

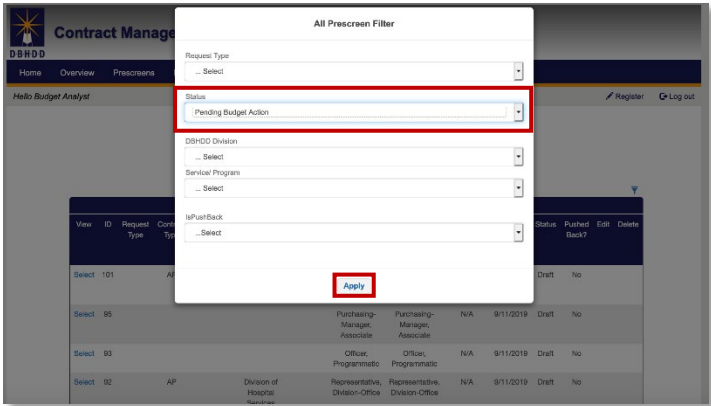
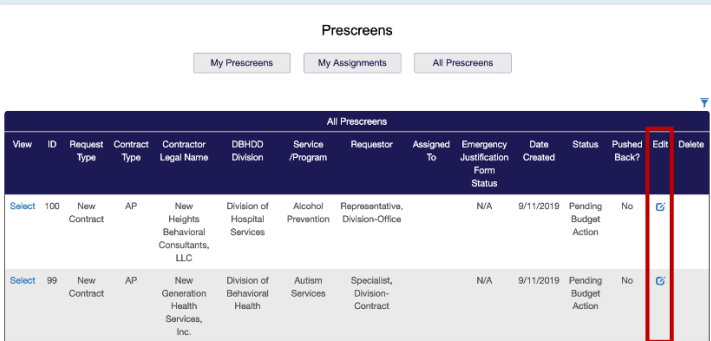

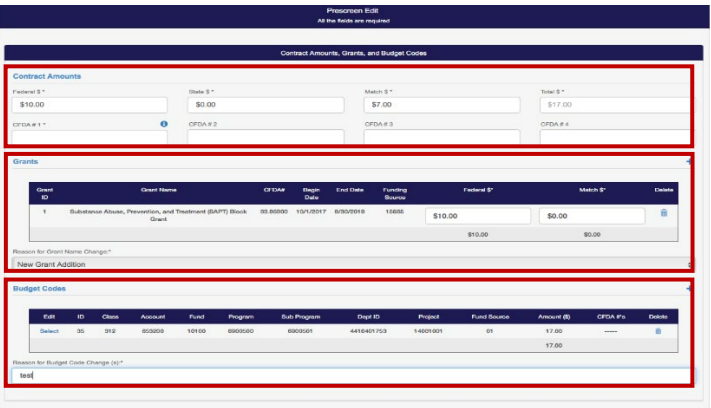


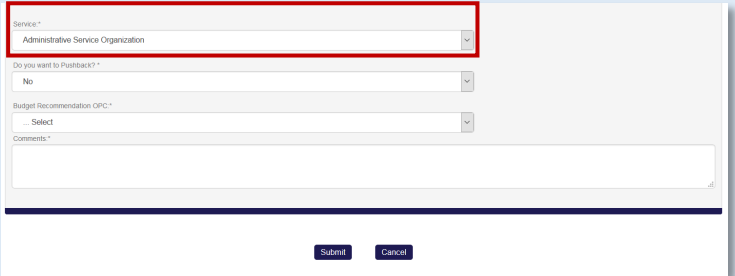
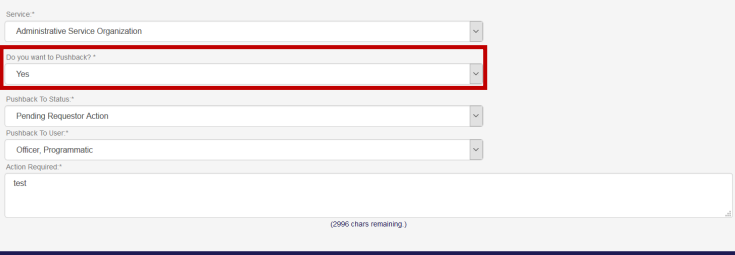
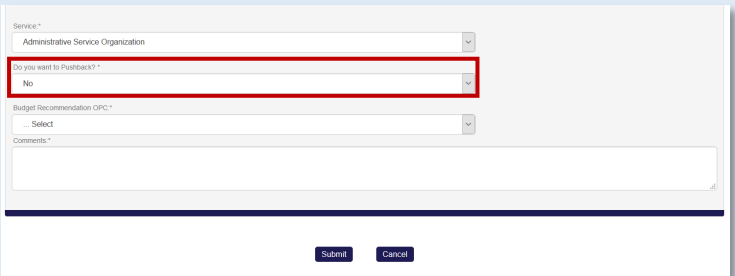
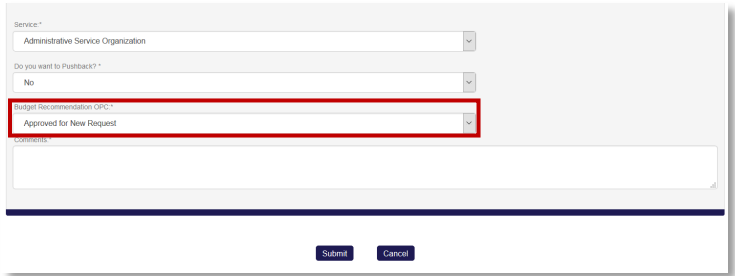
Approving Budget Codes

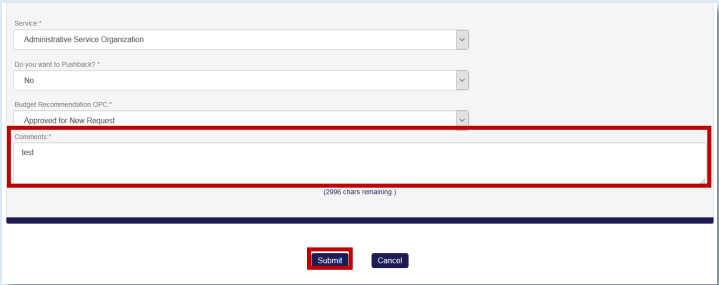
SUMMARY

This job aid shows how to approve the budget codes.

Step	Action	Visual																																																																																																		
1	<p>To log in to Contract Management Application, enter your User ID and Password.</p> <p>Select the Log In button. If the User ID and Password are entered correctly, the Overview page will open.</p>																																																																																																			
2	<p>To access the Prescreens, select the Prescreens link at the top of the page, or select the Prescreens button in the middle of the page.</p> <p>The Prescreens page will open.</p>																																																																																																			
3	<p>Select the Filter icon at the top right of the Prescreens page.</p> <p>The All Prescreens window displays.</p>	<table border="1"> <thead> <tr> <th>View</th> <th>ID</th> <th>Request Type</th> <th>Contract Type</th> <th>Contractor Legal Name</th> <th>DBHDD Division</th> <th>Service Program</th> <th>Requestor</th> <th>Assigned To</th> <th>Emergency Justification Form Status</th> <th>Date Created</th> <th>Status</th> <th>Pushed Back?</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td>Select</td> <td>21</td> <td>New Contract</td> <td>AP</td> <td>New Beginnings Today, LLC</td> <td>Division of Accountability and Compliance</td> <td>AD Childhouse Services</td> <td>Officer, Programmatic</td> <td>Analyst, Budget</td> <td>N/A</td> <td>4/29/2019</td> <td>Budget Review</td> <td>No</td> <td></td> </tr> <tr> <td>Select</td> <td>11</td> <td>New Contract</td> <td>AP</td> <td>New Heights Behavioral Consultants, LLC</td> <td>Division of Accountability and Compliance</td> <td>Respite Services</td> <td>Aderson, Okunumlayo</td> <td>Analyst, Budget</td> <td>N/A</td> <td>2/25/2019</td> <td>Budget Review</td> <td>No</td> <td></td> </tr> <tr> <td>Select</td> <td>3</td> <td>New Contract</td> <td>AP</td> <td>New Heights Behavioral Consultants, LLC</td> <td>Division of Accountability and Compliance</td> <td>BHCC</td> <td>Baden, Stojana</td> <td>Analyst, Budget</td> <td>Pending Approval</td> <td>2/18/2019</td> <td>Budget Review</td> <td>No</td> <td></td> </tr> <tr> <td>Select</td> <td>98</td> <td>New Contract</td> <td>AP</td> <td>New Dornas Personal Care, LLC</td> <td>Division of Developmental Disabilities</td> <td>Administrative Service Organization</td> <td>Specialist, Contract</td> <td></td> <td>N/A</td> <td>9/11/2019</td> <td>Pending OPC Action</td> <td>No</td> <td></td> </tr> <tr> <td>Select</td> <td>64</td> <td>New Contract</td> <td>AP</td> <td>A Helping Hand Personal Care Home, Inc.</td> <td>Division of Accountability and Compliance</td> <td>Accountability Courts</td> <td>Aderson, Okunumlayo</td> <td></td> <td>N/A</td> <td>8/28/2019</td> <td>Pending OPC Action</td> <td>No</td> <td></td> </tr> <tr> <td>Select</td> <td>52</td> <td>New Contract</td> <td>AP</td> <td>Thomas County Board of Health</td> <td>Division of Developmental Disabilities</td> <td>AD Childhouse Services</td> <td>Aderson, Okunumlayo</td> <td></td> <td>N/A</td> <td>7/8/2019</td> <td>Pending OPC Action</td> <td>No</td> <td></td> </tr> </tbody> </table>	View	ID	Request Type	Contract Type	Contractor Legal Name	DBHDD Division	Service Program	Requestor	Assigned To	Emergency Justification Form Status	Date Created	Status	Pushed Back?	Details	Select	21	New Contract	AP	New Beginnings Today, LLC	Division of Accountability and Compliance	AD Childhouse Services	Officer, Programmatic	Analyst, Budget	N/A	4/29/2019	Budget Review	No		Select	11	New Contract	AP	New Heights Behavioral Consultants, LLC	Division of Accountability and Compliance	Respite Services	Aderson, Okunumlayo	Analyst, Budget	N/A	2/25/2019	Budget Review	No		Select	3	New Contract	AP	New Heights Behavioral Consultants, LLC	Division of Accountability and Compliance	BHCC	Baden, Stojana	Analyst, Budget	Pending Approval	2/18/2019	Budget Review	No		Select	98	New Contract	AP	New Dornas Personal Care, LLC	Division of Developmental Disabilities	Administrative Service Organization	Specialist, Contract		N/A	9/11/2019	Pending OPC Action	No		Select	64	New Contract	AP	A Helping Hand Personal Care Home, Inc.	Division of Accountability and Compliance	Accountability Courts	Aderson, Okunumlayo		N/A	8/28/2019	Pending OPC Action	No		Select	52	New Contract	AP	Thomas County Board of Health	Division of Developmental Disabilities	AD Childhouse Services	Aderson, Okunumlayo		N/A	7/8/2019	Pending OPC Action	No	
View	ID	Request Type	Contract Type	Contractor Legal Name	DBHDD Division	Service Program	Requestor	Assigned To	Emergency Justification Form Status	Date Created	Status	Pushed Back?	Details																																																																																							
Select	21	New Contract	AP	New Beginnings Today, LLC	Division of Accountability and Compliance	AD Childhouse Services	Officer, Programmatic	Analyst, Budget	N/A	4/29/2019	Budget Review	No																																																																																								
Select	11	New Contract	AP	New Heights Behavioral Consultants, LLC	Division of Accountability and Compliance	Respite Services	Aderson, Okunumlayo	Analyst, Budget	N/A	2/25/2019	Budget Review	No																																																																																								
Select	3	New Contract	AP	New Heights Behavioral Consultants, LLC	Division of Accountability and Compliance	BHCC	Baden, Stojana	Analyst, Budget	Pending Approval	2/18/2019	Budget Review	No																																																																																								
Select	98	New Contract	AP	New Dornas Personal Care, LLC	Division of Developmental Disabilities	Administrative Service Organization	Specialist, Contract		N/A	9/11/2019	Pending OPC Action	No																																																																																								
Select	64	New Contract	AP	A Helping Hand Personal Care Home, Inc.	Division of Accountability and Compliance	Accountability Courts	Aderson, Okunumlayo		N/A	8/28/2019	Pending OPC Action	No																																																																																								
Select	52	New Contract	AP	Thomas County Board of Health	Division of Developmental Disabilities	AD Childhouse Services	Aderson, Okunumlayo		N/A	7/8/2019	Pending OPC Action	No																																																																																								

Step	Action	Visual
<p>4</p>	<p>Select the dropdown arrow in the Status field and choose Pending Budget Action.</p> <p>Select Apply.</p> <p>The Prescreens with the Pending Budget Action status display.</p>	
<p>5</p>	<p>Select the Edit icon located in the Edit column.</p> <p>The Prescreen Edit page will display.</p>	
<p>6</p>	<p>In the Prescreen Edit section, any edits, updates, or changes to the Contract Amounts, Grants, and Budget Codes subsections will initiate a pushback to the requestor to review the changes.</p> <p> NOTE: If you make any changes to the Grants subsection, the Reason for Grant Name Change field appears. Select the dropdown arrow to choose an option. If you change the budget code, enter comments in the Reason for Budget Code Change(s) field.</p>	

Step	Action	Visual
7	<p>The Service field is auto-populated.</p> <p>If the service changed, select the Service field dropdown arrow to choose an option.</p> <p>When there is a service change, the Reason for Service Change field appears. Select the Reason for Service Change field dropdown arrow to choose an option.</p>	
8	<p>If you need to push back a Prescreen, select the Do you want to Pushback? dropdown arrow to choose Yes.</p>	
9	<p>If there are <u>no modifications</u>, scroll to the Do you want to Pushback? field and select No from the dropdown menu.</p>	
10	<p>Go to the Budget Recommendation OPC field and select one of the following options: Approved for Amendment, Approved for New Request, Approved for Renewal, or Denied.</p> <p>If approved, select Approved for New Request.</p>	

Step	Action	Visual
11	Enter comments in the Comments field and select the Submit button.	
12	A CMA Message appears indicating that the “Prescreen updated successfully.” Select the Ok button.	