

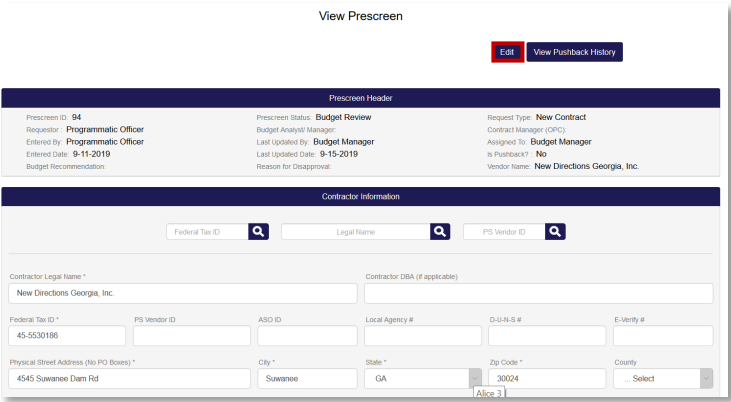
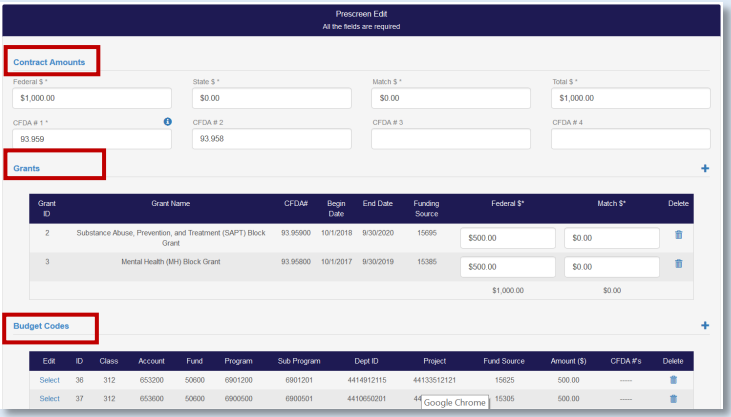
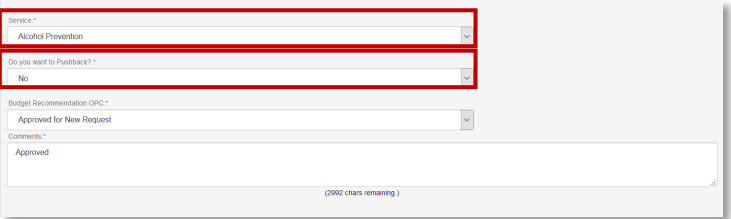
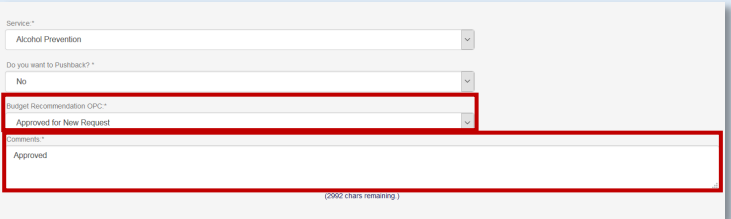


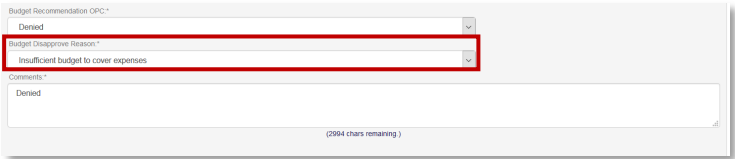
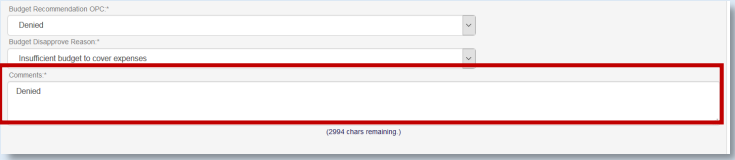
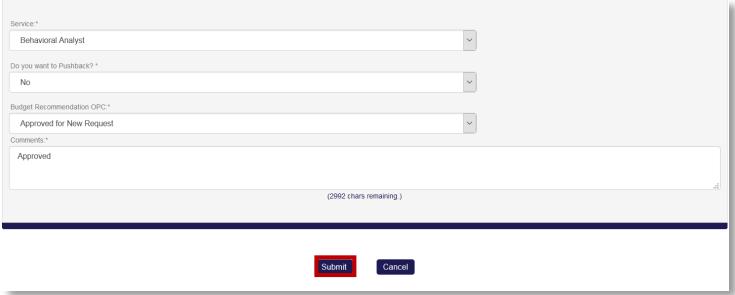
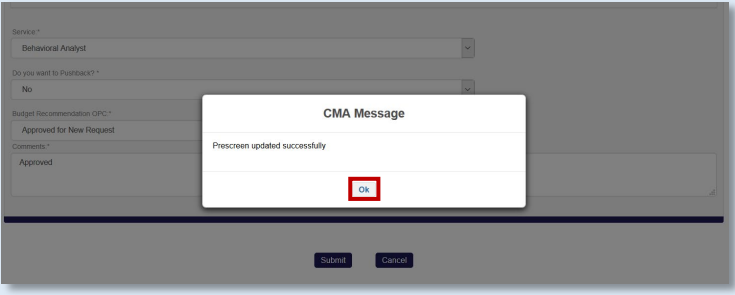
# Providing a Prescreening Approval Recommendation

## SUMMARY

This job aid shows how to provide a Prescreening Approval Recommendation.

Step	Action	Visual																																																																											
1	<p>To log in to <b>Contract Management Application</b>, enter your <b>User ID</b> and <b>Password</b>.</p> <p>Select the <b>Log In</b> button. If the <b>User ID</b> and <b>Password</b> are entered correctly, the <b>Overview</b> page will open.</p>																																																																												
2	<p>To access the Prescreens, select the <b>Prescreens</b> link at the top of the page, or select the <b>Prescreens</b> button in the middle of the page.</p>																																																																												
3	<p>Select the <b>My Assignments</b> button to bring up the <b>My Assignments</b> table.</p> <p>The <b>Status</b> column will display the <b>Budget Review</b> Prescreens.</p> <p>Select the <b>Select</b> link in the <b>View</b> column to open the Prescreen that will be reviewed.</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>Edit</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>Select</td> <td>04</td> <td>New Contract</td> <td>AP</td> <td>New Directions Georgia, Inc.</td> <td>Division of Accountability and Compliance</td> <td>Alcohol Prevention</td> <td>Officer, Programmatic</td> <td>Manager, Budget</td> <td>Pending Submission</td> <td>9/11/2019</td> <td>Budget Review</td> <td>No</td> <td></td> <td></td> </tr> <tr> <td>Select</td> <td>00</td> <td>New Contract</td> <td>AP</td> <td>Care-Free Building Maintenance, Inc.</td> <td>Division of Accountability and Compliance</td> <td>Accountability Courts</td> <td>Adrianas, Oluferunlayo</td> <td>Manager, Budget</td> <td>N/A</td> <td>7/8/2019</td> <td>Budget Review</td> <td>No</td> <td></td> <td></td> </tr> <tr> <td>Select</td> <td>00</td> <td>New Contract</td> <td>AP</td> <td>Glory Healthcare Services</td> <td>Non Divisional</td> <td>AD Clubhouse Services</td> <td>Bauer, Tim</td> <td>Manager, Budget</td> <td>N/A</td> <td>5/30/2019</td> <td>Budget Review</td> <td>No</td> <td></td> <td></td> </tr> <tr> <td>Select</td> <td>05</td> <td>New Contract</td> <td>AP</td> <td>Haven Developmental Care, Inc.</td> <td>Division of Accountability and Compliance</td> <td>BHCC</td> <td>Officer, Programmatic</td> <td>Manager, Budget</td> <td>Pending Submission</td> <td>5/29/2019</td> <td>Budget Review</td> <td>No</td> <td></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?	Edit	Delete	Select	04	New Contract	AP	New Directions Georgia, Inc.	Division of Accountability and Compliance	Alcohol Prevention	Officer, Programmatic	Manager, Budget	Pending Submission	9/11/2019	Budget Review	No			Select	00	New Contract	AP	Care-Free Building Maintenance, Inc.	Division of Accountability and Compliance	Accountability Courts	Adrianas, Oluferunlayo	Manager, Budget	N/A	7/8/2019	Budget Review	No			Select	00	New Contract	AP	Glory Healthcare Services	Non Divisional	AD Clubhouse Services	Bauer, Tim	Manager, Budget	N/A	5/30/2019	Budget Review	No			Select	05	New Contract	AP	Haven Developmental Care, Inc.	Division of Accountability and Compliance	BHCC	Officer, Programmatic	Manager, Budget	Pending Submission	5/29/2019	Budget Review	No		
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Step	Action	Visual
4	<p>The <b>View Prescreen</b> page displays the Prescreen to be reviewed.</p> <p>Select the <b>Edit</b> button at the top right of the Prescreen.</p>	
5	<p>Within the <b>Prescreen Edit</b> section, review the information in the <b>Contract Amounts</b>, <b>Grants</b>, and <b>Budget Codes</b> subsections to ensure the information is accurate.</p>	
6	<p>For the <b>Service</b> field, select the dropdown arrow to choose the service from the list of options.</p> <p>Since there are no changes or edits, select the dropdown arrow for the “<b>Do you want to Pushback?</b>” field, and select <b>No</b>.</p> <p>Provide a relevant comment in the <b>Comments</b> field.</p>	
7	<p>For the <b>Budget Recommendation OPC</b> field, select the dropdown arrow to choose one of the following options: <b>Approved for Amendment</b>, <b>Approved for New Request</b>, <b>Approved for Renewal</b>, or <b>Denied</b>.</p> <p>Provide a relevant comment in the <b>Comments</b> field.</p>	

Step	Action	Visual
8	If the Prescreen is <b>Denied</b> , a <b>Budget Disapproval Reason</b> field will display. <b>Select</b> the dropdown arrow and choose the appropriate reason for the denial of the Prescreen.	
9	In the <b>Comments</b> field, provide a comment indicating why you denied the approval.	
10	After the review of the Prescreen has been completed, select the <b>Submit</b> button.	
11	A popup screen will display a <b>CMA Message</b> that reads " <b>Prescreen updated successfully.</b> " Select the <b>Ok</b> button.	
12	The <b>Prescreen Status</b> shows the Prescreen is <b>Pending OPC Action</b> .	