Agency Contracts Database

Version 4.0 – User Manual

Dot Net Version – October 2011 Release

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Table of Contents

Introduction – Agency Contracts Database User's Manual

The purpose of this User's Manual is to provide a resource for Agency Contracts Database (ACD) users on screen functions, routine processes, and some tips and tricks that may help them in their use of the ACD.

Manual Construction

This manual is organized in four sections:

Introduction – Main Menus and Navigation;

Chapter 1 – Login Interface;

Chapter 2 – Contractors Menu Screens and Functions;

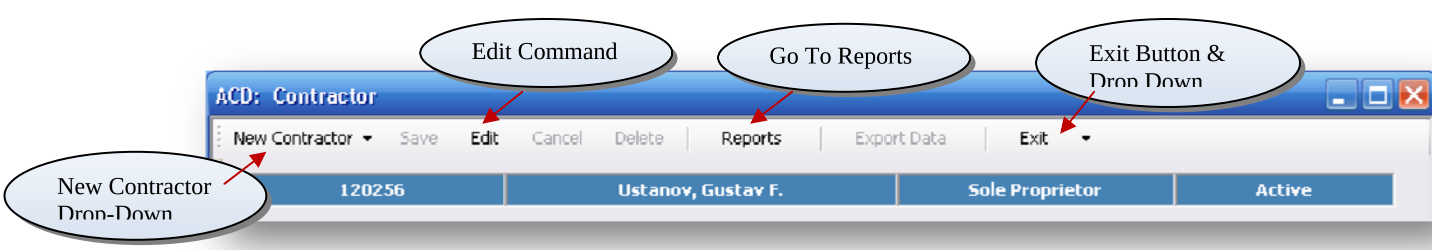
Chapter 3 – Contracts Menu Screens and Functions; and

Each menu section describes in detail the fields, icons and buttons, and primary functions that are found on each screen under that menu. Each section has step-by-step instructions for accomplishing routine tasks in the ACD, along with some shortcut tips. Screen shots and visual diagrams are used frequently to show screens, fields and icons. While every attempt has also been made to provide brief, bulleted steps for tasks, some screens and functions are described in a narrative style – there are areas where it was felt that a description was needed.

Main Menus

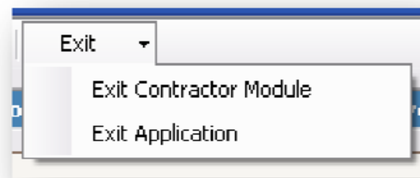
The following describes the main menus and commands used throughout the application:

Contractor Module Main Menu – Browse Mode:



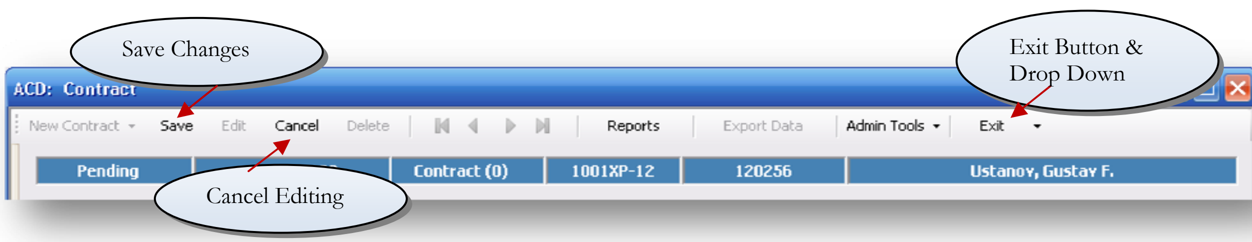
Contractor Module Main Menu – Edit Mode:

Exit Contractor Module Drop-down will give the user the choice to exit the Contractor module and go back to the Login screen, or to Exit the ACD entirely.



Contract Module Main Menu – Browse Mode:

Contract Module Main Menu – Edit Mode:



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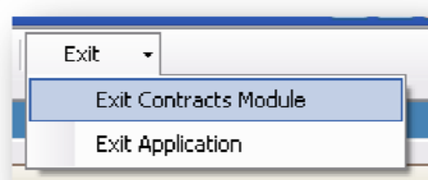
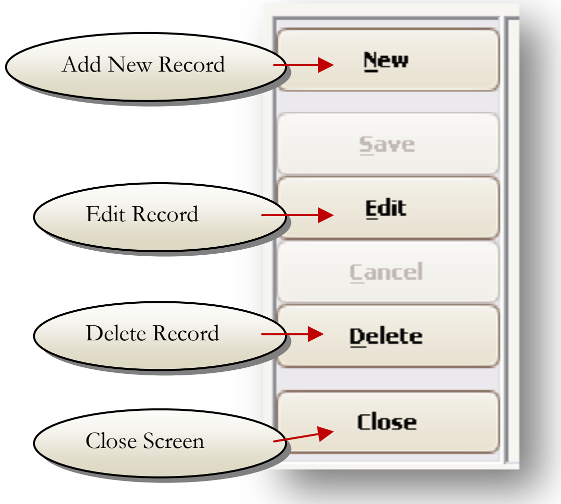
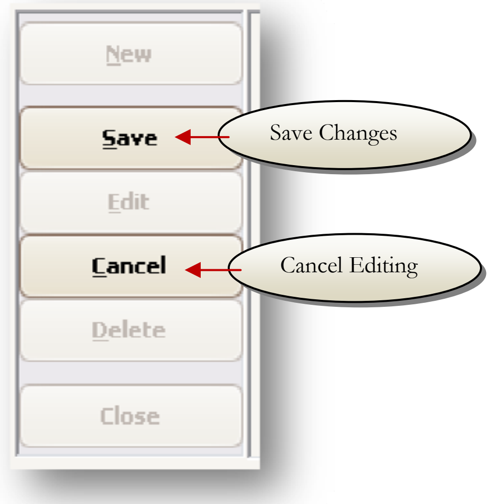


Sub-screens in both Contractor and Contracts modules operate with virtually identical command button groups, for adding, changing and deleting records. They look like this:



Subscreen Controls Browse Mode

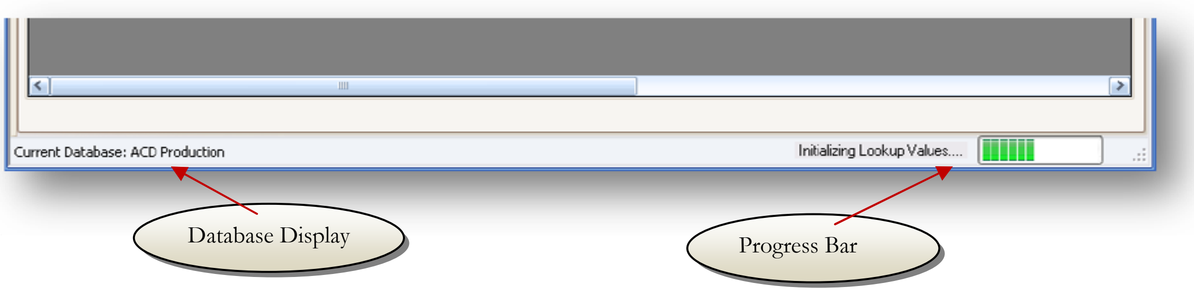


Edit Mode

Screen Loading & Database Indicator

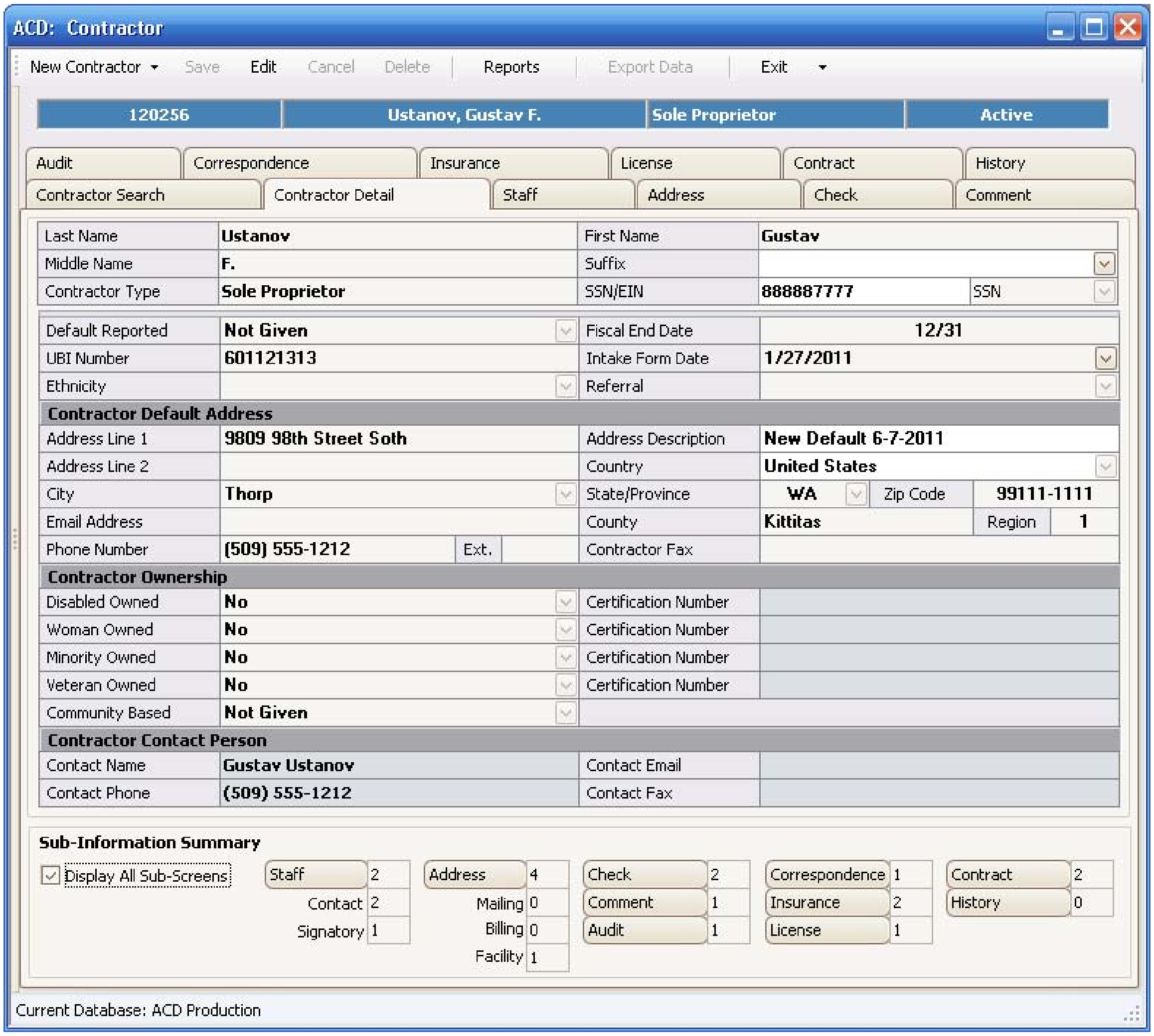
In an effort to speed up performance, and not have users waiting for screen loading, lookup tables are loaded after the Contractor or Contract Search. A progress bar indicator in the lower right of the screen displays the loading process, and shows when the application is ready for a search. Testing indicates that users have plenty of time to enter a search parameter, like Contractor Search Name, and during that few seconds the loading is done.

Also, in the lower left corner of the application screen, a text display shows the current database. Screen shot displaying both features – at the bottom of the Contract Search screen:

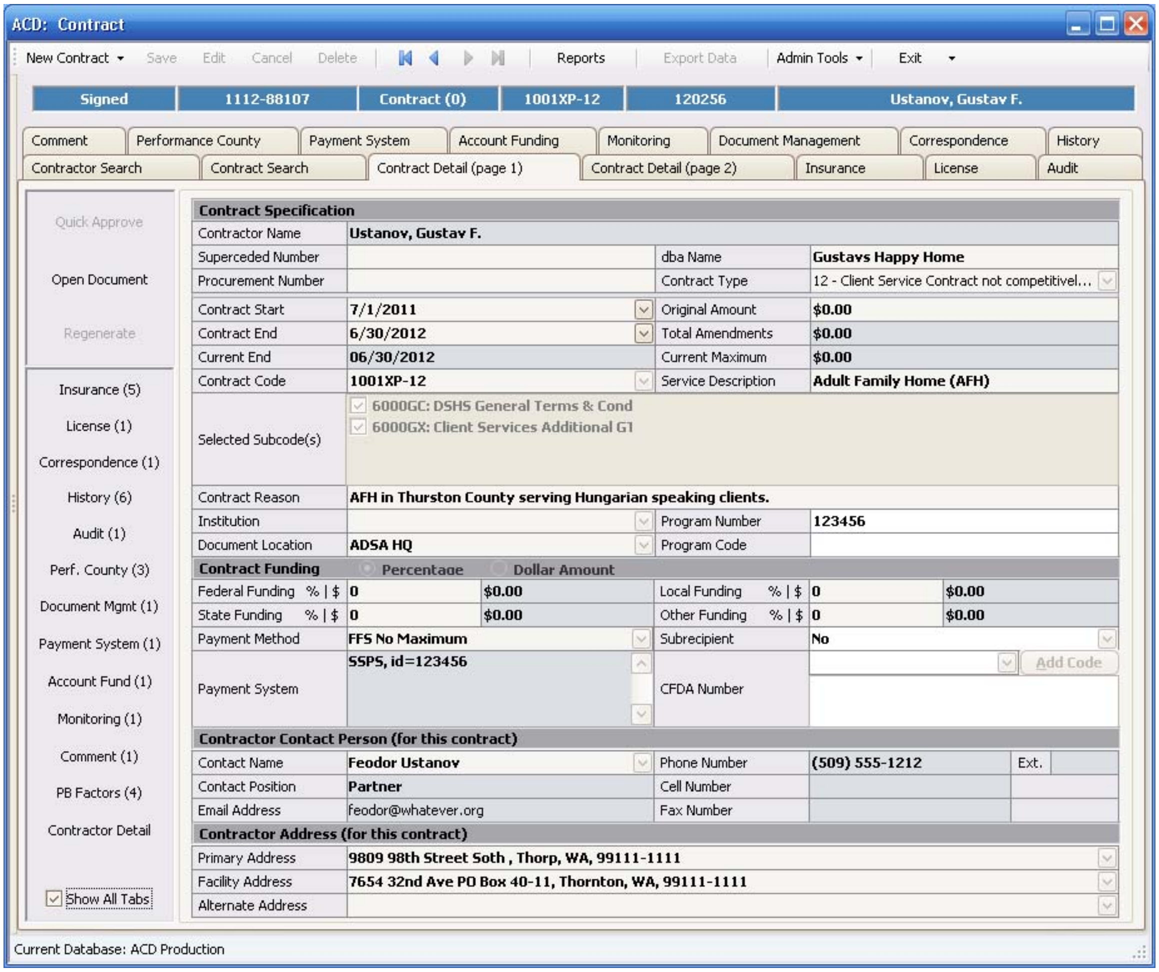


Screen Navigation – Tabs Interface

The ACD is built as a tabbed interface with one screen open at a time, and all other screens available in separate tabs. The "Display All Sub Information" checkbox on the Intake console allows the user to see all the subscreen tabs at once. Navigation is a matter of clicking on the desired tab to see that subscreen information. Here is the Contractor Detail screen with tabs on:



Here is a Contract Detail Page One screen with tabs on:



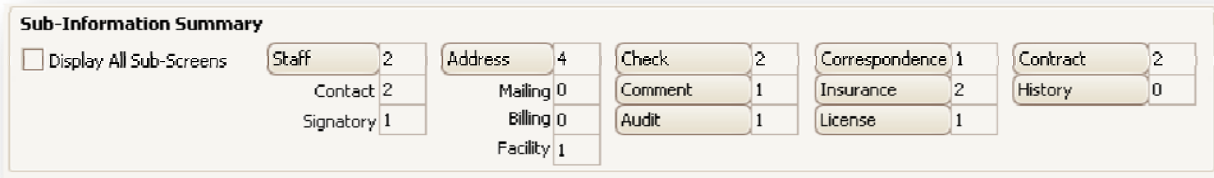
Screen Navigation Tip:

Turning the sub-screen tabs off presents the user with a much cleaner system, without the clutter of a dozen tabs.

Screen Navigation – Consoles

Both the Contractor and Contracts Modules have "Console" menus have navigation buttons with each sub-screen title, and indicate how many records are on each sub-screen.

Here is a visual depiction of the Contractor Sub Information Summary "Console:"



The "Display All Sub Screens" button toggles all sub-screen tabs on when it's checked, and off when it's un-checked. This example shows the console for an Intake record with two staff records, four addresses, two check records, etc. Clicking on a button takes you to that sub-screen.

Here is a visual depiction of the Contract Information Screen Console:

Rolling the mouse over any sub screen label highlights that button. Clicking on a sub-screen button takes you to that tabbed screen.

Notice that the number of records that exist for each screen are shown in parentheses next to the sub-screen title – for example, this contract record has five insurance records, three performance county, and at least one record on each additional sub screen.

The sub-screen tabs can be toggled on and off by clicking the "Show All Tabs" checkbox at the bottom of the console.

Getting Back & Forth Between Contractors & Contracts

Both the Contractor and Contracts modules have shortcut keys for navigating back and forth, to either Contractor Detail, or Contract Detail.

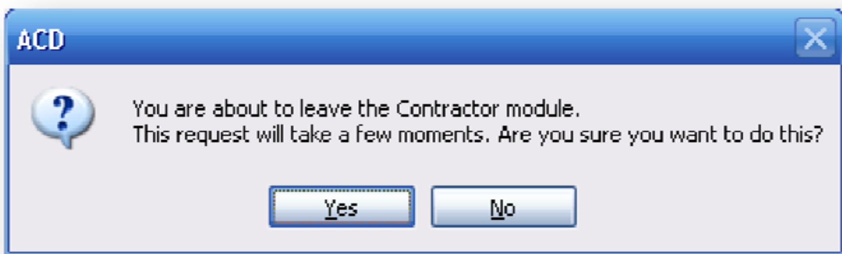
Contractor to Contract Detail.

While viewing the list of contracts on the Contract Tab, in the Contractor module, select a contract row and either:

- Double-click the datagrid row, or
- Click the 

button.

A message will pop up, asking to verify that you want to leave the Contractor module and go to the Contract Detail screens:

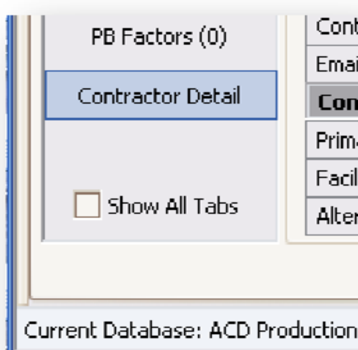


Click yes to leave the Contractor Module and go to Contract Detail, Page One.

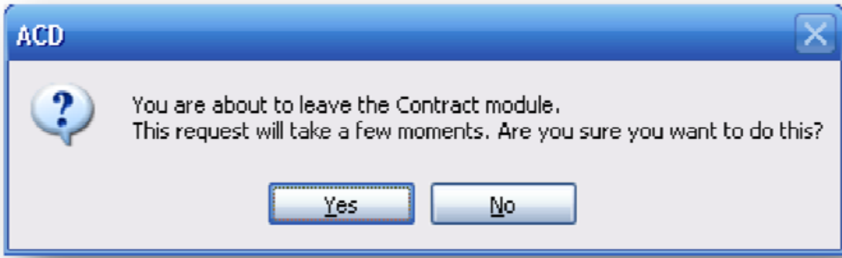
Contract to Contractor Detail.

And likewise, it is easy to move back to the Contractor Detail page from either Page One or Page Two Contract Detail screens:

- Click the Contractor Detail button on the left side Navigation Console:



A message will pop up, asking to verify that you want to leave the Contractor module and go to the Contract Detail screens:

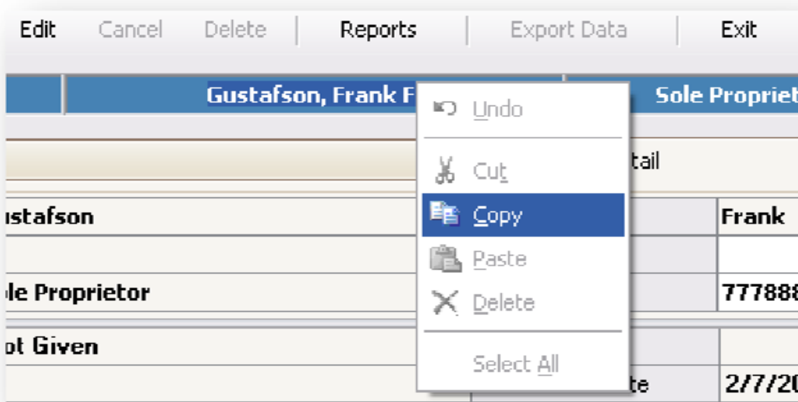


Click yes to leave the Contract Module and go to Contractor Detail.

Select Label Values to Copy/Paste.

The labels on the top menu status bar area in both Contractor and Contract modules can be selected, and copied into the Windows clipboard. This can be very useful for copying and pasting Contract Name, DSHS Index, and Contract Number values. Here is a demonstration where the Contractor Name will be copied:

- Select the Contractor Name in the blue label area, using the Mouse pointer.
- Right click and a Windows popup displays, presenting the choice to Copy:



- Once copied into the Windows clipboard, this value can be pasted into an email, search screen, Word document, or any other standard Windows program control.

Chapter
1

Chapter 1 – ACD Login Screen

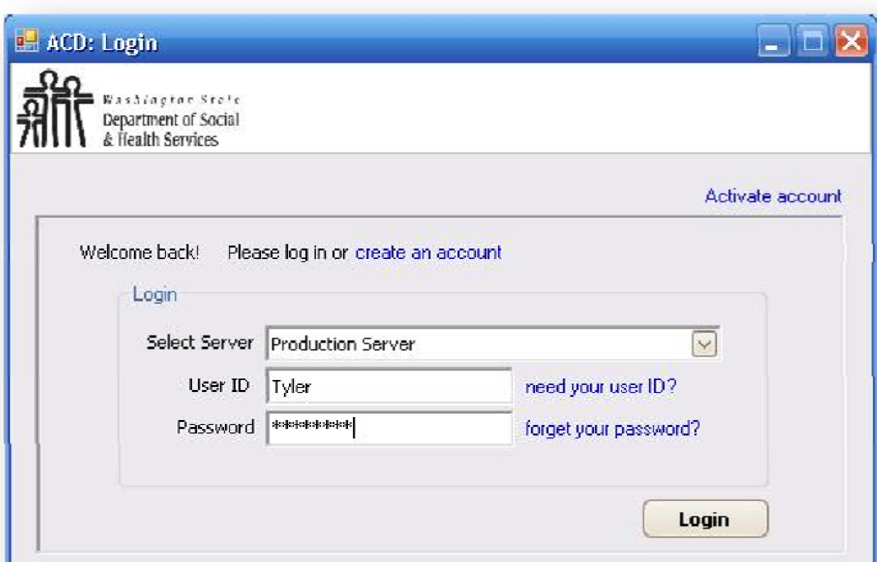
Access to the ACD is now managed through SecureAccess Washington (SAW) – a service of the Department of Information Systems. There is a separate comprehensive manual which details the steps and screens involved in setting up and managing a SAW account, and ACD profile. For this manual, only the process of logging in with an existing account is covered. Please visit our ACD webpage for the full login manual.

System Login

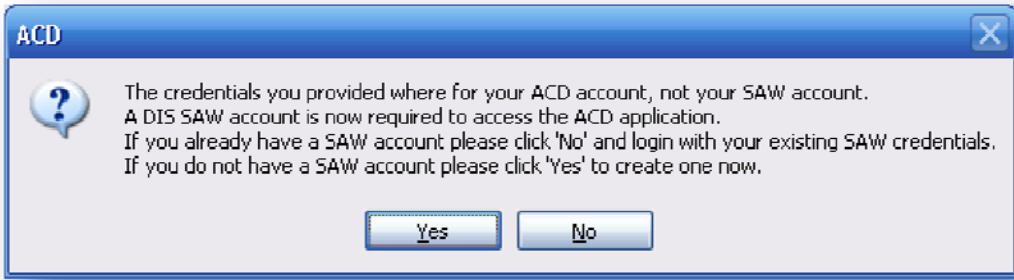
User has ACD Profile, but no SAW Account.

The first time that an ***existing ACD user*** logs into the new ACD system, that user will need to establish a new SAW account. First, choose the Production Server from the Select Server drop-down, then enter your current ACD login, and password.

Enter "Old" ACD Login.

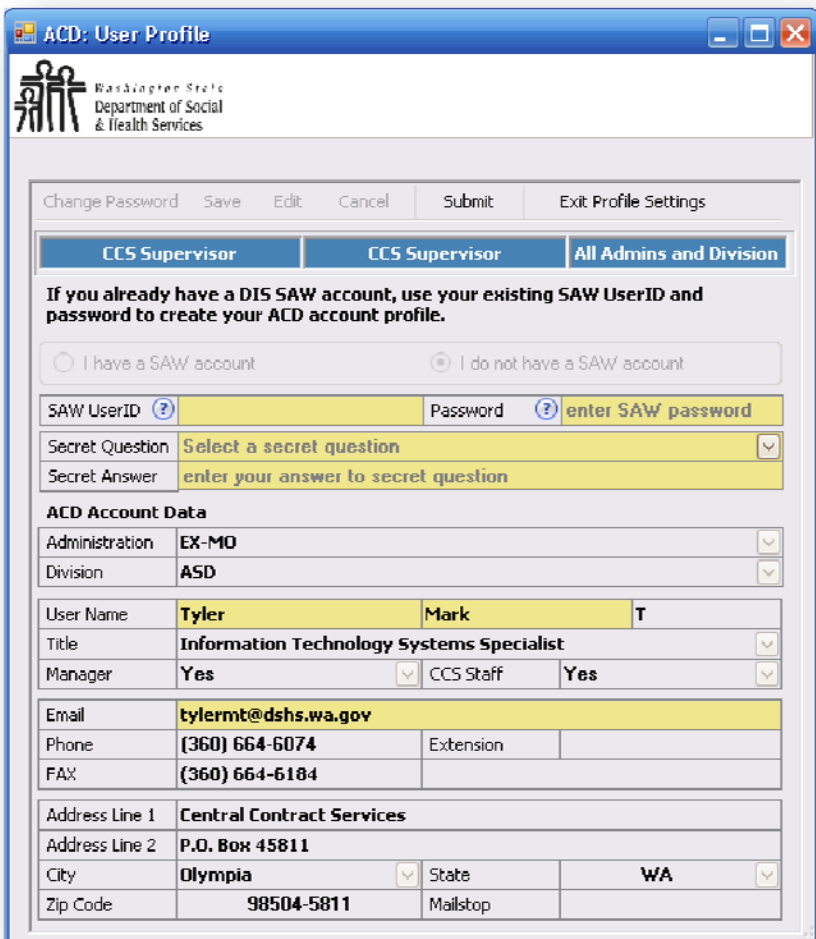


Click Login, and you'll receive the following message about creating a new SAW account:

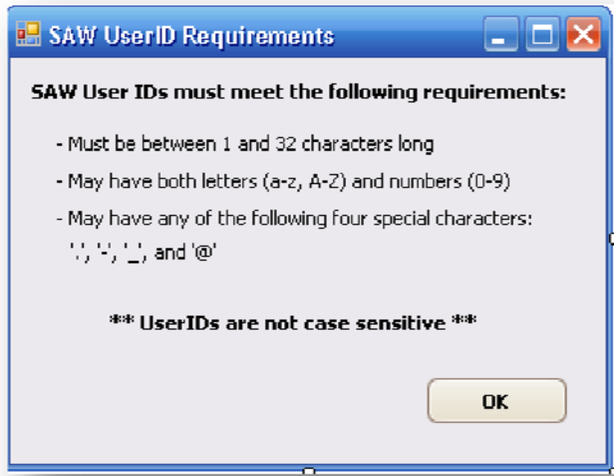


Create SAW Account.

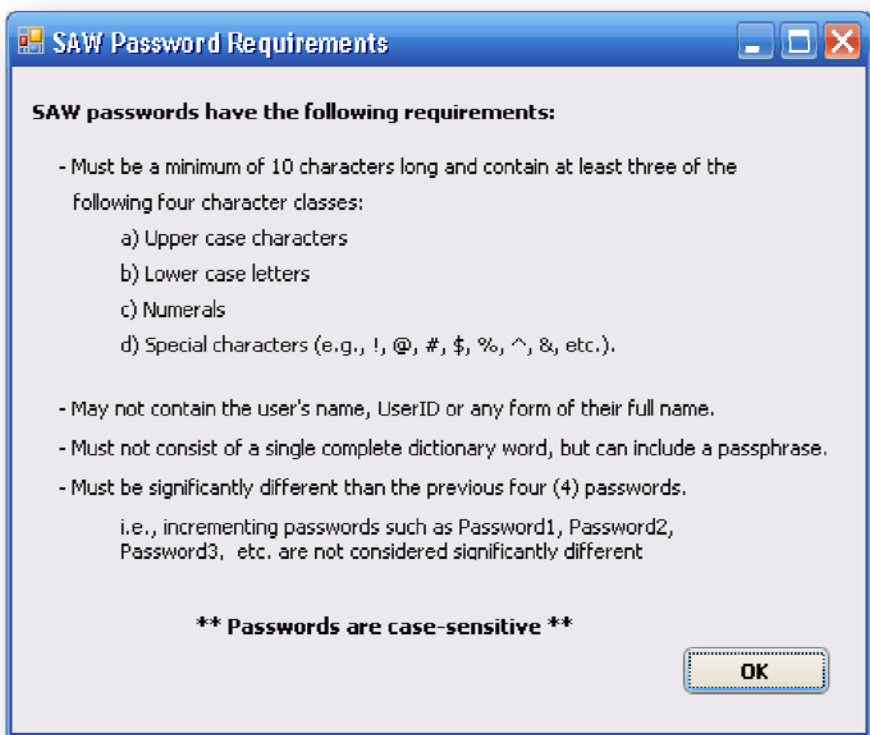
Click Yes, and the SAW account screen will open, where you can create that account. This is a one-time process that allows access to the ACD over the Internet, regardless of the user's location inside or outside the State Governmental Network. Here is the SAW account screen:



Complete the form in its entirety, including designating a new SAW User ID, and password. There are some rules for user IDs – click on the **?** button and the info pops up:

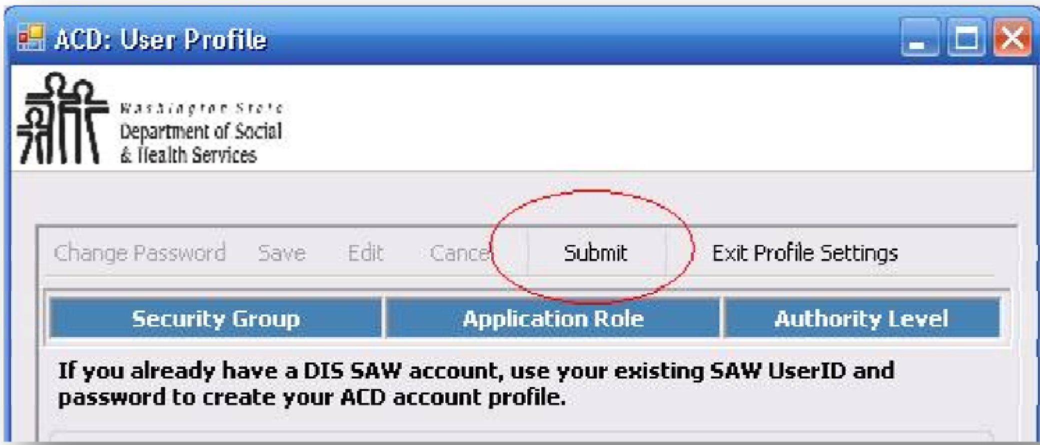


Likewise, passwords have rules – click on that **?** button and the info pops up:



Submit and Activate SAW Account.

Once the form is complete, click the Submit link at the top.



You will receive a verification email that will contain your activation code, needed for the next and final step in the SAW process. Click the Activate Account link near the top of the login form:

Type in your SAW User ID that you've just created, and the activation code from the email:

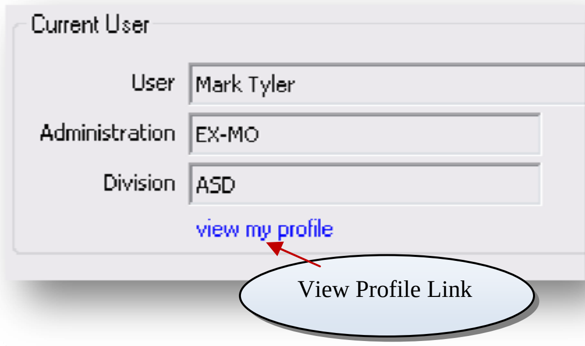
Click submit, and you'll be back at the Login screen. Click Login, and you're in:

Now you'll be able to navigate to the Contractor and Contract modules.

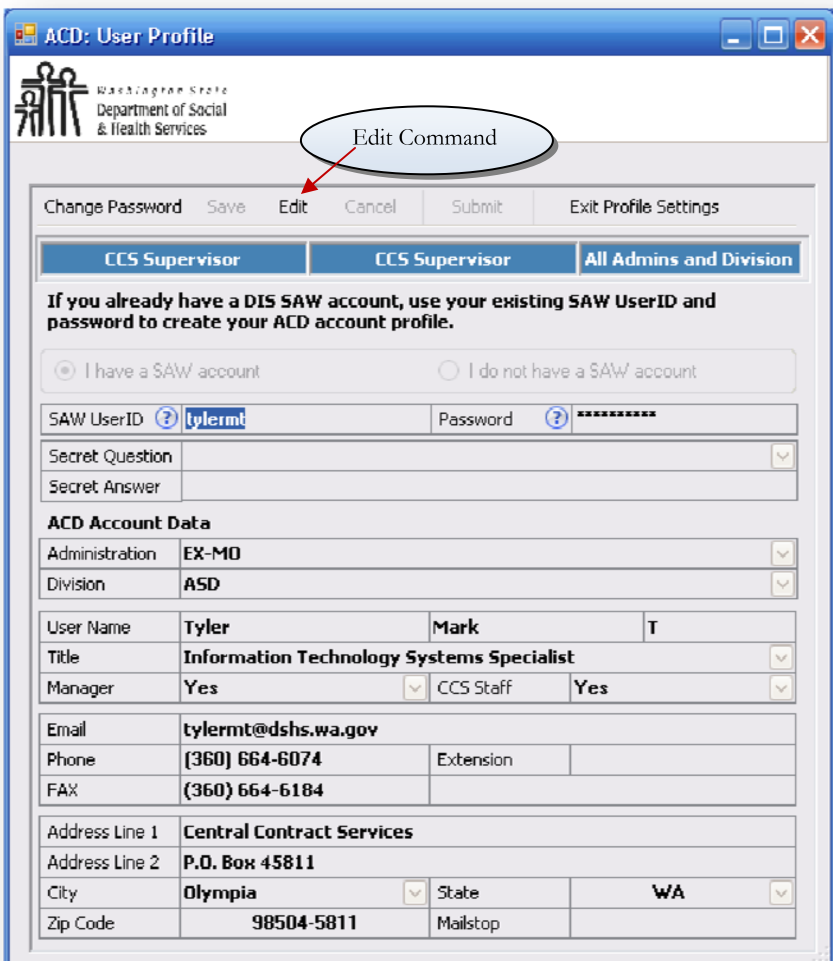
Modify ACD Profile

Change Address, Phone, Email, or Password.

If a user needs to change elements of the ACD login, click on the "View my profile" link on the login screen:



The Profile screen will open – click on Edit to enable editing your profile record:

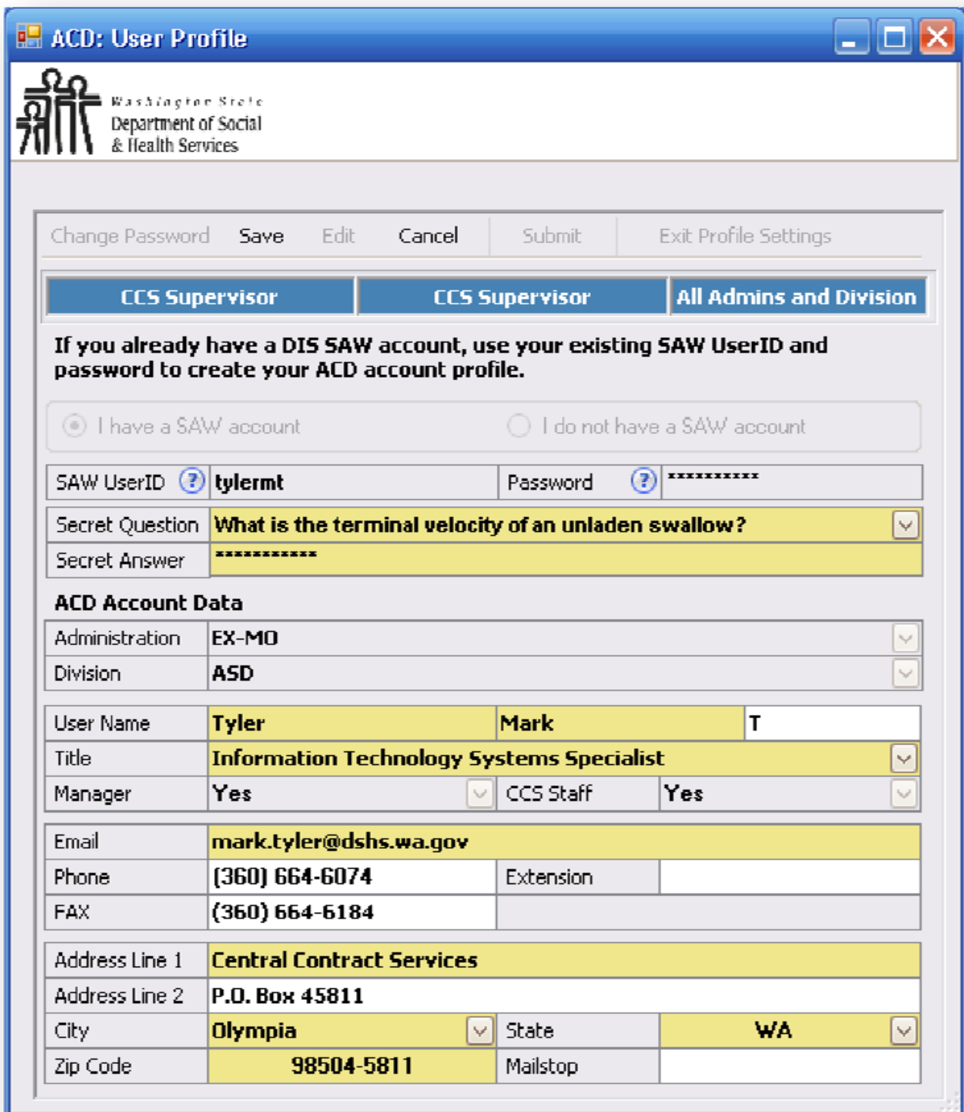


Once in Edit mode, the user can change their name, address, phone, email, and other details. The user cannot change their DSHS Administration or Division settings, or their Contract Manager or Access Level designations. Please call or email Central Contracts for assistance with those issues.

Profile Editing Tip:

Fields highlighted in Yellow are required on this screen. Fields in Gray cannot be edited by users; fields in White are optional and can be edited.

Once editing is complete, click **Save** – but remember first to answer the **Secret Question** that was chosen when the profile was set up!



Click **Exit Profile Settings** to get back to the ACD main screen.

Chapter

2

Chapter 2 – ACD Contractors Module

This section will describe the functions of each screen on the Contractors Module.

Search

The Contractor Search function allows users to find a specific contractor using a combination of search criteria. The Contractors module opens to the Search screen and presents the user with the following search methods and criteria:

Search Criteria Fields

This version of the ACD has been simplified to combine all Contractor search into one search screen. Sole Proprietors, Non-Profits, Governmental Entities, and all other contractors can now be found on this one search screen. The screen allows searches on the following fields:

Field Descriptions:

- DSHS Index. Default search is “equals” – by ACD assigned Index number.
- Tax ID Number. Default search is “equals” – by either SSN or EIN w/out dashes
- UBI Number. Default search is “equals” – by WA Universal Business Ident.
- Search Name. Default search is “contains” – also by Contractor’s name.

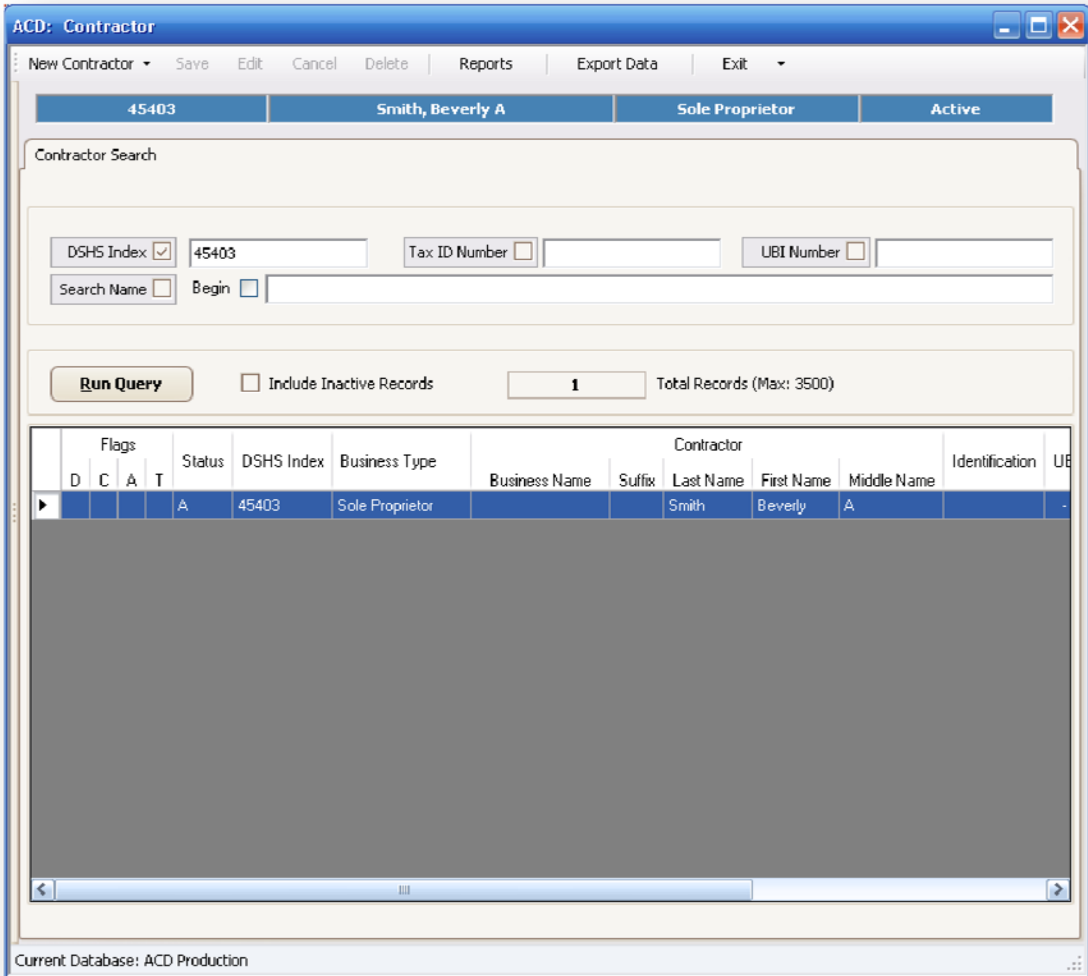
Search Update – Two Big Changes in the ACD:

1. **Auto-Checking of Field Checkbox**. Each field has a checkbox that can be used to include that field in the search. Now, users can just start typing into a field, and the check box automatically is checked.

2. **Enter Key works to Run Query**. Yes, that’s right! Just hit Enter to run an ACD search. The Run Query button is still there and can be clicked, but the Enter key will perform the search if your hands like to stay on the keyboard.

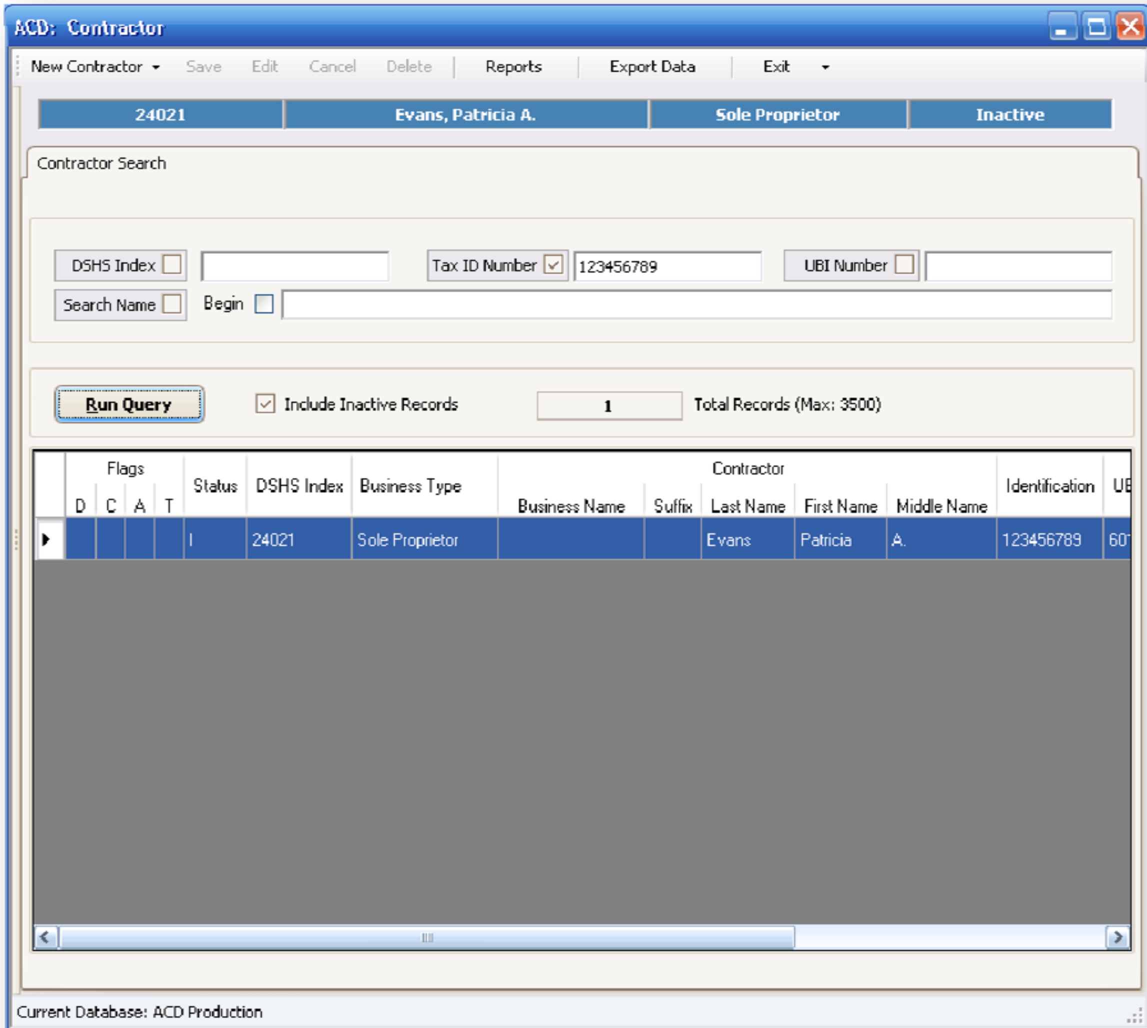
Search Method – Example:

The following example shows a search for **DSHS Index number 45403**. That value is entered into the search field and then the Run Query button is used to return the single record where the Index Number equals that value.



Search Method – Example:

A similar method can be used for a search on Tax ID number. The following demonstrates searching for a Tax ID Number "123456789" – please note that the EACD *does not use dashes* in the Tax ID number:



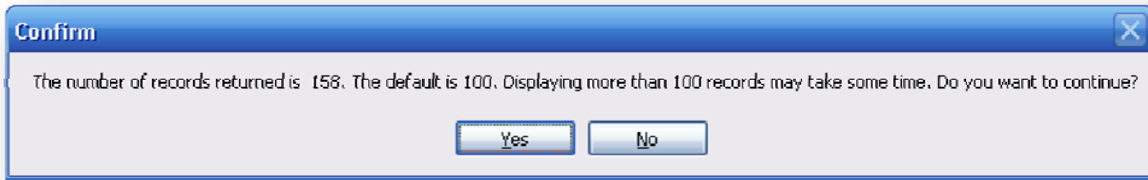
Notice an important detail about this Contractor record – the status is "Inactive" and the search screen has the "Include Inactive Records" checkbox checked.

When a data cleanup was done a few years ago on ACD information, any contractor at that time who had not had an active contract in the last two years, was set to Inactive. Including the Inactives checkbox will ensure a contractor search returns even those contractors who may not have had a contract in a while.

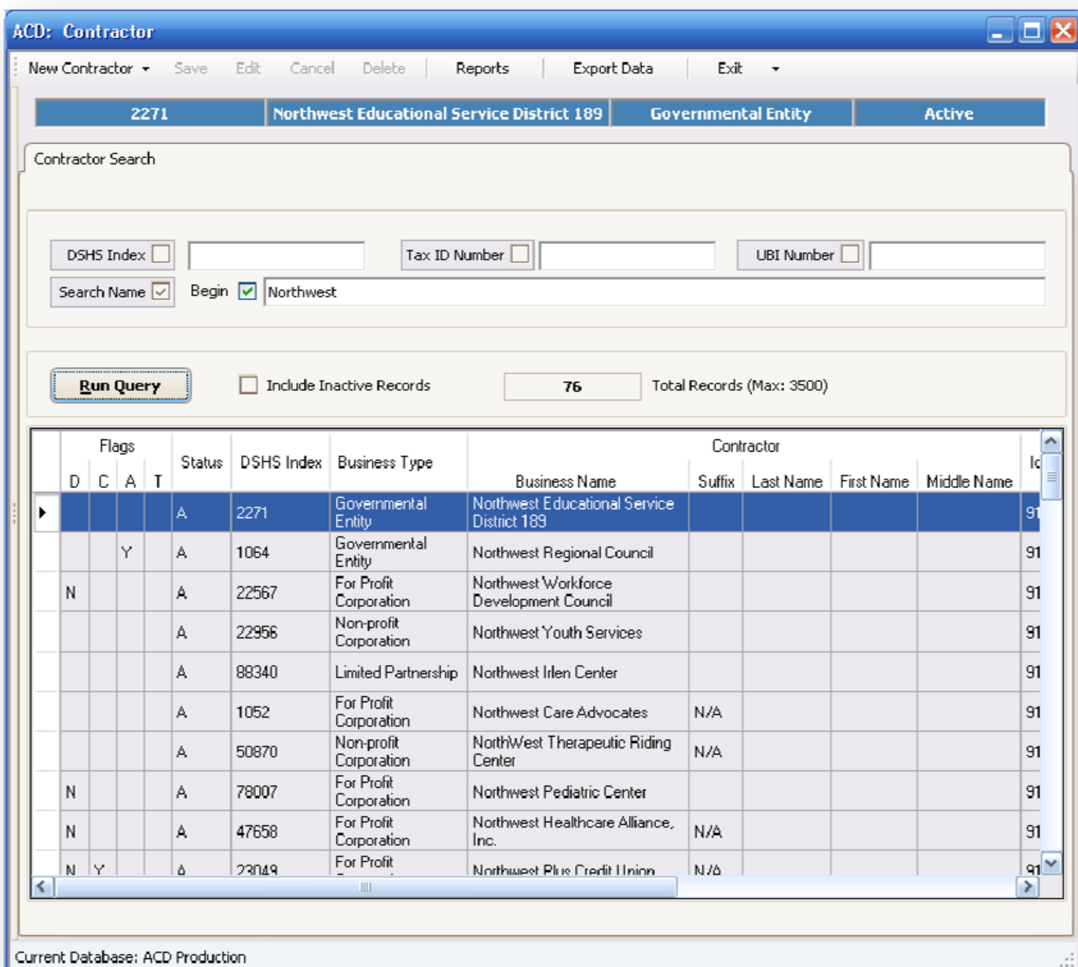
Central Contracts staff can reset a record to Active, if a new contract is going to be produced.

Search Method – Example:

Another common search method is to find a contractor by their name. The Search Name field in the ACD looks for any name that "Contains" the text that is typed into the Search Name box. A good example of this would be to search for "Northwest." With only that word in the field, running the search will first return the following message:



There are two ways to narrow the search: (1) Add another phrase or part of the Contractor's name; or (2) Use the "Begins" checkbox to filter for contractors whose name ***starts*** with the word Northwest. Here is a screenshot of the Begins checkbox, and the search results:



Search Results

The results for your contractor search are displayed in a data grid below the ***search criteria*** fields. The default sort method for these results is by **DSHS Index Number**. Most Contractor Intake field columns are shown on the results grid – here are some key fields:

- ***Flag Fields.*** There are flag four alert fields which indicate the following:
  - **D column – Yes/No** – Contractor Reported Default on the Intake Form
  - **C column – Yes/No** – A comment exists in the Comments screen
  - **A column – Yes/No** – Audit data exists on the Contractor Audit screen
  - **T column – Yes/No** – A DSHS contract has been terminated for default
- ***Status***. Displays an "A" for Active contractors and an "I" for Inactive.
- ***DSHS Index.*** This column displays the unique Index number the ACD assigns to each Contractor.
- ***Business Type***. Displays the type of business entity of the contractor; i.e. Sole Proprietor, Non-Profit Corporation, Governmental Entity.
- ***Business Name.*** This field displays the Contractor's Legal name. This field will be blank for a sole proprietor.
- ***Suffix***. This field displays any suffix, such as Jr. or Sr, that may be part of the contractor's name.
- ***Last Name, First Name & Middle.*** These fields display the Last, First and Middle Names of a sole proprietor. These fields will be blank for a business such as a non-profit, or a governmental agency.
- ***Identification.*** This column displays the tax identification number (SSN or EIN) for each Contractor.

Sorting Search Results.

Any columns that you want to sort from ***A to Z***, or ***1 to 10*** can be sorted in the Contractor Search data grid by clicking on that column heading.

Active Controls when Viewing Search Results

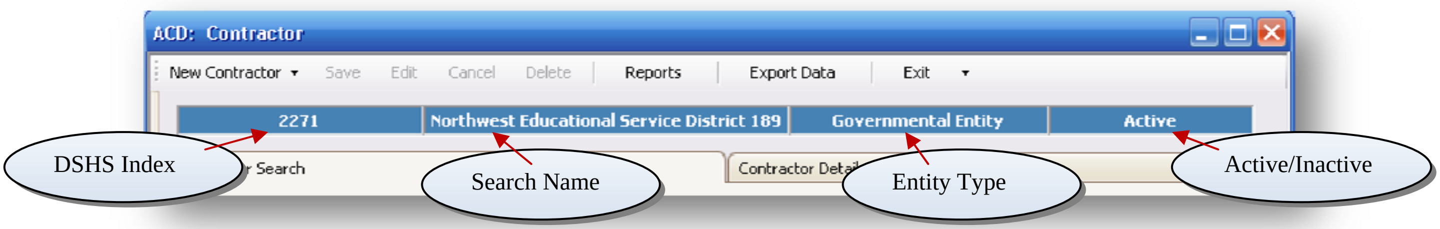
The following is a visual depiction of the navigation controls at the top of the Contractors module, when the user is viewing the list of search results:

Button Descriptions:

- **New Contractor Button**. Click on this button to start a new intake record; first choosing whether for a sole proprietor or other business type/governmental entity.
- **Reports Button**. This button will open a browser window with the old ACD Standard Reports module.
- **Export Data Button**. This function works for any screen in the ACD where there are records in the datagrid. Click the button once, and an Excel spreadsheet is created from the records that are displayed on the datagrid.
- **Exit Button/Drop-Down Selector**. Click on the Exit Button to select whether to exit the application, or exit the Contractor Module and go back to the Login screen. The user is first prompted to be sure that they want to exit.

Blue Status Bar Indicators:

The blue Status Bar underneath the navigation controls displays relevant information about the current Intake record. From left to right, those indicators are:



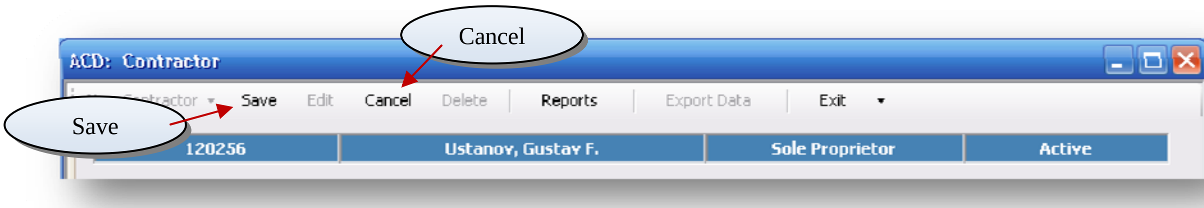
- DSHS Index Number. The Index number for the current record is displayed.
- Contractor Search Name. The Search Name for the current contractor record is displayed – Search Name for a sole proprietor is: Last Name, First Name, Middle Initial. For any other business type Search Name is identical to the contractor's legal name.
- Entity Type Indicator. This indicator displays the business type for the current contractor.
- Active/Inactive Indicator. This displays whether the contractor has been active, with recent contracts in the ACD.

Copy to Clipboard Tip.

The indicators in the blue status bar can be ***selected*** and ***right-click or Ctrl-C copied*** into the Windows clipboard, and pasted into any text box, search box, etc.

Active Controls When Editing Contractor Intake Records

The following is a visual depiction of the edit controls at the top of the Contractors module, when the user is editing a contract record:

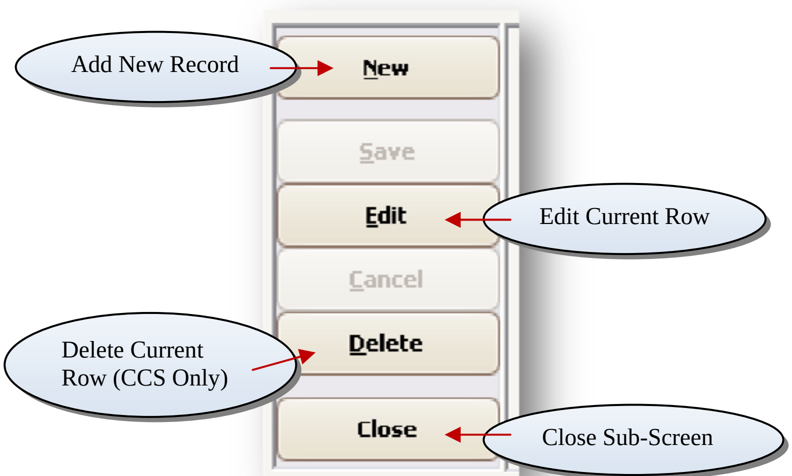


Button Descriptions:

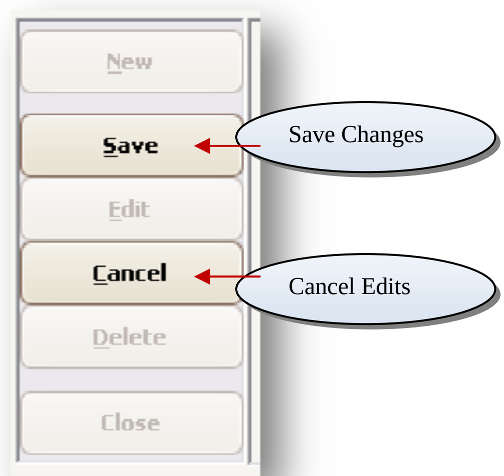
- Save Button. One click will save changes to the current Contractor record.
- Cancel Button. One click will cancel edits, reset any fields to the way they were before editing, and set the application back into Browse mode.

Subscreen Add, Change and Delete Controls:

Each Subscreen, or Tabbed Screen, has controls that allow the user to edit, save and delete records. The following visual depiction shows the controls used to make changes and save records in each subscreen:



Subscreen Controls Browse Mode



Edit Mode

Intake Detail

After searching for an existing contractor and finding a record that matches, double-click on that row to open the Intake Detail screen.

The Intake Detail screen is where the Contractor's demographic information is stored, including name, mailing and email addresses, telephone numbers, and Office of Minority & Women Owned Business Enterprise (OMWBE) data. To start a new contract, the Contractor's Intake record must have been updated from a signed Intake form within one calendar year. The relevant date is noted in the Intake Date field on this screen.

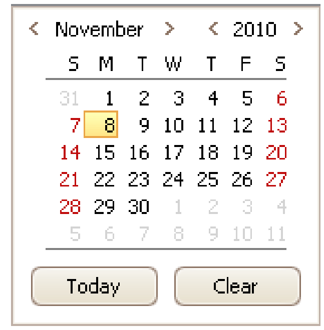
Intake Screen Fields – Sole Proprietor

Most DSHS Contractors are Sole Proprietors, who provide client services directly to DSHS clients. The Intake screen begins with fields for the Contractor's name segmented into last name, first name, and middle name. Type the Contractor's information into the relevant field, then Tab to the next field (you can also Shift-Tab back to the previous field). Here are some tips on particular fields on this screen:

- ***Suffix***. This field records name suffixes, such as Jr. or Sr. Professional titles, such as M.D. or PhD., should not be entered in this field.
- ***Contractor Type***. Refer to the Contractor's hard-copy Intake Form to determine how the Contractor has identified their business organization. For a Sole Proprietor, this field is automatically filled in by the ACD and cannot be changed.
- ***SSN/EIN (Tax ID Number)***. The ACD records the 9 numeric digits of the SSN **excluding** the dashes. Plus, starting with this version of the ACD, we must identify which type of Tax ID the contractor uses, by choosing either EIN (Employer Identification Number) or SSN (Social Security Number) in the drop-down.
- ***Default Reported***. This is a Yes/No field that records the Contractor's answer on the Intake form. If the contractor did not answer this question on the form, leave the field blank.
- ***Fiscal End Date***. By default, and by definition, a Sole Proprietor's fiscal end date is 12-31. This field cannot be edited.
- ***UBI Number***. If the Contractor has supplied their Universal Business Identifier (UBI), as issued by the WA State Department of Licensing, please enter that number. Many Sole Proprietors do not have a UBI number and the field is left blank.
- ***Intake Form Date***. This field records the date the Contractor signed the certification section of the Intake Form. Users can enter the date manually, inserting the number into the supplied mask in "MM, DD, YYYY" format, **OR** click on the drop-down to bring up a date calculator. Double-click on the date the Contractor signed the Intake Form and that date will be inserted into the field.
- ***Ethnicity***. This field has a drop-down set of choices that can be selected to match the information the Contractor has supplied on the Intake Form. If the Contractor has left the intake form blank, leave the field blank as well. Do not assume ethnicity information – do not supply any answers the Contractor has not specifically given.

- ***Referral***. The referral field is used by some programs to track a Contractor's service availability for referring multiple clients. This field should only be used when so instructed by the Key Contract Coordinator.

> TIP:
>
> The date calculator is found throughout the ACD and is very useful. A blank date field will bring up the date calculator with today's date selected. It will default to the displayed date for a field that already has a date inserted. The "arrow" buttons at the top of the tool let you navigate to Previous Year, Previous Month, Next Month, and Next Year.



Intake Screen Fields – Other Entity

Some DSHS contractors are corporations, partnerships, governmental entities, or other types of organizations. The Intake screen begins with one field for the Contractor's name. Enter the name exactly as supplied by the Contractor on their Intake Form--do not use all capital letters if the organization does not capitalize their name. Users can Tab between fields or use Shift-Tab back to a previous field. Here are some tips on some particular fields on this screen:

- ***Contractor Type***. Refer to the Contractor's hard-copy Intake Form for the Contractor's business organization. This field has a drop-down set of choices. No custom entries are allowed. Please contact CCS if you are unsure about the appropriate type for your Contractor.
- ***Federal ID Number (EIN)***. The ACD records the 9 numeric digits of the EIN **excluding** the dashes. Plus, starting with this version of the ACD, we must identify which type of Tax ID the contractor uses, by choosing either EIN (Employer Identification Number) or SSN (Social Security Number) in the drop-down.
- ***Default Reported***. This is a Yes/No field that records the Contractor's answer on the Intake Form. If the Contractor did not answer this question on the Intake Form, leave the field blank.
- ***Fiscal End Date***. Enter the Month and Day in "MM-DD" format that the Contractor has indicated is their annual fiscal end date.
- ***UBI Number***. If your contractor has supplied their Universal Business Identifier (UBI) as issued by the WA State Department of Licensing, enter that number in this field.
- ***Intake Form Date***. This field records the date the contractor signed the certification section of the Intake Form. You can enter the date manually, inserting the number into the supplied mask in "MM, DD, YYYY" format, **OR** click on the drop-down button to the right of the field to bring up a date calculator. Double-click on the date the contractor signed the Intake Form to insert the date into the field.
- ***Ethnicity***. This field has a drop-down set of choices that can be selected to match the information the contractor has supplied on the Intake Form. If the contractor has left the intake form blank, leave the field blank as well. Do not assume ethnicity information – do not supply any answers the contractor has not specifically given.

- ***Referral***. The referral field is used by some programs to track a Contractor's service availability for referring multiple clients. This field should only be used when so instructed by the Key Contract Coordinator.

> TIP – Addresses in the New ACD:
>
> Contractor Addresses are managed on the Intake/Contractor portion of the ACD. It is important for DSHS contracts staff to help to keep contractor information better organized. Use the Intake Detail screen to record the contractor's primary "Default" address, and use the Intake Address screens to record all of the other addresses. ***Don't ever delete an address*** – instead edit the Address Description field to tell the story of the history of particular addresses.

Intake Screen Fields – Common

Sole Proprietors and Other Entities share common fields, after the name section. Here are some tips on some particular fields on this screen:

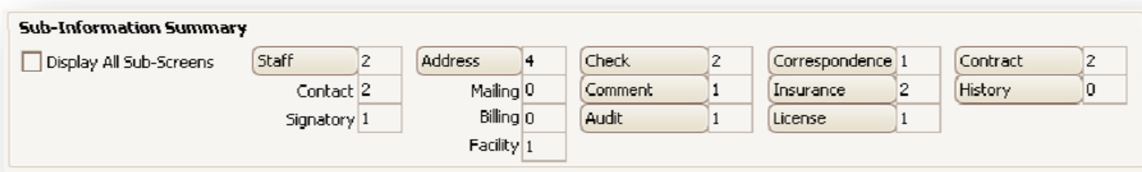
- ***Address Lines 1 & 2***. Only Address Line 1 is required, but both may be used, if necessary.
- ***Address Description***. This is a text field that is optional – please use it to describe the contractor's Default address record that is displayed on this screen. For example, a Sole Proprietor may have only one address, so the description might be: "Contractor's mailing and home address." A business organized as a Corporation might have an address description for their main office such as: "Company Headquarters location."
- ***Country***. This version of the ACD will now accept addresses from other Countries. Please use the drop-down to select the correct country for the contractor's address. As with all other drop-downs, if the value you need is not in the list, please contact CCS for assistance.
- ***State & County***. If a city name in Washington has been entered in the City field, the County field will automatically fill in. The state field will default to WA, but the drop-down button can be used to select another State. If a WA city is designated for the wrong county, contact CCS so the correction can be made to the lookup table.
- ***City***. The ACD has a built-in lookup table of all cities in Washington. As you type in a city name, the field is filled in with the match from the table. If the contractor is in Washington and their city name is not in the lookup table, contact CCS so the missing city name can be added to the table.
- ***Zip Code***. This field **requires** the five-digit zip code; the zip + 4 format may be used. For addresses in other countries, the Zip field looses it's format mask, and any sequence of text and numbers can be typed in, e.g. Canadian zip like: V5A 3W0.
- ***Email Address***. This is an optional field.
- ***Telephone & Fax Number***. Input masks automatically put parentheses around the area code and a dash in the phone number. Tab into the field, rather than mouse

clicking into it. It's difficult to mouse click into the precise entry point of the field, whereas Tabbing in will take you to that point every time.

- ***Contractor Ownership Fields***. If the contractor has supplied OWMBE information about their business ownership, complete the appropriate Yes/No field. For example, if the contractor indicates they are minority owned, click the drop-down and Yes in that field. Then, if the contractor has supplied an OMWBE certification number, the Yes answer in the ownership field opens the certification field so that you can enter that number. Otherwise, the certification field is not open for edit. As with other data, only enter data the contractor has supplied – do not make assumptions about their ownership status.
- ***Contractor Contact Person***. For a sole proprietor, the contact person is usually the contractor themselves. The contact name fields will be AUTOMATICALLY filled when Save is clicked. For other business types, Contact names are entered on the Staff screen.

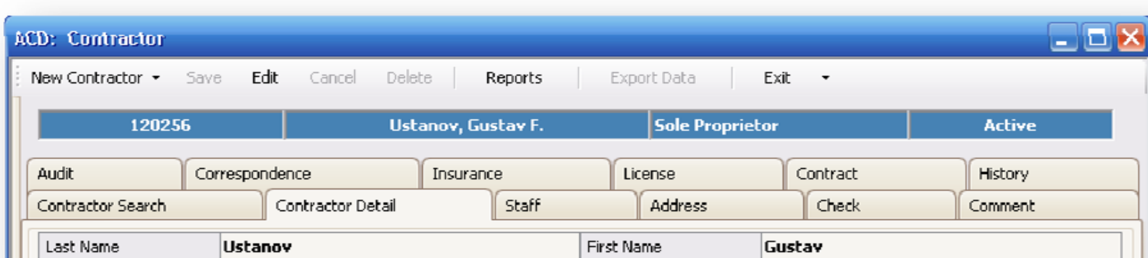
Intake Screen Console and Tabs Control

Users can navigate to the sub-screen tabs that contain additional information about the contractor by using the Sub Information Summary "Console" at the bottom of the Intake Detail screen:



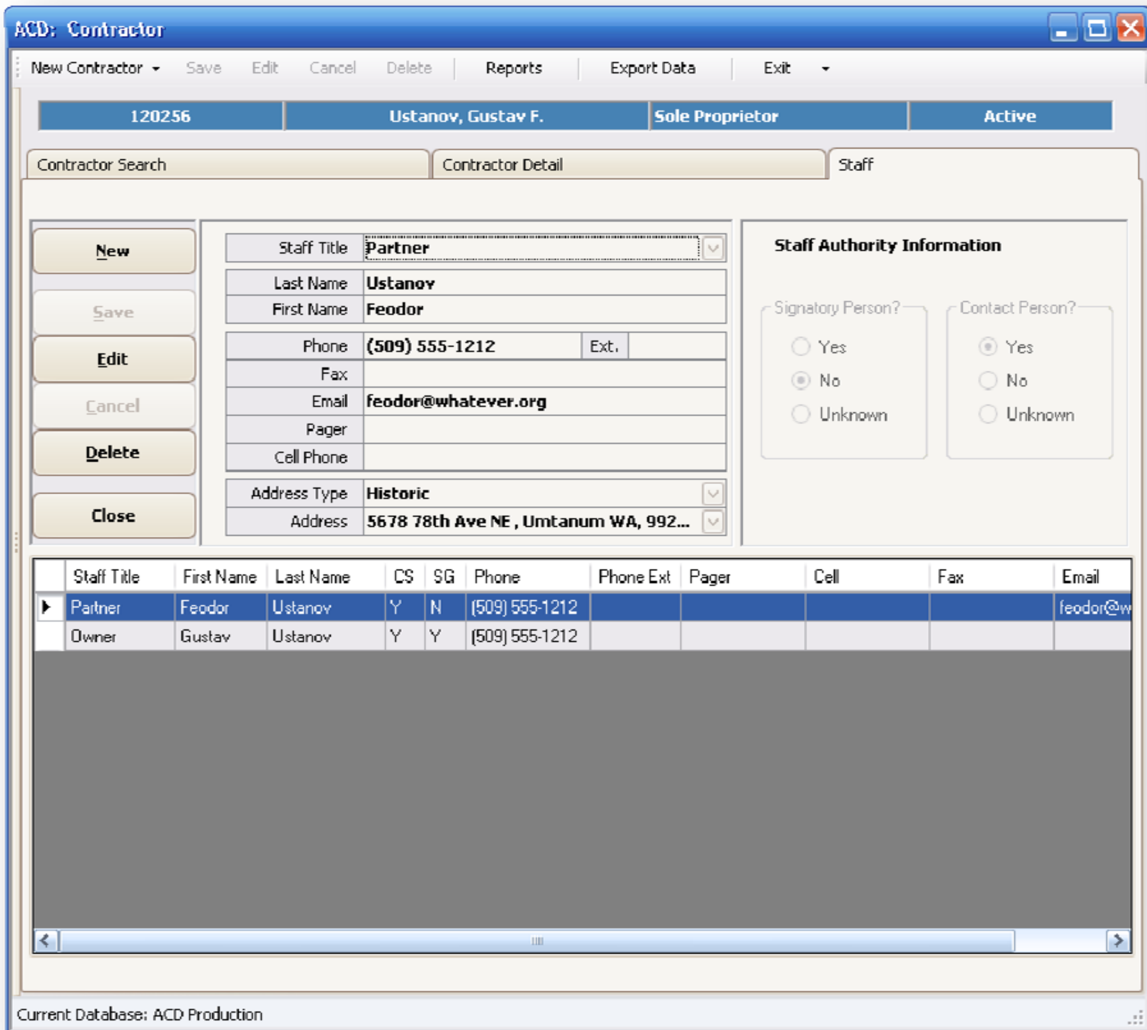
This console gives users the ability to go directly to each sub-screen, with a single mouse click on the screen name/button. And a number is displayed to the right of each screen button, telling the user how many records can be found on that sub-screen. For example, the picture above shows that this contract has two staff, and four addresses entered on the staff and address screens respectively.

The "Display All Sub-Screens" checkbox will turn on tabs, if the user prefers to navigate around the screens by clicking on tabs at the top. Here is what that looks like:



Contractor Staff

The Contractor Staff screen is used for managing owners and staff who work for a specific contractor. Staff can be designated as contacts and signatories for contracts.



Starting a New Record

- Click on the 

 button to start a new record;
- Choose Staff Title from the drop-down menu;
- Type the staff member last name and first name;
- Select whether the staff member is authorized to sign contracts. If you are not sure then you must indicate Unknown.
- Select whether the staff member is a contact person for contracts.
- Choose the Address Type and Address the staff person is associated with.

- To save the record, click the  button.

You can add as many records as you need.

To add another record, repeat the same process.

Editing an Existing Record

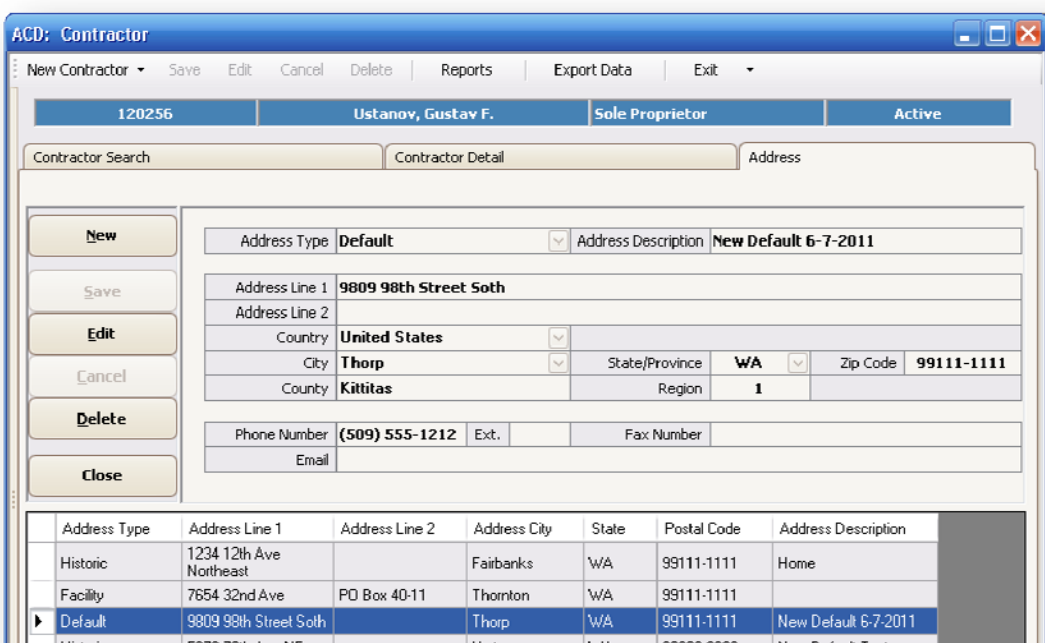
To edit an existing staff record, first select that record by clicking on that row in the datagrid. Then the detail for that record displays in the top half of the screen.

- Click on the  button to edit the record;

- Make any changes needed to the name, title, phone, etc. Note that for a Sole Proprietor Owner record, the name cannot be modified. Call CCS staff if a Contractor name needs to be changed.
- To save the record, click the  button.

Contractor Address

The Contractor Address screen is where users can manage contractor addresses, so they can be organized and attached to specific contract records as needed.



Starting a New Record

- Click the 

button to enter a new Address;
- Choose the appropriate Type of Address from the drop-down list;
- Enter the other address information into the appropriate fields;
- Click the 

button to save records.

You can add as many Addresses as needed, but only one Default address is allowed per contractor.

To add another record, repeat the same process. If you designate a new address as the Default, a message will ask if you want to designate the old Default address as Historic. Click Yes, and your new address is now the Default.

Editing an Existing Record

To edit an existing address record, first select that record by clicking on that row in the datagrid. Then the detail for that record displays in the top half of the screen.

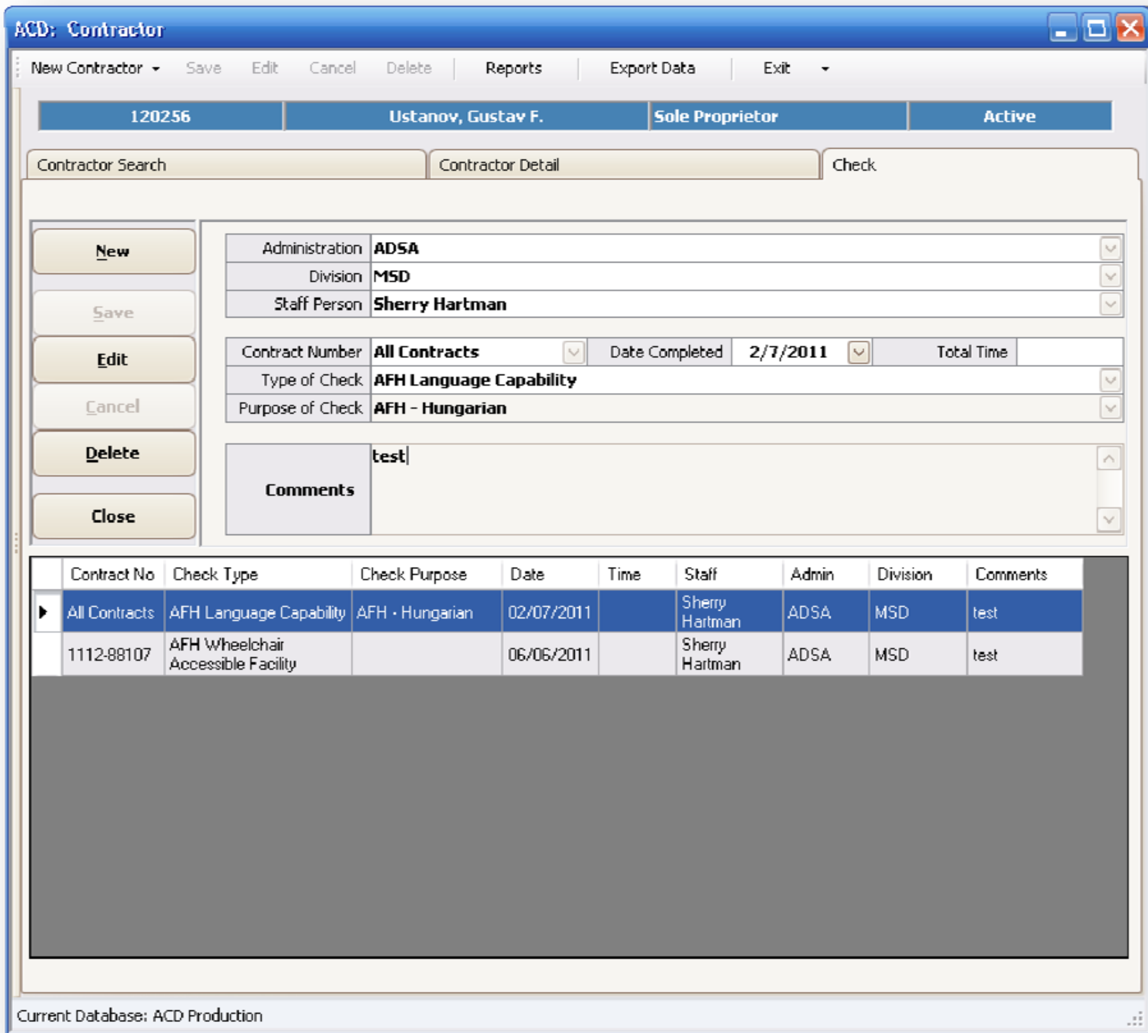
- Click on the 

button to edit the record;
- Make any changes needed to the street address, city, state, etc.
- To save the record, click the 

button.

Contractor Checks

The Contractor Checks screen tracks useful information about contractors – from background check dates to completion of various training requirements.



The fields on this screen are somewhat different from other screens. Here are some notes about how they work, and what they're for:

- ***Completed.*** This is a standard date field where you can record the date the check or training was completed. Note that the Date Calculator button is available on the right side of the field;
- ***Total Time***. This field records the number of "credit" hours and minutes that the contractor should get for a training event. This is particularly needed for the ADSA Continuing Education courses. Values are entered in hh:mm format, such as 02:30 for two hours and thirty minutes.

- ***Contract Number Field***. If the particular Checks record applies to a specific contract, that contract number can be selected in the dropdown menu. You can select ALL if the check is applicable to all of the contractor's contracts.
- ***Comments Field***. Type comments, up to 100 characters, directly into the field. Remember that contents of the ACD are subject to public disclosure, so be judicious in remarks.
- ***Type of Check***. This field records the information about what type of check or training the contractor completed;
- ***Purpose of Check Field***.. The Purpose drop-down list shows choices based on the selection of the Type of Check. The following list shows the applicable Types, and their respective Purposes:

Type: *BCCU - Background Check Central Unit Check*

Purposes: - BCCU Check Completed

- BCCU Check Mailed to AAA

Type: *Caregiver Training*

Purposes: - Revised Fundamentals

- Modified Fundamentals Self Study

- FOC Video

- FOC Translated

Type: *IP Contract Translation Provided*

Purposes: - IP Translation - Russian

- IP Translation - Korean

- IP Translation - Spanish

- IP Translation - Vietnamese

- IP Translation - Chinese

- IP Translation - Laotian

- IP Translation - Cambodian

Type: *IP Orientation*

Purposes: - Orientation Scheduled

- Orientation Completed

Starting a New Record

- Click the 

button to enter a new Check;
- Choose the appropriate Type of Check from the drop-down list;
- Choose the appropriate Purpose of Check from the drop-down;

- Click the 

button to save records.

You can add as many Checks or Training records as needed.

To add another record, repeat the same process.

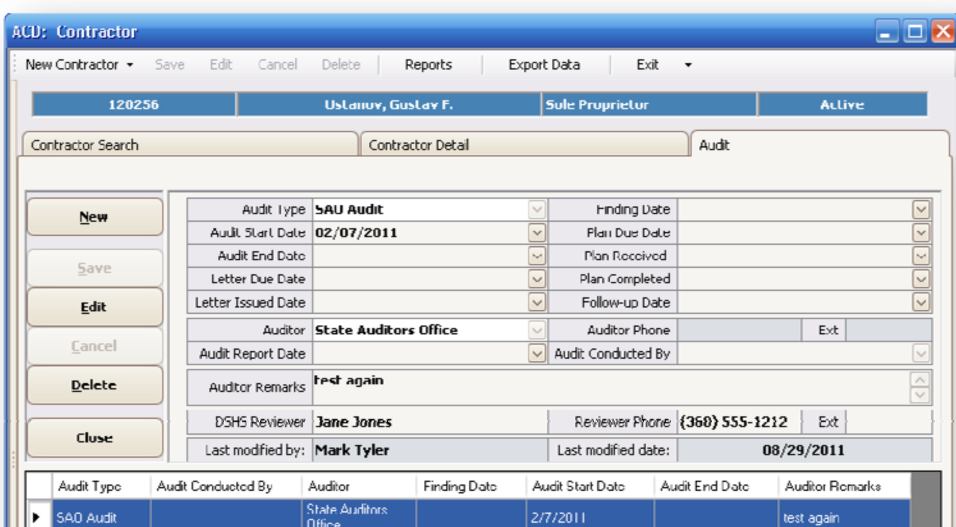
Contractor Audit

The Contractor Audit screen is in addition to the Audit screen in the Contracts section. This screen is used for recording audits that are related to the contractor, rather than to a specific contract – for example, A-133 Single Audit Act audits of Subrecipients are done for a contractor. Audits specific to a contract can still be recorded in the Contract Audit screen, described later in this manual. This screen functions as follows:

- Click the 

button to add a new record;
- Choose an Audit Type from the drop down list;
- Enter the correct dates into the appropriate fields;
- Choose the Auditor Name from the dropdown list;
- Type in the DSHS Reviewer Name from the dropdown list;
- Input the audit dates that are appropriate – each date field has a date calculator;
- Type comments directly into the Auditor Remark field – approximately 255 characters of text can be entered, which is about three full lines;
- Text can also be pasted into the field using the Windows standard Ctrl-V paste command;
- Click 

to save the record.



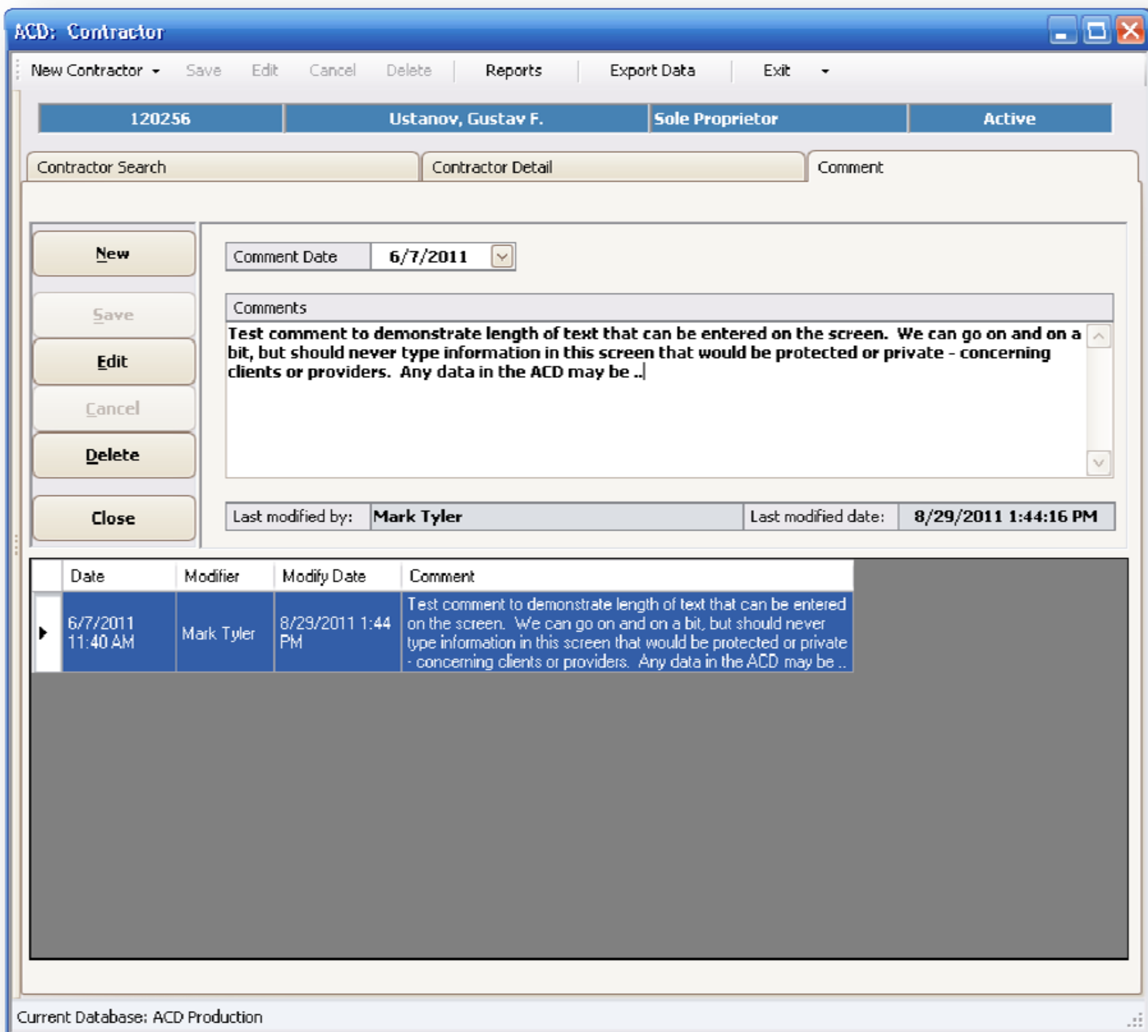
Contractor Comments

The Contractor Comments screen is designed to share appropriate information between programs. Remember, all information in the ACD is subject to public disclosure, so be judicious in remarks. Here are the steps to entering a comment:

- Click the 

button;
- Choose a Comment Type from the drop down list;
- Type comments directly into the Comments field – approximately 255 characters of text can be entered, which is about three full lines;
- Text can also be pasted into the field using the Windows standard paste command (Ctrl-V);
- Click 

;



Users can add as many “Comments” records as needed.

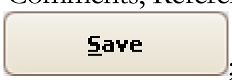
To add another record, repeat the same process. This screen contains a data grid that displays all records saved under this contractor. Each record takes up one row on the data grid. The details of each comment can be displayed by clicking on the row once.

Contractor Correspondence

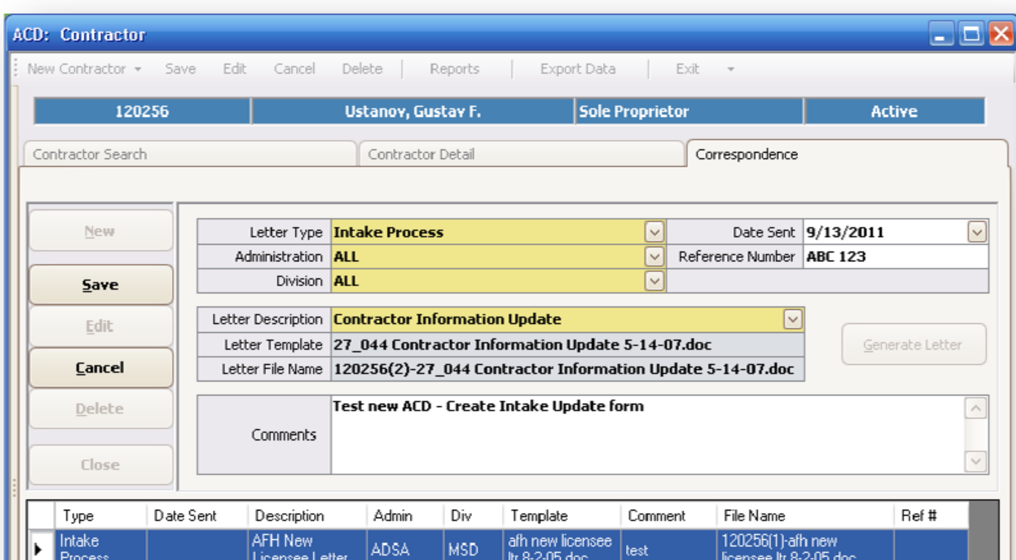
The Correspondence feature for both Contractors and Contracts uses many of the same steps that the Contract Document Generation process uses. This module is designed to pull from data from the Contractor Detail record and insert the data into a form letter. The letter can then be customized in Word if necessary and saved.

For example, the Contractor Information Update can be created in the ACD using the Contractor’s current record. Here are the steps required to create and print an Update:

- Click on the 

button;
- Select the type of letter you want from the Letter Type drop down list, in this case, Intake Process;
- Select the Administration, Division, and Letter description from the drop down lists, in this case, Select All which signifies a form coded for all ACD users;
- Enter Comments, Reference Number and/or Date Sent if you would like;
- Click 

;



- After the record is saved, click the Generate Letter button and the document will open in Word.

> **Make sure you close and save the Word document when done printing or emailing.**
>
> After you make any necessary changes to the letter in Word save your changes. Then exit the Word application completely – do not just close the document. This ensures your document is saved to the ACD server and can be retrieved later.

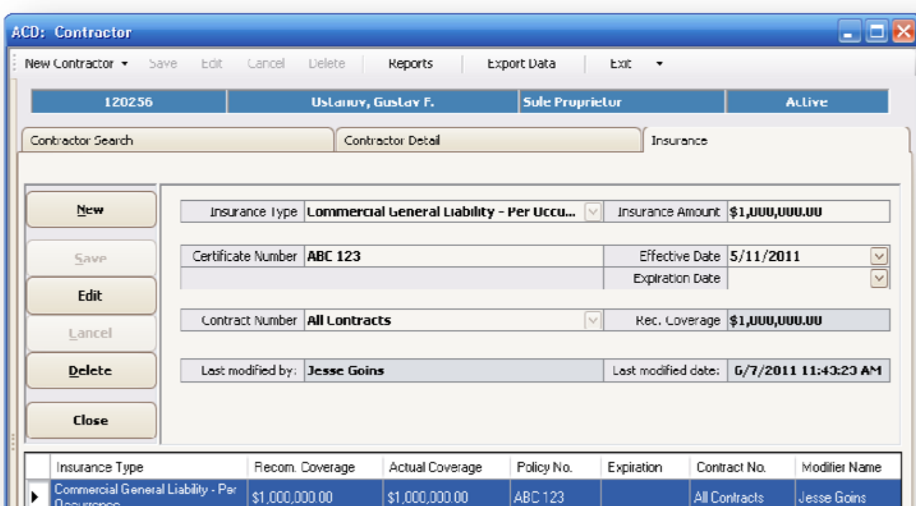
Editing an Existing Record

To edit an existing Correspondence record, first select that record by clicking on that row in the datagrid. Then the detail for that record displays in the top half of the screen.

- Click on the Edit button to edit the record;
- Make any changes needed to the Date Sent, Reference Number, or Comments fields;
- To save the record, click the Save button.
- Do not use Edit for setting up a different form – start a New record for that. If you created a record by mistake contact CCS and ask for it to be deleted.

Contractor Insurance

The Contractor Insurance screen is designed so that a contractor's insurance records can be entered only once, and managed centrally, much like Addresses.



Starting a New Record

- Click on the 

 button to start a new record;
- Choose the Insurance Type the drop-down menu;
- Enter the Certificate Number, Contract Number, Amount, and Expiration Date;
- Select whether Insurance coverage extends to All contracts, or just one contract selected from the drop-down;
- To save the record, click the 

 button.

Editing an Existing Record

To edit an existing Insurance record, first select that record by clicking on that row in the datagrid. Then the detail for that record displays in the top half of the screen.

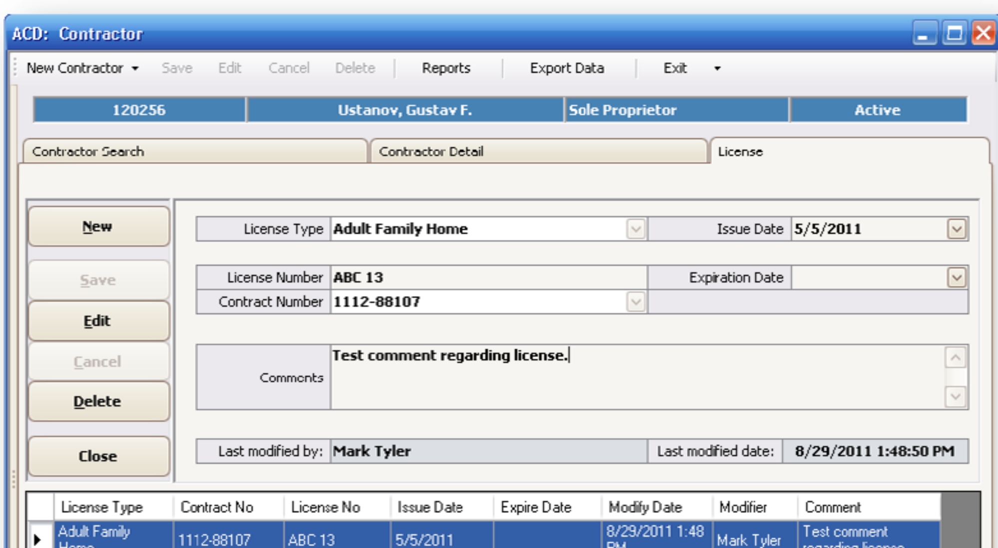
- Click on the 

 button to edit the record;
- Make any changes needed to the Certificate Number, Contract Number, Amount, and Expiration Date fields;
- To save the record, click the 

 button.

Contractor License

The Licenses screen is an area where specific professional or other licenses that may be required for a contractor to perform a particular service can be recorded. License types and expiration dates can be recorded. Some DSHS programs draw data from the ACD that relies on accurate entry of license information on this screen.



Starting a New Record

- Click on the 

button to start a new record;
- Choose the License Type the drop-down menu;
- Enter the License Number, Issue Date, and Expiration Date;
- Select whether license applies to All contracts, or just one contract selected from the drop-down;
- To save the record, click the 

button.

Editing an Existing Record

To edit an existing License record, first select that record by clicking on that row in the datagrid. Then the detail for that record displays in the top half of the screen.

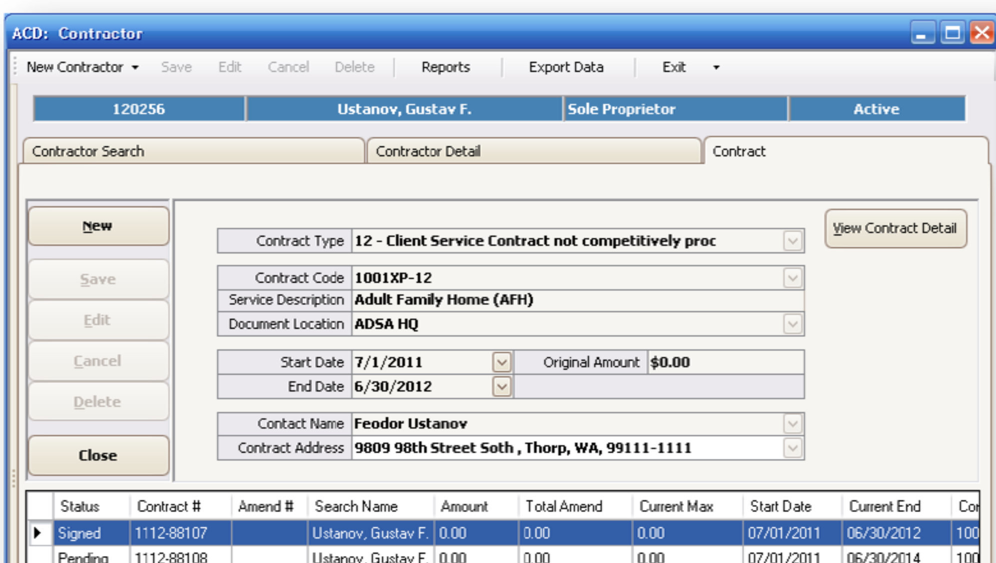
- Click on the 

button to edit the record;
- Make any changes needed to the License Number, Issue Date, and Expiration Date fields;
- To save the record, click the 

button.

Contractor Contracts

The Contractor Contracts screen is designed so that contract records can be displayed at a glance, with no extra searching in a separate module. In addition, a New Contract shortcut method is available on this screen to develop new contract records.



Contracts Display

This screen displays some basic information about contracts for the selected contractor, including Contract Type and Code, Start and End dates, Contract Maximum, and the Contact person and address. Here are some general rules of thumb about this screen:

- All contracts and amendments for the selected contractor will show up, even Canceled, Terminated and Completed contracts. This means that a big contractor, like UW, will have lots of rows, and the datagrid will take a while to fill;
- The datagrid can be sorted on any of the columns by clicking on the column header;
- The only active buttons are New, Close and View Contract Detail:
    - New starts a new contract and is described below;
    - Close closes the tab and sends the user back to the Contractor Detail tab; and
    - View Contract Detail closes the Contractor module, and opens the Contract module to display the full information on the selected contract record.

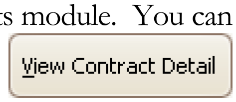
New Contract Shortcut Method

Here are the steps required to create a new contract from the Contractor Contract Screen:

- Click on the 

 button;
- Select Contract Type, Contract Code, and Document Location from the drop down lists;
- Enter the Start Date and End Date of the contract;
- Enter the contract Original Amount if applicable;
- Select the Contract Name and Address from the drop down list;
- Click 

.

- To continue the contracting process, you will need to go to the Contract Detail screens in the Contracts module. You can double click on the record in the data grid or you can click on the 

 button to get there easily.

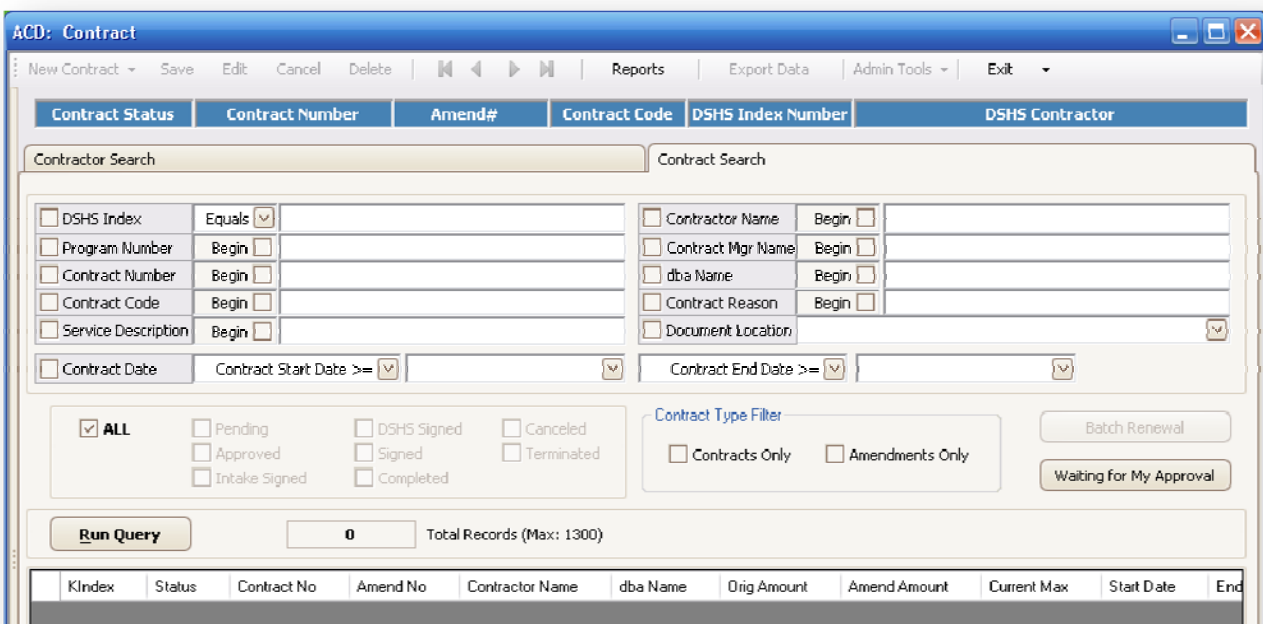
Chapter
3

Chapter 3 – Contracts Module

This section describes the screens, functions, and details of the ACD Contracts Module.

Contracts Search

The Contracts Search function allows users to find specific contracts or groups of contracts through a variety of methods, using multiple criteria at once. Here is a screen shot:



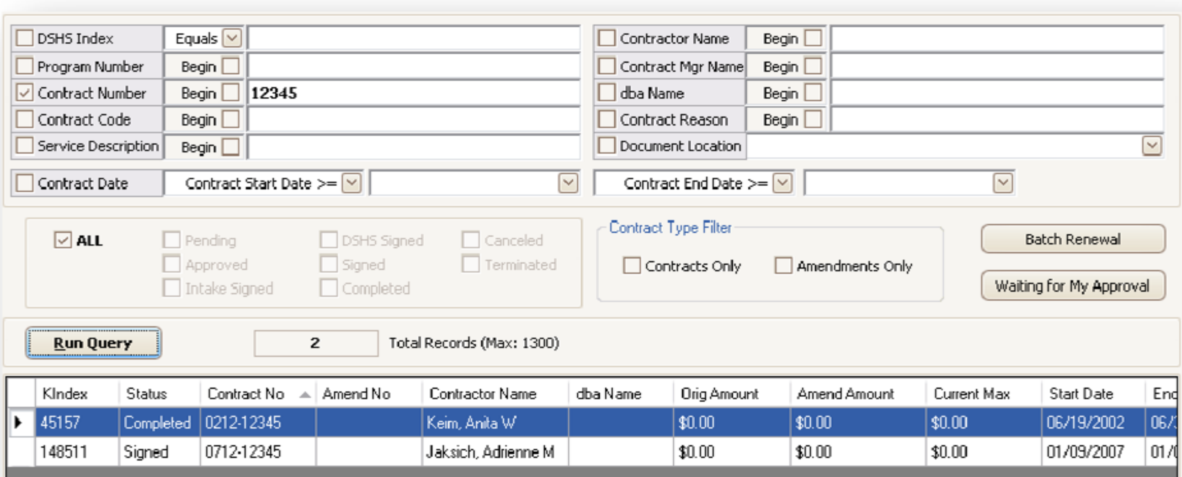
Search Criteria Fields

Field Descriptions:

- ***DSHS Index***: This is the unique identifier the ACD assigns to a contractor. The search method is "Equals" by default, meaning that the ACD will search for an exact match to what is typed in. But the drop-down controls lets that be changed to a "Begins" or "Contains" search.
- ***Contractor Name***. This is the contractor's legal business name, in Search Name format.
- ***Program Number***. This is a text field available to all programs for customized input for each contract.
- ***Contract Mgr Name***. The DSHS Contract Manager name in First Last format.
- ***Contract Number***. The DSHS contract number.
- ***dba Name***. The contractor's Doing Business As name, as may be specified for a particular contract.
- ***Contract Code***. The DSHS Contract Code. Lists of available codes for each program can are listed on web pages linked off the ACD web page.
- ***Contract Reason***. A text field on the main contract screen,
- ***Service Description***. This is the standard description supplied by the ACD for a preapproved contract, or a custom description as may be entered for a semi-custom or custom contract.
- ***Document Location***. The list of DSHS locations where contract hard copy files are kept, by program and, in some cases regions.
- ***Contract Date***. Start and End Date controls available to search on contracts by a range of dates.

Search Method – Simple Example:

The default search method for all criteria fields is "contains", which means that the ACD will search for any contracts that contain the characters that are typed into a criteria field. The following is a simple search that looks for a contract number containing "12435".



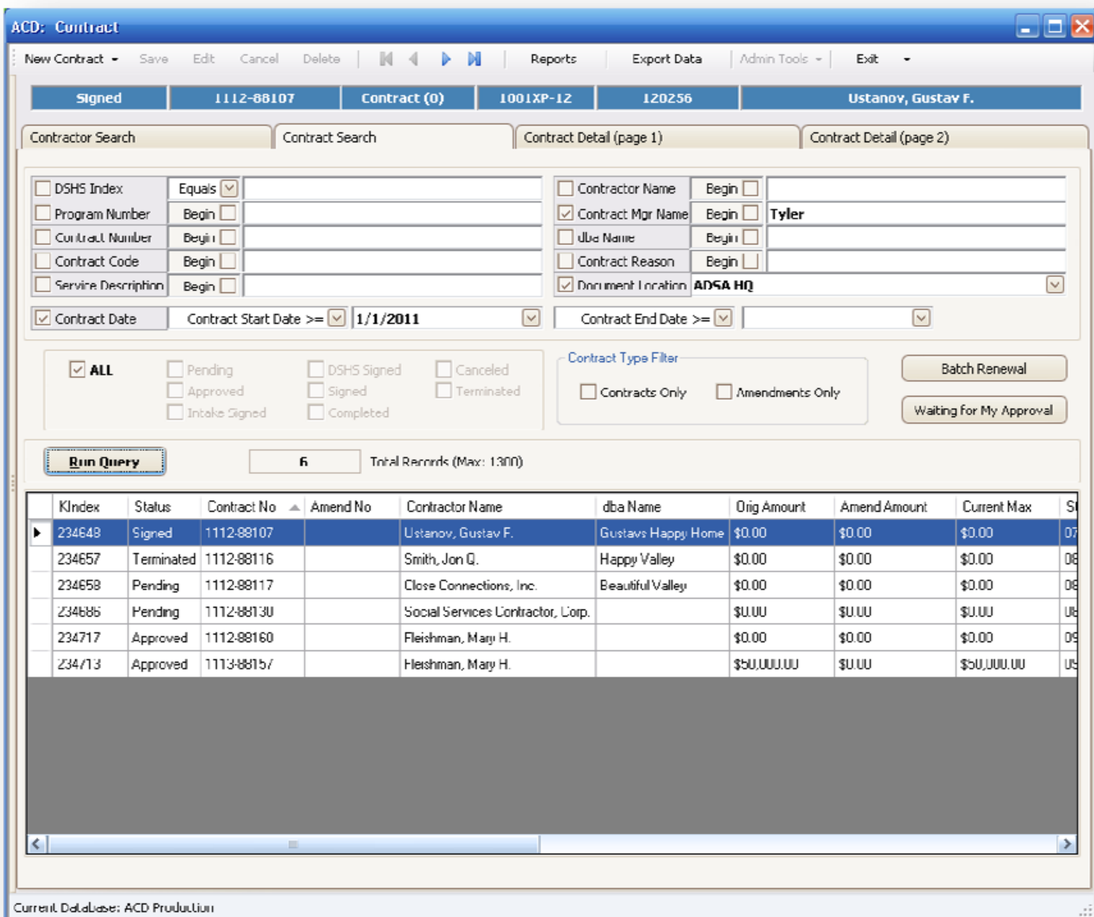
- **Field Checkboxes**. Please note that each field has a checkbox next to it – in this new version of the ACD, when values are typed into a field the checkbox is automatically set to Checked. It can be manually checked and unchecked, however.

- **"Begin" Checkboxes**. Also, each field has a "Begin" checkbox next to its label for searching for a value in a field where the value begins with a sequence of characters. For example, to find a contract number that starts with "1112-123" enter that value in the criteria field, and check the "Begin" checkbox.

- **Run Query – Enter Key**. After search parameters are entered into fields, the search is run by either hitting the Enter key in the keyboard, or clicking the "Run Query" button.

Search Method – Several Search Parameter Example:

Here is an example of a search for a range of contracts under a specific DSHS Contact person's name, a specific Document Location, and after a certain Contract Start Date:



Note that the record counter in the center shows that six records were found, and all six are displayed in the datagrid.

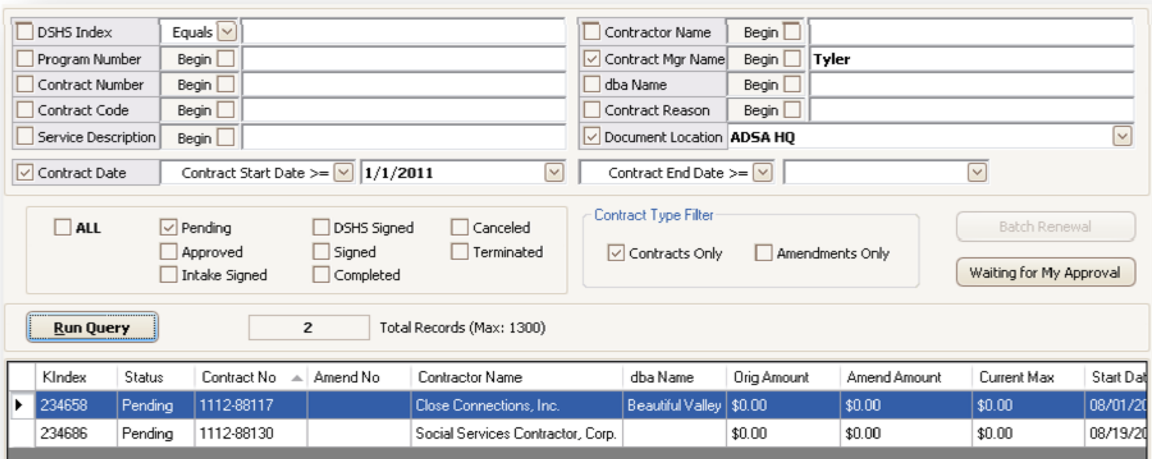
Search Controls – Amendments and Contract Status

The Contract Search screen also gives you the ability to search for contracts, amendments, or both, and contracts with one or more status values.

Contracts and Amendments. The default search mode is for both contracts and amendments. Click on the check boxes in the Contract Type Filter area to search for Contracts Only, or Amendments Only – but of course, you can't check both at the same time.

Status Filters. The default search mode is for all statuses. Click on any number of the status check boxes to include that status in a search.

The following screen shot shows the same search from the previous screen shot, but selecting just Contracts, and only those in Pending status.



Note that the record counter in the center now shows two records were found, and those two are displayed in the datagrid.

Export Data – Search Results Spreadsheet.

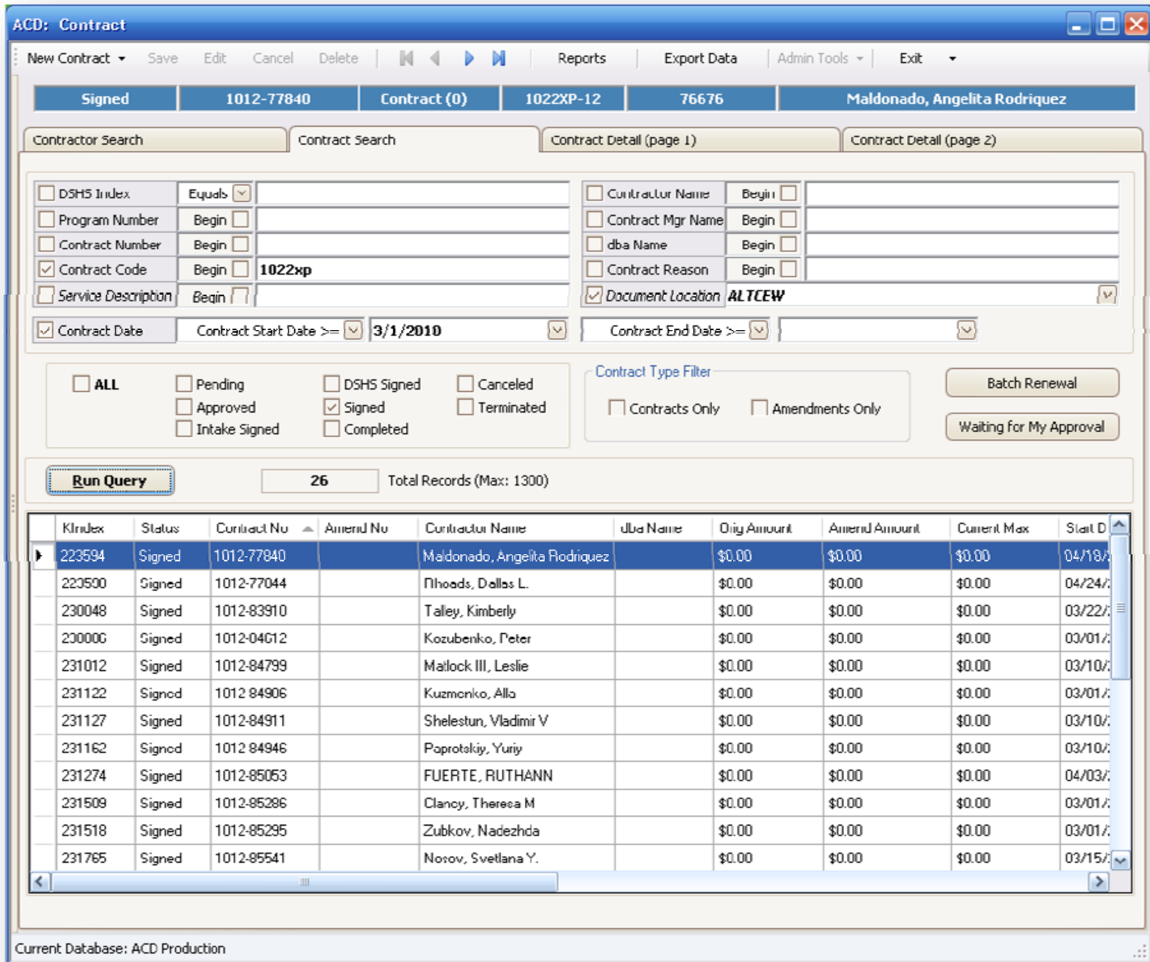
All the screens in the ACD that have a data grid can have the contents of that grid exported with one click into an Excel spreadsheet. After running a query that identifies a group of contracts, click on the Export Data button on the top menu, and the results of the search will be inserted into a spreadsheet that can be named in any way and saved to any file location that the user needs.

Advanced Search Controls – Batch and Waiting for Approval

Two advanced functions from the old ACD have been carried forward – Batch Renewal and Waiting for Approval. Separate instructions on those processes will follow the release of this manual, and will be published in the CCS website.

Search Results

The results for your contractor search are displayed in a data grid below the ***search criteria*** fields. The default sort method for these results is by **Contract Number**.



In this version of the ACD, the number of columns displayed in the search results has been decreased to a core set of useful information. The fields are:

- ***KIndex***. This is the key field the ACD uses for tracking contracts and their records. You cannot search on this field nor do anything with it – but it is helpful for troubleshooting technical issues.
- ***Current Status***. This column displays the status of each contract that matches the search criteria.
- ***Contract No***. This column displays the contract number(s) for contracts that match the search criteria.
- ***Amend No***. Amendment numbers have been broken out of contract numbers in the underlying data and this display.

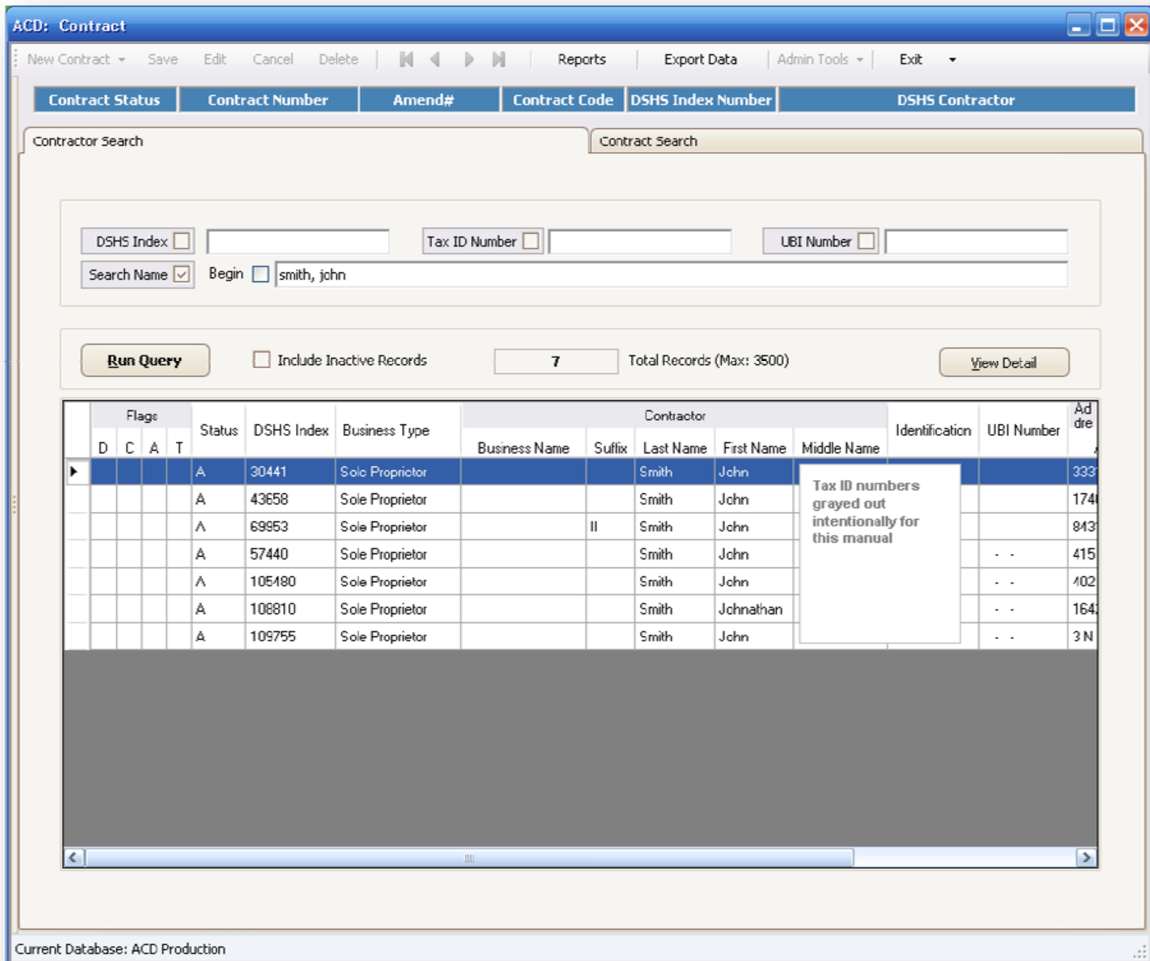
- ***Contractor Name***. This column displays the Legal Name of the Contractor for each contract.
- ***Dba Name***. This column displays a dba (doing business as) name that may be associated for each contract.
- ***Original Amount***. This column displays the amount of the original contract, not including amendments.
- ***Amend Amount***. The amount of the particular amendment record, or in the case of the original contract, the total of all amendments.
- ***Current Max.*** The cumulative amount of the contract and all its amendments.
- ***Start Date***. This column displays the start date for each contract that matches the search criteria.
- ***End Date***. This column displays the end date for each contract that matches the search criteria.
- ***Current End***. The last End Date for the contract, as of its last amendment.
- ***Type Description***. The text description of the contract type.
- ***Contract Code***. This column displays the Contract Code, such as 1022XP for an ADSA HCS IP contract, for each contract on the search list.
- ***Service Description***. This column displays the Service Description that is recorded for each contract that matches the search criteria.
- ***DSHS Contact.*** The DSHS staff person designated as the contract manager and/or contact person for the department.
- ***Division***. This column displays the division acronym that is recorded for the DSHS Contract Manager.
- ***Contractor Contact***. The staff person designated as the contact person for the listed contract, for the contractor.

Sorting Search Results.

Any columns that you want to sort from ***A to Z***, or ***1 to 10*** can be sorted in the Contractor Search datagrid by clicking on that column heading. Clicking a second time reverses the sort, from ***Z to A***.

Contractor Search within Contracts Module

The Contractor Search function within the Contracts module has been greatly simplified. First of all, the Contractor Search Tab is visible all the time, so that it is easy to find. Second, it uses the simple four-field approach as the other Contractor Search screen (in the Contractor module). Here is a screen shot with a simple search on the Search Name: Smith, John:



Once the search is done, there are two actions the user can take:

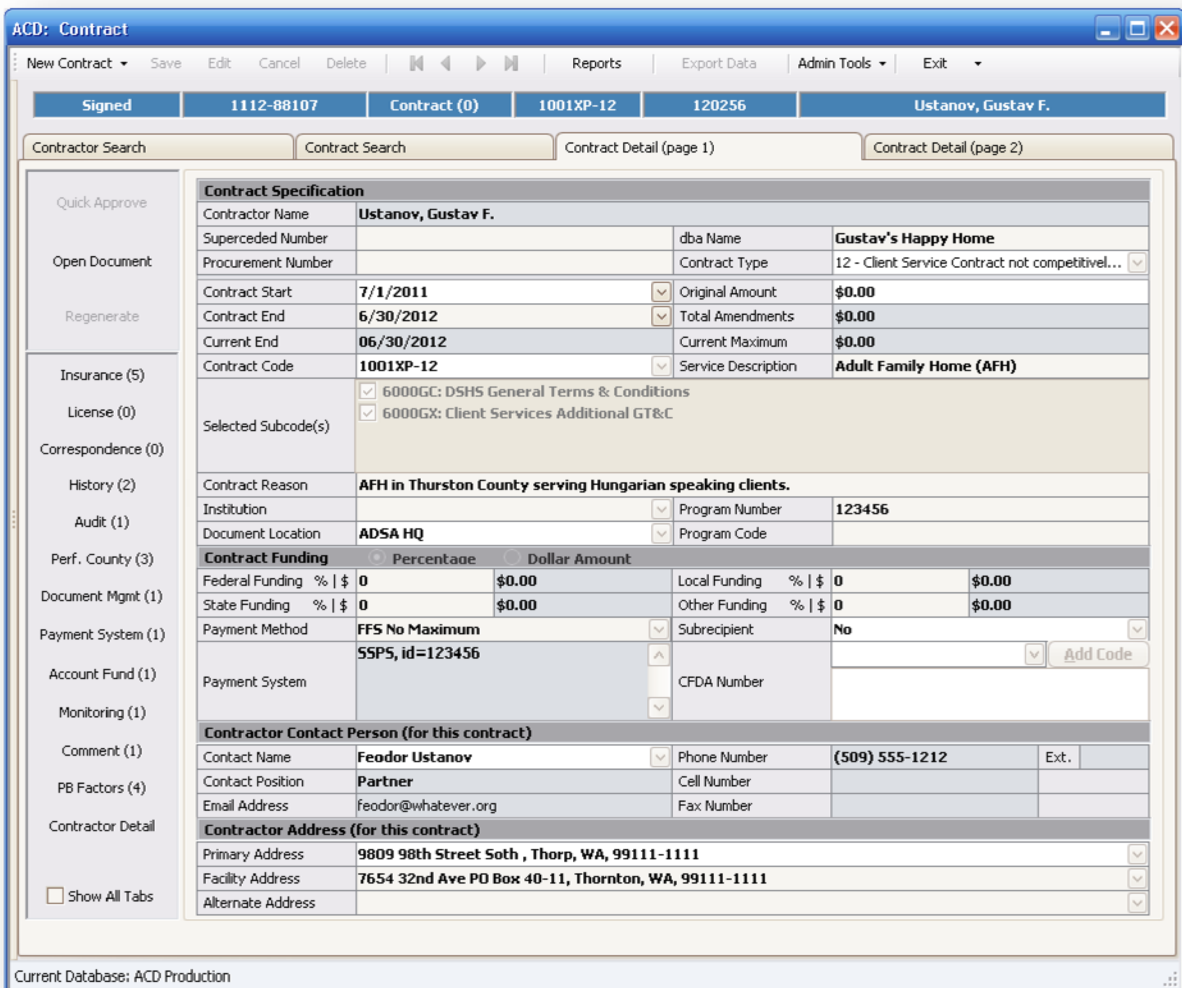
- Double-click on a row to run a search on all contracts for that selected contractor. The ACD will stop and verify that choice of actions, and then display the results on the Contract Search screen.

- Click on the View Detail button to close the Contract Module and open the Contractor Detail screen for the selected Contractor.

Contract Detail Page 1 – Contract Information

Once you have located the contract you want to work on or view, access the Contract Information screen by double clicking on the contract in the search screen data grid. The Contract Information screen is where details of each contract record are displayed and edited. The screen is broken down into two "tabbed" pages, with Page One containing most pertinent contract data elements, and Page Two containing contract management and processing information.

Several standard contracting functions, such as creating or amending contracts, will be discussed in specific chapters later in this manual. This section of the manual will describe the data fields contained on the Contract Information screen, and the function of each button on the screen.



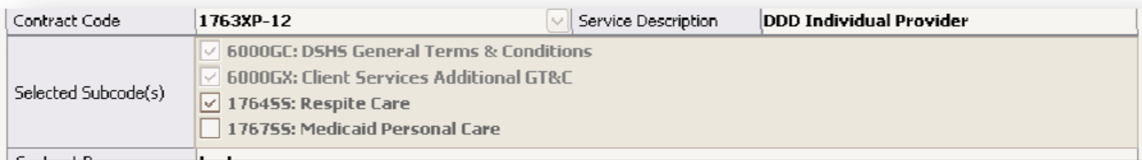
Contract Screen Fields

Contract data for all kinds of contracts, client service, personal services, and the various types of interlocals, are recorded, displayed and manipulated on Page One and Page Two of the Contract screen. Here are some tips on some particular fields on this screen:

- ***Contractor Name***. Note that this field is "grayed out." That means, just like it does in all other areas in the ACD application, that data cannot be entered or edited directly in this field. In this case, the Contract Name is automatically pulled into the contract record from the Contractor Detail screen, and shown in this field.
- ***Dba Name***. The "doing business as" name that the contractor is using for this particular contract can be recorded in this field. This is particularly useful for large agencies that have multiple locations, and Counties where you want to indicate the particular section or location that this contract applies to. For example, a contract with Kitsap County Regional Support Network would be recorded with Kitsap County in the Contractor Name field, and Regional Support Network in the dba Name field.
- ***Superseded No***. This field is used for recording a previous contract that the current contract replaces – presumably a contract that did not reach its term, and was terminated for convenience so that the current contract could take its place.
- ***Procurement No***. This field is not in use at this time.
- ***Contract Type***. This drop-down lookup field allows the user to choose the Contract Type for the current contract. The most common contract type is 12 – Client Service Contract Not Competitively Procured. The Contract Type must be chosen before the Contract Code can be chosen for a particular contract. This field is a required element for saving the contract record when it is first created.
- ***Contract Start***. This field records the start date of the contract, or amendment, and is a required field for saving a new contract record. The date can be typed in manually, using the supplied mask in "MM, DD, YYYY" format, or can be inserted using the date calculator that pops up when clicking on the field drop-down.
- ***Original Amount***. This field is where the Maximum Consideration for the contract is entered. Is it masked – no dollar sign or commas are needed as the mask will insert those tabbing or clicking out of the field. If the contract is a "Fee For Service" type of payment structure, with no maximum consideration expressed in the contract, this field must be left at $0.00. This field and the Payment Method field are tied together with business rules. If the Original Amount is greater than $0.00 an appropriate Payment Method, such as Cost Reimbursement or Lump Sum, must be entered. If the Original Amount is $0.00, either No Payment, or FFS No Maximum must be chosen as appropriate in the Payment Method field.
- ***Contract End***. This field records the end date of the contract, or amendment, and is a required field for saving a new contract record. The date can be typed in manually, using the supplied mask in "MM, DD, YYYY" format, or can be inserted using the date calculator that pops up when clicking on the field drop-down. Most contracts require an End Date, although there are a couple of specific exceptions.
- ***Current Maximum***. Note that this field is grayed out, and cannot be edited. This is a calculated field where the ACD will display the maximum consideration of the contract, up to and including that specific amendment.
- ***Contract Code***. This is a drop-down lookup for choosing the exact kind of contract to create. Special Note: If you click on this drop-down and see no choices, that is because you have either: (1) not yet clicked the New Contract icon to create a new DSHS contract; or (2) you have not yet chosen a Contract Type. Your choices will be limited to the contract codes available for your Administration and Division. You

must be careful to choose exactly the right contract for your program's business need. For example, if you are in ADSA HCS and are producing an Individual Provider contract, you would choose "1022XP – HCS Individual Provider Contract." The contract code connects to the specific boilerplate template, with the correct language for that specific kind of contract.

- ***Subcodes.*** Directly below the Contract Code drop-down control is the subcode area. In browse mode, the Subcode window displays the Default and Optional subcodes that are connected to the Contract Code. In Edit mode, the window displays the Optional Subcodes available for selection for the Contract Code.



Note: While a contract is in Pending status, Subcode choices can be changed. However, once the contract document has been opened, the "Regenerate" command must be used to insert any new subcode choices into the document.

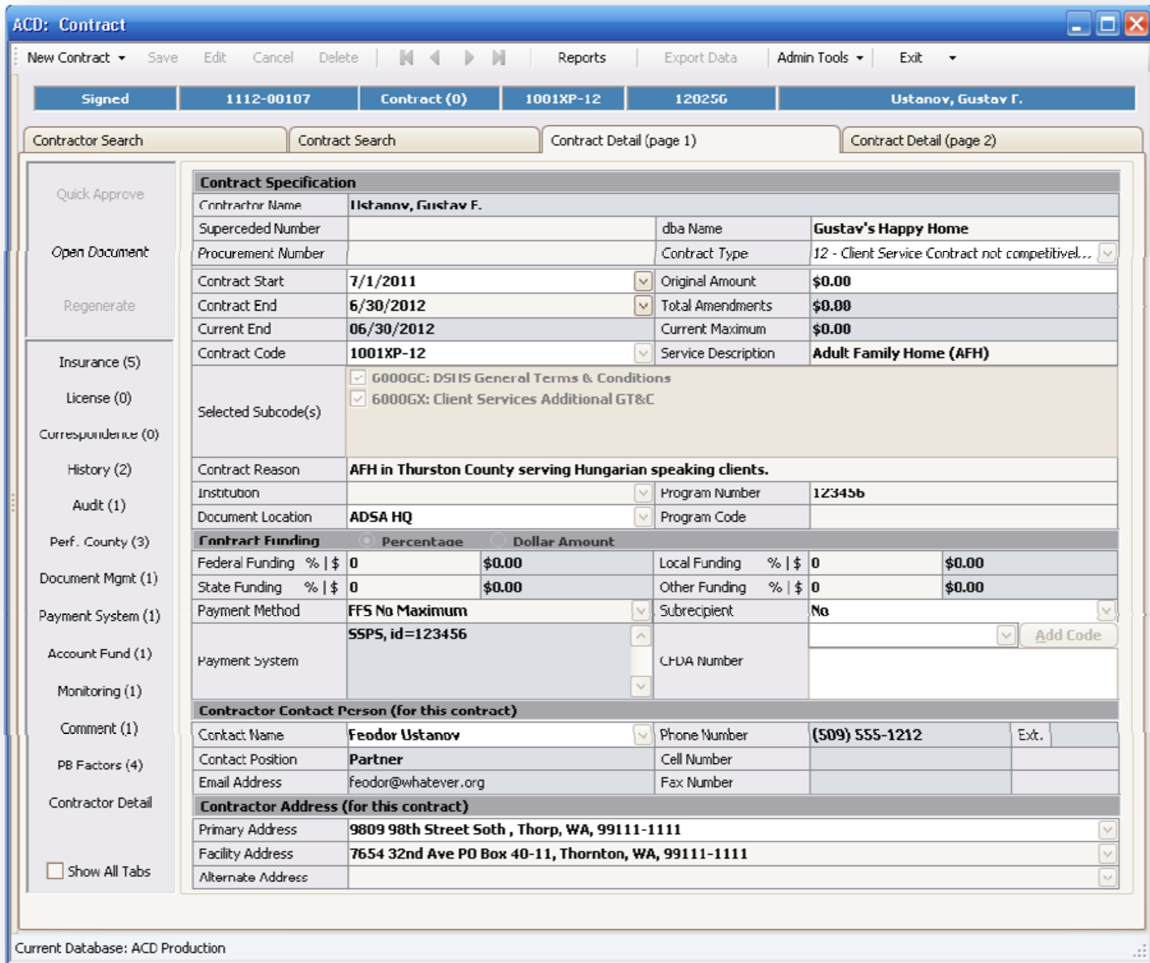
- ***Service Description***. This field records a short description of the services provided under the contract, and functions in three ways: (1) for preapproved contracts the Service Description is filled in automatically from the Contract Code, and is not editable; (2) for semi-custom contracts the Service Description is filled in automatically from the Contract Code, but can be edited; and (3) for custom contracts, the user must type in a description for that contract. This field must be completed to save a new contract record.
- ***Contract Reason***. This text field is available for any descriptive purpose contracts staff feel they need. Although limited to just 50 characters, there are no requirements for its contents. One common use is to standardize data input for groups of contracts, so that they can easily be identified in reports later on. A standard phrase or acronym entered consistently in this field can be used as a basis for a query.
- ***Institutions***. This drop-down field contains a list of DSHS institutions so that contracts for institutions could be recorded and easily found.
- ***Federal Funding***. This field records the percentage and dollar amount of federal funds used for the contract.
- ***State Funding***. This field records the percentage and the dollar amount of state funds used for the contract.
- ***Local Funding***. This field records the percentage and the dollar amount of local (City, Municipality, or any other similar governmental entity) funds used for the contract.
- ***Other Funding***. This field records the percentage and the dollar amount of other funds used for the contract.

IMPORTANT Funding Field Changes

The funding fields now can be set by either the percentage, or the dollar amount. The "radio buttons" above the funding fields can be click when Editing a contract, to choose between entering the percent of funding, or the specific dollar amount.

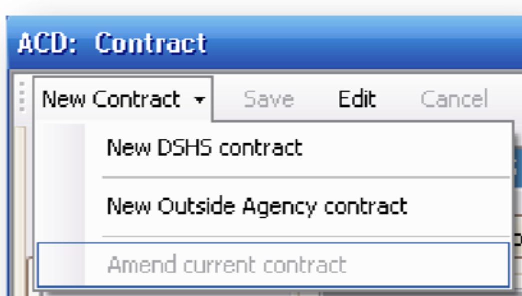
- ***Subrecipient***. This Yes/No field records whether the Contractor is a Subrecipient, for purposes of a specific contract. See the CCS Guide for a discussion of determinations of subrecipients and vendors.
- ***Payment Method***. This field records the method by which the contractor is paid for services provided under this contract. This field must logically match the Original Amount field:
    - If the ***Original Amount is $0.00***, the Payment Method must be either ***No Payment, or FFS No Maximum***; or
    - If the ***Original Amount is greater than $0.00***, the Payment Method must be one of the available methods: ***FFS With Maximum, Cost Reimbursement, Lump Sum, or Performance Based***.
- ***Contact Name***. This field records the name of the contact person for the Contractor. While this field is automatically filled in from the contact name on the Intake screen, it can be edited by selecting the appropriate contact from a dropdown list of the contractor's staff.
- ***Email Address***. The email address for the Contact Name. This is filled automatically.
- ***Telephone No***. The telephone number for the Contact Name. This is filled automatically.
- ***Fax Number***. The fax number for the Contact Name. This is filled automatically.
- ***Contract Addresses***. There are three lines for potential contract addresses, with a drop-down control that provides a list of all the contractor's addresses. For every contract, the first line must have an address selected. Some Contract Codes, like the ADSA Adult Family Home 1001XP-12, require that a second, Facility address be selected. A third address may be selected if that is relevant to the particular contract.

Contract Detail Buttons – Page One



The Contract Information screen has buttons on top and on the left side of the screen. Here are some tips on how those buttons function:

- ***New Contract Control.*** Click on the New Contract button to start a new contract, or to amend a contract. Here is screen shot of the button and the choices presented:



- ***New DSHS Contract***. Click this choice when you need to start a regular, DSHS contract, using a standard DSHS format. Personal Service, Client Service, Interlocals, preapproveds, semi-customs, and customs, are all started with this choice.
- ***New Outside Agency Contract***. This method is used to create a record for a contract that originated from some other agency, where DSHS is being paid for services, or where there is no payment. The ACD will assign a DSHS contract number to this record, but will not enable the document generation system. Since the contract document is being drafted by another agency, it is not necessary to generate the document through the ACD.
- ***Amend Current Contract***. As it sounds, this method is used to amend an existing contract. This method is available when from the Contract Information screen for the semi-custom or custom contract to be amended, not from another amendment's information screen, and not for a preapproved contract.

* ***Save***. One click will save changes to the current contract.
* ***Edit.*** The Edit button must be clicked before changes can be to a contract.
* ***Cancel***. The Cancel button cancels any changes made to a saved record. If you mistakenly change a date or dollar amount, for example, click this button once, and the record will revert back to the way it was last saved.
* ***Delete.*** Only CCS staff may delete a contract record.
* ***VCR Arrow Buttons.*** The function of the arrows is to move to the first, previous, next, and last records in a search list. This function is very useful for cycling through an amended contract, and its amendments:

Along the left side of the screen at the top are the following controls:

* ***Quick Approve***. This button will start the Quick Approve process for approving a contract as of today's date. This process can be a timesaver in that it combines Approval and Open Document into one continuous process.
* ***Open Document.*** This button opens the contract in Word for editing and printing.
* ***Regenerate.*** This button discards any existing contract document, and rebuilds the document from scratch. This can be used if the document is corrupted somehow, or the formatting has gone out of control. One caution, however, is that any edits to the document will be lost. CCS staff can usually retrieve one previous version of a contract document after Regenerate has been used. However, it is best to assume that the previous document will not be accessible after Regenerate is used.

Contract Insurance

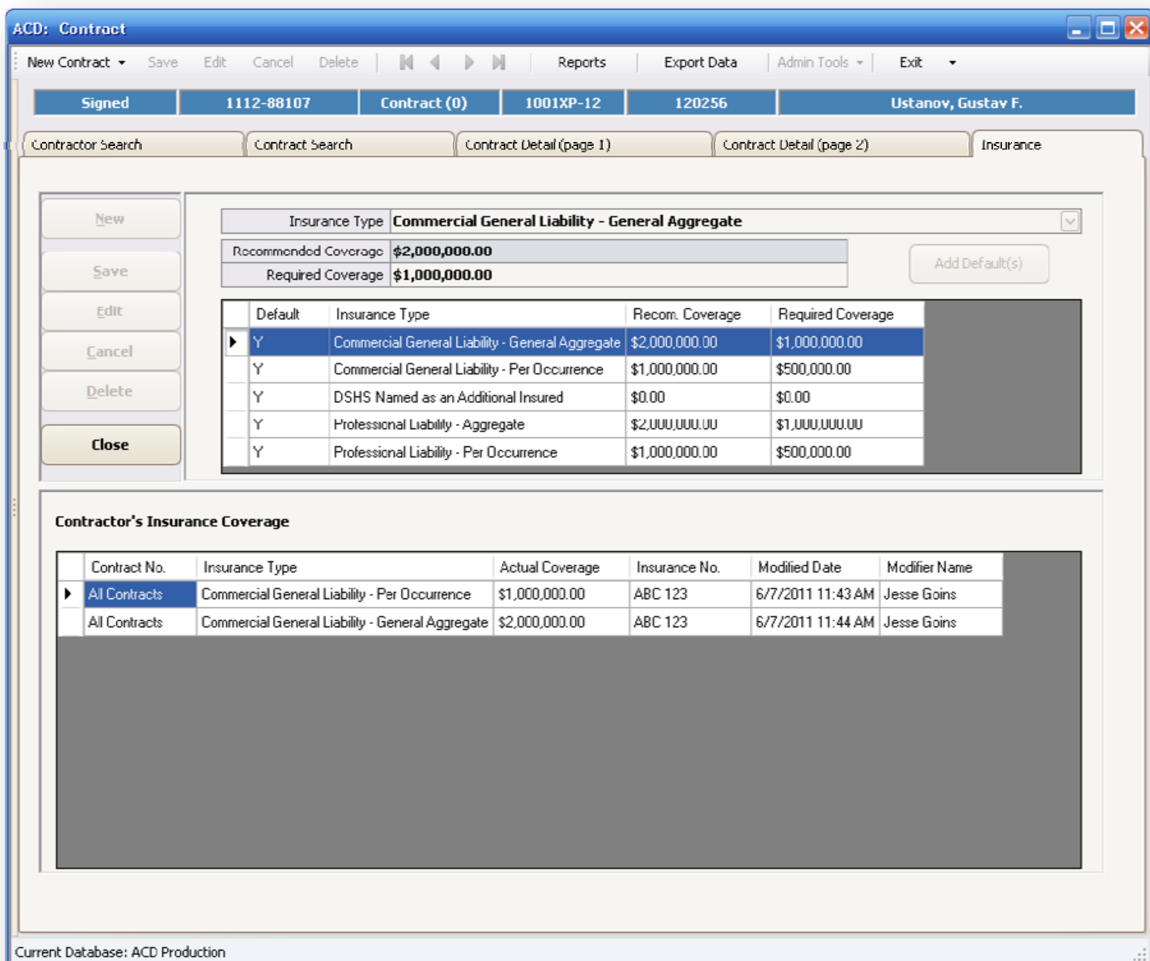
The Insurance buttons on Pages One and Two open the Contract Insurance sub screen. The number next to the "Insurance" label tells how many insurance records are on the screen for the particular contract.

Contract Insurance Requirements

The top half of the screen shows what insurance is required under the contract. For preapproved contracts, these requirements are fixed, and automatically entered from default values loaded into the Contract Code. For Semi-Customs and Customs, the values can be edited using the standard sub-screen command buttons.

Important Insurance Note:

You cannot add insurance requirements for Preapproved contracts on this screen; additional insurance can only be added for Custom and Semi-Customs.



Starting a New Record

- Click the New button to add a new Insurance Requirement;
- Choose the appropriate Insurance Type from the drop-down list;
- Type in the Required Coverage amount. The Recommended Coverage amount is not editable – it is a guide based on recommendations from the DSHS Risk Management Office;
- Click the Save button to save records.
- Alternately, click on the Add Default(s) button to add the default values that may be loaded into the underlying Contract Code.

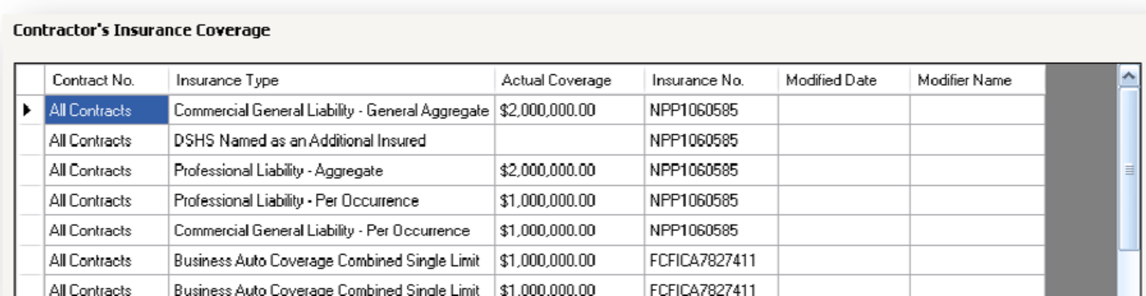
Editing an Existing Record

To edit an existing insurance requirement record, first select that record by clicking on that row in the datagrid. Then the detail for that record displays in the top half of the screen. Once again, records for Preapproved contract ***cannot*** be edited. Records for Semi-Customs and Customs ***can*** be edited.

- Click on the Edit button to edit the record;
- Make any changes needed to the type or coverage amount.
- To save the record, click the Save button.

Contractor Insurance Records

The bottom half of the screen shows what insurance the Contractor actually has. This window is a display only, with no editing or additions possible. Records that have been added for actual coverage, including Certificate of Insurance Expiration Date information, are entered on the Contractor Insurance screen. ACD users can look at the insurance requirements in the top half of the screen, and look through the list of actual coverage on the bottom half to see of the contractor has the required coverage. Here is a glimpse for a contractor with numerous records:


Contractor's Insurance Coverage

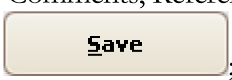
Contract No.	Insurance Type	Actual Coverage	Insurance No.	Modified Date	Modifier Name
All Contracts	Commercial General Liability - General Aggregate	$2,000,000.00	NPP1060585		
All Contracts	DSHS Named as an Additional Insured		NPP1060585		
All Contracts	Professional Liability - Aggregate	$2,000,000.00	NPP1060585		
All Contracts	Professional Liability - Per Occurrence	$1,000,000.00	NPP1060585		
All Contracts	Commercial General Liability - Per Occurrence	$1,000,000.00	NPP1060585		
All Contracts	Business Auto Coverage Combined Single Limit	$1,000,000.00	FCFICA7827411		
All Contracts	Business Auto Coverage Combined Single Limit	$1,000,000.00	FCFICA7827411		

Contract Correspondence

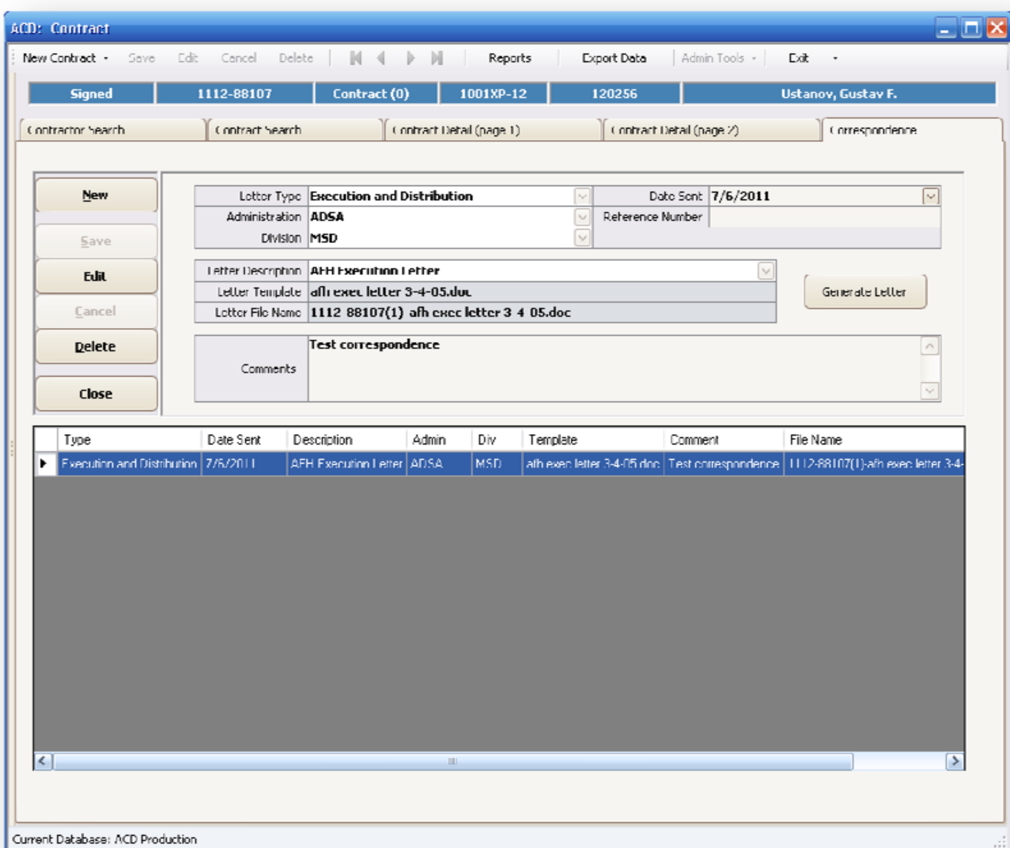
The Correspondence feature for both Contractors and Contracts uses many of the same steps that the Contract Document Generation process uses. This module is designed to pull from data from the Contract Detail record and insert the data into a form letter. The letter can then be customized in Word if necessary and saved.

For example, an Execution Letter can be created in the ACD using the current Contract record, to send the Contractor a letter asking him or her to sign the contract document. Here are the steps required to create such a letter:

- Click on the 

 button;
- Select the type of letter you want from the Letter Type drop down list, in this case, Execution and Distribution;
- Select the Administration, Division, and Letter description from the drop down lists, in this case, Select ADSA for the Admin, and MSD for the Division;
- Enter Comments, Reference Number and/or Date Sent if you would like;
- Click 

;



- After the record is saved, click the 

button and the document will open in Word.

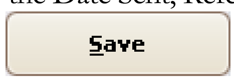
Make sure you close and save the Word document when done printing or emailing.

After you make any necessary changes to the letter in Word save your changes. Then exit the Word application completely – do not just close the document. This ensures your document is saved to the ACD server and can be retrieved later.

Editing an Existing Record

To edit an existing Correspondence record, first select that record by clicking on that row in the datagrid. Then the detail for that record displays in the top half of the screen.

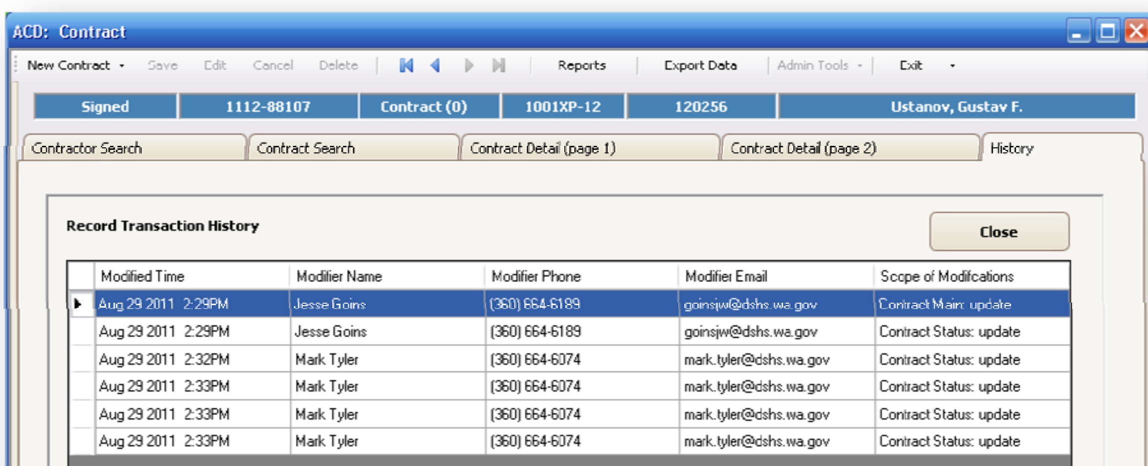
- Click on the 

button to edit the record;
- Make any changes needed to the Date Sent, Reference Number, or Comments fields;
- To save the record, click the 

button.
- Do not use Edit for setting up a different form – start a New record for that. If you created a record by mistake contact CCS and ask for it to be deleted.

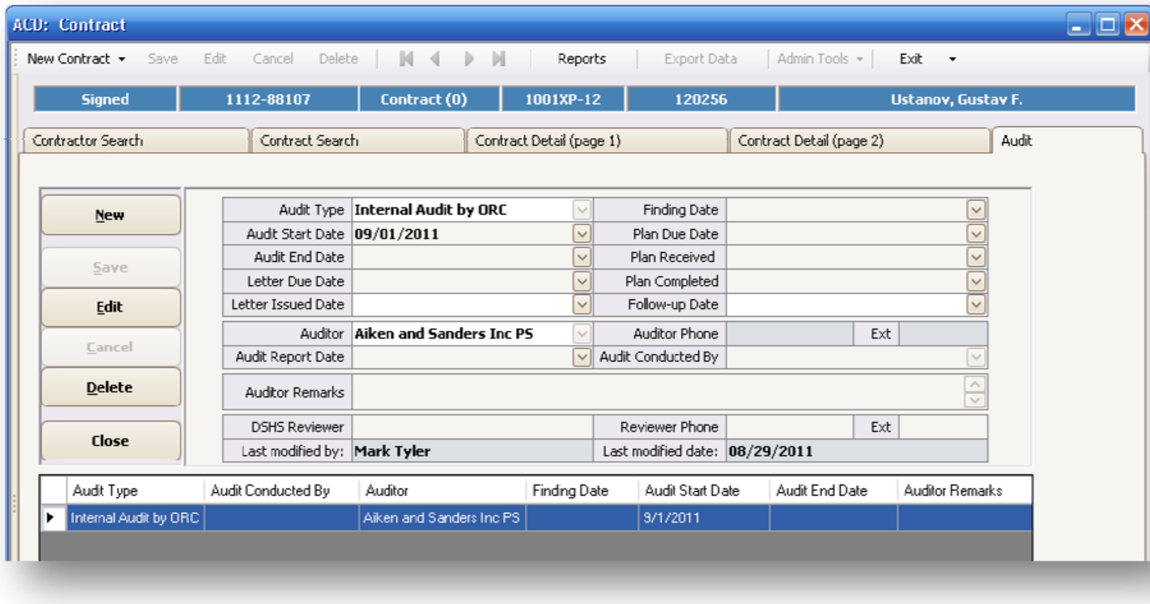
Contract History

The History screen presents information only – no editing of data can be done here. The screen display what is called "Transaction History" – information on users who have made changes to contract records. You can see the date a change was made, the user's name, email and telephone, and the screen on which those changes were made.



Contract Audit

The Contract Audit screen is available for the recording of audits that are related to a specific contract – for example, a performance audit on reports and invoices submitted under certain contract provisions.



This screen functions as follows:

- Click the 

button to add a new record;
- Choose an Audit Type from the drop down list;
- Enter the correct dates into the appropriate fields;
- Choose the Auditor Name from the dropdown list;
- Type in the DSHS Reviewer Name from the dropdown list;
- Input the audit dates that are appropriate – each date field has a date calculator;
- Type comments directly into the Auditor Remark field – approximately 255 characters of text can be entered, which is about three full lines;
- Text can also be pasted into the field using the Windows standard Ctrl-V paste command;
- Click 

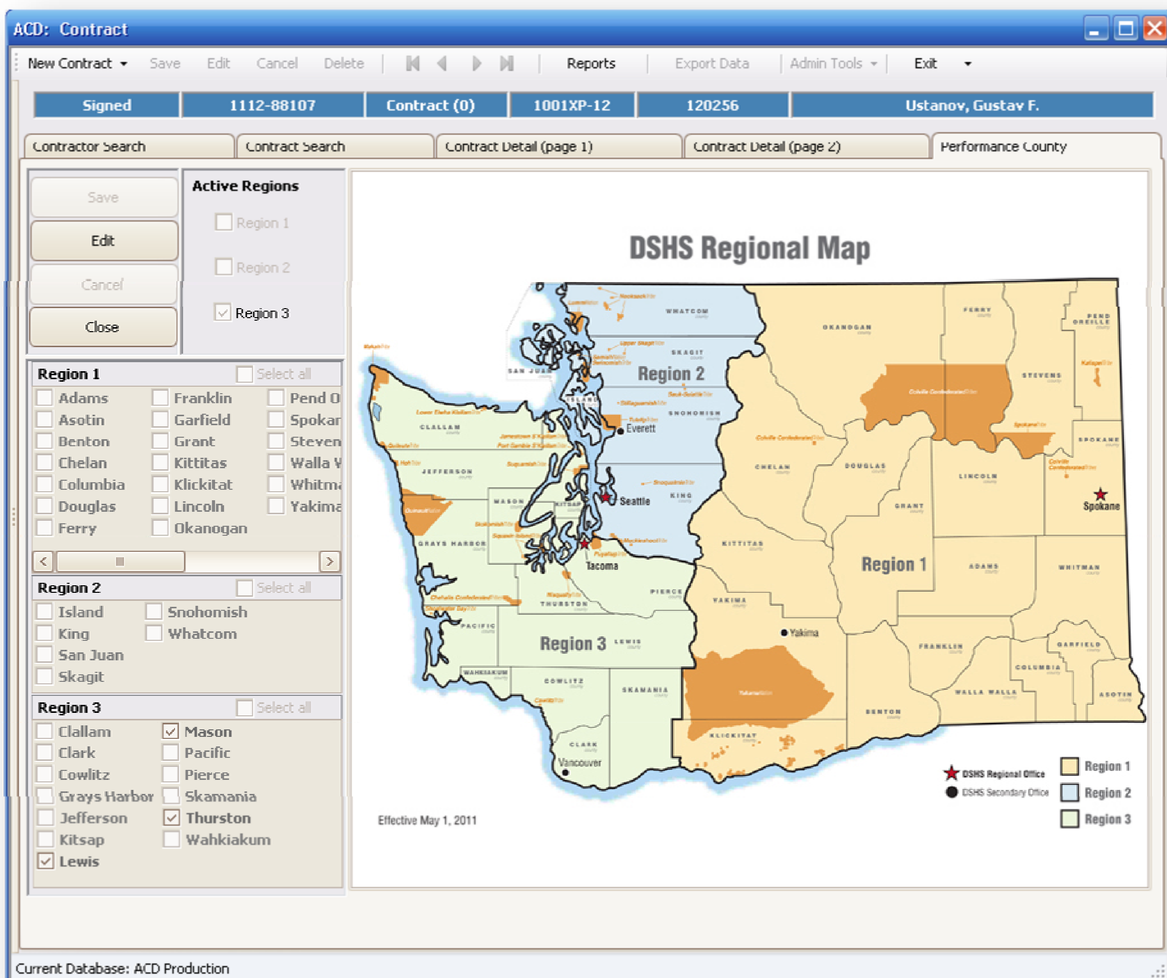
to save the record.

Performance Counties

The purpose of the Performance Counties screen is to record where a particular contractor is providing services under a particular contract. For example, if a service agency has its office in Olympia in Thurston County, yet provides services in Mason and Lewis Counties also, the Performance Counties screen can capture all three counties. This information can be used for reports, and data feeds, as ADSA does for several of its contract codes.

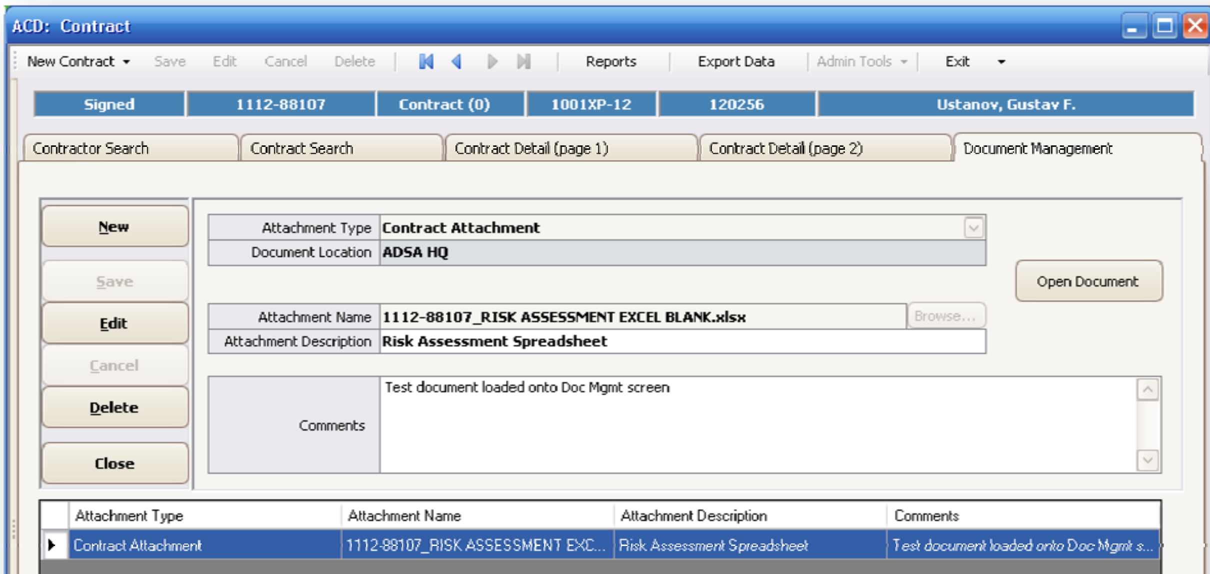
Using the Performance Counties Screen

- Click the Edit button;
- Each of the three newly-reformed DSHS Regions has its list of counties presented, with checkboxes for each county, and a “Select All” checkbox.
- Check as many counties as needed for the performance counties for the current contract, or click Select All for a Region to check all Counties for that Region.
- Click Save. The checkboxes in the example below are selected for Lewis, Mason and Thurston Counties, and the County Names are bolded slightly. Also, the Active Regions area on the screen automaticatilly displays Regions with selected counties.



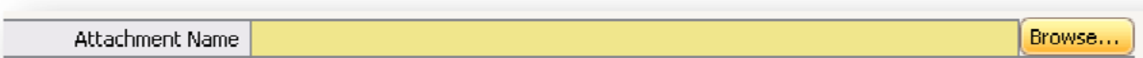
Manage Documents

The Manage Documents screen is an area where users can attach other files associated with a contract, such as an Excel spreadsheet for a budget, or an Adobe PDF brochure file, or a PowerPoint presentation file, or even a vendor's large Word file containing their proposal. Users can see at a glance a list of what documents are associated with a contract.

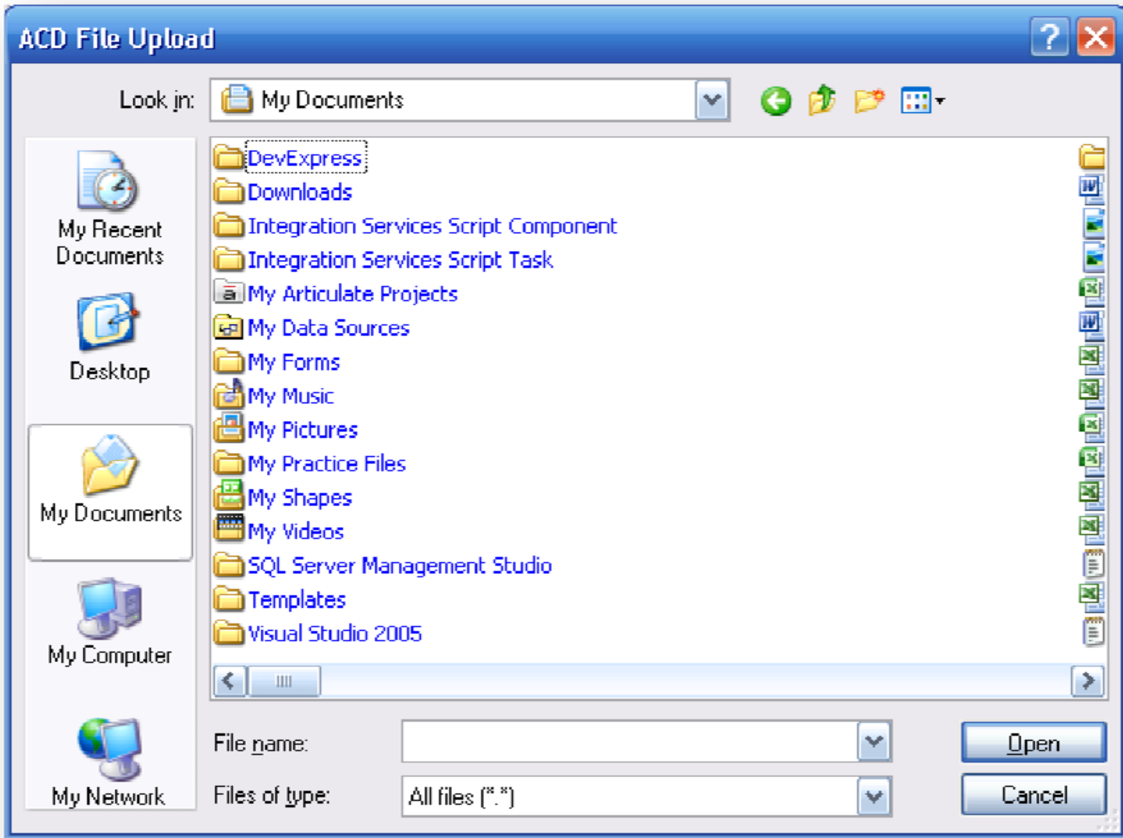


Add a Document to the Contract Record

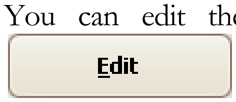
- To add to the list of documents, click the  button;
- Select the type of record from the Attachment Type dropdown list;
- Click on the Browse button to the right of the Attachment Name field;



- An “ACD File Upload” dialog box will open allowing navigation to the folder where the document is stored.



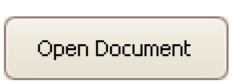
- Find your way to the document that you want to attach, highlight the document name and click "Open";
- Type in an Attachment Description;
- Then click the 

 button;
- You can edit the Type or Description of the document by clicking the 

 button at the top of the screen

Opening Documents from Manage Documents Screen

Documents attached through this screen can be opened and reviewed by any ACD user, as follows:

- Navigate through the list by clicking on each entry - as you do, the details are displayed in the fields.
- Click on the 

 button;

- The ACD will automatically open the file with its correct application, in other words, if you're opening an Excel spreadsheet, the spreadsheet will open in Excel.

Important Doc Management Note About Editing Docs:

Even though documents opened from this screen are not locked, no changes will be saved to the ACD server. This screen is a repository of documents, not a work area for editing documents.

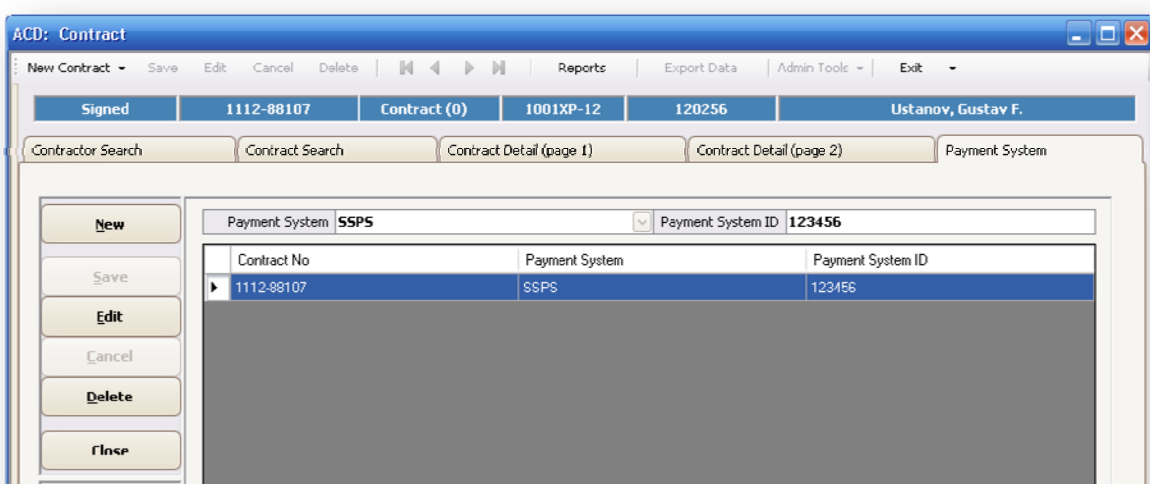
Updating Files on the Manage Documents Screen

As stated in the last section, documents opened through this screen are not locked, but edits are also not saved into the server. To update a file that does need to be modified and stored again on the server, follow these steps:

- Open the document from the Manage Documents screen, as described above;
- Make your changes to the document, then save it locally on your computer or shared drive, being careful to give the document a new, updated name.
- Close the document after you've saved it, but leave the ACD open.
- You will still be in the Manage Documents screen, and the document record for the document you've just changed should still be displayed.
- Start a new Doc Mgmt record, and load the new version of the document with the new name. If you want the previous version deleted, send a note to a Central Contract Services staff person who can delete it for you.

Payment System

The Payment System screen is where a Payment System ID number can be recorded. For example, the Provider Number for an Individual Provider who is paid through the Social Service Payment System (SSPS) can be entered on this screen.



> **Important Note:**
>
> Many Contract Codes have the capability of displaying this Payment System ID number on the face sheet of the contract, if the payment screen is completed while the contract is in Pending status.

Enter a New Payment System Record

- Just as with all other ACD screens, click the [New] button to start a new Payment System record.
- ***Select type of Payment System***. Payment System Type is a drop list consisting of the following:
  - A-19
  - ACES
  - AFRS
  - JAS
  - MMIS
  - SSPS
- ***Payment System ID***. Enter the number assigned to this provider by the payment system - for example, a six-digit Provider number issued by SSPS.
- Then click the [Save] button

Edit an Existing Payment System Record

- Select the appropriate record in the data grid;
- Click the [Edit] button;
- Make appropriate change;
- Save changes by clicking the [Save] button.

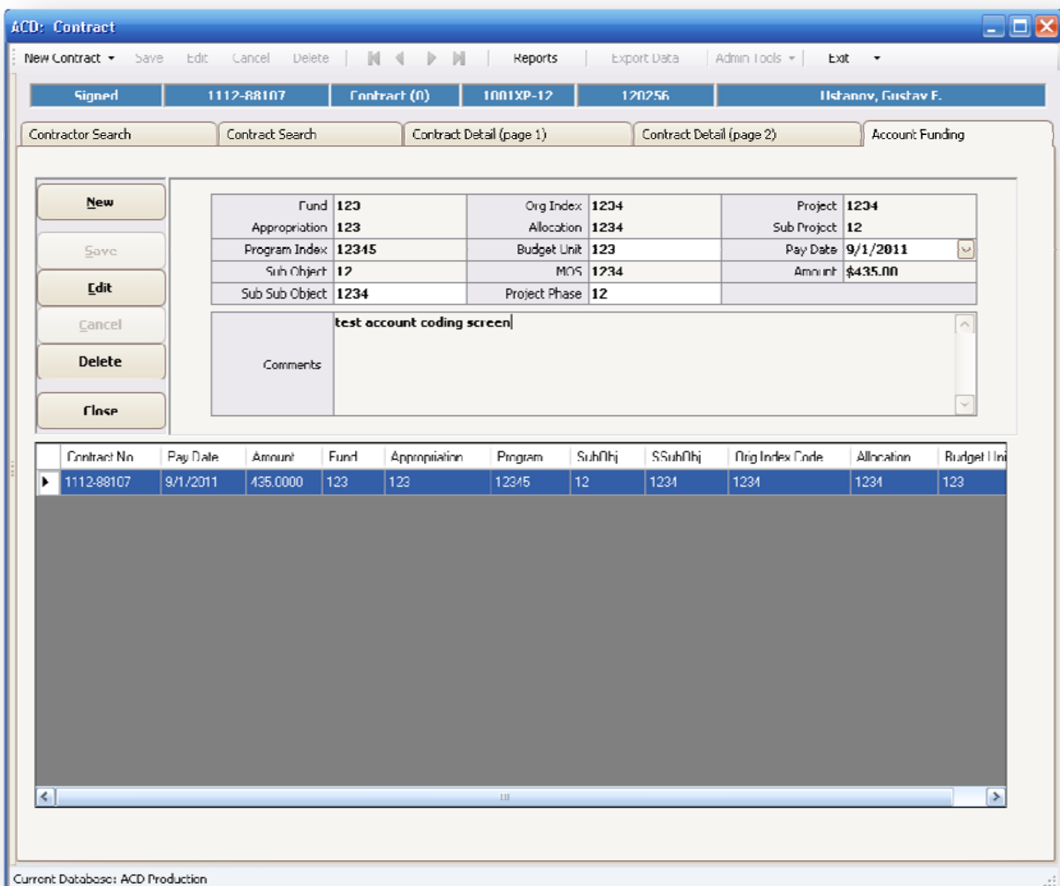
Financial/Accounting Screen

The Financial screen is an area where Accounting Code information can be recorded for Contract records. Details of funding for contracts or individual payments against contracts can be stored in standard WA State accounting fields, such as Fund, Appropriation, Program, and Sub Object.

Enter a New Financial Record

- Click the [New] button to start a new Financial record.

- ***Accounting Code Fields***. Enter data into Accounting Code fields on the detail section of the screen. The following fields are available, and are formatted by length and type:
  - ***Fund*** - Three-character field which accepts numerals and text
  - ***Appropriation*** - Three-character field which accepts numerals and text
  - ***Program*** - Five-character field which accepts numerals and text
  - ***Sub Object*** - Two-character text field
  - ***Sub Sub Obj*** - Four-character field which accepts numerals and text
  - ***Org Index*** - Four-character field which accepts numerals and text
  - ***Allocation*** - Four-character field which accepts numerals and text
  - ***Budget Unit*** - Three-character field which accepts numerals and text
  - ***MOS*** - Three-character field which accepts numerals and text
  - ***Project*** - Four-character field which accepts numerals and text
  - ***Sub Project*** - Two-character field which accepts numerals and text
  - ***Project Phase*** - Two-character field which accepts numerals and text
  - ***Amount*** - Currency field that accepts numeric dollar & cents values. (No dollar sign required in data entry).
- Click  to save changes.

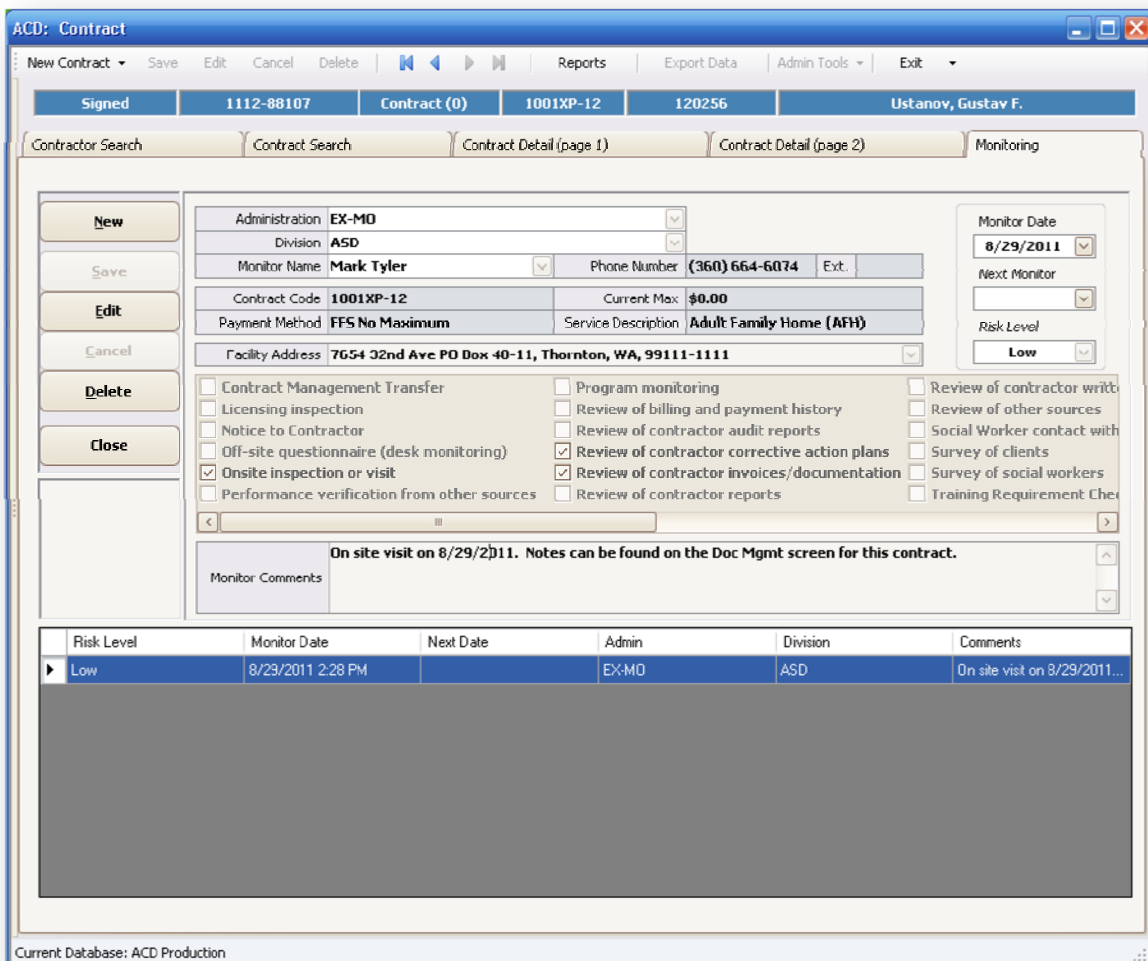


Edit an Existing Financial Record

- Use the mouse pointer to highlight the appropriate Financial entry in the display grid.
- Click the **Edit** button.
- Make appropriate change.
- Save changes by clicking the **Save** button.

Monitoring

This screen contains both the details of individual monitoring records and a data grid that displays a list of all monitoring activity records related to a specific contract. Multiple monitoring activities can be selected for a monitoring record – if the business situation is that the DSHS monitor did several monitoring activities on a single site visit to the Contractor's facility, for example.



Note in the above example that three monitoring activities have been entered:

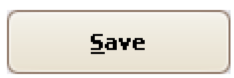
- Onsite inspection or visit
- Review of contractor corrective action plans
- Review of contractor invoices/documentation

Monitoring Documentation Recommendations:

Many DSHS staff who perform contract monitoring will keep extensive notes on the activities involved. The Monitoring Comments field has room for 1,000 characters of text, including spaces. One recommended method for saving extensive notes is to use the Document Management screen – attach the field notes on the screen, and reference that attachment in the Monitoring Comments field.

Add New Monitoring Record

- Click the 

button;
- Choose Monitoring Name, Activities and Dates in the Current Monitoring Activities;
- Select a Facility Address for the Monitoring record to designate at what facility the monitoring activity took place.
- Enter Comments either by typing directly into the comments screen, or cut and paste contents of an email or other text into the screen, using the Windows standard Ctrl-V paste command.
- Save Changes by clicking on the 

button;

Edit an Existing Monitoring Record

- Use the mouse pointer to highlight the appropriate Monitoring record.
- Click the 

button.
- Make appropriate change.
- Save changes by clicking the 

button.

Comments

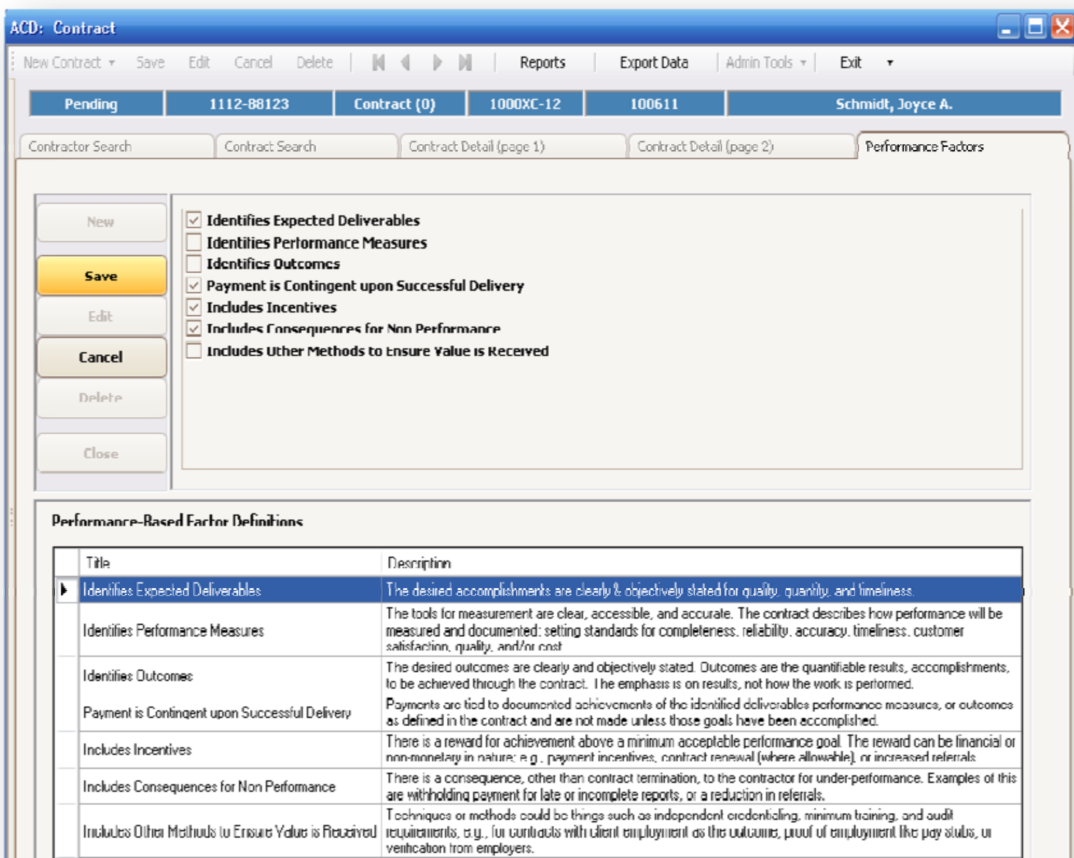
The Comments screen on the Contracts menu functions identically to the Comments screen on the Contractors menu – but with the difference that Comments are related to a specific contract, rather than to a Contractor record. Once again, all information in the ACD is subject to public disclosure, so please enter comments appropriately. Here are the steps to entering a comment:

- Click the  button;
- Type directly into the Comments field – you can enter approximately 255 characters of text, which is about three full lines in the comment field;
- You can also paste text into the field using the Windows standard Ctrl-V paste command;
- Click the  button to save changes;

Performance Factors

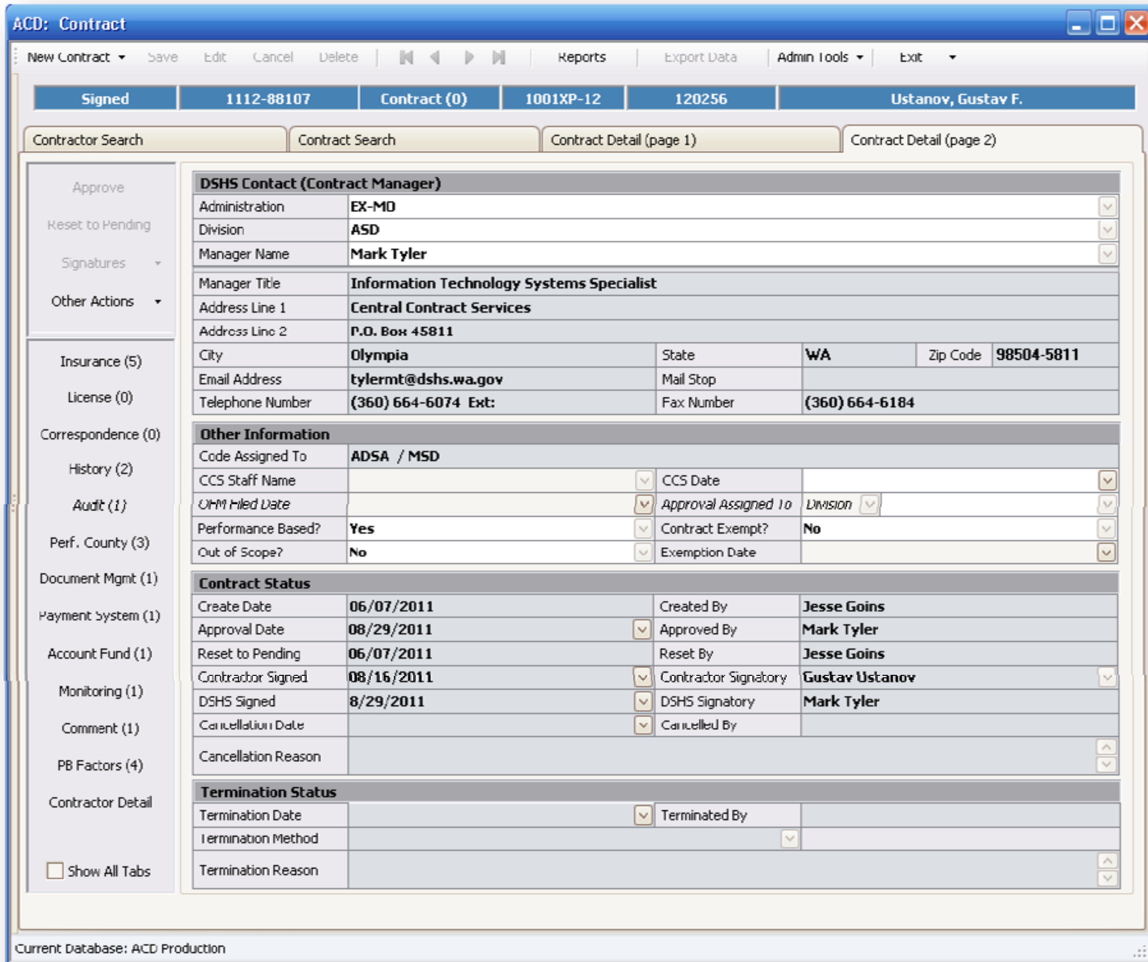
The Performance Factors screen is new in this version of the ACD. This screen is used for indicating which factors are present in the subject contract, and can replace the Performance Based Contracting Checklist. The screen functions as follows:

- For custom and semi-custom contracts, the multi-checkbox control allows the selection of one or more Performance Factors;
- Relevant Factors are pre-loaded for preapproved contracts (and cannot be edited);
- Click Edit to make or modify Factor choices, then Save to keep any changes.



- For reference, the bottom half of the screen displays a list of Performance Factors

Contract Detail Page Two – DSHS Contact & Status History

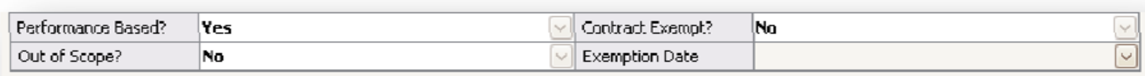


DSHS Contact, OFM and PBC Attribute Fields

- ***DSHS Contract Manager Fields***. The fields in the section entitled DSHS Contract Manager cannot be directly edited. The ACD will fill in the profile for the staff person who created the contract record. If a different DSHS staff person will be managing the contract, the manager's information can be changed as follows:
  - o Click on the edit icon.
  - o Select the appropriate contract manager for the Admin and Division
- ***Code Assigned to***. This field displays for which Administration and Division the contract code is set up.
- ***CCS Staff Person***. This field is reserved for internal CCS use.
- ***CCS Date***. This field is reserved for internal CCS use.

- ***OFM Filed Date***. This field records the date a personal services contract was filed with OFM.
- ***Approval By***. This field records the DSHS staff person who has approved or will approve this contract. This field is used in conjunction with the Approval By search feature, as follows:
    - Click on the Edit button;
    - Select the level at which the approver has authority – Administration, Division, or Central Contract Services (for personal services contract);
    - Choose the Approver's name from the drop-down list;
    - The Approver can then search for Contracts Waiting for their Approval, and see a list of contracts where the Approver has been designated.
- ***Performance Based Contracting Attributes***. This set of four fields works together to record whether the contract is:
    - Performance Based – Yes/No
    - Out of Scope of the PBC requirements – Yes/No
    - Exempt from PBC requirements – Yes/No
    - Date Exemption was granted by the DSHS Secretary

  One of these three fields must be answered Yes, and the other two must be No. if Exempt is Yes, then an Exemption Date must be entered. Here is a close-up view of a contract set with Performance Based to yes:



Contract Status Fields

This set of fields records the progression of the contract through its series of statuses, from Created to Pending to Completed. Each step is recorded with the relevant staff person's name, and the date of the action. It is important to enter actual dates and names of staff who performed the actions so that accurate contract data is available for reporting.

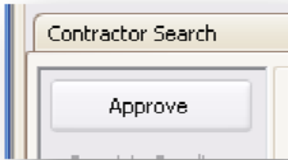
Important Status Process Change:

Each status process now works like a targeted edit – rather than opening a pop-up window for the status date, the Date field for that status is enabled for editing. Then completing the status change is done by clicking the Save button. It is felt that this is a simpler and more intuitive approach to the status update process.

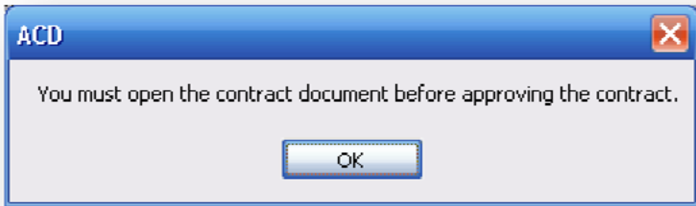
Approving a Contract.

Approving the contract is done after drafting is complete, and the contract is ready to send for signature. One detail about approval is that it clears the large, red type "DRAFT" indicator from the signature blocks on the contract document. To Approve the contract:

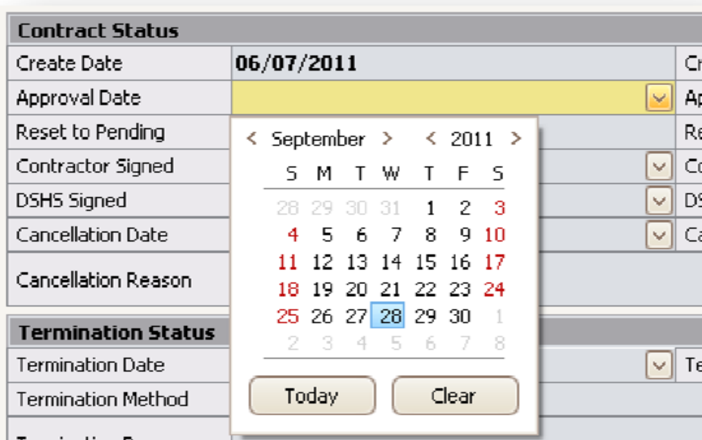
- Click the Approve button on the Contract Detail Page Two screen:



- If the document has not yet been opened this message box will appear:



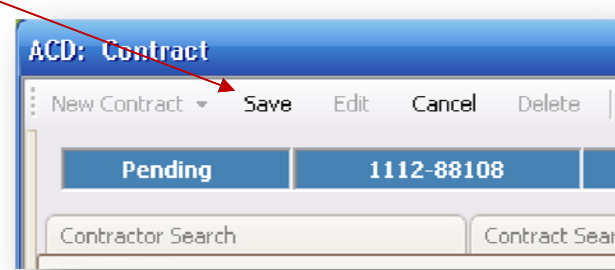
- The Approval fields in the Contract Status section of the screen will be opened for editing – note that clicking on the drop-down button opens a Date Calculator:



What is the Appropriate Approval Date?

The restrictions on approval dates have been relaxed in this version of the ACD. CCS staff and the DSHS Key Contract Coordinators have agreed that it is best to record the date that the contracts worker actually approves the contract, regardless of that date's relation to the contract Start or Created dates.

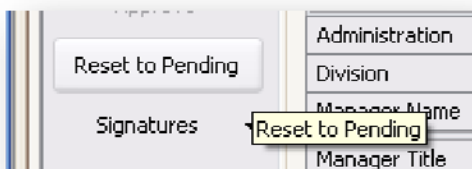
- Enter the actual date the contract is being approved – in most cases "Today"
- The Approval Staff field is automatically filled when the Save button is clicked
- Click Save at the top of the screen to process the approval:



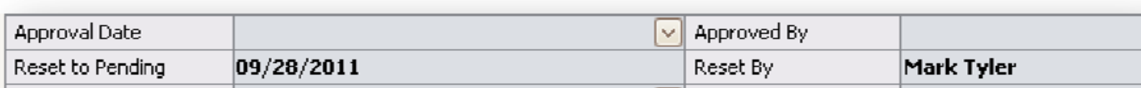
Resetting a Contract to Pending Status

If a contract record is in Approved status, but additional work needs to be done, either editing of data elements, or editing the contract document, or both, this method will reset the contract to Pending so that those edits can be made. Once done editing, the contract can be re-approved.

- Click the Reset to pending button on the Contract Detail Page Two screen:



- The Contract will be reset, the Approval date cleared out, and today's date and the user's name will be entered into the Reset to Pending Fields:



Who Can Reset or Cancel a Contract?

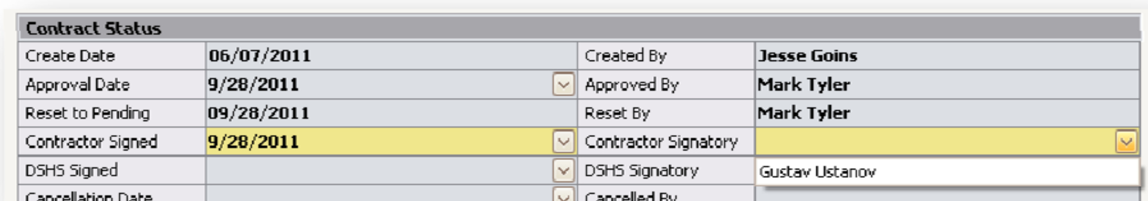
Any contracts worker who has Approval authority also has the authority to reset a contract to Pending, or to Cancel a contract.

Recording the Contractor Signed Date and Staff

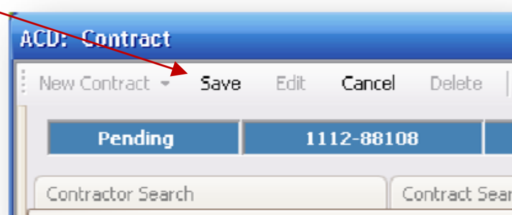
Once the contractor has signed the contract and the authorized person from DSHS has signed the contract it needs to be put into signed status in the ACD. Generally the Contractor signature comes before the DSHS signature.

- Click on the Signatures button, and select the Contractor signature option:

- The Signature field in the Contract Status section of the screen will be opened for editing with the following conditions applying:
  - Today's date will be entered into the Signature field by default.
  - Clicking on the drop-down button opens a Date Calculator;
  - Clicking on the Contractor Signatory field will bring up a list of Staff for the Contractor's business, who are designated as signatories on the Staff screen.



- Choose the actual signature date – the date on the hard copy contract document, and select the staff person who actually signed the contract.
- Click Save at the top of the screen to process the Signature action:



What if the Contractor's Signatory is not on the list?

Cancel the Signature action, click on the Contractor Detail button to go back to the Contractor Module; go to the Staff screen and add the correct staff person. Make sure to click the round "Yes" signatory button.

Recording the DSHS Signed Date

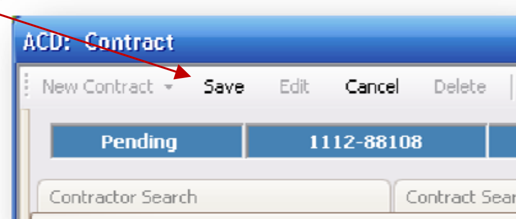
The DSHS signature date must be entered into the ACD by the staff person who actually signs the hard copy contract – not a clerical person on their behalf. The only exceptions to this practice are signatures by the DSHS Secretary, and a few other Executive level staff. Contact CCS with questions on this process. The steps for recording the DSHS Signature date are:

- Click on the Signatures button, and select the DSHS Signature option:

- The Signature field in the Contract Status section of the screen will be opened for editing with the following conditions applying:
  - Choose the actual signature date – the date on the hard copy contract.
  - Today's date will be entered into the Signature field by default.
  - Clicking on the drop-down button opens a Date Calculator.

Contract Status			
Create Date	06/07/2011	Created By	Jesse Goins
Approval Date	09/28/2011	Approved By	Mark Tyler
Reset to Pending	09/28/2011	Reset By	Mark Tyler
Contractor Signed	09/28/2011	Contractor Signatory	Gustav Ustanov
DSHS Signed	9/28/2011	DSHS Signatory	

  - The DSHS Signatory's name will be entered automatically, based on the ACD profile information.
- Click Save at the top of the screen to process the Signature action:



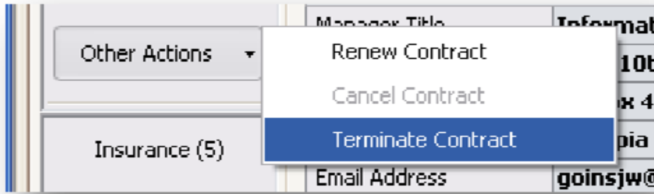
What if DSHS signs before the Contractor?

In this version of the ACD, the sequence is not restricted – put in the ***actual signature dates in any order***.

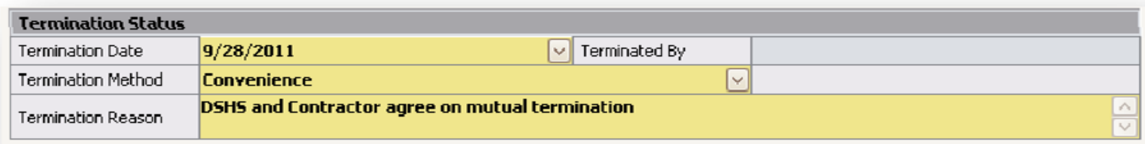
Terminating a Contract

Contract Terminations implicate serious legal issues and must be processed through your Key Contract Coordinator. As stated in the CCS Guide, Terminations for Convenience and Change in Funding can be processed by the Key Contract Coordinators, but Terminations for Default must be processed by CCS. A contract must be in Signed status to be terminated.

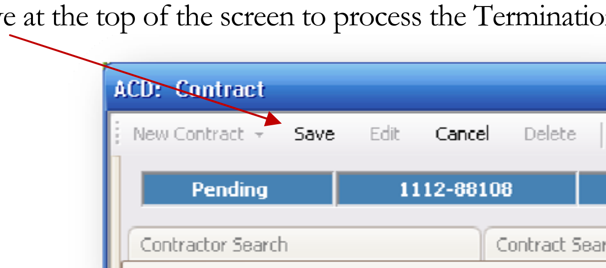
- Click on the Other Actions button, and select the Terminate Contract option:



- The fields in the Termination Status section of the screen will be opened for editing:



- As shown above, the following choices/fields need to be completed:
  - Choose the Termination date that is appropriate for this action.
  - Clicking on the drop-down button opens a Date Calculator.
  - Select the Termination Type from the drop-down.
  - Type in, or paste in using the Windows Ctl-V method, any appropriate text in the Termination Reason text box field. Remember that this text can be viewed by any ACD user, and can be disclosed through Public Disclosure.
  - The "Terminated By" staff name will be entered automatically.
- Click Save at the top of the screen to process the Termination action:



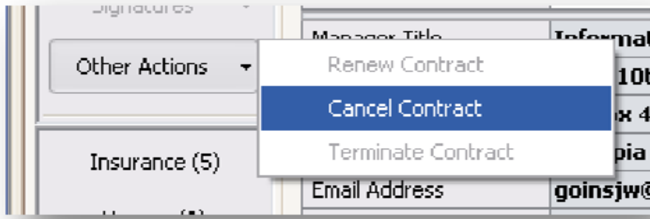
Do I Terminate each amendment too, or just the contract?

As a matter of practice in DSHS Contracting, we terminate ***contracts***. That action automatically sets all amendments to Terminated status as well..

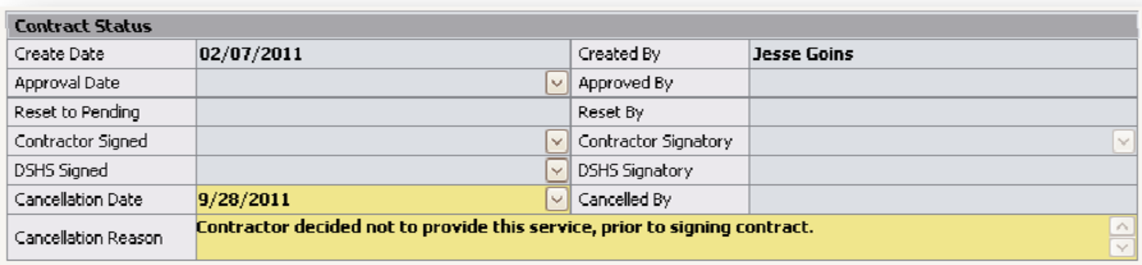
Canceling a Contract

Canceling a contract is much different from terminating a contract. The principle is that BEFORE the contract is signed, if either the Contractor or DSHS has changed their minds and the contract will not be signed, then it can be canceled. Call your Key Contract Coordinator if you have questions on this. Process the cancellation as follows:

- Click on the Other Actions button, and select the Cancel Contract option:



- The Cancel fields in the Contract Status section of the screen will be opened for editing:



- Choose the Cancellation date.
- Today's date will be entered into the Signature field by default.
- Clicking on the drop-down button opens a Date Calculator.
- The "Terminated By" staff name will be entered automatically, based on the ACD profile information.
- Type in, or paste in using the Windows Ctl-V method, any appropriate text in the Cancellation Reason text box field. Once again, remember that this text can be viewed by any ACD user, and can be disclosed through Public Disclosure.
- Click Save at the top of the screen to process the Cancellation action: