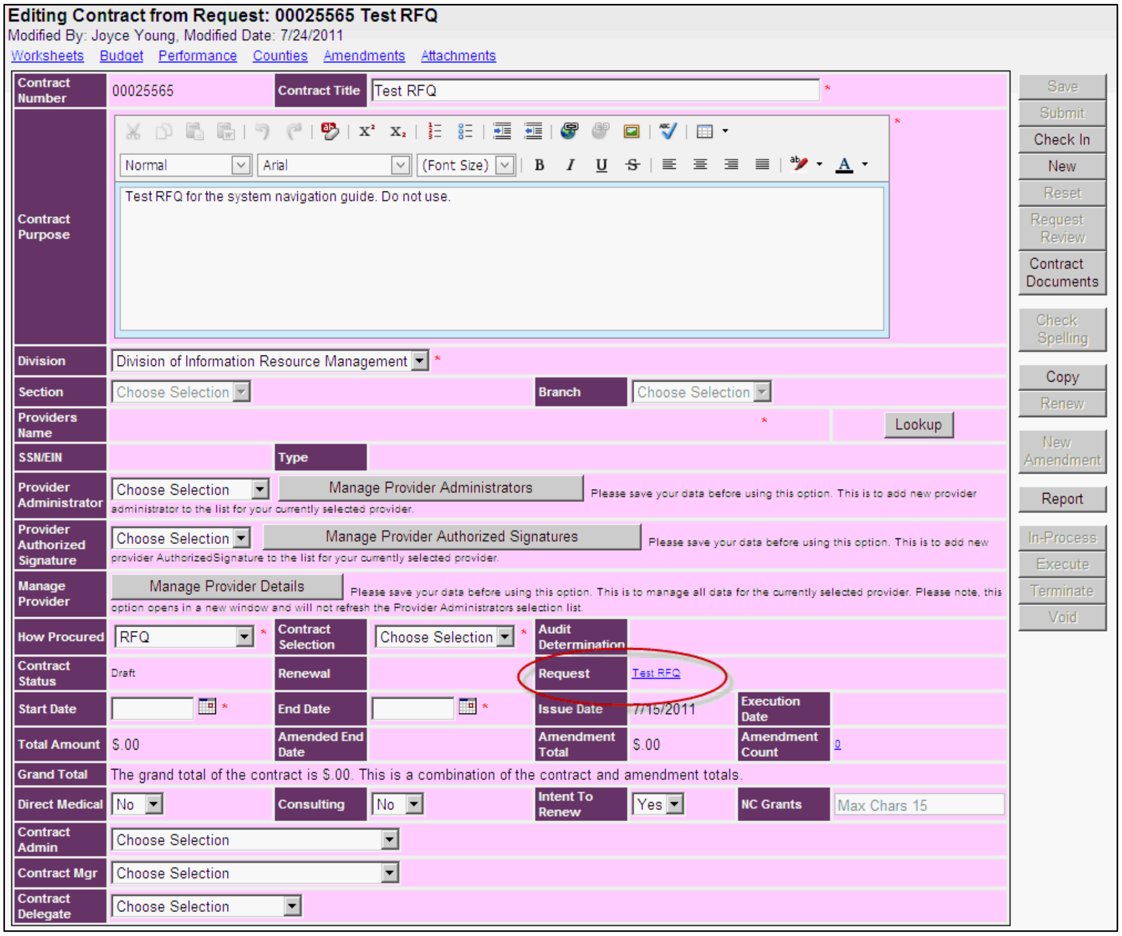
5.19.1 Generate a Contract from an RFA or RFQ

Follow the steps below to generate a contract directly from the data in the DHHS Open Window system for an awarded RFA or RFQ.

1) Search for and open the RFA or RFQ record that is to be used to generate the new contract via the RFA, RFP or RFQ List Page (see the Common Features section for how to search for and open an item for editing). In the example below, an RFQ was selected.



2) Click the **Create Contract** button on the RFA or RFQ Details Page. The Contract Details Page displays.



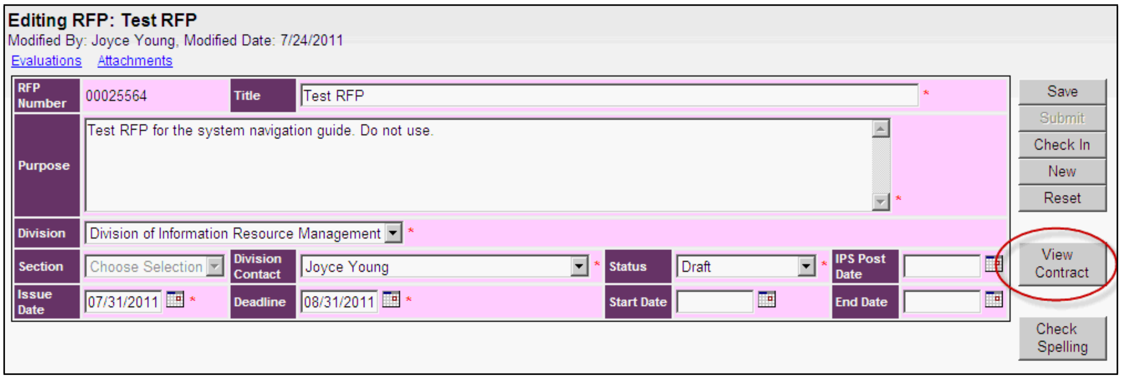
3) The system populates the Request field on the Contract Details Page with the title of the original RFA or RFQ document. The title of the request also serves as a link back to the original RFA OR RFQ document. Budget data is also copied over to the Budget sub-item for the contract.

4) See Add a Contract for instructions on how to enter the remaining contract information and sub-items.

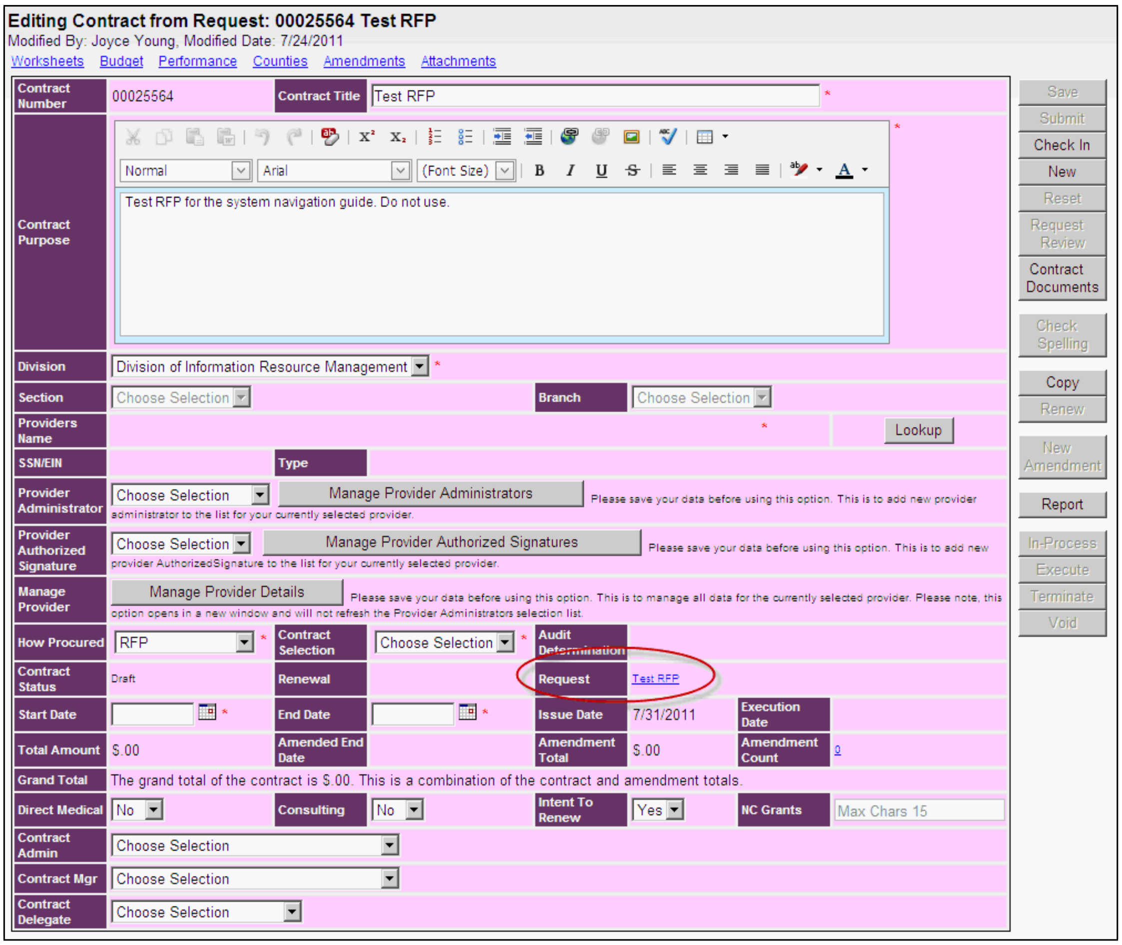
5.19.2 Generate a Contract from an RFP

Follow the steps below to generate a contract directly from the data in the DHHS Open Window system for an awarded RFP.

1) Search for and open the RFP record that is to be used to generate the new contract via the RFP List Page (see the Common Features section for how to search for and open an item for editing).



2) Click the **View Contract** button on the RFP Details Page. The Contract Details Page displays.



3) The system populates the Request field on the Contract Details Page with the title of the original RFP document. The title of the request also serves as a link back to the original RFP document.

4) See Add a Contract for instructions on how to enter the remaining contract information and sub-items.

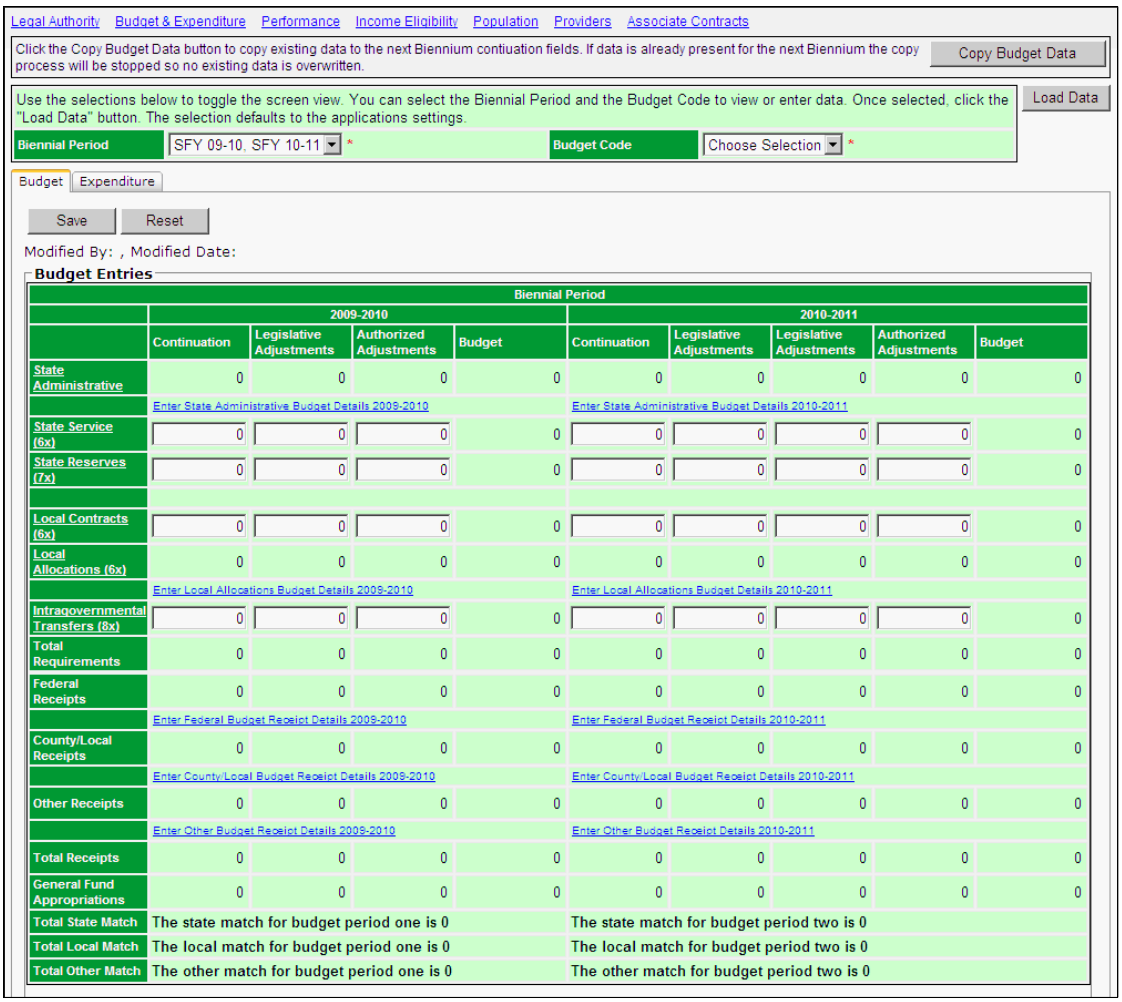
6. MANAGE BUDGETS AND EXPENDITURES

You can manage and view budget and expenditure data for all services and contracts. Budget and expenditure data rolls up to the service, division and department levels.

6.1 Add Budget and Expenditure Data for a Service

1) Select **Services** from the navigation menu. Conduct a basic or advanced search to search for the service to be updated with budget and/or expenditure data. Click the **Edit** link for the service. The Service Details Page displays.

2) Click the **Budget and Expenditure** sub-item link that displays at the top of the Service Details Page. The Budget Tab/Details Page displays.



Legal Authority Budget & Expenditure Performance Income Eligibility Population Providers Associate Contracts

Click the Copy Budget Data button to copy existing data to the next Biennium contiuation fields. If data is already present for the next Biennium the copy process will be stopped so no existing data is overwritten. Copy Budget Data

Use the selections below to toggle the screen view. You can select the Biennial Period and the Budget Code to view or enter data. Once selected, click the "Load Data" button. The selection defaults to the applications settings. Load Data

Biennial Period SFY 09-10, SFY 10-11 * Budget Code Choose Selection *

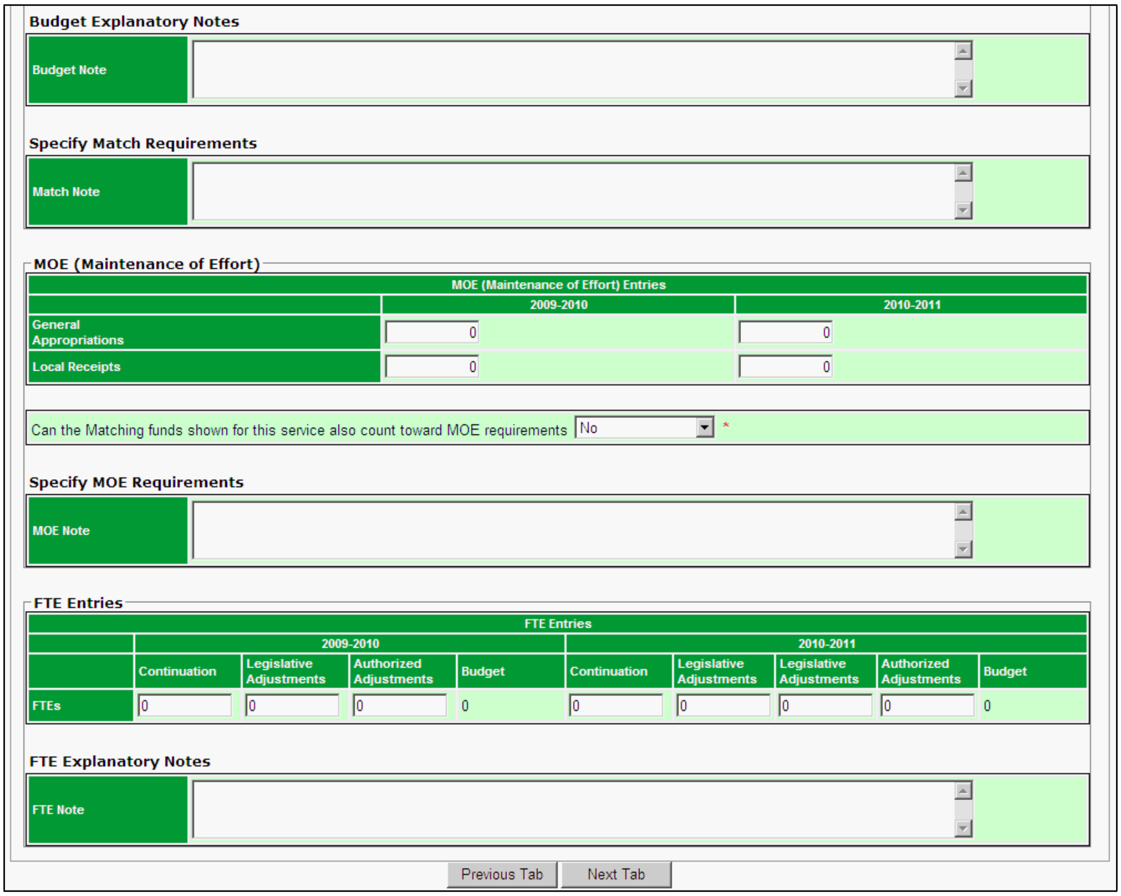
Budget Expenditure

Save Reset

Modified By: , Modified Date:

Budget Entries

	Biennial Period								
	2009-2010				2010-2011				
	Continuation	Legislative Adjustments	Authorized Adjustments	Budget	Continuation	Legislative Adjustments	Legislative Adjustments	Authorized Adjustments	Budget
State Administrative	0	0	0	0	0	0	0	0	0
	Enter State Administrative Budget Details 2009-2010				Enter State Administrative Budget Details 2010-2011				
State Service (6x)	0	0	0	0	0	0	0	0	0
State Reserves (7x)	0	0	0	0	0	0	0	0	0
Local Contracts (6x)	0	0	0	0	0	0	0	0	0
Local Allocations (6x)	0	0	0	0	0	0	0	0	0
	Enter Local Allocations Budget Details 2009-2010				Enter Local Allocations Budget Details 2010-2011				
Intragovernmental Transfers (8x)	0	0	0	0	0	0	0	0	0
Total Requirements	0	0	0	0	0	0	0	0	0
Federal Receipts	0	0	0	0	0	0	0	0	0
	Enter Federal Budget Receipt Details 2009-2010				Enter Federal Budget Receipt Details 2010-2011				
County/Local Receipts	0	0	0	0	0	0	0	0	0
	Enter County/Local Budget Receipt Details 2009-2010				Enter County/Local Budget Receipt Details 2010-2011				
Other Receipts	0	0	0	0	0	0	0	0	0
	Enter Other Budget Receipt Details 2009-2010				Enter Other Budget Receipt Details 2010-2011				
Total Receipts	0	0	0	0	0	0	0	0	0
General Fund Appropriations	0	0	0	0	0	0	0	0	0
Total State Match	The state match for budget period one is 0				The state match for budget period two is 0				
Total Local Match	The local match for budget period one is 0				The local match for budget period two is 0				
Total Other Match	The other match for budget period one is 0				The other match for budget period two is 0				



3) Click the **Copy Budget Data** button if you need to copy the existing data into the next biennium continuation fields. If data is already present, the copy process will not proceed so that no existing data is overwritten.

4) To load the correct biennium years and budget data, select the biennium from the **Biennium Period** field, then select the correct code from the **Budget Code** drop-down list. Click the Load Data button to load the selection in the Budget Entries fields.

5) The Budget Tab/Details Page presents a Budget Entries table where high-level budget information can be added for the service for by fiscal year for the biennium that has been loaded.

Budget Entries Columns by Fiscal Year

a) **Continuation** – This column is for the entry of continuation funds budgeted for the service for the fiscal year.

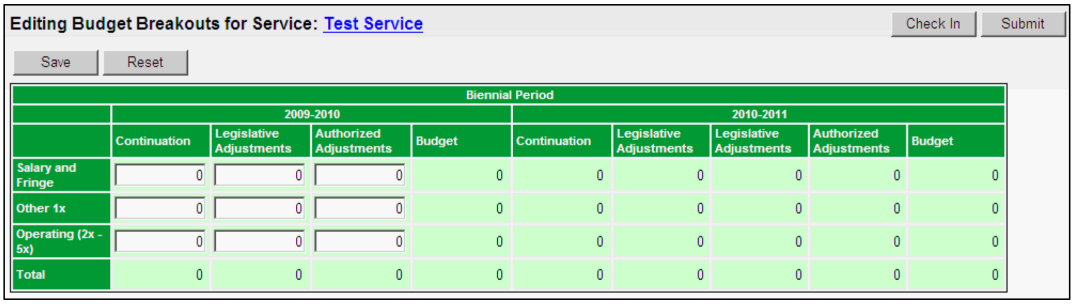
b) **Legislative Adjustments** – This column is for the entry of legislative adjustments to the continuation funds budgeted for the service for the fiscal year.

c) **Authorized Adjustments** – This column is for the entry of other authorized adjustments to the continuation funds budgeted for the service for the fiscal year.

d) **Budget** – The system calculates the budget in this column based on what you have entered for the Continuation and Adjustments columns for the fiscal year and funding type row.

Budget Entries Row Fields

e) **State Administrative**– The system revises any amount displayed in this field with entries made on the Budget Breakouts Details Page (described below). To enter budget detail, click the **Enter State Administrative Budget Details** link.


Editing Budget Breakouts for Service: Test Service

Check In Submit

Save Reset

Biennial Period									
	2009-2010				2010-2011				
	Continuation	Legislative Adjustments	Authorized Adjustments	Budget	Continuation	Legislative Adjustments	Legislative Adjustments	Authorized Adjustments	Budget
Salary and Fringe	0	0	0	0	0	0	0	0	0
Other 1x	0	0	0	0	0	0	0	0	0
Operating (2x - 5x)	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0

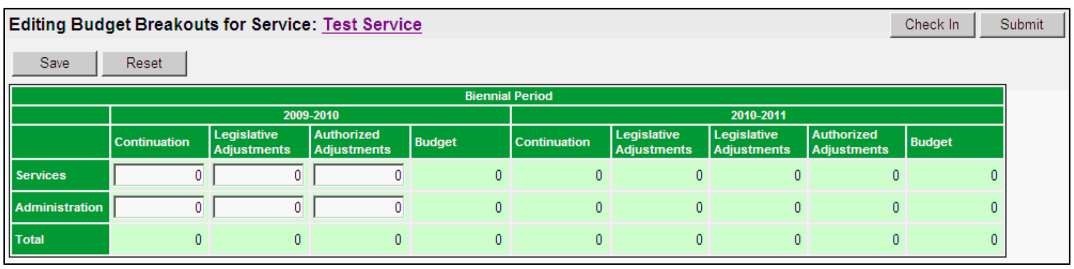
i) **Salary and Fringe**
ii) **Other 1x**
iii) **Operating (2x-5x)**
iv) **Total** – The system calculates the total for the amounts entered. Click the Save button when data entry is completed. Click the service name link in the Page Title to return to the Budget Tab/Details Page.

f) **State Service (6x)**

g) **State Reserves (7x)**

h) **Local Contracts (6x)**

i) **Local Allocations (6x)** – The system revises any amount displayed in this field with entries made on the Budget Breakouts Details Page (described below). To enter budget detail, click the **Enter Local Allocations Budget Details** link.


Editing Budget Breakouts for Service: Test Service

Check In Submit

Save Reset

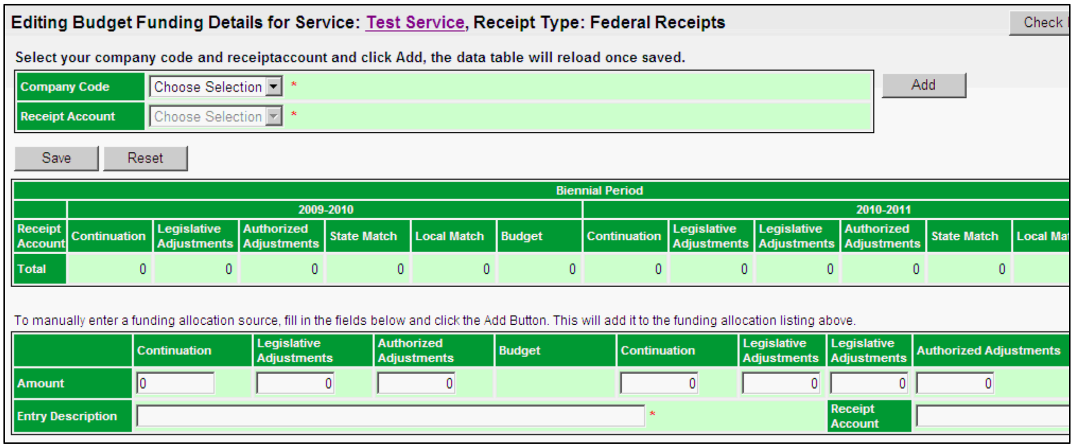
Biennial Period									
	2009-2010				2010-2011				
	Continuation	Legislative Adjustments	Authorized Adjustments	Budget	Continuation	Legislative Adjustments	Legislative Adjustments	Authorized Adjustments	Budget
Services	0	0	0	0	0	0	0	0	0
Administration	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0

i) **Services**
ii) **Administration**
iii) **Total** – The system calculates the total for the amounts entered. Click the Save button when data entry is completed. Click the service name link in the Page Title to return to the Budget Tab/Details Page.

j) **Intragovermental Transfers (8x)**

k) **Total Requirements** – The system calculates the total budget requirement for the service in the fiscal year based on the data entered in the above budget rows.

l) **Federal Receipts** – The system revises any amount displayed in this field with entries made on the Budget Breakouts Details Page (described below). To enter budget detail, click the **Enter Federal Budget Receipts Details** link.



i) **Company Code** – Select a code from the drop-down list.

ii) **Receipt Account** – Select an account from the cascading drop-down list and click the **Add** button. The system populates a funding allocation source row in the Biennium Period table for data entry.

iii) Enter the amounts for the **Continuation**, **Legislative Adjustments**, **Authorized Adjustments**, **State Match** and **Local Match** columns in the Biennium Period table for each funding allocation source row and fiscal year. The system calculates the Budget columns and the Total row based on the amounts entered.

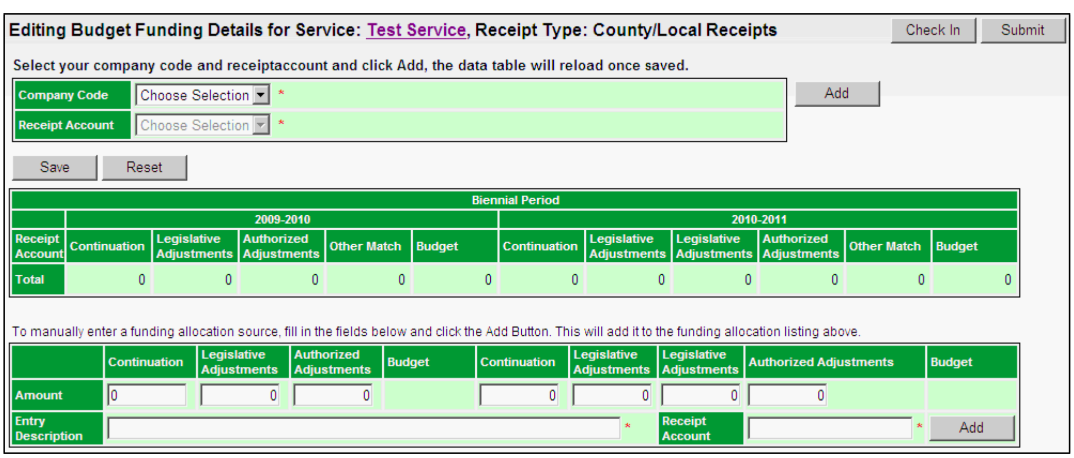
iv) To manually enter a funding allocation source, use the table at the bottom of the page and enter:

1. The amounts for the **Continuation**, **Legislative Adjustments**, **Authorized Adjustments**, **State Match** and **Local Match** columns for each budget/fiscal year.
2. **Entry Description** – Enter a description of the funding allocation source.
3. **Receipt Account** – Enter a receipt account for the budget line item.

v) When data entry is complete, click the **Add** button and the funding allocation row displays in the Biennium Period table in the middle of the page.

vi) Click the **Save** button when data entry is completed. Click the service name link in the Page Title to return to the Budget Tab/Details Page.

m) **County/Local Receipts** – The system revises any amount displayed in this field with entries made on the Budget Breakouts Details Page (described below). To enter budget detail, click the **Enter County/Local Budget Receipts Details** link.



i) **Company Code** – Select a code from the drop-down list.

ii) **Receipt Account** – Select an account from the cascading drop-down list and click the **Add** button. The system populates a funding allocation source row in the Biennium Period table for data entry.

iii) Enter the amounts for the **Continuation**, **Legislative Adjustments**, **Authorized Adjustments**, **State Match** and **Local Match** columns in the Biennium Period table for each funding allocation source row and fiscal year. The system calculates the Budget columns and the Total row based on the amounts entered.

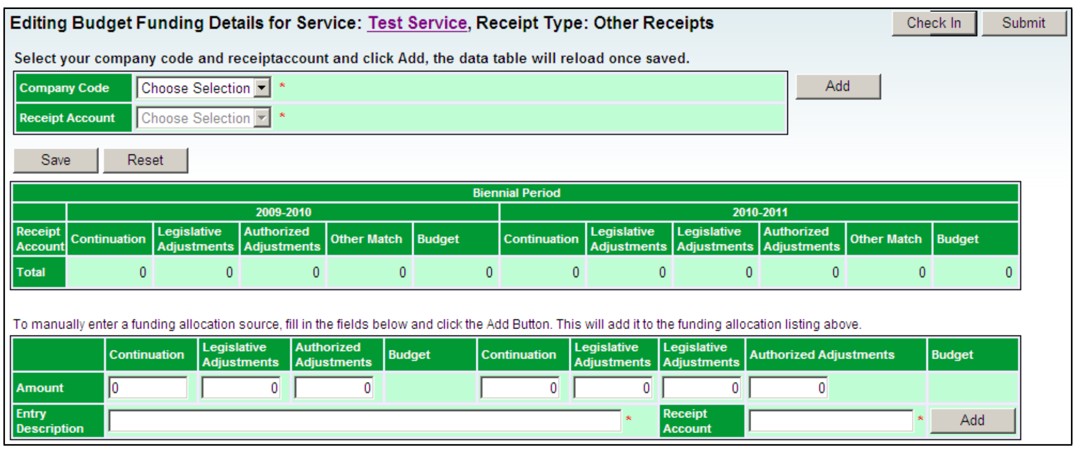
iv) To manually enter a funding allocation source, use the table at the bottom of the page and enter:

1. The amounts for the **Continuation**, **Legislative Adjustments**, **Authorized Adjustments**, **State Match** and **Local Match** columns for each budget/fiscal year.
2. **Entry Description** – Enter a description of the funding allocation source.
3. **Receipt Account** – Enter a receipt account for the budget line item.

v) When data entry is complete, click the **Add** button and the funding allocation row displays in the Biennium Period table in the middle of the page.

vi) Click the **Save** button when data entry is completed. Click the service name link in the Page Title to return to the Budget Tab/Details Page.

n) **Other Receipts** – The system revises any amount displayed in this field with entries made on the Budget Breakouts Details Page (described below). To enter budget detail, click the **Enter Other Budget Receipts Details** link.



i) **Company Code** – Select a code from the drop-down list.

ii) **Receipt Account** – Select an account from the cascading drop-down list and click the **Add** button. The system populates a funding allocation source row in the Biennium Period table for data entry.

iii) Enter the amounts for the **Continuation**, **Legislative Adjustments**, **Authorized Adjustments**, **State Match** and **Local Match** columns in the Biennium Period table for each funding allocation source row and fiscal year. The system calculates the Budget columns and the Total row based on the amounts entered.

iv) To manually enter a funding allocation source, use the table at the bottom of the page and enter:

1. The amounts for the **Continuation**, **Legislative Adjustments**, **Authorized Adjustments**, **State Match** and **Local Match** columns for each budget/fiscal year.
2. **Entry Description** – Enter a description of the funding allocation source.
3. **Receipt Account** – Enter a receipt account for the budget line item.

v) When data entry is complete, click the **Add** button and the funding allocation row displays in the Biennium Period table in the middle of the page.

vi) Click the **Save** button when data entry is completed. Click the service name link in the Page Title to return to the Budget Tab/Details Page.

o) **Total Receipts** – The system calculates the total receipts received from all sources.

p) **General Fund Appropriations** – The system calculates the amount of total General Fund Appropriations based on the amounts entered above in the budget and receipt rows.

6) Enter an explanatory note about the budget as needed in the **Budget Note** field.

7) Enter any requirements for receiving matching funds in the **Match Note** field.

8) Enter additional information about the budget for each fiscal year in the biennium in the following fields.

MOE (Maintenance of Effort) Entries

a) **General Appropriations**

b) **Local Receipts**

c) Select **Yes** in the drop-down list to indicate that the matching funds shown for this service also count toward MOE requirements. Default is "No".

d) Enter requirements for the Maintenance of Effort in the **MOE Note** field.

FTEs Row

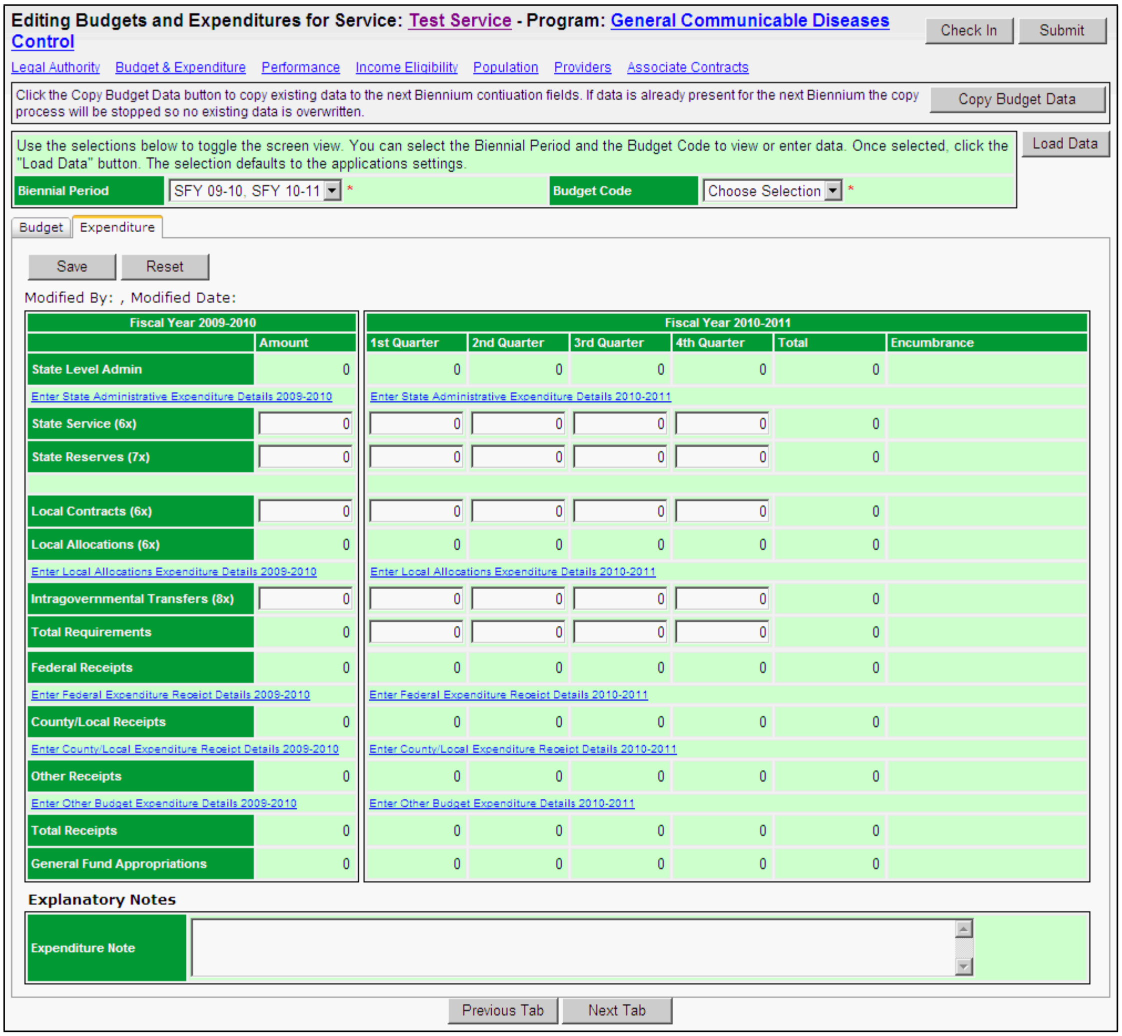
e) **FTEs** – Enter the number of state employee full-time equivalents budgeted for the service in the **Continuation, Legislative Adjustments** and **Authorized Adjustments** columns for each fiscal year in the biennium.

The system calculates a FTE total for the budget for each fiscal year in the biennium.

f) **Budget Note –** Enter any detailed notes necessary to further explain the budget for the service.

9) Click the **Save** button to save the new or modified budget data for the service record. Repeat the process as necessary to enter budget data for all fiscal years/budget codes combinations.

10) Click the **Expenditure Tab** to enter high-level current fiscal year expenditure information for the service. The Expenditure Tab/Details Page displays.



Editing Budgets and Expenditures for Service: Test Service **- Program:** General Communicable Diseases Control

Check In | Submit

Legal Authority | Budget & Expenditure | Performance | Income Eligibility | Population | Providers | Associate Contracts

Click the Copy Budget Data button to copy existing data to the next Biennium contiuation fields. If data is already present for the next Biennium the copy process will be stopped so no existing data is overwritten. Copy Budget Data

Use the selections below to toggle the screen view. You can select the Biennial Period and the Budget Code to view or enter data. Once selected, click the "Load Data" button. The selection defaults to the applications settings. Load Data

Biennial Period: SFY 09-10, SFY 10-11 * Budget Code: Choose Selection *

Budget | Expenditure

Save | Reset

Modified By: , Modified Date:

Fiscal Year 2009-2010		Fiscal Year 2010-2011					
	Amount	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total	Encumbrance
State Level Admin	0	0	0	0	0	0	
Enter State Administrative Expenditure Details 2009-2010		Enter State Administrative Expenditure Details 2010-2011					
State Service (6x)	0	0	0	0	0	0	
State Reserves (7x)	0	0	0	0	0	0	
Local Contracts (6x)	0	0	0	0	0	0	
Local Allocations (6x)	0	0	0	0	0	0	
Enter Local Allocations Expenditure Details 2009-2010		Enter Local Allocations Expenditure Details 2010-2011					
Intragovernmental Transfers (8x)	0	0	0	0	0	0	
Total Requirements	0	0	0	0	0	0	
Federal Receipts	0	0	0	0	0	0	
Enter Federal Expenditure Receipt Details 2009-2010		Enter Federal Expenditure Receipt Details 2010-2011					
County/Local Receipts	0	0	0	0	0	0	
Enter County/Local Expenditure Receipt Details 2009-2010		Enter County/Local Expenditure Receipt Details 2010-2011					
Other Receipts	0	0	0	0	0	0	
Enter Other Budget Expenditure Details 2009-2010		Enter Other Budget Expenditure Details 2010-2011					
Total Receipts	0	0	0	0	0	0	
General Fund Appropriations	0	0	0	0	0	0	

Explanatory Notes

Expenditure Note

Previous Tab | Next Tab

11) To load the correct biennium years and expenditure data, select the biennium from the **Biennium Period** field, then select the correct code from the **Budget Code** drop-down list. Click the Load Data button to load the selection in the fields on the Expenditure Tab/Details Page.

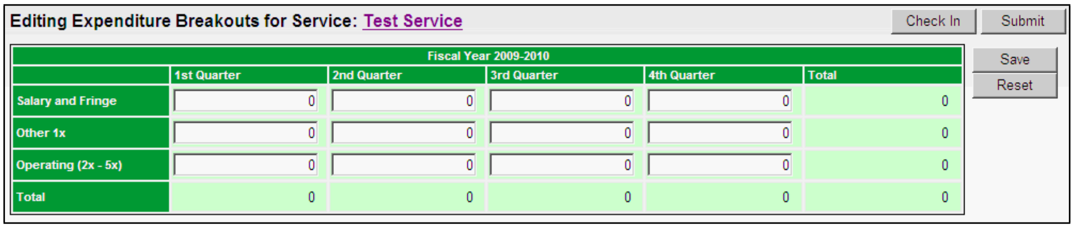
12) The Expenditure Tab/Details Page presents a table where expenditure information can be added for the prior fiscal year and service by quarter.

Expenditure Column Fields

a) **Amount** – The system displays a total for previous fiscal years.
b) **1st Quarter**
c) **2nd Quarter**
d) **3rd Quarter**
e) **4th Quarter**
f) **Total** – The system calculates this field based on what you have entered for the quarterly expenditure columns.
g) **Encumbrance** – The system calculates the encumbrance amounts for the fiscal year in this column.

Expenditure Row Fields

h) **State Level Admin** – The system revises any amount displayed in this field with entries made on the Expenditure Breakouts Details Page (described below). To enter expenditure detail, click the **Enter State Administrative Expenditure Details** link.



Editing Expenditure Breakouts for Service: Test Service — Check In — Submit — Save — Reset

Fiscal Year 2009-2010					
	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total
Salary and Fringe	0	0	0	0	0
Other 1x	0	0	0	0	0
Operating (2x - 5x)	0	0	0	0	0
Total	0	0	0	0	0

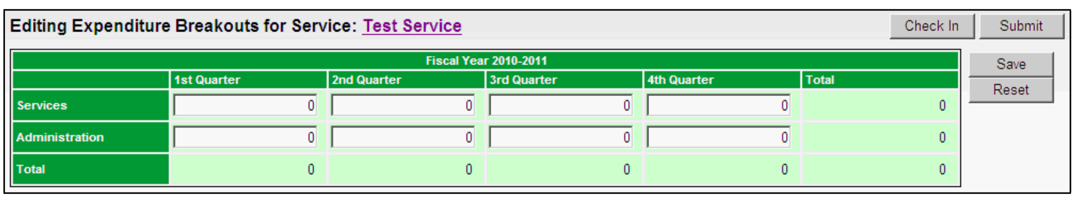
i) **Salary and Fringe**
ii) **Other 1x**
iii) **Operating (2x-5x)**
iv) **Total** – The system calculates the total for the amounts entered.
v) Click the **Save** button when data entry is completed. Click the service name link in the Page Title to return to the Expenditure Tab/Details Page.

i) **State Service (6x)**

j) **State Reserves (7x)**

k) **Local Contracts (6x)**

l) **Local Allocations (6x)** – The system revises any amount displayed in this field with entries made on the Expenditure Breakouts Details Page (described below). To enter expenditure detail, click the **Enter Local Allocations Expenditure Details** link.



Editing Expenditure Breakouts for Service: Test Service — Check In — Submit — Save — Reset

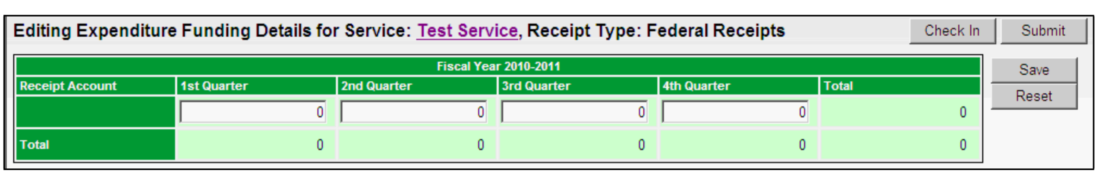
Fiscal Year 2010-2011					
	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total
Services	0	0	0	0	0
Administration	0	0	0	0	0
Total	0	0	0	0	0

i) **Services**
ii) **Administration**
iii) **Total** – The system calculates the total for the amounts entered and displays this amount on the Expenditure Tab/Details Page.
iv) Click the **Save** button when data entry is completed. Click the service name link in the Page Title to return to the Expenditure Tab/Details Page.

m) **Intragovermental Transfers (8x)**

n) **Total Requirements** – The system calculates the total expenditures for the service in the fiscal year based on the data entered in all rows above.

o) **Federal Receipts** – The system revises any amount displayed in this field with entries made on the Expenditure Breakouts Details Page (described below). To enter expenditure detail, click the **Enter Federal Expenditure Receipt Details** link.



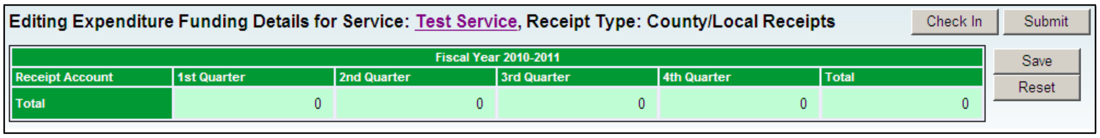
Editing Expenditure Funding Details for Service: Test Service, Receipt Type: Federal Receipts — Check In — Submit — Save — Reset

Fiscal Year 2010-2011					
Receipt Account	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total
	0	0	0	0	0
Total	0	0	0	0	0

The system displays an expenditure row for each receipt account entered in the budget.

i) Enter the expenditure amounts for each receipt account row for each quarter.
ii) **Total** – The system calculates the total based on the values entered and displays this amount on the Expenditure Tab/Details Page.
iii) Click the **Save** button when data entry is completed. Click the service name link in the Page Title to return to the Expenditure Tab/Details Page.

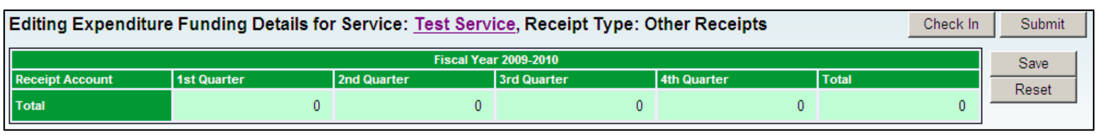
p) **County/Local Receipts** – The system revises any amount displayed in this field with entries made on the Expenditure Breakouts Details Page (described below). To enter expenditure detail, click the **Enter County/Local Expenditure Receipt Details** link.



The system displays an expenditure row for each receipt account entered.

i) Enter the expenditure amounts for each quarter.
ii) **Total** – The system calculates the total based on the values entered and displays this amount on the Expenditure Tab/Details Page.
iii) Click the **Save** button when data entry is completed. Click the service name link in the Page Title to return to the Expenditure Tab/Details Page.

q) **Other Receipts** – The system revises any amount displayed in this field with entries made on the Expenditure Breakouts Details Page (described below). To enter expenditure detail, click the **Enter Other Expenditure Receipt Details** link.



The system displays an expenditure row for each receipt account entered.

i) Enter the expenditure amounts for each quarter.
ii) **Total** – The system calculates the total based on the values entered and displays this amount on the Expenditure Tab/Details Page.
iii) Click the **Save** button when data entry is completed. Click the service name link in the Page Title to return to the Expenditure Tab/Details Page.

r) **Total Receipts** – The system calculates the total receipts received from all sources.

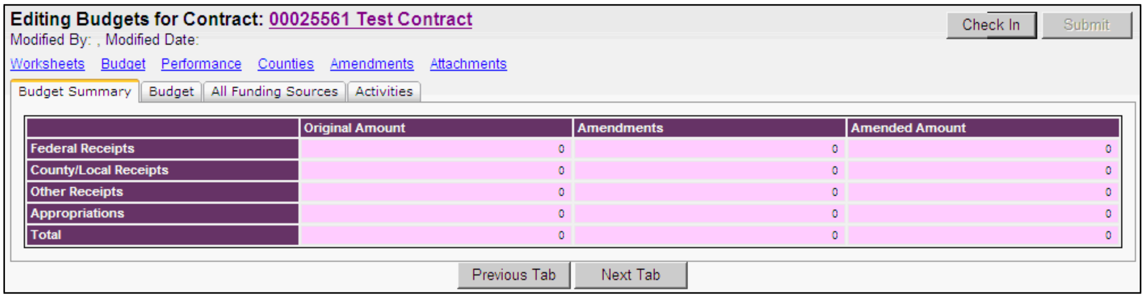
s) **General Fund Appropriations** – The system calculates the amount of total General Fund Appropriations based on the amounts entered in the above rows.

13) Enter an explanatory note about the expenditures as needed in the **Expenditure Note** field.

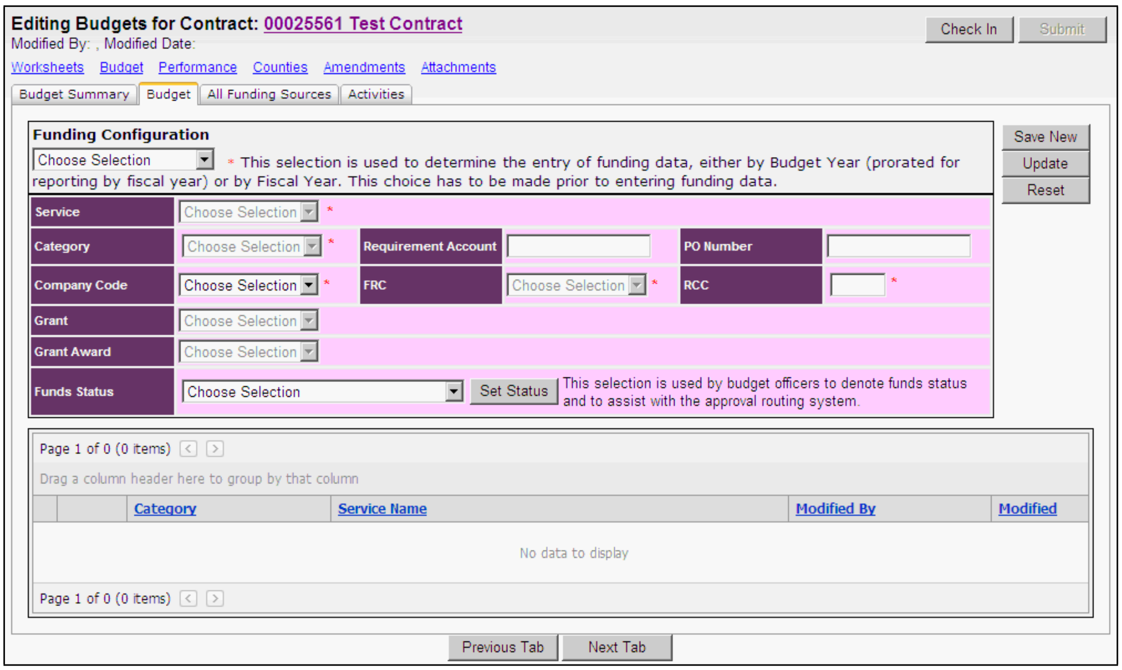
14) Click the **Save** button to save the expenditure data for the service record. Repeat the process as necessary to enter expenditure data for all fiscal years/budget codes combinations.

6.2 Add Budget Data for a Contract

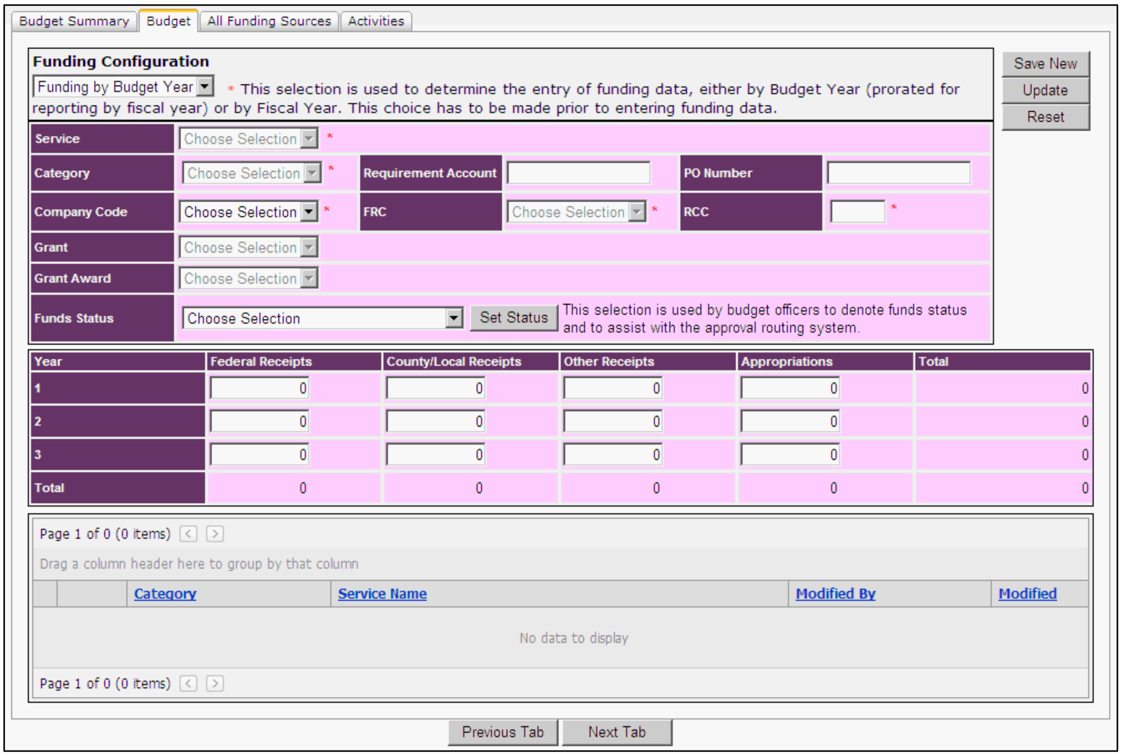
1) Click the **Budget** sub-item link that displays at the top of the Contract Details Page. The Budget Summary Tab/Details Page displays a high-level view of funding sources and original, amendments and amended total budget amounts.



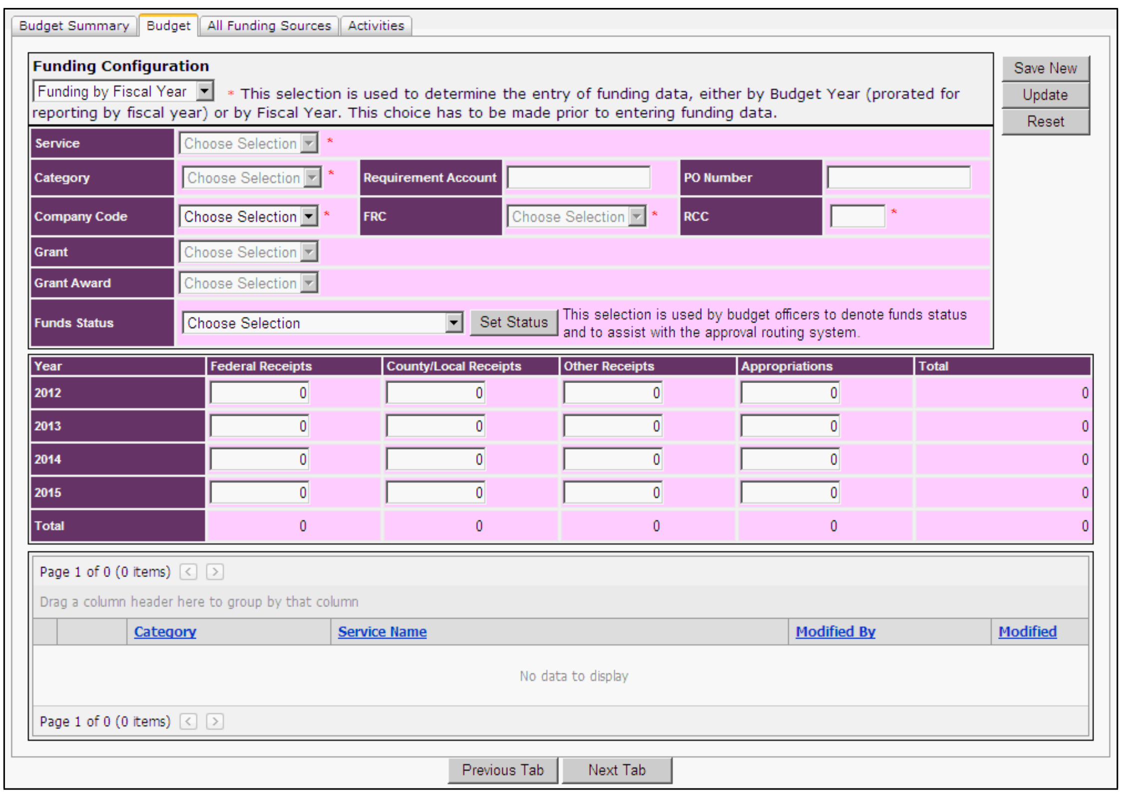
2) Click the **Budget** tab to enter budget data. The Budget Tab/Details Page displays.



3) The system displays in the Funding Configuration field the configuration that was selected on the Contract Details Page. The selection made for the contract determines how the data entry rows are labeled for the budget amounts to be entered.



(Funding By Budget Year)



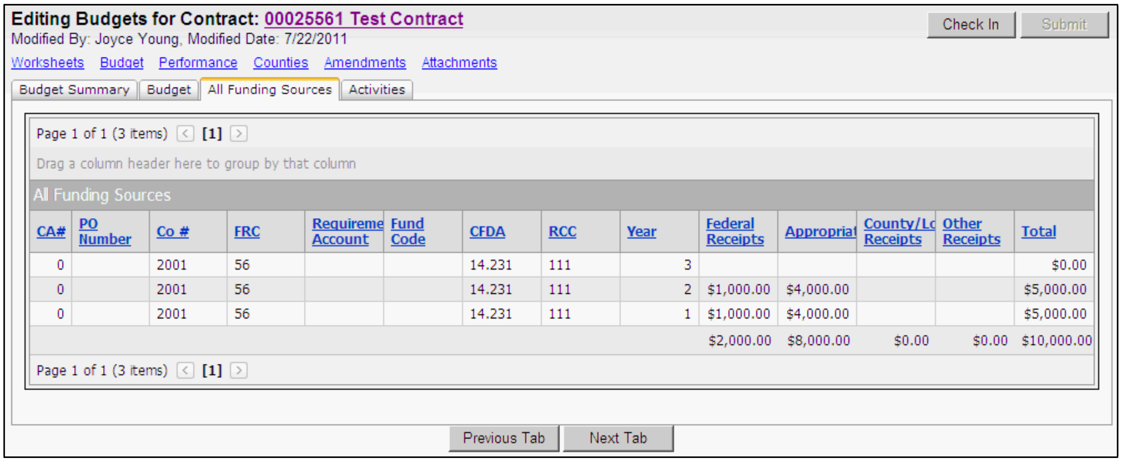
(Funding by Fiscal Year)

4) Enter information about the contract budget in the following fields. Fields marked with an asterisk (*) require data entry before the record can be saved.

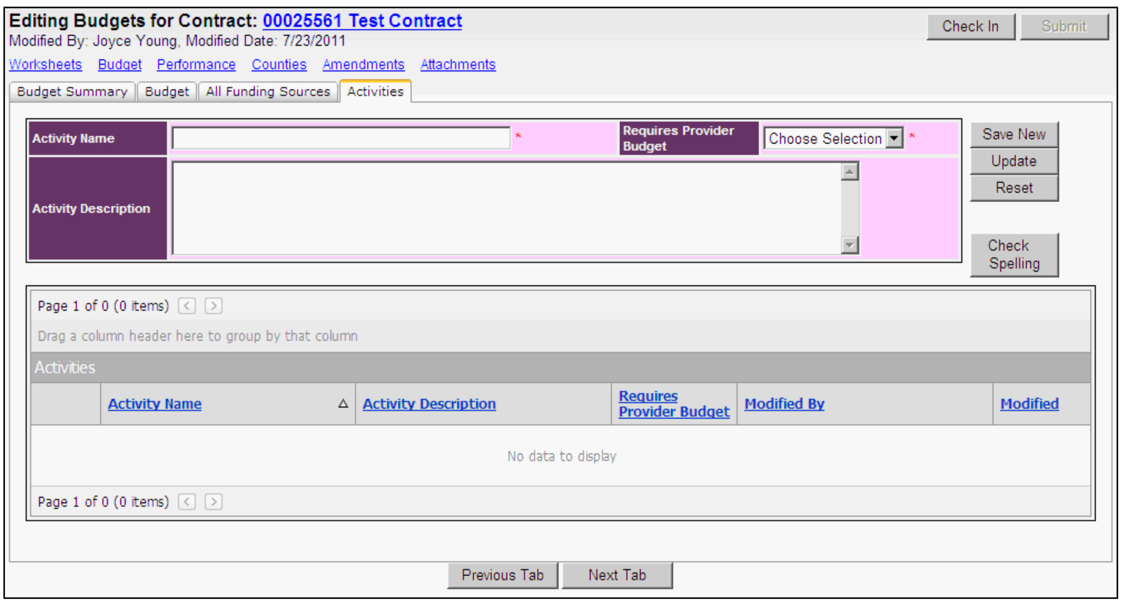
a) **Service*** – Select a service for the budget line item from the drop-down list.

   b) **Category*** – Select a category from the drop-down list to describe the type of contracted service.
   c) **Requirement Account** – Enter the DHHS Office of Budget and Analysis account for the service and category budget line item.
   d) **PO Number** – Enter the number of the purchase order issued in association with the service and category budget line item.
   e) **Company Code*** – Select a company code from the drop-down list.
   f) **FRC*** – Select a federal reimbursement code from the drop-down list for the service and category budget line item. The FRC selected determines what CFDA the system uses for the budget
   g) **RCC*** – Enter a responsibility cost center for the service and category budget line item.
   h) **Grant** – If a grant is available for the service and it has been entered in the system, select it from the drop-down list.
   i) **Grant Award** – If a grant was selected, select the grant award from the cascading drop-down list.

5) For each budget or fiscal year row that displays, based on the funding configuration selected for the contract, enter the following receipt and appropriations data for the service and category budget line item.
   a) **Federal Receipts**
   b) **County/Local Receipts**
   c) **Other Receipts**
   d) **Appropriations**
6) The system totals and displays the total of all receipts and appropriations entered for each budget or fiscal year in the Total column.
7) Click the **Save New** button. The service displays in the sub-list at the bottom of the page.
8) To edit a previously entered service and category budget line item data, click the **Edit** link in the function column in the sub-list. Edit the budget data as necessary and click the **Update** button to save your modifications.
9) Enter additional funding line items as necessary for each service to be supplied by the contracted provider.
10) The budget officer for your division will edit the service and category budget line item by selecting a Funds Status from the drop-down list. Once the status is selected, click the **Set Status** button.
11) Click Budget Summary tab to view a summary of the budget data entered for the contract.
12) Click the **All Funding Sources** tab to view all the funding sources entered for all category/service budget data for the contract. The All Funding Sources Tab displays all funding source data based on what you entered on the Budget Tab/Details Page.



13) To enter activities for the contract, click the **Activities** tab. The Activities Tab/Details Page displays.



14) Enter information about the activities for the contract in the following fields. Fields marked with an asterisk (*) require data entry before the record can be saved.

a) **Activity Name*** – Enter a name for the activity.

b) **Requires Provider Budget*** – Select **Yes** or **No** to indicate whether provider budget data is to be entered into the sytem for the activity. If "Yes" is selected, a to do item displays on the Budget by Contract, Amendment or Activity Tab/List Page for the contracted provider.

c) **Activity Description** – Enter a detailed description of the contract activity.

15) Click the **Save New** button to save the activity sub-item for the budget record. The activity displays in the sub-list at the bottom of the Activities Tab/Details Page.

To edit a previously entered activity, click the **Edit** link in the function column for the activity in the sub-list at the bottom of the page. Once you have made your modifications, click the **Update** button to save your changes.

16) Click the **Category/Funding Linking Tool** tab if it displays, which it only does for contract data imported from the old Contracts Database system. The Category/Funding Linking Tool displays

so you can link services and categories to funding data.

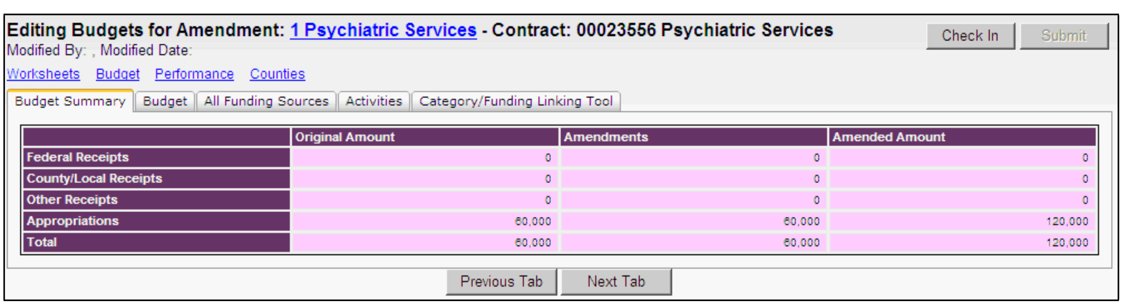
17) To create a brand new category entry and associate it to existing funding records, select the service from the Service drop-down list. Select a category from the Category drop-down list and a funding source from the All Funding Sources list. Click the **Save New** button. The linked category, service and funding source displays in the sub-list in the middle page.

18) To associate existing categories to existing funding records, select the service from the Service drop-down list, the category from the Category drop-down list, the items in both sub-lists and click the **Update** button.

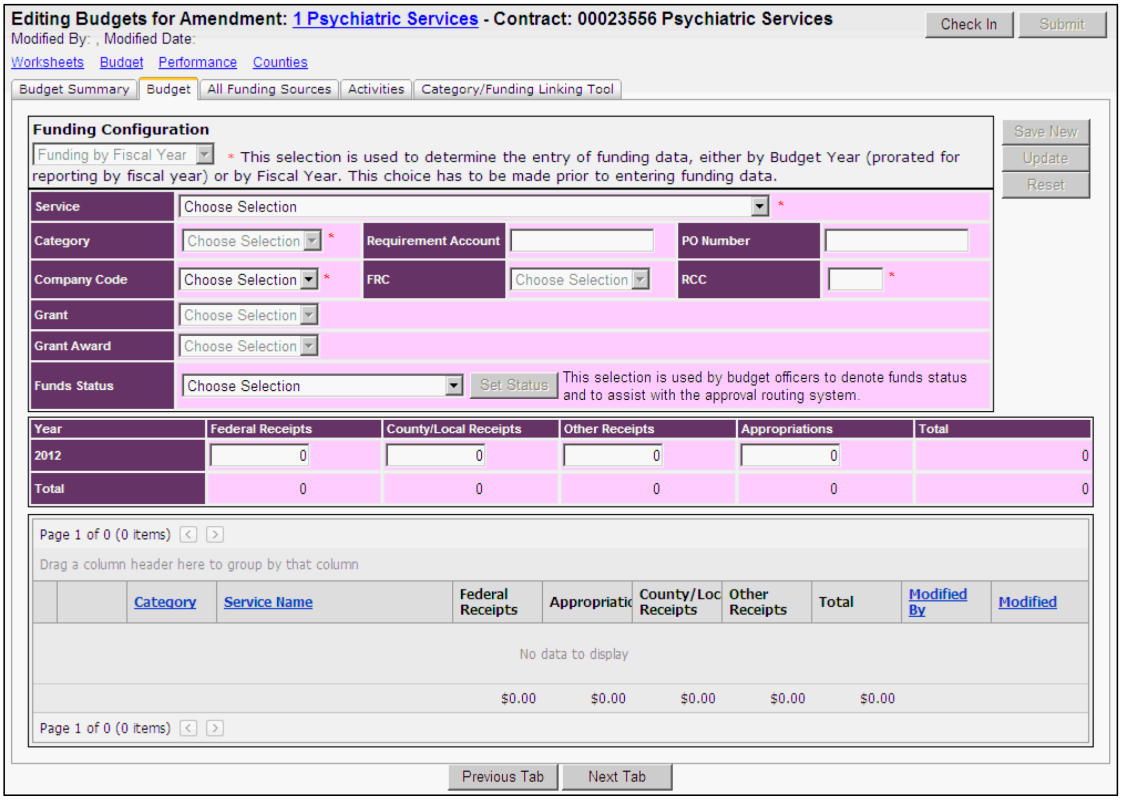
19) To edit a previously linked category, service and funding, click the **Edit** link in the function column for the service and category in the sub-list in the middle of the page. Once you have made your modifications, click the **Update** button to save your changes.

6.3 Add Budget Data for an Amendment

1) Click the **Budget** sub-item link that displays at the top of the Amendment Tab/Details Page. The Budget Summary Tab/Details Page displays with a summary of the budget set for the contract, and any other previous amendments, if any.



2) Click the **Budget** tab. The Budget Tab/Details Page displays.



3) The system displays the funding configuration for set for the original contract in the Funding Configuration field. Like for entering budgets for contracts, this setting determines how the data entry rows are labeled for the budget amounts (either by Budget Year 1, 2, etc. or Fiscal Year such as 2011, 2012, etc.).

4) Enter information about the amendment budget in the following fields. Fields marked with an asterisk (*) require data entry before the record can be saved.

   a) **Service*** – Select a service for the budget line item from the drop-down list.

   b) **Category*** – Select a category from the drop-down list to describe the type of contracted service.

   c) **Requirement Account** – Enter the DHHS Office of Budget and Analysis account for the service and category budget line item.

   d) **PO Number** – Enter the number of the purchase order issued in association with the service and category budget line item.

   e) **Company Code*** – Select a company code from the drop-down list.

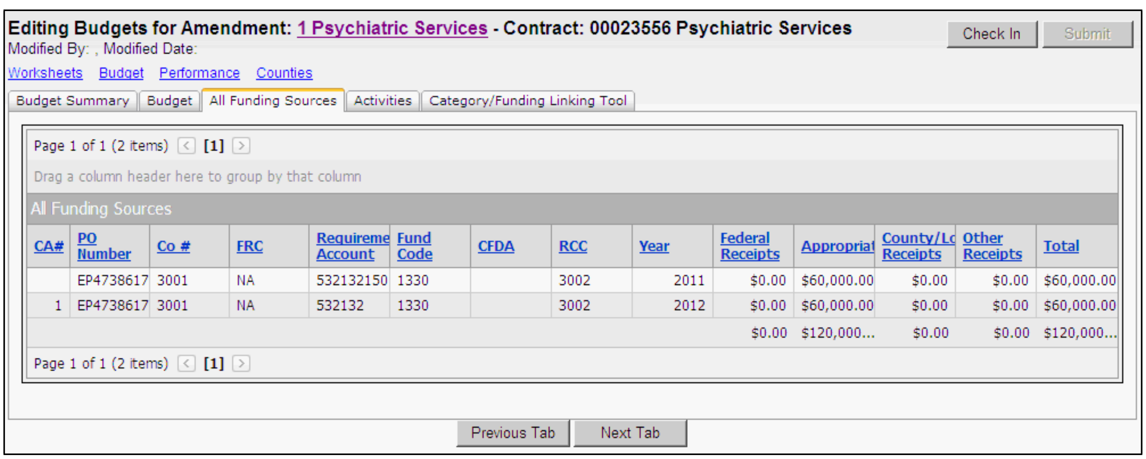
   f) **FRC*** – Select a federal reimbursement code from the drop-down list for the service and category budget line item. The FRC selected determines what CFDA the system uses for the budget

   g) **RCC*** – Enter a responsibility cost center for the service and category budget line item.

   h) **Grant** – If a grant is available for the service and it has been entered in the system, select it from the drop-down list.

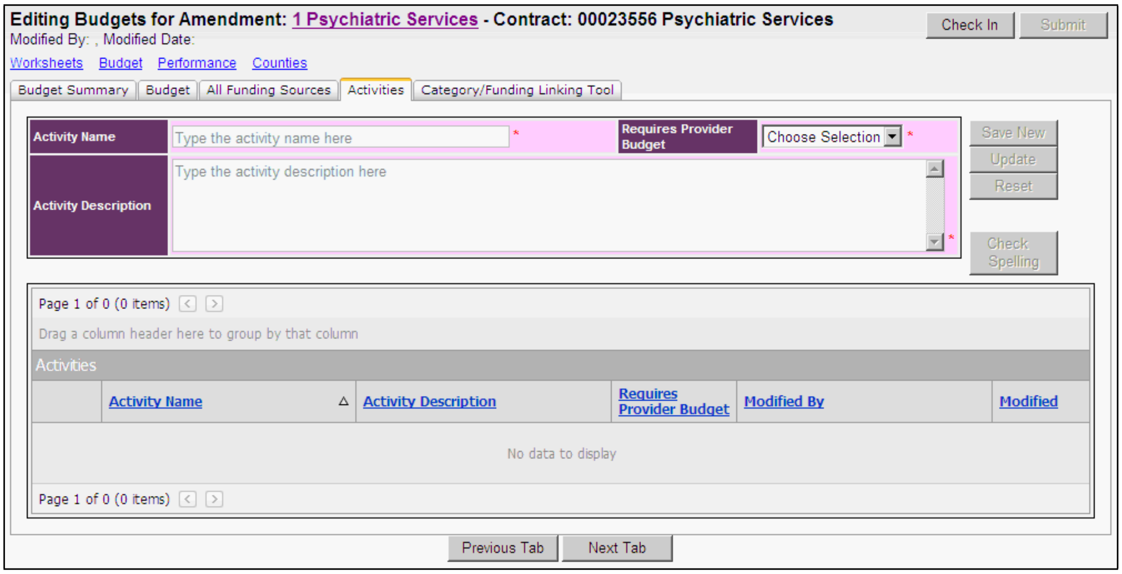
   i) **Grant Award** – If a grant was selected, select the grant award from the cascading drop-down list.

5) For each budget or fiscal year row that displays, depending on which funding configuration was selected, enter the following receipt and appropriations data for the service and category budget line item.
   a) **Federal Receipts**
   b) **County/Local Receipts**
   c) **Other Receipts**
   d) **Appropriations**
6) The system totals and displays the total of all receipts and appropriations entered for each budget or fiscal year in the Total column.
7) Click the **Save New** button. The service displays in the sub-list at the bottom of the page.
8) To edit a previously entered service and category budget line item data, click the **Edit** link in the function column in the sub-list. Edit the budget data as necessary and click the **Update** button to save your modifications.
9) Enter additional funding line items as necessary for each service to be supplied by the contracted provider per the amendment.
10) The budget officer for your division will edit the service and category budget line item by selecting a Funds Status from the drop-down list. Once the status is selected, click the **Set Status** button.
11) Click Budget Summary tab to view a summary of the budget data entered for the contract.
12) Click the **All Funding Sources** tab to view all the funding sources entered for all category/service budget data for the contract and amendment. The All Funding Sources Tab displays all funding source data based on what you entered on the Budget Tab/Details Page for both the contract and the amendment.



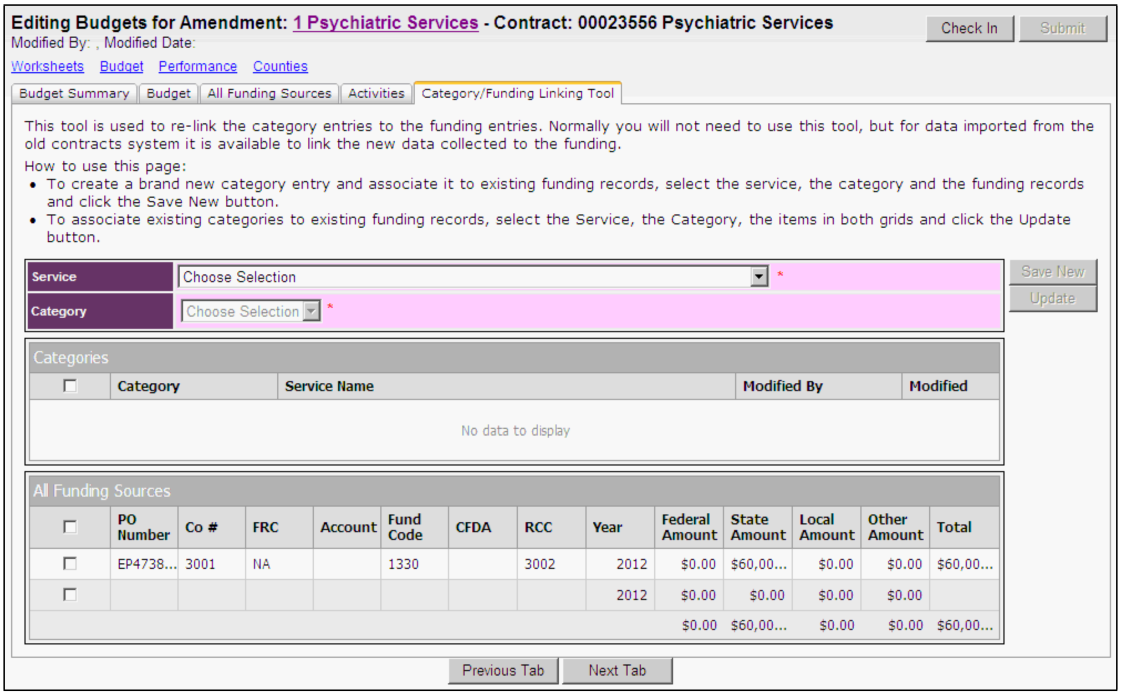
CA#	PO Number	Co #	FRC	Requireme Account	Fund Code	CFDA	RCC	Year	Federal Receipts	Appropriat	County/Lc Receipts	Other Receipts	Total
	EP4738617	3001	NA	532132150	1330		3002	2011	$0.00	$60,000.00	$0.00	$0.00	$60,000.00
1	EP4738617	3001	NA	532132	1330		3002	2012	$0.00	$60,000.00	$0.00	$0.00	$60,000.00
									$0.00	$120,000...	$0.00	$0.00	$120,000...

13) To enter activities for the amendment, click the **Activities** tab. The Activities Tab/Details Page displays.



14) Enter information about the activities for the amendment in the following fields. Fields marked with an asterisk (*) require data entry before the record can be saved.
   a) **Activity Name*** – Enter a name for the activity.
   b) **Requires Provider Budget*** – Select **Yes** or **No** to indicate whether provider budget data needs to be entered into the sytem for the activity. If "Yes" is selected, a to do item displays on the Budget by Contract, Amendment or Activity Tab/List Page for the contracted provider.
   c) **Activity Description** – Enter a detailed description of the activity.
15) Click the **Save New** button to save the activity sub-item for the budget record. The activity displays in the sub-list at the bottom of the Activities Tab/Details Page.

   To edit a previously entered activity, click the **Edit** link in the function column for the activity in the sub-list at the bottom of the page. Once you have made your modifications, click the **Update** button to save your changes.
16) Click the **Category/Funding Linking Tool** tab if it displays, which it only does for contract and amendment data imported from the old Contracts Database system. The Category/Funding Linking Tool displays so you can link services and categories to funding data.



17) To create a brand new category entry and associate it to existing funding records, select the service from the Service drop-down list. Select a category from the Category drop-down list and a funding source from the All Funding Sources list. Click the **Save New** button. The linked category, service and funding source displays in the sub-list in the middle page.

18) To associate existing categories to existing funding records, select the service from the Service drop-down list, the category from the Category drop-down list, the items in both sub-lists and click the **Update** button.

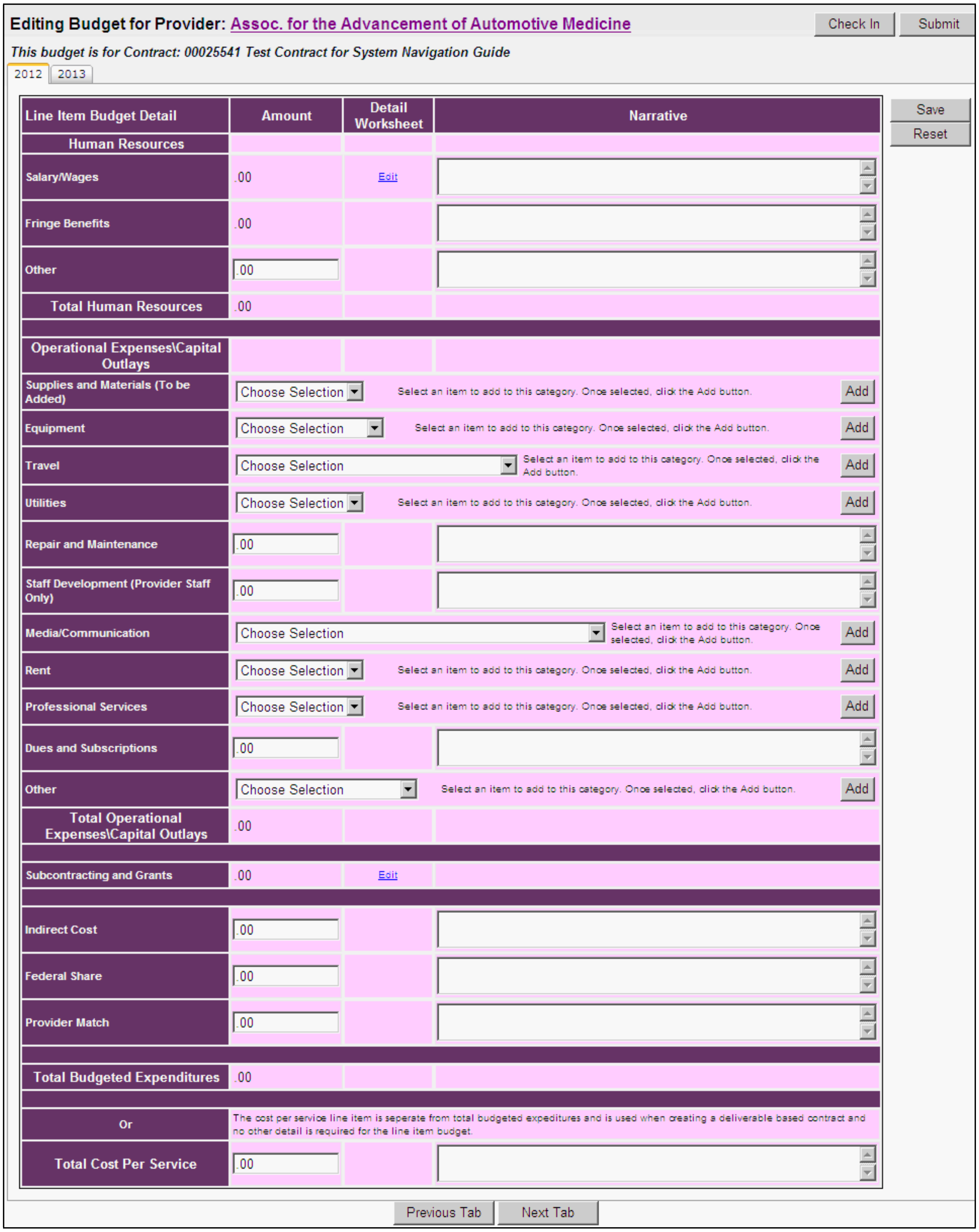
19) To edit a previously linked category, service and funding, click the **Edit** link in the function column for the activity in the sub-list in the middle of the page. Once you have made your modifications, click the **Update** button to save your changes.

6.4 Add Budget Data for a Provider

Provider budget data for each contract, amendment and activity is available in the system through the Manage Provider Details function from the Contract Details Page and the Amendment Tab/Details Page.

1) Click the **To Do Items** sub-item link that displays at the top of the Provider Details Page. The Budget by Contract, Amendment or Activity Tab/List Page displays.

2) Click the **Enter Budget** link that displays for any contract, amendment or activity for which budget data is needed. The Budget for Provider Details Page displays the first budget/fiscal year tab.



Editing Budget for Provider: Assoc. for the Advancement of Automotive Medicine

Check In Submit

This budget is for Contract: 00025541 Test Contract for System Navigation Guide

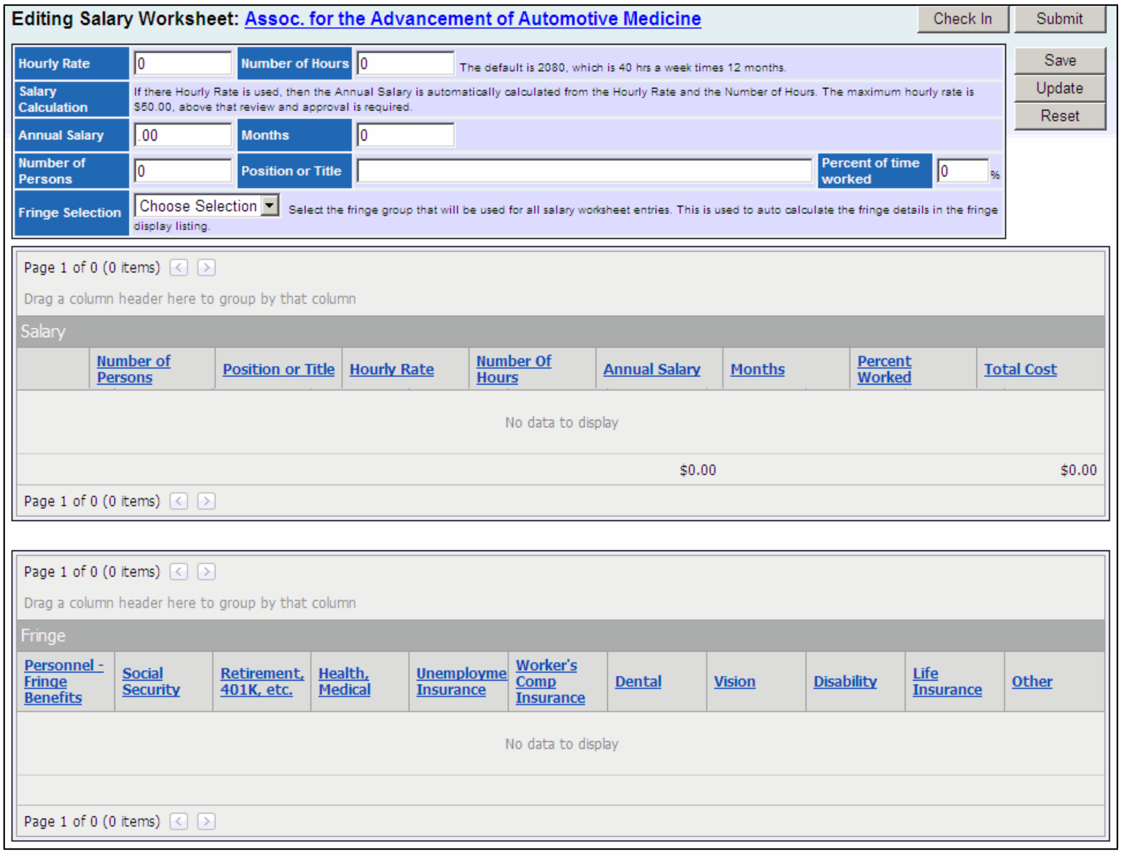
2012 2013

Save Reset

Line Item Budget Detail	Amount	Detail Worksheet	Narrative
Human Resources			
Salary/Wages	.00	Edit	
Fringe Benefits	.00		
Other	.00		
Total Human Resources	.00		
Operational Expenses\Capital Outlays			
Supplies and Materials (To be Added)	Choose Selection		Select an item to add to this category. Once selected, click the Add button. Add
Equipment	Choose Selection		Select an item to add to this category. Once selected, click the Add button. Add
Travel	Choose Selection		Select an item to add to this category. Once selected, click the Add button. Add
Utilities	Choose Selection		Select an item to add to this category. Once selected, click the Add button. Add
Repair and Maintenance	.00		
Staff Development (Provider Staff Only)	.00		
Media/Communication	Choose Selection		Select an item to add to this category. Once selected, click the Add button. Add
Rent	Choose Selection		Select an item to add to this category. Once selected, click the Add button. Add
Professional Services	Choose Selection		Select an item to add to this category. Once selected, click the Add button. Add
Dues and Subscriptions	.00		
Other	Choose Selection		Select an item to add to this category. Once selected, click the Add button. Add
Total Operational Expenses\Capital Outlays	.00		
Subcontracting and Grants	.00	Edit	
Indirect Cost	.00		
Federal Share	.00		
Provider Match	.00		
Total Budgeted Expenditures	.00		
Or	The cost per service line item is seperate from total budgeted expeditures and is used when creating a deliverable based contract and no other detail is required for the line item budget.		
Total Cost Per Service	.00		

Previous Tab Next Tab

3) To enter salary data for the contract/amendment/activity, click the **Edit** link in the Detail Worksheet column for the Salary/Wages row. The Salary Worksheet Details Page displays.



4) Enter information about the salaries for the provider's contract/amendment/activity budget in the following fields. Fields marked with an asterisk (*) require data entry before the record can be saved.

   a) **Hourly Rate** – Enter an amount in either the Hourly Rate or Annual Salary field for the provider staff member(s) whose salary data is being entered for the provider budget. If you enter an hourly rate, the system will not allow you to enter data in either the Annual Salary or Months fields.

   b) **Number of Hours** – If you enter an hourly rate, the system will populate this field with the default value of 2080 hours, which is based on a work schedule of 40 hours/week times 52 weeks. Enter a new number of hours to indicate the hours the provider staff member (or each provider staff member) will work in the budget/fiscal year if it is necessary to alter this amount.

   c) **Annual Salary** – If you have entered amounts in the Hourly Rate and Number of Hours fields, the system calculates the annual salary and disables this field so that it cannot be edited.

      If you have not entered amounts in the Hourly Rate and Number of Hours fields, enter an annual salary amount for the provider staff member(s).

   d) **Months** – If you have entered amounts in the Hourly Rate and Number of Hours fields, the system disables this field so that it cannot be edited.

      If you have not entered amounts in the Hourly Rate and Number of Hours fields, enter the number of months of the annual salary for the provider staff member(s) to be budgeted for the contract/amendment/activity.

   e) **Number of Persons** – Enter the number of provider staff members that are budgeted at the same hourly rate and number of hours amounts or salary and number of months amounts.

f) **Position or Tite** – Enter the position or title of the provider staff member(s) that will be working at the entered salary for the number of months stated. It is recommended that you enter separate salary data for each position/title to work on the contract/amendment/activity.

g) **Fringe Selection** – Select a fringe setting from the drop-down list to calculate the fringe portion of the budget for this salary data. See Manage Salary Fringe Setting Data for Providers to enter a fringe group.

5) Click the **Save** button. The salary data displays in the sub-list.

6) To edit previously entered salary data, click the **Edit** link in the function column for the salary in the sub-list. Edit the salary data as necessary and click the **Update** button to save your modifications.

   To delete a previously entered salary, click the **Delete** link in the function column for the salary in the sub-list. Click the **OK** button in the confirmation dialog box to delete the salary.

7) Repeat data entry as necessary to enter salary data for each type of position/title that will perform work for the contract/amendment/activity. The system tallies fringe costs for all salaries entered at the bottom of the page.

8) Click the provider name link in the Page Title to return to the Budget for Provider Details Page for the budget/fiscal year. The system displays the total of all salaries and fringe benefits in the Amount column for the Salary/Wages row.

9) Enter the remaining human resources line item budget information in the following fields. Fields marked with an asterisk (*) require data entry before the record can be saved.

   Budget Columns

   a) **Amount**

   b) **Detail Worksheet**

   c) **Narrative**

   Human Resources Row Fields

   a) **Salary/Wages** – The system calculates and displays in the Amount column the total for the salary information entered on the Salary Worksheet Details Page.

   b) **Narrative** – Enter any narrative needed to describe the salary/wages portion of the budget.

   c) **Fringe Benefits** – The system calculates and displays in the Amount column the fringe total from the Salary Worksheet Details Page.

   d) **Narrative** – Enter any narrative needed to describe the fringe benefits portion of the budget.

   e) **Other** – Enter any other budget amount related to human resources.

   f) **Narrative** – Enter any narrative needed to explain the other human resources portion of the budget.

   g) **Total Human Resources** – The system calculates and displays in the Amount column the total amount for all human resource budget line items.

10) Enter the operational expenses/capital outlays line item budget information in the following fields. Fields marked with an asterisk (*) require data entry before the record can be saved.

   Operational Expenses/Capital Outlays Fields

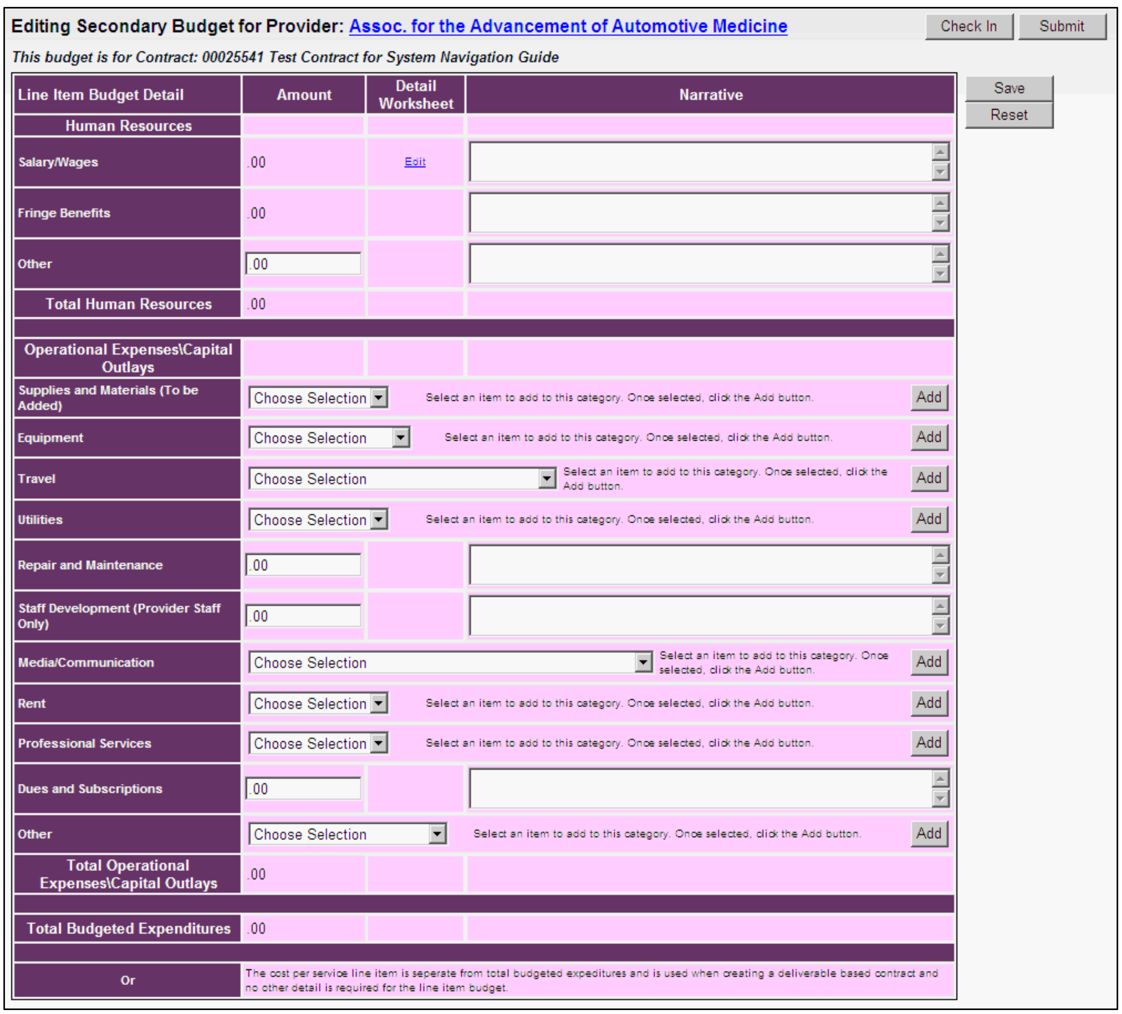
   a) The following fields have a mini pick list so you can enter multiple budget line items for these types of operations expenses/capital outlays. For each row as appropriate, select an expense type from the mini pick list and click the **Add** button. The selection displays on a new row with Amount and Narrative fields for data entry. Repeat as necessary to add all line items for the budget line item type. The system also displays a Delete button next to each line you have entered for these budget line item types so you can delete a line item if necessary.

i) **Supplies and Materials (To be Added)**
ii) **Equipment**
iii) **Travel**
iv) **Utilities**
v) **Media/Communication**
vi) **Rent**
vii) **Professional Services**
viii) **Other**

b) There are three other rows in this section that do not have mini pick lists. Enter the total amount for the budget line items in the respective rows and a descriptive narrative.
i) **Repair and Maintenance**
ii) **Staff Development**
iii) **Dues and Subscriptions**

c) **Total Operational Expenses/Capital Outlays** – The system calculates and displays in the Amount column the total amount for all operational expenses/capital outlays budget line items.

11) To enter subcontracting and grant line item budget information for the contract/amendment/activity, click the **Edit** link in the Detail Worksheet column. The Secondary Budget for Provider Details Page displays.



Editing Secondary Budget for Provider: Assoc. for the Advancement of Automotive Medicine Check In Submit

This budget is for Contract: 00025541 Test Contract for System Navigation Guide

Save Reset

Line Item Budget Detail	Amount	Detail Worksheet	Narrative
Human Resources			
Salary/Wages	.00	Edit	
Fringe Benefits	.00		
Other	.00		
Total Human Resources	.00		
Operational Expenses\Capital Outlays			
Supplies and Materials (To be Added)	Choose Selection	Select an item to add to this category. Once selected, click the Add button.	Add
Equipment	Choose Selection	Select an item to add to this category. Once selected, click the Add button.	Add
Travel	Choose Selection	Select an item to add to this category. Once selected, click the Add button.	Add
Utilities	Choose Selection	Select an item to add to this category. Once selected, click the Add button.	Add
Repair and Maintenance	.00		
Staff Development (Provider Staff Only)	.00		
Media/Communication	Choose Selection	Select an item to add to this category. Once selected, click the Add button.	Add
Rent	Choose Selection	Select an item to add to this category. Once selected, click the Add button.	Add
Professional Services	Choose Selection	Select an item to add to this category. Once selected, click the Add button.	Add
Dues and Subscriptions	.00		
Other	Choose Selection	Select an item to add to this category. Once selected, click the Add button.	Add
Total Operational Expenses\Capital Outlays	.00		
Total Budgeted Expenditures	.00		
Or	The cost per service line item is seperate from total budgeted expeditures and is used when creating a deliverable based contract and no other detail is required for the line item budget.		

12) Enter the human resources and operational expenses/capital outlays line item budget data for the sub provider. Data entry is the same as for the provider's budget.

13) Click the **Save** button and click the link to the provider that displays in the Page Title to return to the Budget for Provider Details Page. The system displays the Total Budgeted Expeditures for the sub provider in the Subcontracing and Grants field.

14) Enter the total amount for the following budget line items in the respective rows and a descriptive narrative. Fields that require data entry before the record can be saved are marked with an asterisk (*****).

    a) **Indirect Cost**

    b) **Federal Share**

    c) **Provider Match**

15) The system calculates the total budget based on all entered data and displays the total in the Total Budgeted Expenditures field.

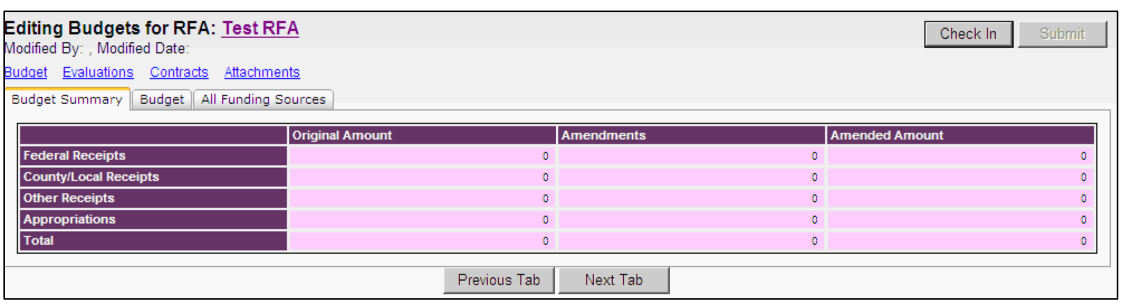
16) If you are creating a deliverable-based contract and no line item budget detail is required, enter a budget amount in the Total Cost Per Service field and a descriptive narrative.

17) Click the **Save** button. Click the link to the provider that displays in the Page Title to return to the Budget by Contract, Amendment or Activity Tab/List Page.

6.5 Add Budget Data for a Request Document

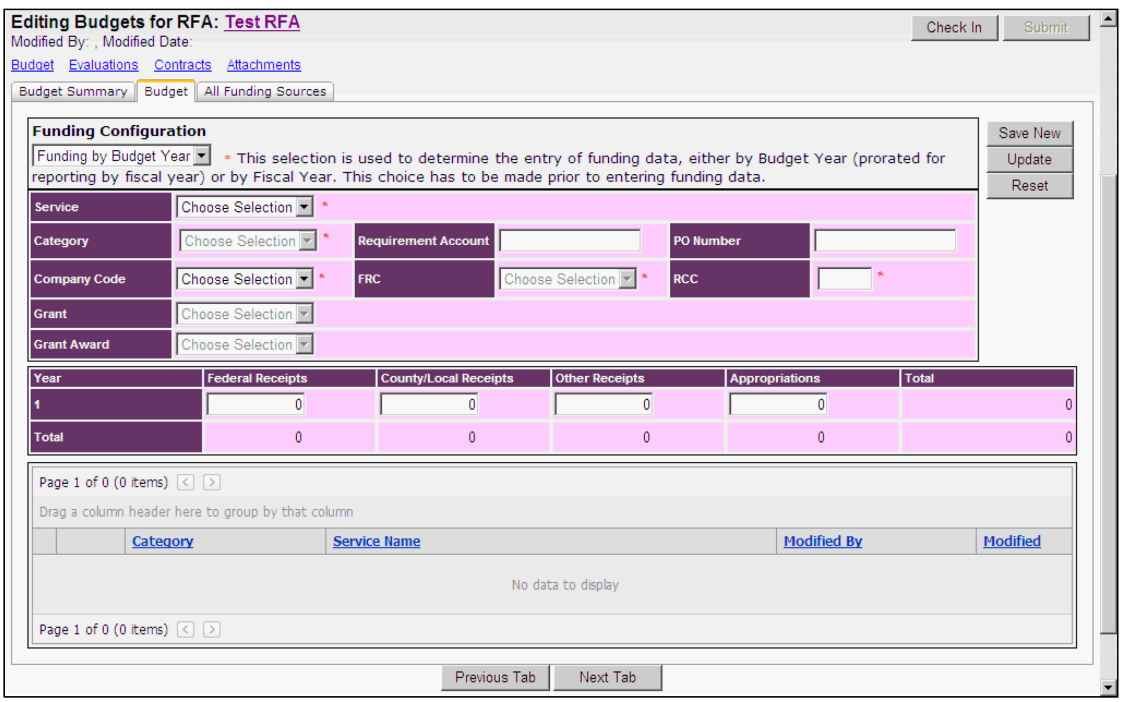
You can enter estimated budget data for a RFA and RFQ at this time. Since the steps are the same, only the RFA navigation is shown here.

1) Click the **Budget** sub-item link that displays at the top of the RFA Details Page. The Budget Summary Tab/Details Page displays with a summary of the budget set for the RFA, if any has been defined.



2) Click the **Budget** tab. The Budget Tab/Details Page displays.

3) Select either **Budget by Budget Year** or **Budget by Fiscal Year** from the Funding Configuration drop-down list. The selection you make determines how the data entry rows are labeled for the budget amounts to be entered for the final contract if one is generated from this request document.



4) Enter information about the request budget in the following fields. Fields marked with an asterisk (*) require data entry before the record can be saved.

   a) **Service*** – Select a service for the budget line item from the drop-down list.

   b) **Category*** – Select a category from the drop-down list to describe the type of service.

   c) **Requirement Account** – Enter the DHHS Office of Budget and Analysis account for the service and category budget line item.

d) **PO Number** – Enter the number of the purchase order issued in association with the service and category budget line item.

e) **Company Code*** – Select a company code from the drop-down list.

f) **FRC*** – Select a federal reimbursement code from the drop-down list for the service and category budget line item. The FRC selected determines what CFDA the system uses for the budget

g) **RCC*** – Enter a responsibility cost center for the service and category budget line item.

h) **Grant** – If a grant is available for the service and it has been entered in the system, select it from the drop-down list.

i) **Grant Award** – If a grant was selected, select the grant award from the cascading drop-down list.

5) For each budget or fiscal year row that displays, depending on which funding configuration was selected, enter the following receipt and appropriations data for the service and category budget line item.

a) **Federal Receipts**

b) **County/Local Receipts**

c) **Other Receipts**

d) **Appropriations**

6) The system totals and displays the total of all receipts and appropriations entered for each budget or fiscal year in the Total column.

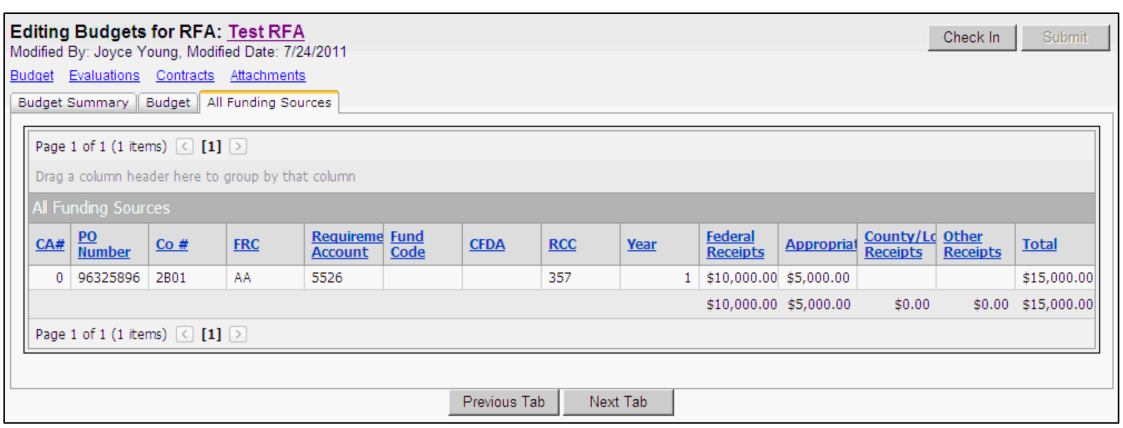
7) Click the **Save New** button. The service budget for the request displays in the sub-list at the bottom of the page.

8) To edit a previously entered service and category budget line item data for the request, click the **Edit** link in the function column in the sub-list. Edit the budget data as necessary and click the **Update** button to save your modifications.

9) Enter additional funding line items as necessary for each service to be supplied by the contracted provider.

10) Click Budget Summary tab to view a summary of the budget data entered for the contract.

11) Click the **All Funding Sources** tab to view all the funding sources entered for all category/service budget data for the request. The All Funding Sources Tab displays all funding source data based on what you entered on the Budget Tab/Details Page.

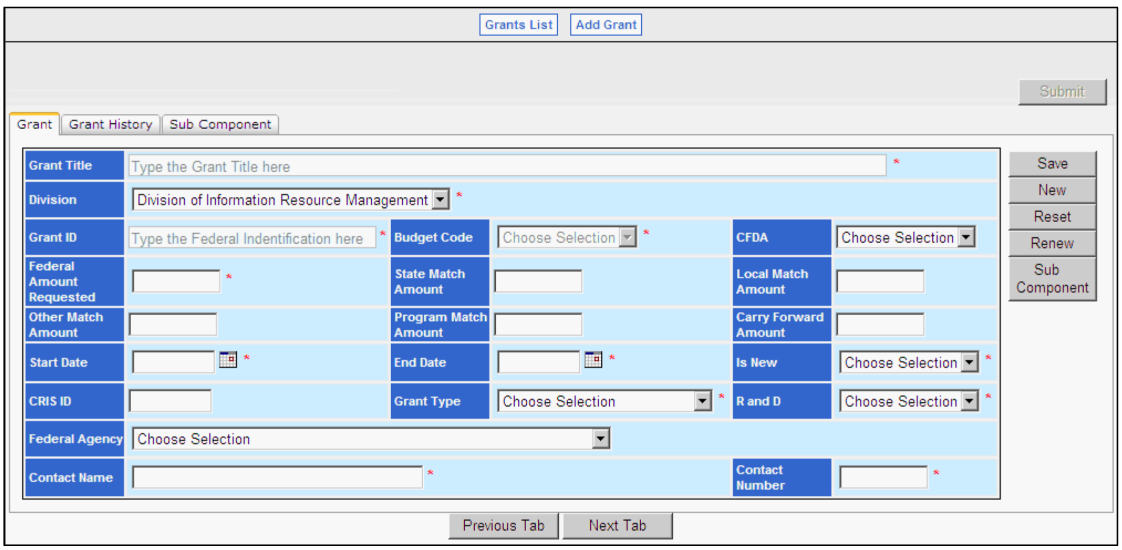


7. MANAGE GRANTS

7.1 Add a Grant

> **NOTE:**
> A limited number of users will be able to enter new grants into the system.

1) Select **Grants** from the navigation menu and select **Add Grant** from the sub-navigation menu or click the **Add a New Grant** link on the Grant Management Page. The Grant Tab/Details Page displays.



2) Enter information about the new grant in the following fields. Fields marked with an asterisk (*) require data entry before the record can be saved.
   a) **Grant Title*** – Enter the title of the grant.
   b) **Division*** – The system displays the default division to which you have been assigned. If you have been assigned to more than one division, select the division that has applied for the grant from the drop-down list.
   c) **Grant ID*** – Enter the grant identification number assigned by the federal agency that is providing the grant.
   d) **Budget Code –** Select a budget code for the division from the cascading drop-down list.
   e) **CFDA** – Select the Catalog of of Federal Domestic Assistance (CFDA) program number for the grant from the drop-down list.
   f) **Federal Amount Requested* -** Enter the amount the amount requested for the federal grant.
   g) **State Match Amount** – Enter the amount of state match funding needed to secure the federal grant.
   h) **Local Match Amount** – Enter the amount of local match funding needed to secure the federal grant.

i) **Other Match Amount** – Enter the amount of other match funding needed to secure the federal grant.

j) **Program Match Amount** – Enter the amount of program match funding needed to secure the federal grant.

k) **Carry Forward Amount** – Enter the amount of funds that can be carried forward to the next fiscal year.

l) **Start Date*** – Enter or select the start date for the grant.

m) **Enter Date*** – Enter or select the end date for the grant.

n) **Is New* -** Select **Yes** or **No** from the drop-down list to indicate whether this is a new grant for the division or department.

o) **CRIS ID** – Enter the Community Resource Information System (CRIS) identification number for the grant.

p) **Grant Type*** – Select a grant type from the drop-down list.

q) **R and D*** – Select **Yes** or **No** from the drop-down list to indicate whether the grant is for research and development purposes.

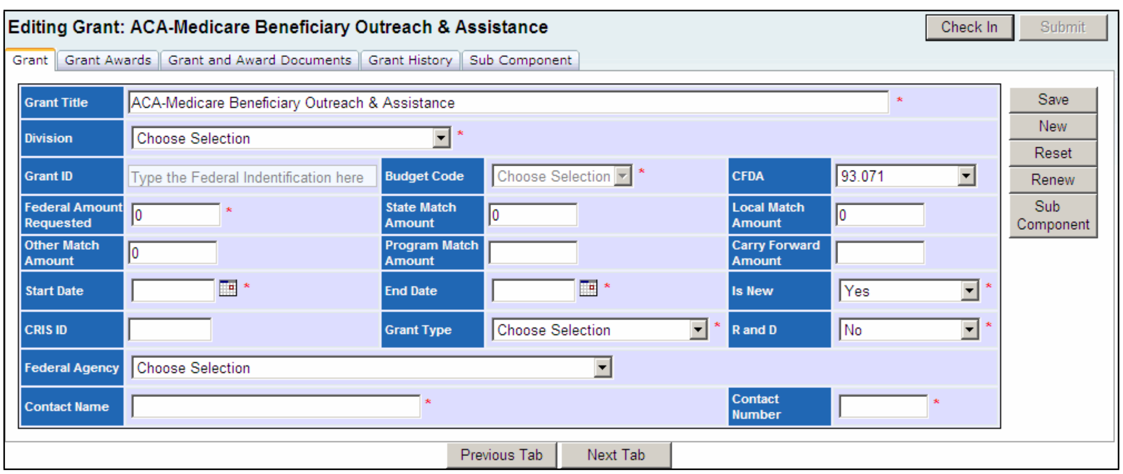
r) **Federal Agency** – Select the name of the federal agency issuing the grant from the drop-down list.

s) **Contact Name*** – Enter the first and last name of the division contact for the grant.

t) **Contact Number*** – Enter the telephone number of the division contact for the grant.

3) Click the **Save** button to save the grant record.

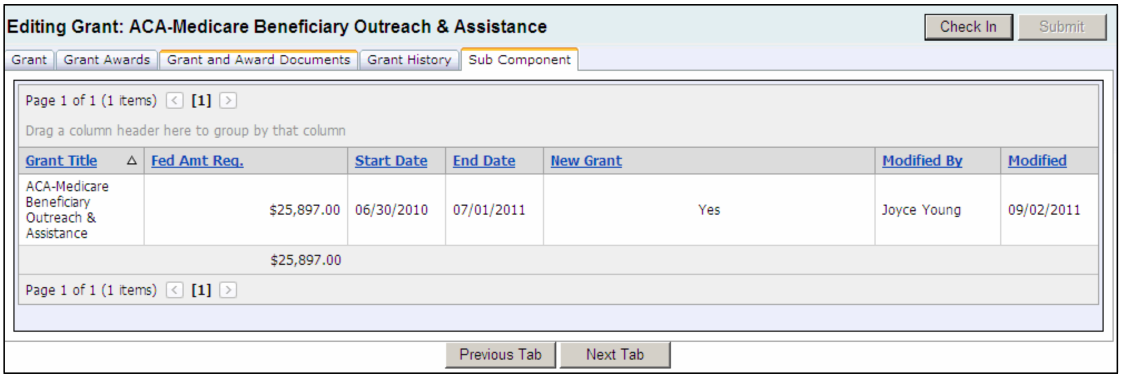
4) If the grant will be divided into sub components, click the **Sub Component** button. The system creates a new grant record with the same Grant Title, CFDA and Is New data that were entered for the main grant record.



5) Enter the rest of the data for the grant sub component on the Grant Tab/Details Page as you did for the main grant.

6) Click the **Save** button to save the sub component grant record.

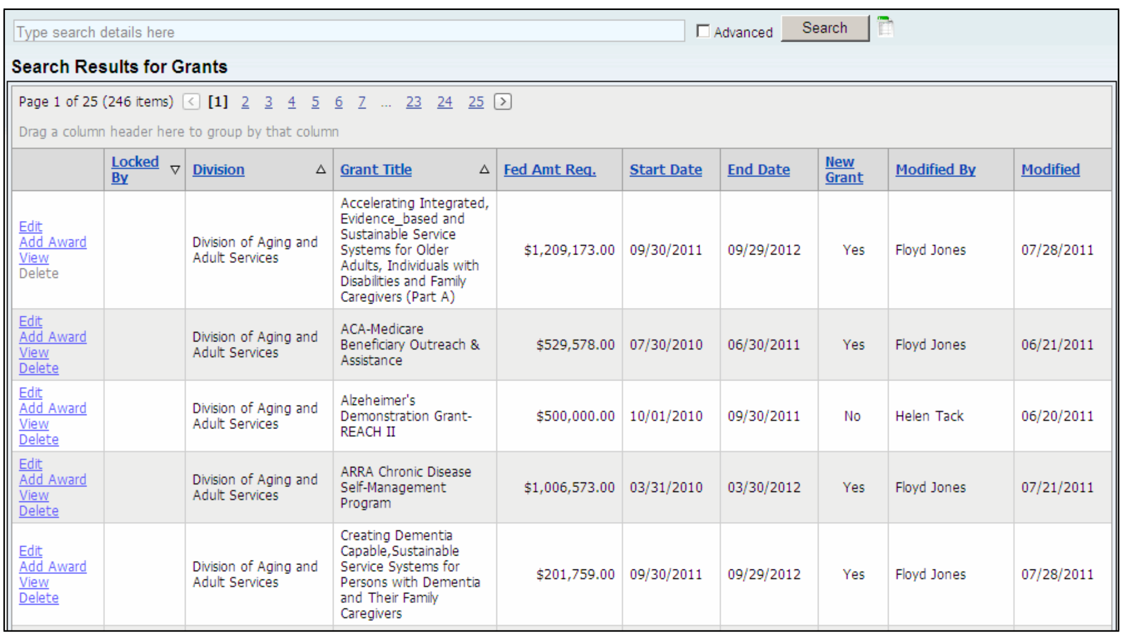
7) To view a list of all sub components entered for the grant, click the **Sub Component** tab. The Sub Component Tab/List Page displays with a list of all grant sub components entered to date.



7.2 Upload Grant and Award Documents

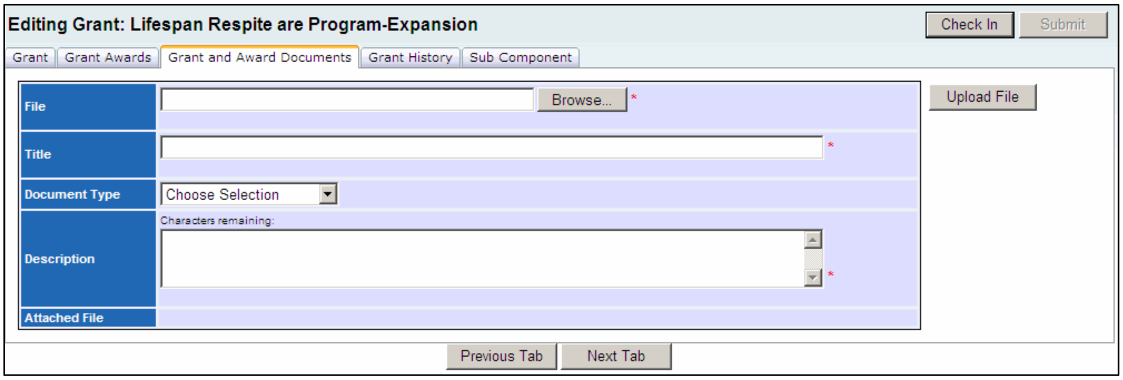
Once a grant award or grant-related documents are received from the federal agency that is providing the grant, scans of the documents can be uploaded to the system.

1) Select **Grants** from the navigation menu and select **Grants List** from the sub-navigation menu or click the **View Current New Grants** link on the Grant Management Page. The Grants List Page displays.



2) Conduct a basic or advanced search to locate the grant for which you need to upload the award or other grant documentation.

3) Once you locate the grant, click the **Add Award** function link. The Grant and Award Documents Tab/Details Page displays.



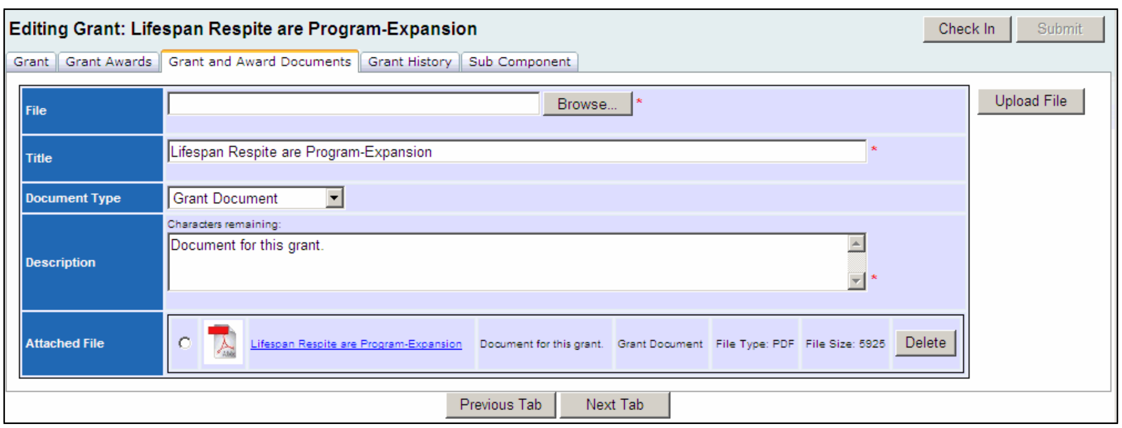
4) Click the **Browse** button by the File field and navigate to the document that needs to be uploaded to the system using the **Chose File** dialog box. Once the file has been selected, click the **Open** button in the dialog box. The directory path and name of the file displays in the File field. This field is required.

5) Enter a brief title for the document in the **Title** field. This field is required.

6) Select either **Grant Document** or **Grant Award Document** from the drop-down list.

7) Enter a detailed description of the document to be uploaded in the **Description** field. This field is required.

8) Click the **Upload File** button. The document now displays in the Attached File field at the bottom of the page. To view the document, click the title link for the document.

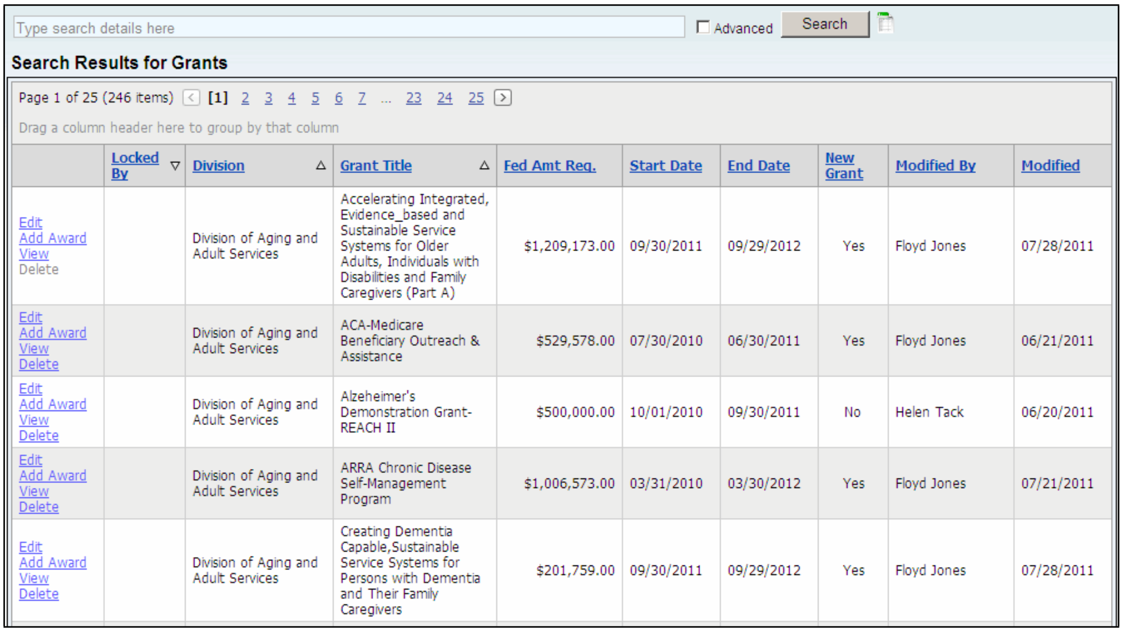


9) To delete a previously uploaded document, click the **Delete** button next to the document in the Attached File field, then click the **OK** button in the confirmation dialog box that displays.

7.3 Add Award Data to Grant

In addition to uploading the grant award document, you can enter the grant award data so this it is available for viewing and reporting in the system.

1) Select **Grants** from the navigation menu and select **Grants List** from the sub-navigation menu or click the **View Current New Grants** link on the Grant Management Page. The Grants List Page displays.



Type search details here ☐ Advanced Search

Search Results for Grants

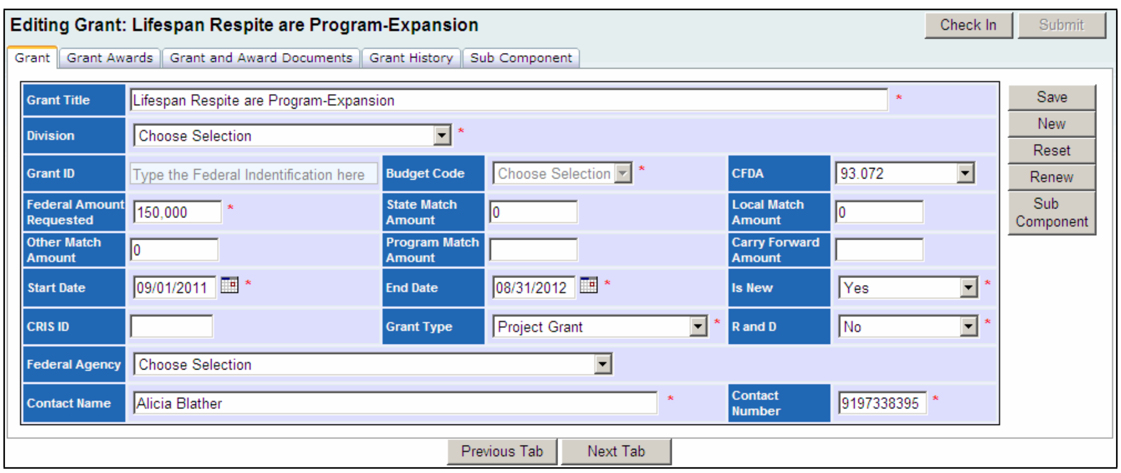
Page 1 of 25 (246 items) [1] 2 3 4 5 6 7 ... 23 24 25

Drag a column header here to group by that column

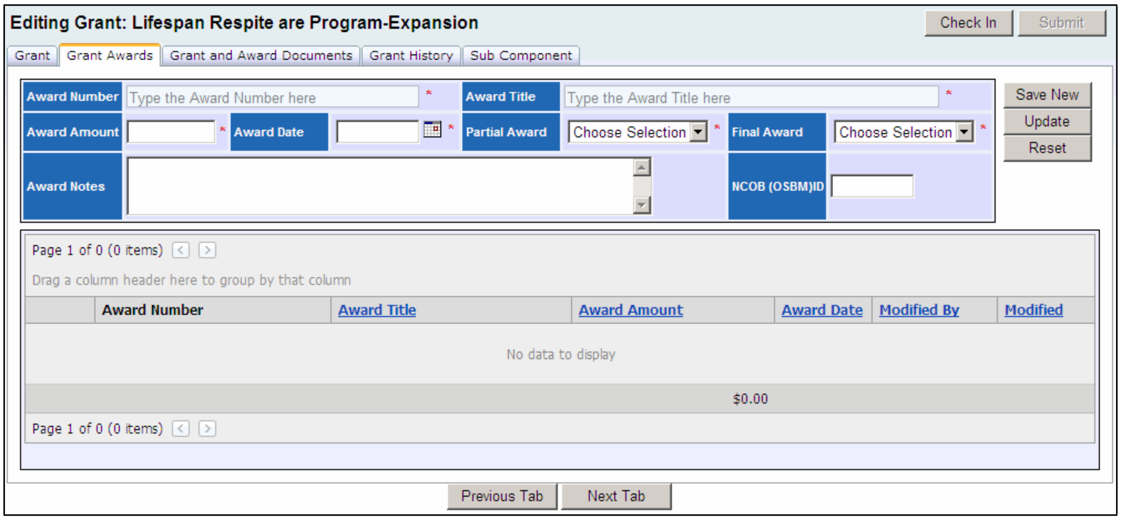
	Locked By	Division	Grant Title	Fed Amt Req.	Start Date	End Date	New Grant	Modified By	Modified
Edit Add Award View Delete		Division of Aging and Adult Services	Accelerating Integrated, Evidence_based and Sustainable Service Systems for Older Adults, Individuals with Disabilities and Family Caregivers (Part A)	$1,209,173.00	09/30/2011	09/29/2012	Yes	Floyd Jones	07/28/2011
Edit Add Award View Delete		Division of Aging and Adult Services	ACA-Medicare Beneficiary Outreach & Assistance	$529,578.00	07/30/2010	06/30/2011	Yes	Floyd Jones	06/21/2011
Edit Add Award View Delete		Division of Aging and Adult Services	Alzeheimer's Demonstration Grant-REACH II	$500,000.00	10/01/2010	09/30/2011	No	Helen Tack	06/20/2011
Edit Add Award View Delete		Division of Aging and Adult Services	ARRA Chronic Disease Self-Management Program	$1,006,573.00	03/31/2010	03/30/2012	Yes	Floyd Jones	07/21/2011
Edit Add Award View Delete		Division of Aging and Adult Services	Creating Dementia Capable,Sustainable Service Systems for Persons with Dementia and Their Family Caregivers	$201,759.00	09/30/2011	09/29/2012	Yes	Floyd Jones	07/28/2011

2) Conduct a basic or advanced search to locate the grant for which you need to enter the grant award data.

3) Once you locate the grant, click the **Edit** function link. The Grant Tab/Details Page displays.



4) Click the **Grant Awards** tab. The Grant Awards Tab/Details Page displays.

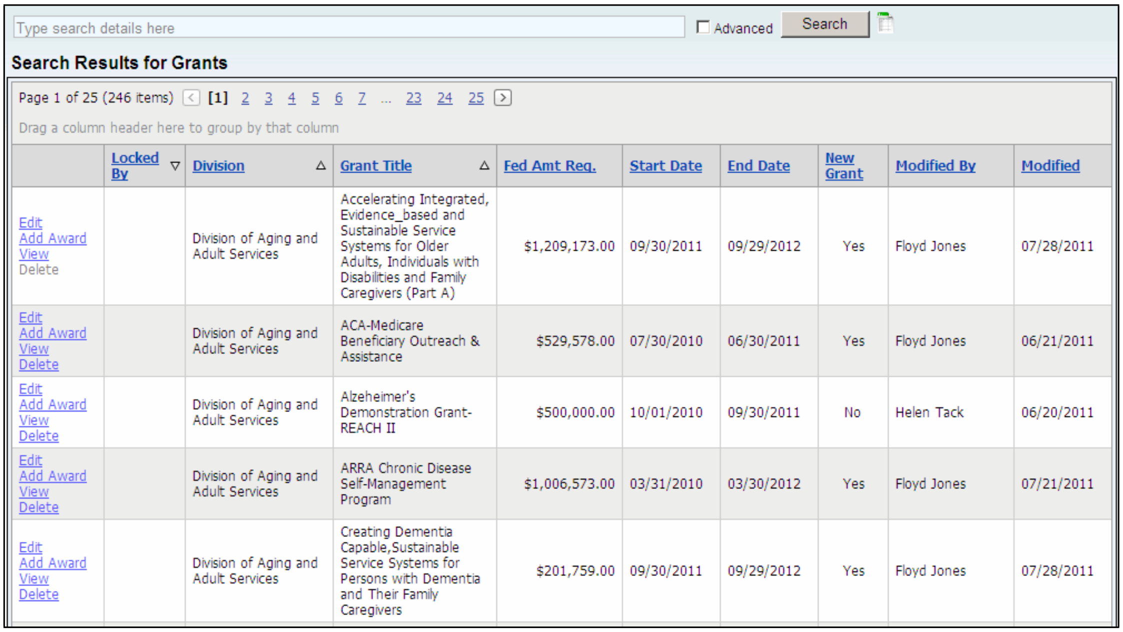


5) Enter information about the grant award in the following fields. Fields marked with an asterisk (*) require data entry before the record can be saved.
   a) **Award Number*** – Enter the number assigned by the federal agency to the grant award.
   b) **Award Title*** – Enter the title of the grant award.
   c) **Award Amount*** – Enter the amount of the grant award.
   d) **Award Date*** – Enter or select the date the grant was awarded.
   e) **Partial Award*** – Select either **Yes** or **No** from the drop-down list to indicate whether the grant award is a portion of the total grant amount to be awarded to the division.
   f) **Final Award*** – Select either **Yes** or **No** from the drop-down list to indicate whether the grant award is the last award the division will receive for the current grant.
   g) **Award Notes** – Enter notes about the grant award.
   h) **NCOB (OSBM) ID** – Enter the NCOB ID assigned by OSBM for the grant award.
6) Click the **Save New** button. The saved grant award record displays in the sub-list at the bottom of the page.

   To edit a previously entered grant award, click the **Edit** link in the function column for the grant award in the sub-list at the bottom of the page. Once you have made your modifications, click the **Update** button to save your changes.

7.4 Renew a Grant

1) Select **Grants** from the navigation menu and select **Grants List** from the sub-navigation menu or click the **View Current New Grants** link on the Grant Management Page. The Grants List Page displays.



Type search details here ☐ Advanced Search

Search Results for Grants

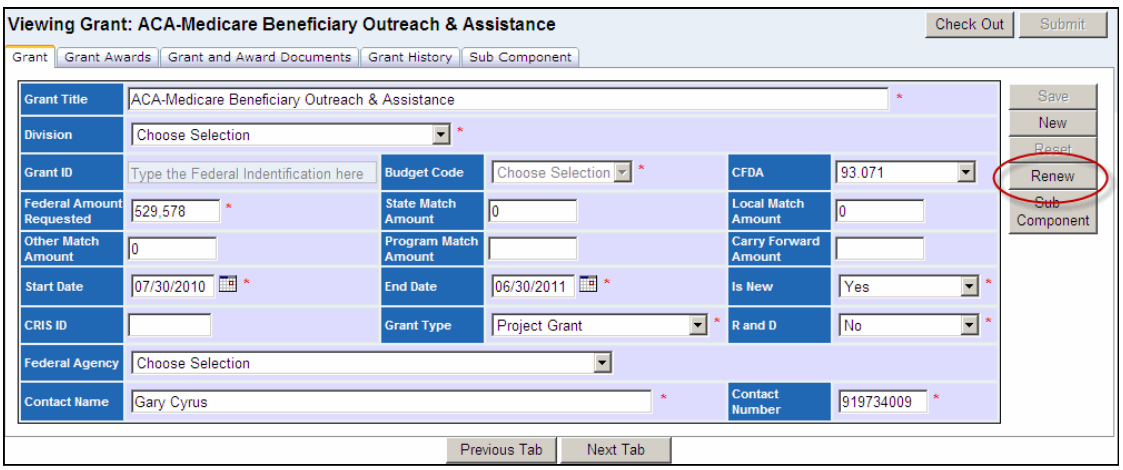
Page 1 of 25 (246 items) [1] 2 3 4 5 6 7 ... 23 24 25

Drag a column header here to group by that column

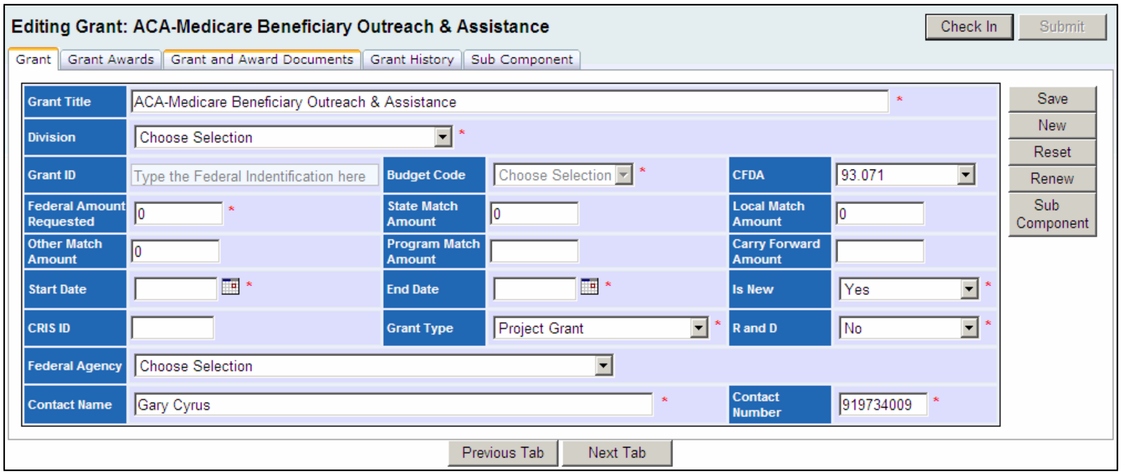
	Locked By	Division	Grant Title	Fed Amt Req.	Start Date	End Date	New Grant	Modified By	Modified
Edit Add Award View Delete		Division of Aging and Adult Services	Accelerating Integrated, Evidence_based and Sustainable Service Systems for Older Adults, Individuals with Disabilities and Family Caregivers (Part A)	$1,209,173.00	09/30/2011	09/29/2012	Yes	Floyd Jones	07/28/2011
Edit Add Award View Delete		Division of Aging and Adult Services	ACA-Medicare Beneficiary Outreach & Assistance	$529,578.00	07/30/2010	06/30/2011	Yes	Floyd Jones	06/21/2011
Edit Add Award View Delete		Division of Aging and Adult Services	Alzeheimer's Demonstration Grant-REACH II	$500,000.00	10/01/2010	09/30/2011	No	Helen Tack	06/20/2011
Edit Add Award View Delete		Division of Aging and Adult Services	ARRA Chronic Disease Self-Management Program	$1,006,573.00	03/31/2010	03/30/2012	Yes	Floyd Jones	07/21/2011
Edit Add Award View Delete		Division of Aging and Adult Services	Creating Dementia Capable,Sustainable Service Systems for Persons with Dementia and Their Family Caregivers	$201,759.00	09/30/2011	09/29/2012	Yes	Floyd Jones	07/28/2011

2) Conduct a basic or advanced search to locate the grant to be renewed.

3) Once you locate the grant, click the **View** function link. The Grant Tab/Details Page displays.



4) Click the **Renew** button. The system creates a new grant record with the same Grant Title, CFDA, Is New, Grant Type, R and D, Contact Name and Contact Number data that were entered for the original grant record.



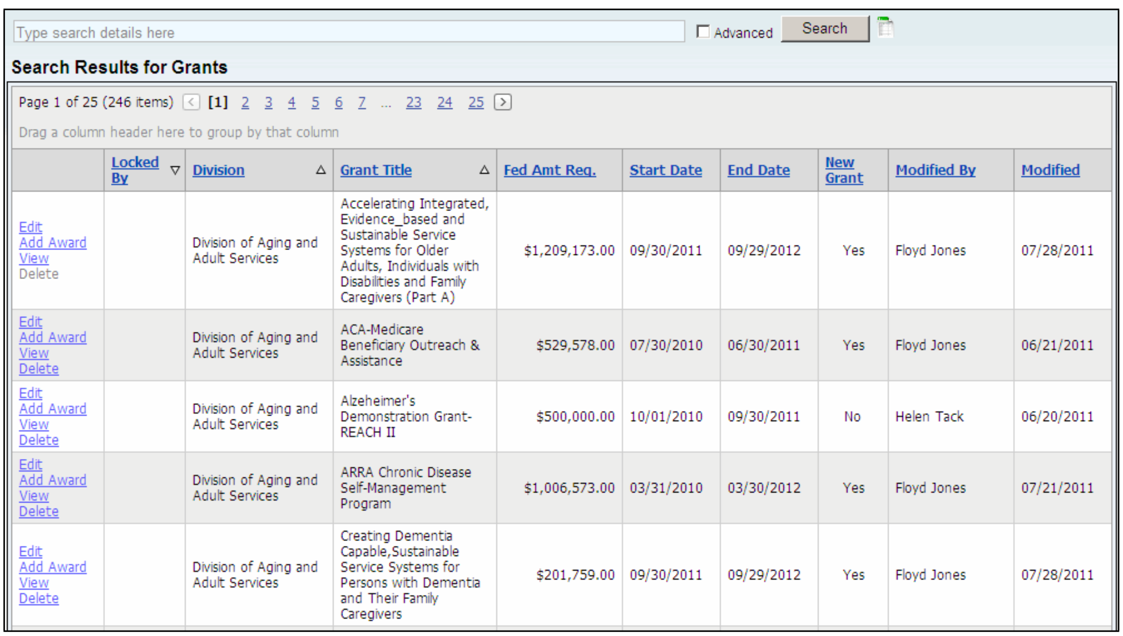
5) Enter the rest of the data for the renewed grant on the Grant Tab/Details Page as you did for the [main grant](#).

6) Click the **Save** button to save the renewed grant record.

7.5 View Grant History

If a grant has been renewed in the system, you can view the history for the grant from either the original or renewed grant record.

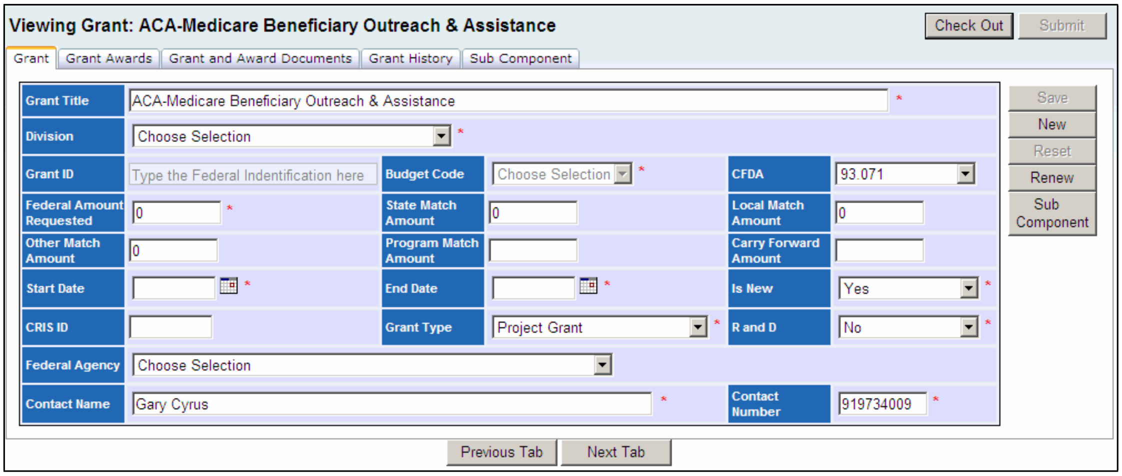
1) Select **Grants** from the navigation menu and select **Grants List** from the sub-navigation menu or click the **View Current New Grants** link on the Grant Management Page. The Grants List Page displays.



	Locked By	Division	Grant Title	Fed Amt Req.	Start Date	End Date	New Grant	Modified By	Modified
Edit Add Award View Delete		Division of Aging and Adult Services	Accelerating Integrated, Evidence_based and Sustainable Service Systems for Older Adults, Individuals with Disabilities and Family Caregivers (Part A)	$1,209,173.00	09/30/2011	09/29/2012	Yes	Floyd Jones	07/28/2011
Edit Add Award View Delete		Division of Aging and Adult Services	ACA-Medicare Beneficiary Outreach & Assistance	$529,578.00	07/30/2010	06/30/2011	Yes	Floyd Jones	06/21/2011
Edit Add Award View Delete		Division of Aging and Adult Services	Alzeheimer's Demonstration Grant-REACH II	$500,000.00	10/01/2010	09/30/2011	No	Helen Tack	06/20/2011
Edit Add Award View Delete		Division of Aging and Adult Services	ARRA Chronic Disease Self-Management Program	$1,006,573.00	03/31/2010	03/30/2012	Yes	Floyd Jones	07/21/2011
Edit Add Award View Delete		Division of Aging and Adult Services	Creating Dementia Capable,Sustainable Service Systems for Persons with Dementia and Their Family Caregivers	$201,759.00	09/30/2011	09/29/2012	Yes	Floyd Jones	07/28/2011

2) Conduct a [basic or advanced search](#) to locate the grant for which you wish to view the history.

3) Once you locate the grant, click the **View** function link. The Grant Tab/Details Page displays.



4) Click the **Grant History** tab. The Grant History Tab/List Page displays and lists the original grant and any subsequent renewed grant records.

Grant Title	Fed Amt Req.	Start Date	End Date	New Grant	Modified By	Modified
ACA-Medicare Beneficiary Outreach & Assistance	$529,578.00	07/30/2010	06/30/2011	Yes	Floyd Jones	06/21/2011
ACA-Medicare Beneficiary Outreach & Assistance	$0.00			Yes	Joyce Young	09/02/2011
	$529,578.00					

APPENDIX A. ABBREVIATIONS AND ACRONYMS

Abbreviation / Acronym	Definition
BPS	Budget Preparation System
CDb	Contracts Database
CFDA	Catalog of of Federal Domestic Assistance
CRIS	Community Resource Information System
DHHS	Department of Health and Human Services
DIRM	Division of Information Resource Management
EIN	Employer Identification Number
FRC	Federal Reimbursement Code
HIPAA	Health Insurance Portability and Accountability Act of 1996
IMOA	Intra-departmental Memorandum of Agreement
IPS	Interactive Purchasing System
MOA	Memorandum of Agreement
MOE	Maintenance of Effort
MS	Microsoft
NCAS	North Carolina Accounting System
NCID	North Carolina Identity
OPCS	Office of Procurement and Contract Services
PMD	Program Management Database
PO	Purchase Order
RCC	Responsibility Cost Center
RFA	Request for Application
RFP	Request for Proposal
RFQ	Request for Quote
SMS	Subrecipient Monitoring
SSN	Social Security Number

****End of Document****