

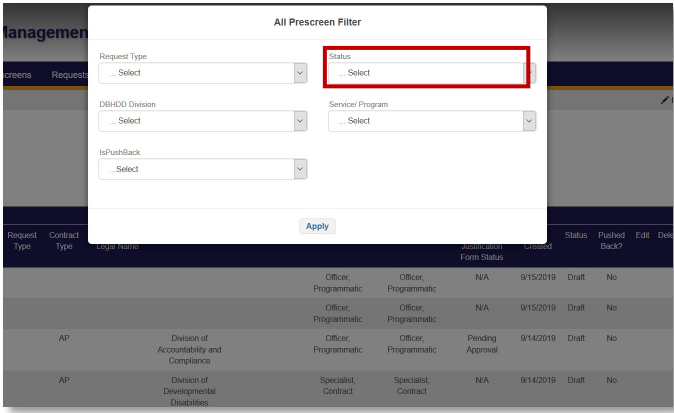
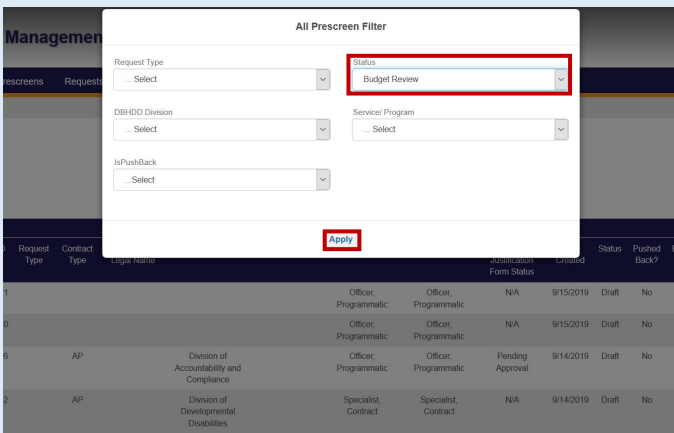

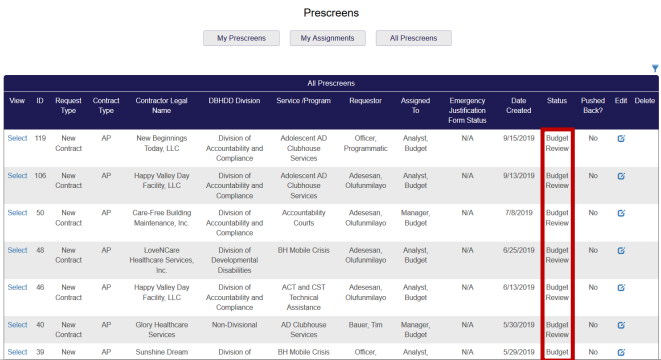


Reviewing a Prescreening Request with and Without an Emergency Justification

SUMMARY

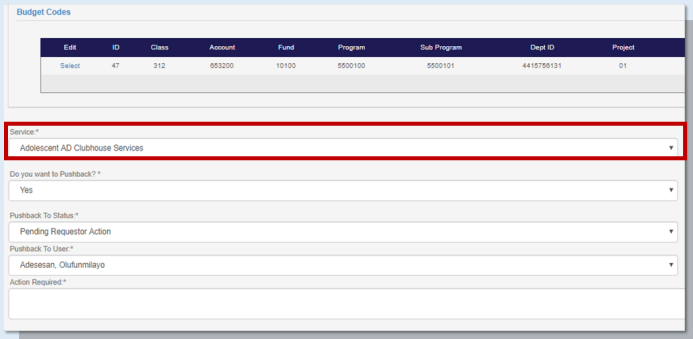

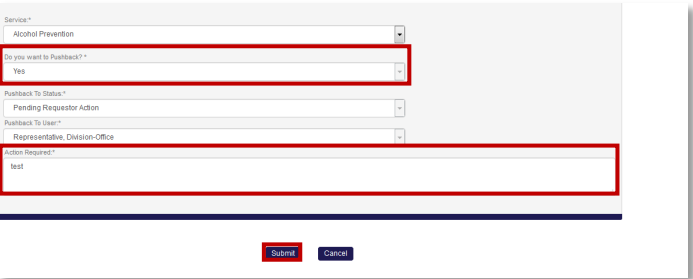
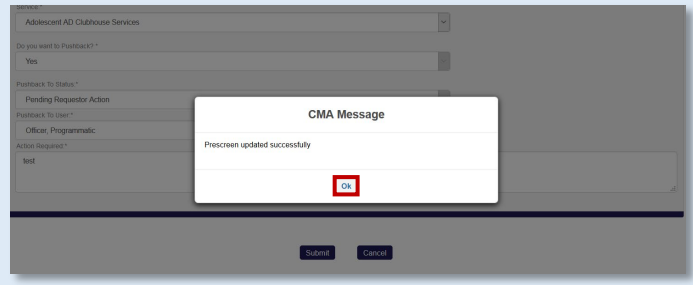
This job aid shows how to review a Prescreen request.

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 colspan="13">All Prescreens</th> </tr> <tr> <th>View</th> <th>ID</th> <th>Request Type</th> <th>Contract Type</th> <th>Contractor Health Services, Inc. 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>Edit</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>Select</td> <td>121</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Officer, Programmatic</td> <td>Officer, Programmatic</td> <td>N/A</td> <td>9/15/2019</td> <td>Draft</td> <td>No</td> <td></td> <td></td> </tr> <tr> <td>Select</td> <td>120</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Officer, Programmatic</td> <td>Officer, Programmatic</td> <td>N/A</td> <td>9/15/2019</td> <td>Draft</td> <td>No</td> <td></td> <td></td> </tr> <tr> <td>Select</td> <td>116</td> <td></td> <td>AP</td> <td></td> <td>Division of Accountability and Compliance</td> <td></td> <td>Officer, Programmatic</td> <td>Officer, Programmatic</td> <td>Pending Approval</td> <td>9/14/2019</td> <td>Draft</td> <td>No</td> <td></td> <td></td> </tr> <tr> <td>Select</td> <td>112</td> <td></td> <td>AP</td> <td></td> <td>Division of Developmental Disabilities</td> <td></td> <td>Specialist, Contract</td> <td>Specialist, Contract</td> <td>N/A</td> <td>9/14/2019</td> <td>Draft</td> <td>No</td> <td></td> <td></td> </tr> <tr> <td>Select</td> <td>110</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Specialist, Contract</td> <td>Specialist, Contract</td> <td>N/A</td> <td>9/14/2019</td> <td>Draft</td> <td>No</td> <td></td> <td></td> </tr> <tr> <td>Select</td> <td>100</td> <td></td> <td>AP</td> <td>New Generation Health Services, Inc.</td> <td>Division of Accountability and Compliance</td> <td></td> <td></td> <td></td> <td>Pending Submission</td> <td>9/14/2019</td> <td>Draft</td> <td>No</td> <td></td> <td></td> </tr> <tr> <td>Select</td> <td>108</td> <td></td> <td>AP</td> <td>New Haven Personal Care Home</td> <td>Non-Divisional</td> <td>Alcohol Prevention</td> <td>Purchasing-Manager, Associate</td> <td>Purchasing-Manager, Associate</td> <td>N/A</td> <td>9/13/2019</td> <td>Draft</td> <td>No</td> <td></td> <td></td> </tr> </tbody> </table>	All Prescreens													View	ID	Request Type	Contract Type	Contractor Health Services, Inc. Legal Name	DBHDD Division	Service Program	Requestor	Assigned To	Emergency Justification Form Status	Date Created	Status	Pushed Back?	Edit	Delete	Select	121						Officer, Programmatic	Officer, Programmatic	N/A	9/15/2019	Draft	No			Select	120						Officer, Programmatic	Officer, Programmatic	N/A	9/15/2019	Draft	No			Select	116		AP		Division of Accountability and Compliance		Officer, Programmatic	Officer, Programmatic	Pending Approval	9/14/2019	Draft	No			Select	112		AP		Division of Developmental Disabilities		Specialist, Contract	Specialist, Contract	N/A	9/14/2019	Draft	No			Select	110						Specialist, Contract	Specialist, Contract	N/A	9/14/2019	Draft	No			Select	100		AP	New Generation Health Services, Inc.	Division of Accountability and Compliance				Pending Submission	9/14/2019	Draft	No			Select	108		AP	New Haven Personal Care Home	Non-Divisional	Alcohol Prevention	Purchasing-Manager, Associate	Purchasing-Manager, Associate	N/A	9/13/2019	Draft	No		
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Step	Action	Visual
4	Within the Status field, select the dropdown arrow and choose Budget Review or Pending Budget Action to search for Prescreens pending a budget review.	
5	Within the Status field, select Budget Review . Select the Apply button.	
6	The Prescreens with a Budget Review status appear.  NOTE: When filtering Prescreens, if you select Pending Budget Action within the Status field instead of Budget Review , the Prescreens with a Pending Budget Action status will appear.	



Step	Action	Visual
7	<p>Select the Select link in the View column to access the Prescreen document you plan to review.</p> <p>The Prescreen displays with all the information the requestor entered.</p>	
8	<p>Select the Edit button to view the Prescreen information that can be edited.</p>	
9	<p> NOTE: Another way you can edit the Prescreen on the Prescreens page is to select the Edit icon located in the Edit column field.</p>	
10	<p>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.</p> <p>Changes made to the Grants subsection will be pushed back to the requestor to review the changes entered and resubmit to Budgeting.</p>	

Step	Action	Visual
11	<p>Below the Budget Codes subsection is the Service field. Select the dropdown arrow to choose the appropriate option.</p>	
12	<p>If you need to pushback a Prescreen, select the dropdown arrow within the Do you want to Pushback? field and choose Yes. If you do not wish to pushback the Prescreen, choose No.</p> <p>Whenever you pushback a Prescreen resulting from a change, enter a comment for the pushback in the Action Required field.</p> <p>Select Submit.</p> <p> NOTE: The Comments field will change to the Action Required field if Yes is selected in the Do you want to Pushback? field.</p>	
13	<p>A CMA Message appears indicating that the “Prescreen updated successfully.”</p> <p>Select the Ok button.</p> <p>The View Prescreen page displays.</p>	
14	<p>The Prescreen Status field indicates Pending Requestor Action.</p> <p>If the Prescreen was a pushback, the Prescreen Push Back Action Required section displays the following: Pushback From, Pushback To, Pushback Status, Pushback Date, Action Required, and Due Date populated with the budget due date.</p>	