

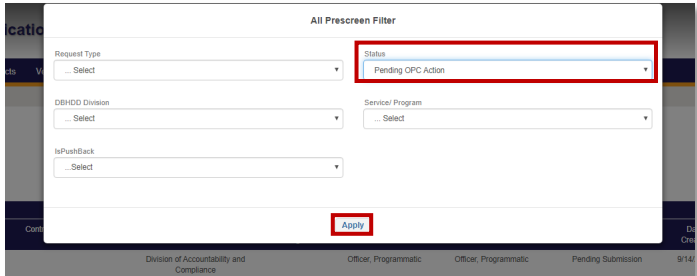
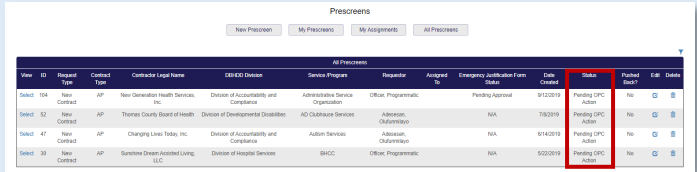
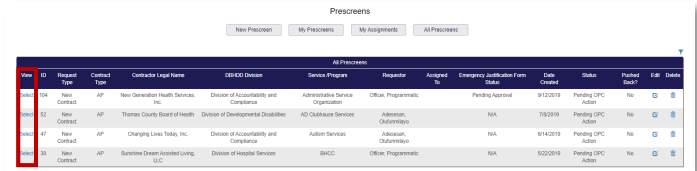
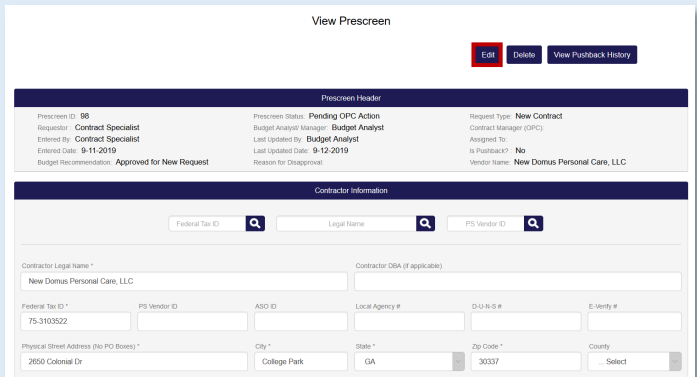

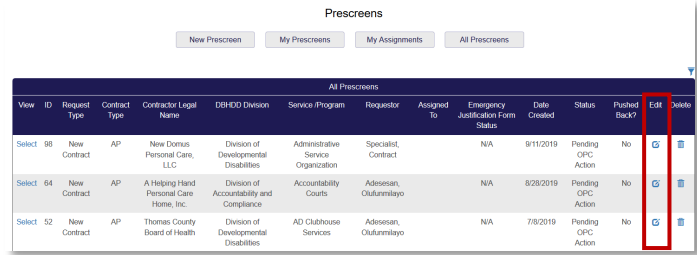


Approving a Prescreening Request With or Without an Emergency Justification for Non-Hospital Contracts

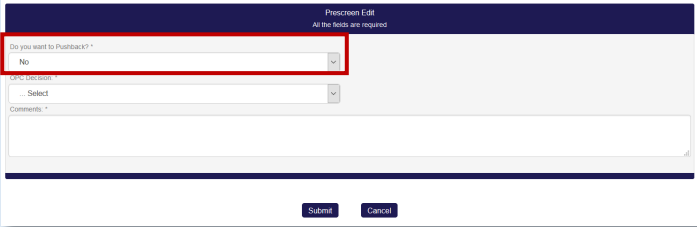
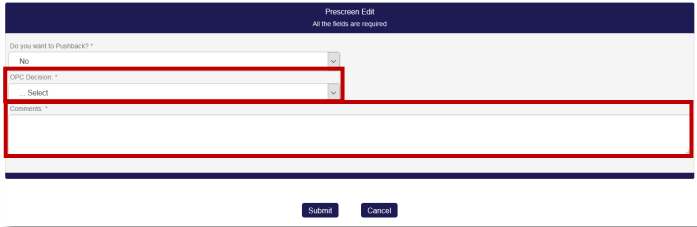
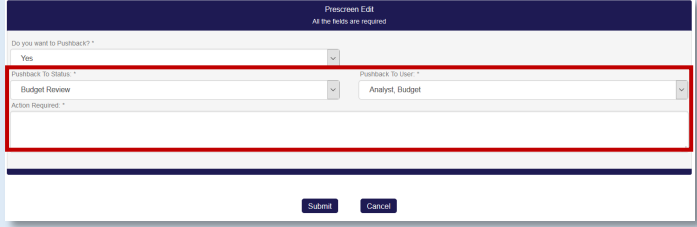
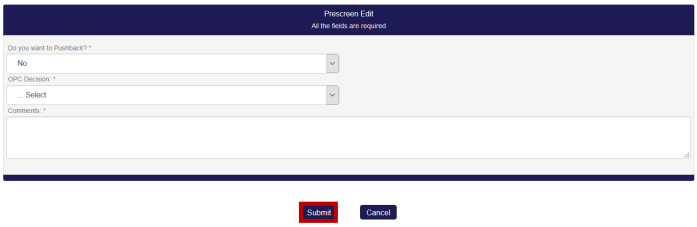
SUMMARY

This job aid shows how to approve a Prescreen request with or without an emergency justification for non-hospital contracts.

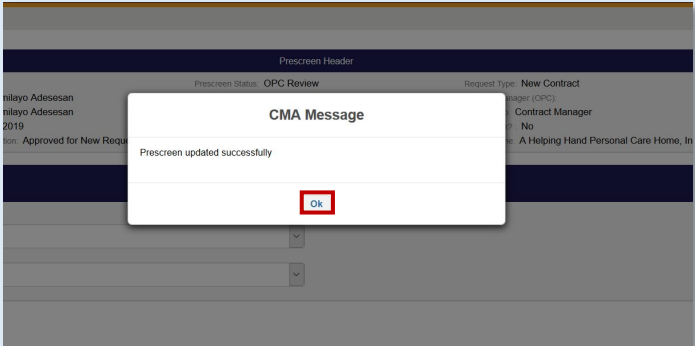
Step	Action	Visual																																																																																																									
1	<p>To log in to Contract Management Application, enter your User ID and Password.</p> <p>Select the Log In button. If the User ID and Password are entered correctly, the Overview 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>Select</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>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>Office, 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 Consultants, LLC</td> <td>Division of Accountability and Compliance</td> <td>Respite Services</td> <td>Adesiran, Oluwalumayo</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> <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>Badam, Sngana</td> <td>Analyst, Budget</td> <td>Pending Approval</td> <td>2/18/2019</td> <td>Budget Review</td> <td>No</td> <td></td> <td></td> </tr> <tr> <td>Select</td> <td>98</td> <td>New Contract</td> <td>AP</td> <td>New Domus 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 CFC Action</td> <td>No</td> <td></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>Courts</td> <td>Adesiran, Oluwalumayo</td> <td></td> <td>N/A</td> <td>8/28/2019</td> <td>Pending CFC Action</td> <td>No</td> <td></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 Clubhouse Services</td> <td>Adesiran, Oluwalumayo</td> <td></td> <td>N/A</td> <td>7/8/2019</td> <td>Pending CFC Action</td> <td>No</td> <td></td> <td></td> </tr> </tbody> </table>	Select	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	21	New Contract	AP	New Beginnings Today, LLC	Division of Accountability and Compliance	AD Clubhouse Services	Office, 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	Adesiran, Oluwalumayo	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	Badam, Sngana	Analyst, Budget	Pending Approval	2/18/2019	Budget Review	No			Select	98	New Contract	AP	New Domus Personal Care, LLC	Division of Developmental Disabilities	Administrative Service Organization	Specialist, Contract		N/A	9/11/2019	Pending CFC Action	No			Select	64	New Contract	AP	A Helping Hand Personal Care Home, Inc.	Division of Accountability and Compliance	Courts	Adesiran, Oluwalumayo		N/A	8/28/2019	Pending CFC Action	No			Select	52	New Contract	AP	Thomas County Board of Health	Division of Developmental Disabilities	AD Clubhouse Services	Adesiran, Oluwalumayo		N/A	7/8/2019	Pending CFC Action	No		
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Step	Action	Visual
4	<p>Within the Status field, select the dropdown arrow and choose Pending OPC Action to search for Prescreens pending a review.</p> <p>Select Apply.</p>	
5	<p>Prescreens with the status of Pending OPC Action will appear.</p>	
6	<p>Select the Select link within the View column to access the Prescreen you plan to approve.</p>	
7	<p>The Prescreen displays with all the information the requestor entered. At the top right of the Prescreen select the Edit button.</p>	
8	<p> NOTE: Another way you can edit the Prescreen is to select the Edit icon located in the Edit column field.</p>	



Step	Action	Visual
9	In the Prescreen Edit section, the Do you want to Pushback? field defaults to No .	
10	If there is no reason to push back the Prescreen, select the dropdown arrow in the OPC Decision field and choose Approved, Archived, Deleted, Denied, or Suspend . Add relevant comments in the Comments field.	
11	If there is a reason to push back the Prescreen, choose Yes for the Do you want to Pushback? field. The Pushback To Status , Pushback To User , and Action Required fields will appear. Select the dropdown arrow in the Pushback To Status field and choose Budget Review, Pending OPC Action, or Pending Requestor Action . Select the dropdown arrow in the Pushback To User field and select the appropriate option. In the Action Required field, provide the reason why you are pushing back the Prescreen.	
12	Select the Submit button.	



Step	Action	Visual
13	A CMA Message displays indicating that the "Prescreen updated successfully." Click the Ok button.	 A screenshot of a software interface showing a 'CMA Message' dialog box. The dialog box is white with a dark border and contains the text 'Prescreen updated successfully' and an 'Ok' button. The background is a blurred screenshot of a web application with various fields and text, including 'Prescreen Status: OPC Review' and 'Request Type: New Contract'.