





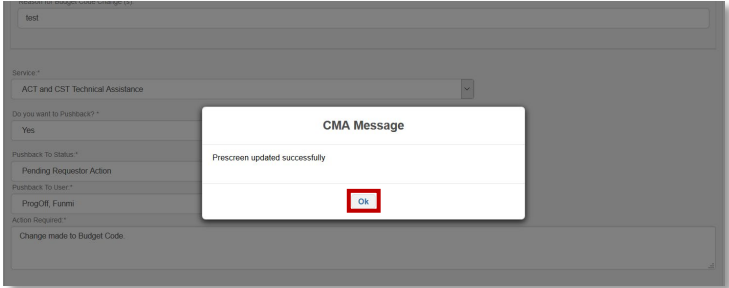
Pushing Back the Prescreening Request with Comments or Questions

SUMMARY

This job aid shows how to push back the prescreening request with comments or questions.

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>																																																																																																																									
3	<p>Select the My Assignments button to bring up the My Assignments table.</p> <p>The Status column will display the Budget Review Prescreens.</p> <p>Select the Select link within the View 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>53</td> <td>New Contract</td> <td>AP</td> <td>A Helping Hand Personal Care Home, Inc.</td> <td>Division of Behavioral Health</td> <td>ACT and CST Technical Assistance</td> <td>ProgOff, Furnm</td> <td>Analyst, 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>48</td> <td>New Contract</td> <td>AP</td> <td>LoveNCare Healthcare Services, Inc.</td> <td>Division of Developmental Disabilities</td> <td>BH Mobile Crisis</td> <td>Adesean, Olufunmilayo</td> <td>Analyst, Budget</td> <td>N/A</td> <td>6/25/2019</td> <td>Budget Review</td> <td>No</td> <td></td> <td></td> </tr> <tr> <td>Select</td> <td>46</td> <td>New Contract</td> <td>AP</td> <td>Happy Valley Day Facility, LLC</td> <td>Division of Accountability and Compliance</td> <td>ACT and CST Technical Assistance</td> <td>Adesean, Olufunmilayo</td> <td>Analyst, Budget</td> <td>N/A</td> <td>6/13/2019</td> <td>Budget Review</td> <td>No</td> <td></td> <td></td> </tr> <tr> <td>Select</td> <td>39</td> <td>New Contract</td> <td>AP</td> <td>Sunshine Dream Assisted Living, LLC</td> <td>Division of Behavioral Health</td> <td>BH Mobile Crisis</td> <td>Officer, Programmatic</td> <td>Analyst, Budget</td> <td>N/A</td> <td>5/29/2019</td> <td>Budget Review</td> <td>No</td> <td></td> <td></td> </tr> <tr> <td>Select</td> <td>36</td> <td>New Contract</td> <td>AP</td> <td>Heaven Developmental Care, Inc.</td> <td>Division of Accountability and Compliance</td> <td>BHCC</td> <td>Officer, Programmatic</td> <td>Analyst, Budget</td> <td>Pending Submission</td> <td>5/29/2019</td> <td>Budget Review</td> <td>No</td> <td></td> <td></td> </tr> <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 Clubhouse 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> <td></td> </tr> <tr> <td>Select</td> <td>11</td> <td>New Contract</td> <td>AP</td> <td>New Heights Behavioral</td> <td>Division of Accountability and</td> <td>Respite Services</td> <td>Adesean, Olufunmilayo</td> <td>Analyst, Budget</td> <td>N/A</td> <td>2/25/2019</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	53	New Contract	AP	A Helping Hand Personal Care Home, Inc.	Division of Behavioral Health	ACT and CST Technical Assistance	ProgOff, Furnm	Analyst, Budget	N/A	7/8/2019	Budget Review	No			Select	48	New Contract	AP	LoveNCare Healthcare Services, Inc.	Division of Developmental Disabilities	BH Mobile Crisis	Adesean, Olufunmilayo	Analyst, Budget	N/A	6/25/2019	Budget Review	No			Select	46	New Contract	AP	Happy Valley Day Facility, LLC	Division of Accountability and Compliance	ACT and CST Technical Assistance	Adesean, Olufunmilayo	Analyst, Budget	N/A	6/13/2019	Budget Review	No			Select	39	New Contract	AP	Sunshine Dream Assisted Living, LLC	Division of Behavioral Health	BH Mobile Crisis	Officer, Programmatic	Analyst, Budget	N/A	5/29/2019	Budget Review	No			Select	36	New Contract	AP	Heaven Developmental Care, Inc.	Division of Accountability and Compliance	BHCC	Officer, Programmatic	Analyst, Budget	Pending Submission	5/29/2019	Budget Review	No			Select	21	New Contract	AP	New Beginnings Today, LLC	Division of Accountability and Compliance	AD Clubhouse Services	Officer, Programmatic	Analyst, Budget	N/A	4/29/2019	Budget Review	No			Select	11	New Contract	AP	New Heights Behavioral	Division of Accountability and	Respite Services	Adesean, Olufunmilayo	Analyst, Budget	N/A	2/25/2019	Budget Review	No		
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Step	Action	Visual
4	<p>The View Prescreen page displays the Prescreen to be reviewed.</p> <p>Select the Edit button at the top right of the Prescreen.</p>	
5	<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.</p>	
6	<p>In the Service field, select the dropdown arrow to select the service from the list of options.</p> <p>Enter the reason for the pushback in the Action Required field.</p> <p> NOTE: The Do you want to Pushback?, Pushback To Status, and Pushback To User fields are auto-populated.</p>	
7	<p>Select the Submit button.</p>	

Step	Action	Visual
8	<p>A CMA Message appears indicating that the “Prescreen updated successfully.”</p> <p>Select the Ok button.</p>	
9	<p>The Prescreen Status displays “Pending Requestor Action.”</p> <p>If the Prescreen has a pushback, the Prescreen Push Back Action Required section will display the following information:</p> <ul style="list-style-type: none"> • Pushback From • Pushback To • Pushback Status • Pushback Date • Action Required • Due Date 	