



D·B·H·D·D

**Contracts Management Application
(CMA) Office of Legal Services
Training Infographic**

MAY 8, 2020

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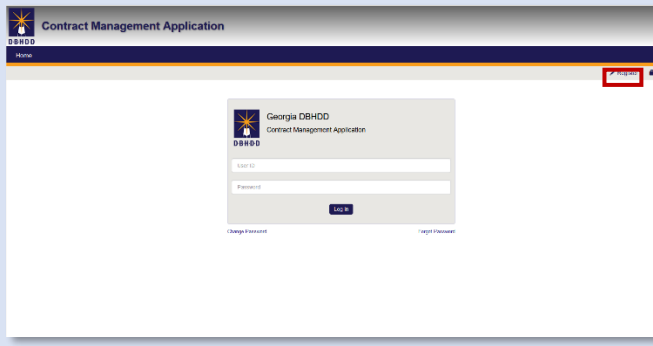

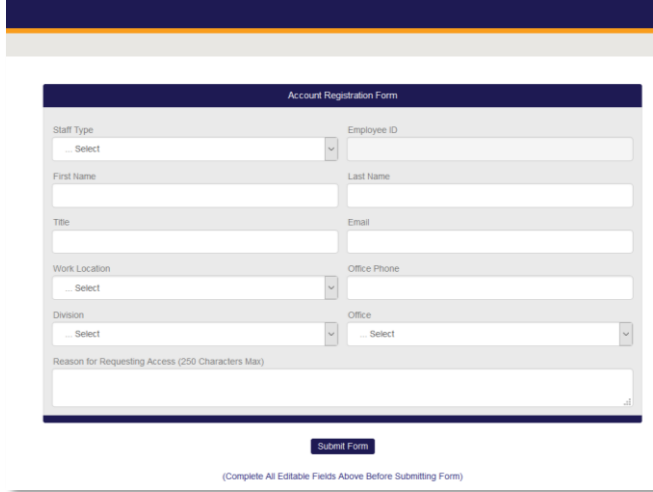
Register for a CMA Account

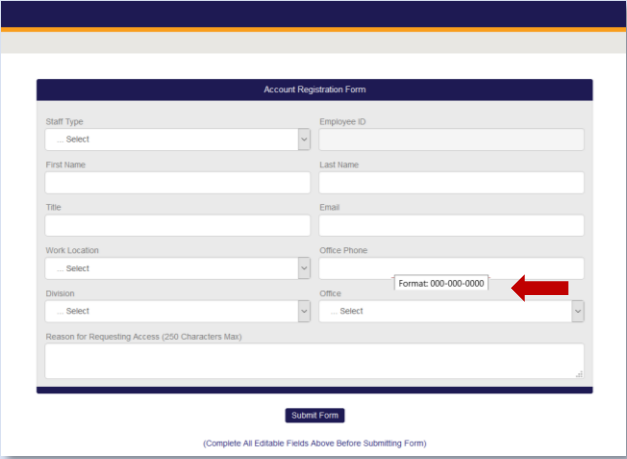
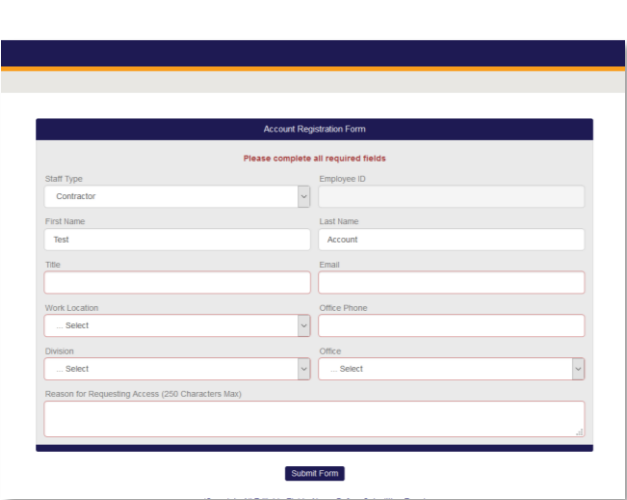
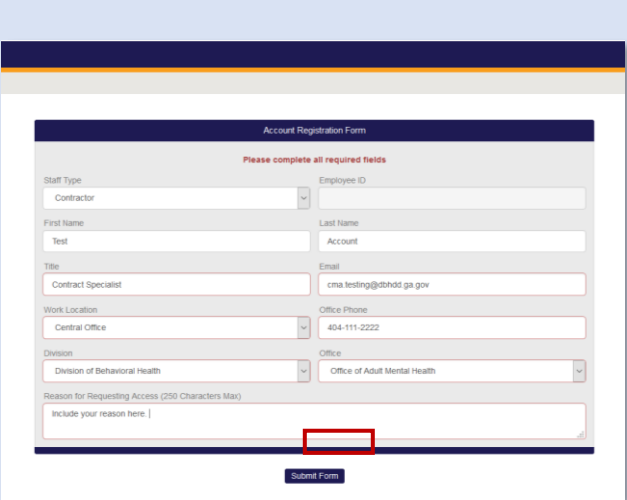
Summary: This demonstrates how to register for an account in the Contract Management Application (CMA).

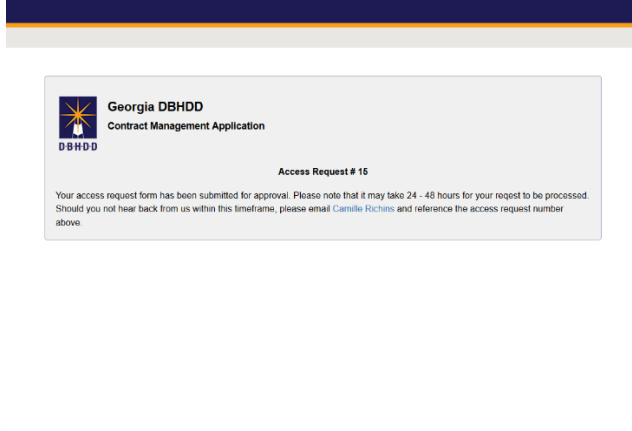
Role Permission: All User Roles

Access the Contract Management Application here

<https://dbhddapps.dbhdd.ga.gov/CMA/Accounts/Login.aspx>

Step	Action	Visual
1	On the Contract Management Application home page, select the Register link.	
2	Complete all fields in the Account Registration Form by entering the requested information.  NOTE: By default, you will not be able to edit the Employee ID field.	

Step	Action	Visual
3	Hover the mouse pointer over any of the fields to see that field's tooltip. For example, the tooltip for the Office Phone field appears as Format: 000-000-0000 .	 A screenshot of the 'Account Registration Form' interface. The form contains several input fields: Staff Type (dropdown), Employee ID, First Name, Last Name, Title, Email, Work Location (dropdown), Office Phone, Division (dropdown), and Office (dropdown). A red arrow points to the Office Phone field, which has a tooltip displayed above it that reads 'Format: 000-000-0000'. At the bottom of the form, there is a 'Submit Form' button and a note: '(Complete All Editable Fields Above Before Submitting Form)'. The form is titled 'Account Registration Form' at the top.
4	If you select the Submit Form button before completing all required fields, the Please complete all required fields error message appears at the top of the form, and all incomplete, required fields will have a red highlight.	 A screenshot of the 'Account Registration Form' showing an error state. At the top of the form, a red message reads 'Please complete all required fields'. The form fields are partially filled: Staff Type is 'Contractor', First Name is 'Test', Last Name is 'Account', and Office Phone is '404-111-2222'. The Office field is empty. All empty or incomplete required fields have a red border. The 'Submit Form' button is visible at the bottom. The form is titled 'Account Registration Form' at the top.
5	Select the Submit Form button to submit the Account Registration Form .	 A screenshot of the 'Account Registration Form' with all fields filled out. The Office Phone field contains '404-111-2222' and the Office field contains 'Office of Adult Mental Health'. The 'Reason for Requesting Access' field contains the text 'Include your reason here '. A red box highlights the 'Submit Form' button at the bottom of the form. The form is titled 'Account Registration Form' at the top.

Step	Action	Visual
6	An Access Request message appears indicating that the Access Request Form was submitted for approval.	

Resetting Your CMA Account Password:

Summary: This is how you reset your password if you forget it.

Role Permission: Legal Manager, Legal Reviewer

Steps:

If you would like to change your password (if you remember the current or old one) or request a new one (if you have forgotten the current one), go the CMA home page here:

<https://dbhddapps.dbhdd.ga.gov/CMA/Accounts/Login.aspx>

To change a known password, click on 'Change Password' on the bottom left of the log in window

If you have forgotten your password, click on the 'Forgot Password' link on the bottom right of the log in window to regain access to the application.

In both cases, your username is your DBHDD email address

The application will prompt you through resetting your password via your DBHDD email.

Check your DBHDD email for instructions and next steps to complete the password reset process.

Georgia DBHDD
Contract Management Application

User ID

Password

Log In

Change Password

Forgot Password

Assign Attorneys for Custom Paragraph Language Change Review

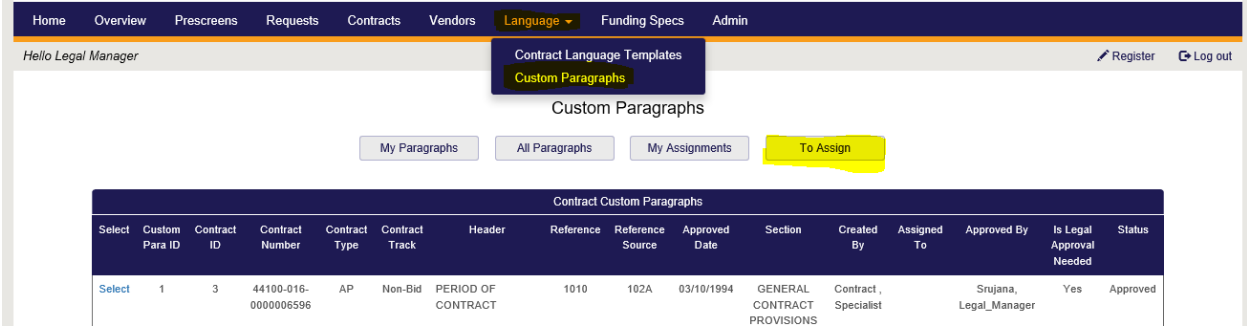
Summary: A Legal Manager role can designate attorneys to review custom paragraphs from the Office of Procurement & Contracts (OPC) by category. To add new reviewer assignment, click 'To Assign'

Role Permission: Legal Manager

Steps:

Log in to CMA

Go to the Language Menu → Custom Paragraphs → To Assign



This presents the list of current assignments

Select	Custom Para ID	Contract ID	Contract Number	Contract Type	Contract Track	Header	Reference	Reference Source	Approved Date	Section	Created By	Assigned To	Approved By	Is Legal Approval Needed	Status
Select	1	3	44100-016-0000006596	AP	Non-Bid	PERIOD OF CONTRACT	1010	102A	03/10/1994	GENERAL CONTRACT PROVISIONS	Contract , Specialist		Srujana, Legal_Manager	Yes	Approved
Select	2	3	44100-016-0000006596	AP	Non-Bid	PERIOD OF CONTRACT	1012	102C	05/01/2019	GENERAL CONTRACT PROVISIONS	Srujana, Badam		Srujana, Legal_Manager	Yes	Approved
Select	3	6	44100-018-0000012345	AP	Bid, Non-Bid	CONTRACT BETWEEN	1009	101	05/01/2020	GENERAL CONTRACT PROVISIONS	Stacey, Slith	Funmi , Adesesan		Yes	Pushback

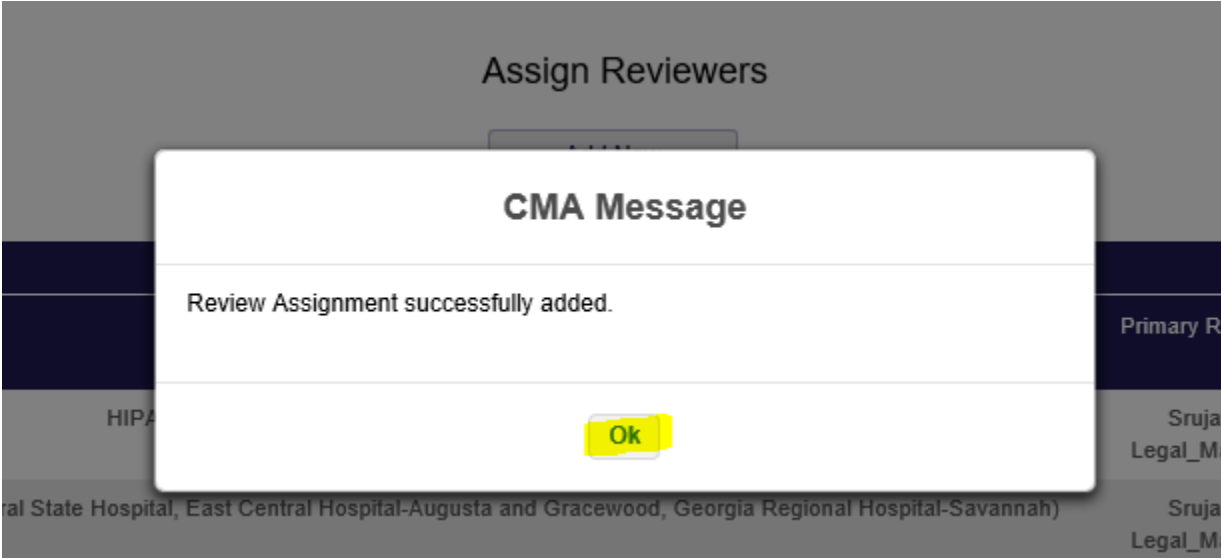
You will see the Assign Reviewers Menu; click on 'Add New'



Complete all fields in the form and save to add

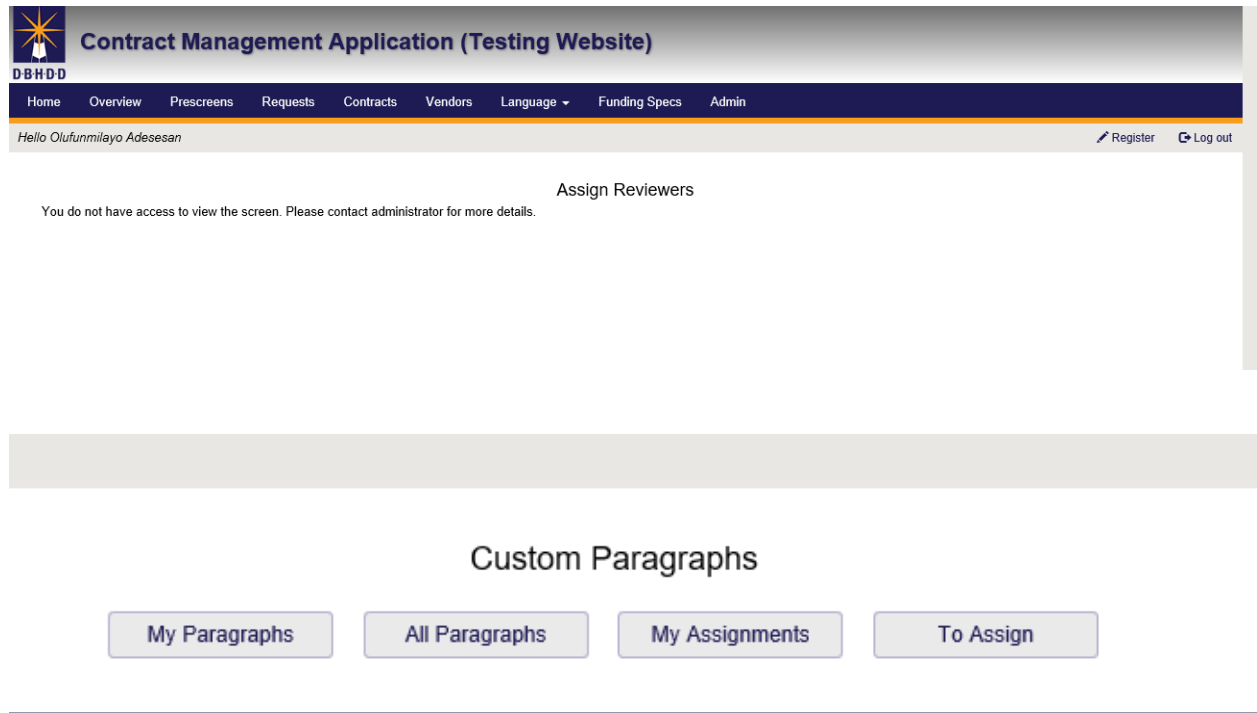
The screenshot shows a web application interface for 'Contract Management'. On the left, there is a sidebar with 'Overview', 'Prescreens', and 'Requirements' tabs. Below these is a table with columns 'View' and 'ID', containing rows with 'Select' buttons and IDs 1 through 6. The main area is a form titled 'Add Review Assignment'. It contains several dropdown menus: 'Division For Review Assign Category', 'Office For Review Assign Category', 'Primary Reviewer', 'Secondary Reviewer', and 'Category Status'. A text input field for 'Review Assign Category' contains the text 'Describe the New Category Here' and a character count '(225 chars remaining.)'. At the bottom of the form are 'Save' and 'Cancel' buttons.

You will get a pop-up message when successfully added



- The new review category has been added and any custom paragraph changes sent from OPC will be routed to the designated primary reviewer

- Legal Reviewer roles do not have the 'Assign Reviewers' permissions



'My Paragraphs' presents all custom paragraphs you have acted on

'All Paragraphs' presents all the custom paragraphs of all attorneys

'My Assignments' presents custom paragraphs assigned to you for action

'To Assign' presents a list of the reviewer assignments. You can modify assignments by clicking 'select' to open and update an existing record. You can also add new assignments here

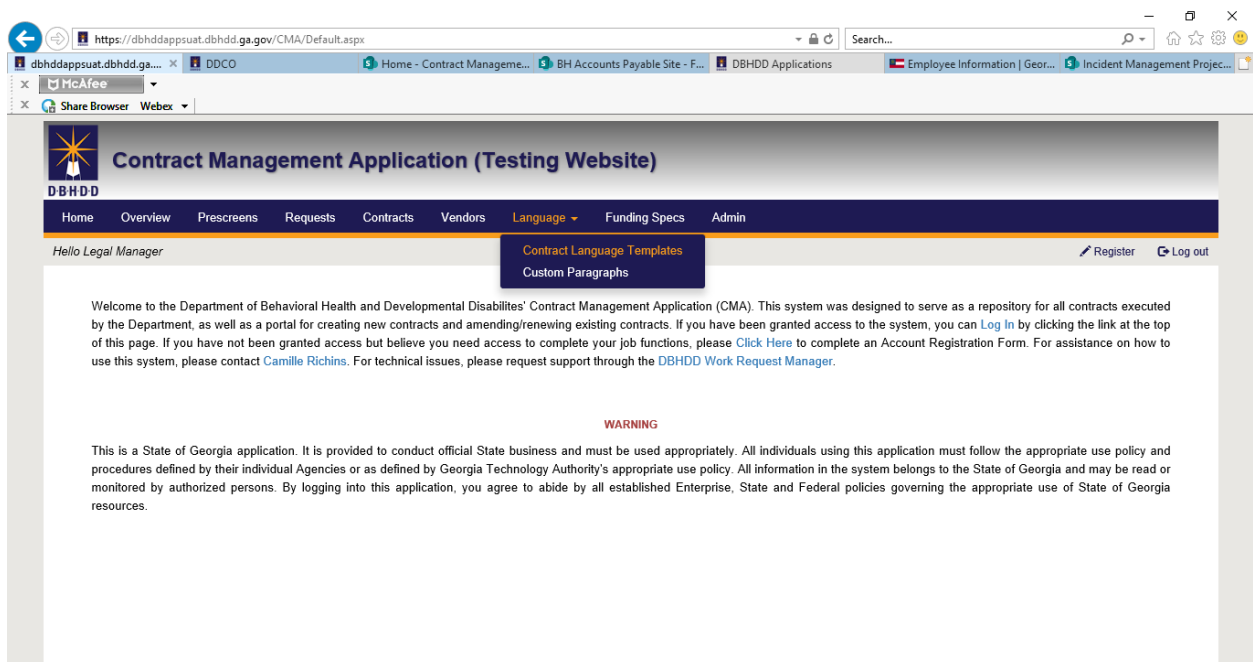
Update Contract Templates: Add New Language

Summary: You may periodically need to update existing contract templates. To access the contract templates, log into CMA and go to the Contract Language Template, see screen below

Role Permission: Legal Manager, Legal Reviewer

Steps:

Click on the Language Menu → Contract Language Template



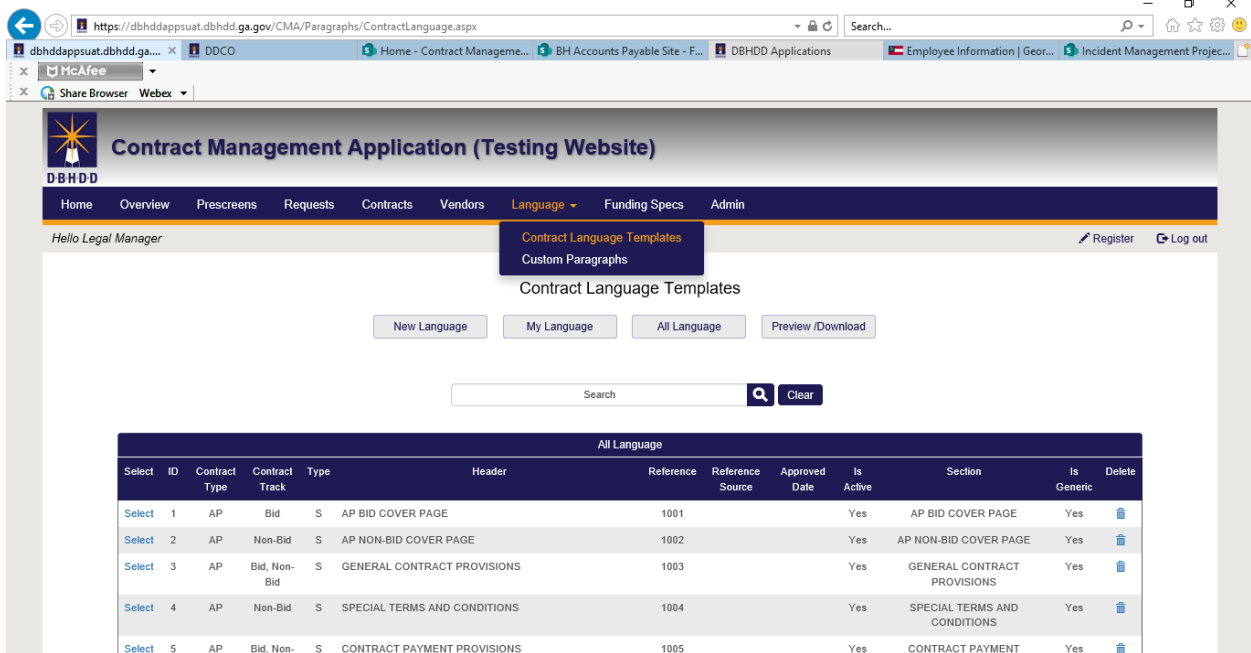
The Contract Language Template menu presents

‘New Language’ presents window to allow new language additions to an existing template

‘My Language’ presents all language you have added to a template

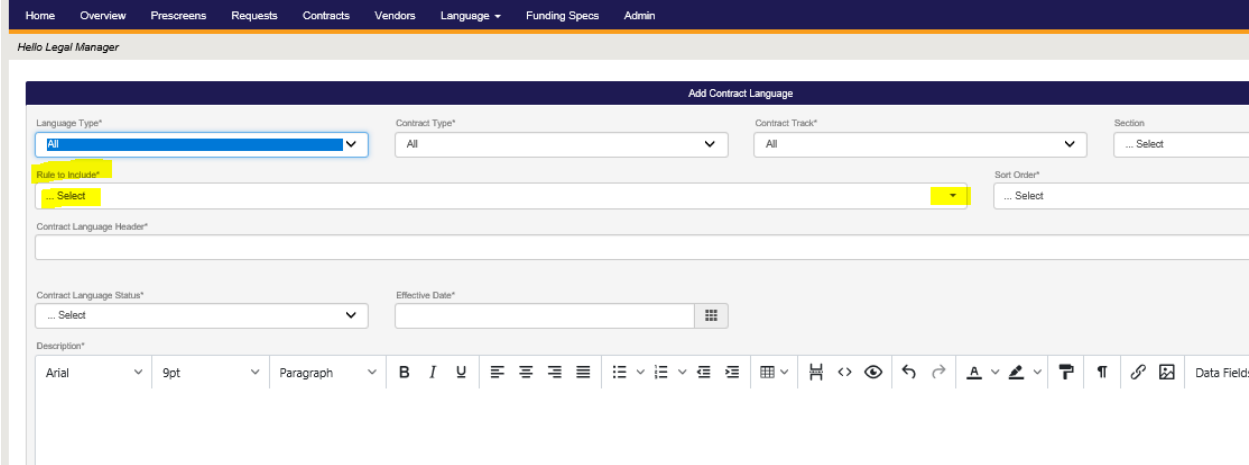
‘All Language’ presents all template language adds by all attorneys

‘Preview/Download’ allows you to preview or download an existing AP contract template. The application currently only has AP templates. Regional (Bundled), Letters of Agreement (LOA), Memorandum of Understanding (MOU) and other contractual agreements are not available in CMA.



To Add New Language, select ‘New Language’

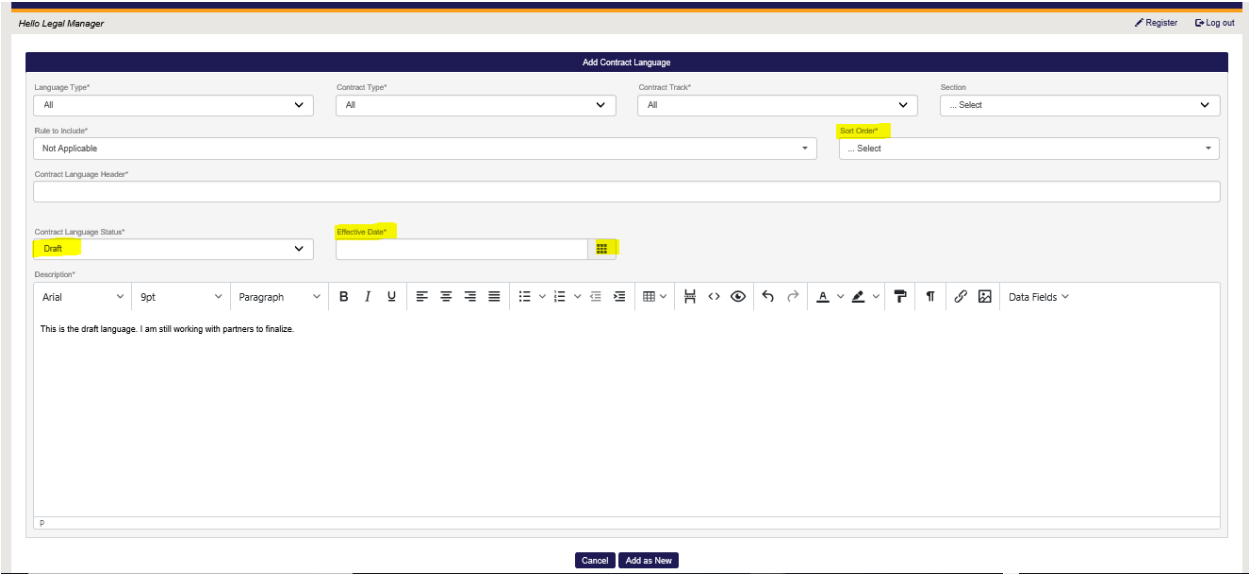
Note: You can only add new Annex, Cover Page, Paragraph, Section Header, or Signature Page where there is an existing rule in place, i.e. when we have defined when to include the language. If a rule does not apply, select ‘Not Applicable’. If you do not see a matching rule in the drop-down list, contact dbhdd.applications@dbhdd.ga.gov to have the new rule added. In your email, please explain what the new rule is. An Office of Information Technology staff will contact you to resolve.



Select entries in all the required fields (marked with an asterisk *)

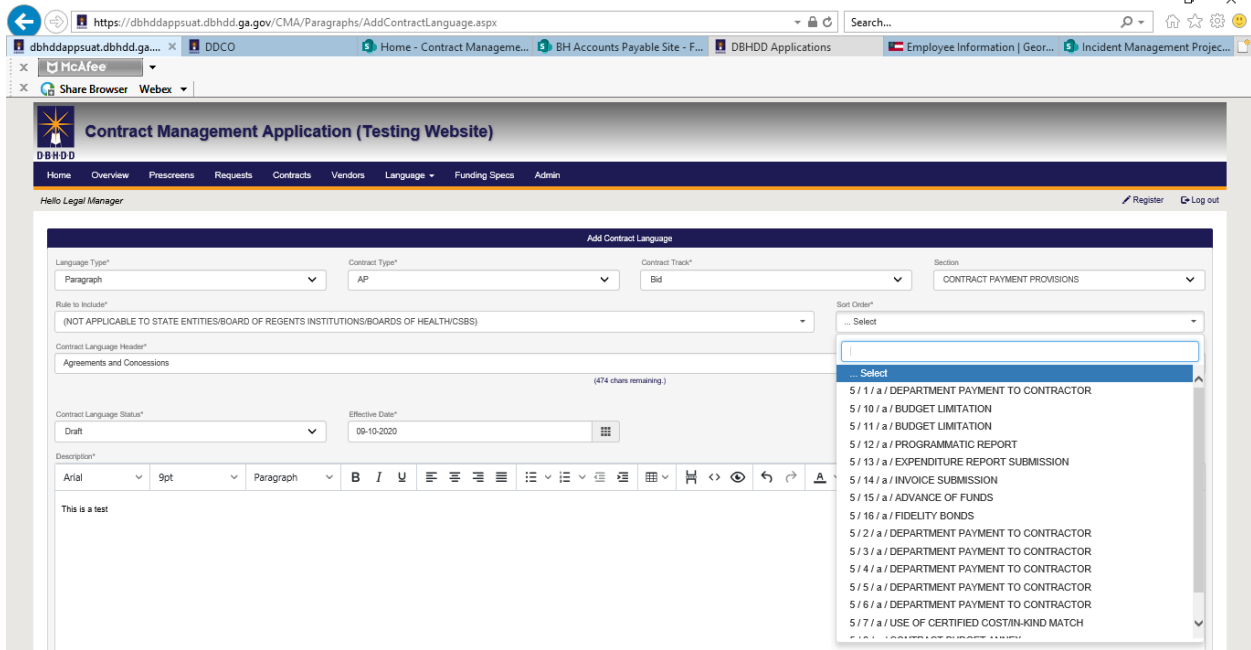
Note:

The language will only reflect in the selected template and contracts developed when 'Contract Language Status' = Final AND 'Effective Date' = current date. If the 'Effective Date' selected is in the future, the language will be added to the template but will not be reflected in contracts developed until the effective date is reached.

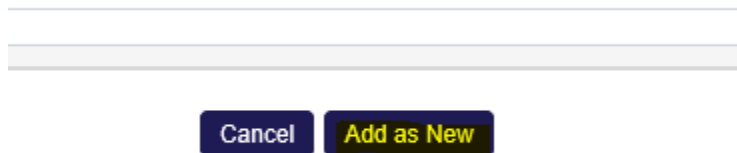


Note: The 'Sort Order' represents where in the template you want the new language to appear. It will appear after the selected entry. You may

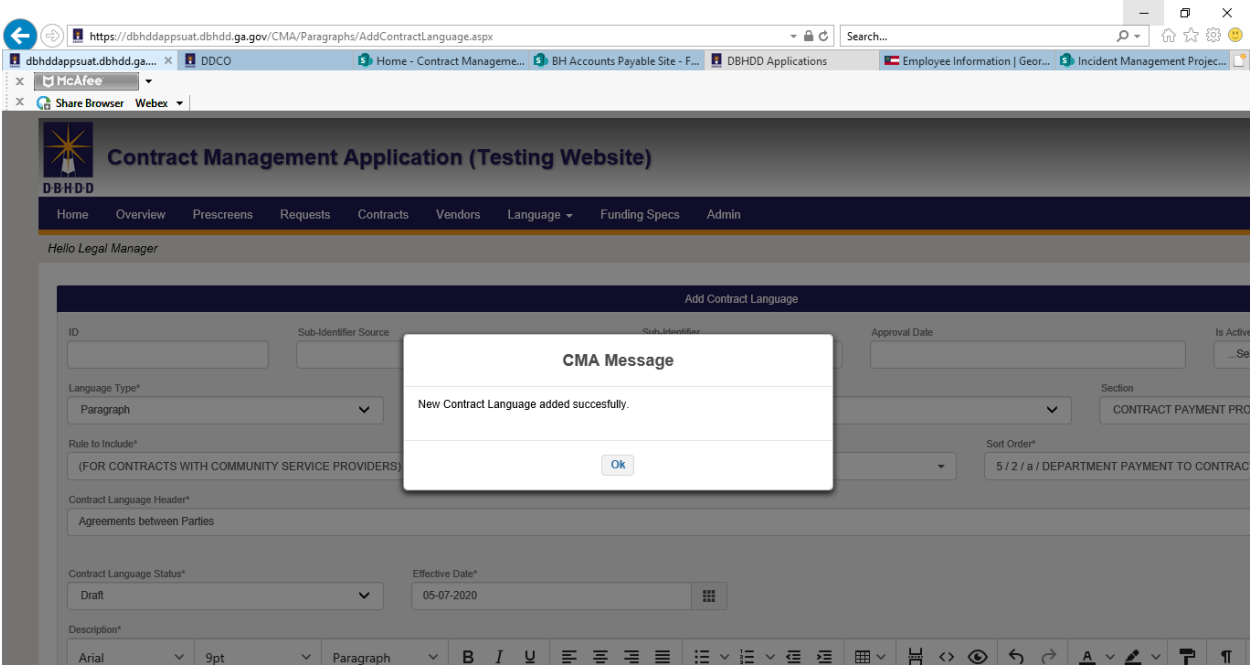
preview/download the template after you have saved the entry to verify placement is desirable



Select 'Add as New' when you have completed all required fields. If you choose not to add, select 'Cancel'



If you 'Add as New', you get a pop-up validation message. Click 'OK'.



You can verify that the language has been added by going to the 'All Language' menu to search by a keyword. In this case, I used 'agreements' since I had titled the language as 'Agreements between Parties'

Contract Language Templates

Contract Language Objects												
Select	ID	Contract Type	Contract Track	Type	Header	Reference	Reference Source	Approved Date	Is Active	Section	Is Generic	Delete
Select	13	AP	Bid	P	DEPARTMENT AND CONTRACTOR AGREEMENTS	1013	103	03/08/2017	Yes	GENERAL CONTRACT PROVISIONS	No	
Select	14	AP	Bid	P	DEPARTMENT AND CONTRACTOR AGREEMENTS	1014	103	03/08/2017	Yes	GENERAL CONTRACT PROVISIONS	No	
Select	15	AP	Bid	P	DEPARTMENT AND CONTRACTOR AGREEMENTS	1015	103	03/08/2017	Yes	GENERAL CONTRACT PROVISIONS	No	
Select	84	AP	Non-Bid	P	DEPARTMENT AND CONTRACTOR AGREEMENTS	1084	201	03/17/2003	Yes	SPECIAL TERMS AND CONDITIONS	Yes	
Select	170	AP	Bid	P	Agreements between Parties	1168	1168	05/07/2020	Yes	CONTRACT PAYMENT PROVISIONS	No	

Note: The ID, Reference, Reference Source, Is Active, and 'Is Generic' in the screen shot above are applied by the application as language identifiers. 'Is Generic' presents when no rule is applied for the

language added. When ‘Is Generic’ = “Yes”, it means you selected ‘Not Applicable’ in the ‘Rule to Include’ field of the ‘Add Contract Language’ screen and the language will be included in all contracts developed. When ‘Is Generic’ = “No”, it means you selected a rule in the ‘Rule to Include’ field of the ‘Add Contract Language’ screen and the language will be included in contracts only when the condition is satisfied.

Contract Language Templates

All Language												
Select	ID	Contract Type	Contract Track	Type	Header	Reference	Reference Source	Approved Date	Is Active	Section	Is Generic	Delete
Select	1	AP	Bid	S	AP BID COVER PAGE	1001			Yes	AP BID COVER PAGE	Yes	
Select	2	AP	Non-Bid	S	AP NON-BID COVER PAGE	1002			Yes	AP NON-BID COVER PAGE	Yes	
Select	3	AP	Bid, Non-Bid	S	GENERAL CONTRACT PROVISIONS	1003			Yes	GENERAL CONTRACT PROVISIONS	Yes	
Select	4	AP	Non-Bid	S	SPECIAL TERMS AND CONDITIONS	1004			Yes	SPECIAL TERMS AND CONDITIONS	Yes	
Select	5	AP	Bid, Non-Bid	S	CONTRACT PAYMENT PROVISIONS	1005			Yes	CONTRACT PAYMENT PROVISIONS	Yes	

Update Contract Templates: Modify Existing Language

Summary: To modify existing template language (not adding an entirely new one), you can open a language record to view and update this way: From the home page, go to Language → Contract Language Template → Search by entering keyword or Locate language record → Click on ‘Select’ to open record.

Role Permission: Legal Manager, Legal Reviewer

Steps:

Contract Language Templates

New Language My Language All Language Preview /Download

Search Clear

Select	ID	Contract Type	Contract Track	Type	Header	Reference	Reference Source	Approved Date	Is Active	Section	Is Generic	Delete
Select	1	AP	Bid	S	AP BID COVER PAGE	1001			Yes	AP BID COVER PAGE	Yes	
Select	2	AP	Non-Bid	S	AP NON-BID COVER PAGE	1002			Yes	AP NON-BID COVER PAGE	Yes	
Select	3	AP	Bid, Non-Riid	S	GENERAL CONTRACT PROVISIONS	1003			Yes	GENERAL CONTRACT PROVISIONS	Yes	

Clicking 'Select' opens the record

The screenshot shows the 'Add Contract Language' form. The 'Contract Language Description' field contains the following text:

The Contractor agrees to provide written notice to DBHDD of any legal action or adverse notice listed below, within ten (10) calendar days following the date the Contractor initiates or receives such notice. The notice to DBHDD shall be accompanied by a complete copy of all documents, filings, or notices filed by or received by the Contractor, and any actions, including but not limited to the following would necessitate a notice:

- Any action, proposed action, suit or counterclaim filed by or filed against Contractor, relating in any way to this Contract or to services delivered pursuant to this Contract;
- Any administrative or regulatory action or proposed action regarding its business or operations;
- Any denial of or withdrawal of Contractor status from Medicaid or Medicare or any payback required by Medicaid;
- Any claim made against the Contractor by an individual, subcontractor or supplier, or made by the Contractor against an individual, subcontractor or supplier, having the potential to result in litigation related in any way to this Contract;
- The filing of a petition in bankruptcy by the Contractor or by or against a principal subcontractor, or the insolvency of a principal subcontractor;
- The conviction of (i) any person who has an ownership or controlling interest in the Contractor, (ii) any subcontractor or supplier of Contractor, or (iii) any person who is an agent or managing employee of any subcontractor or supplier of Contractor, of a criminal offense related to that person's involvement in any program under Medicare, Medicaid, or Title XX of the Social Security Act; or
- The sale of assets, merger, or change of control of the Contractor or assignment of some or all of the Contractor's corporate functions or services. In such an event, Contractor must also comply with any applicable requirements in the Department of Community Health Medicaid Policies and Procedures manuals concerning sale of assets, merger, change of control, or assignment of corporate functions or services, including but not limited to [Section 105.9 of the Part I Policies and Procedures for Medicaid](#), as from time to time amended or re-numbered.

You may modify the text in the editor

The screenshot shows the rich text editor toolbar with the following options: Arial, 9pt, Paragraph, Bold (B), Italic (I), Underline (U), Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Undo, Redo, Link, and Unlink.

I am making modifications.....The Contractor agrees to provide written notice to DBHDD of any legal action or adverse notice listed below, within ten (10) calendar days following the date the Contractor initiates or receives such notice. The notice accompanied by a complete copy of all documents, filings, or notices filed by or received by the Contractor, and any actions, including but not limited to the following would necessitate a notice:

- Any action, proposed action, suit or counterclaim filed by or filed against Contractor, relating in any way to this Contract or to services delivered pursuant to this Contract;
- Any administrative or regulatory action or proposed action regarding its business or operations;
- Any denial of or withdrawal of Contractor status from Medicaid or Medicare or any payback required by Medicaid;
- Any claim made against the Contractor by an individual, subcontractor or supplier, or made by the Contractor against an individual, subcontractor or supplier, having the potential to result in litigation related in any way to this Contract;
- The filing of a petition in bankruptcy by the Contractor or by or against a principal subcontractor, or the insolvency of a principal subcontractor;
- The conviction of (i) any person who has an ownership or controlling interest in the Contractor, (ii) any subcontractor or supplier of Contractor, or (iii) any person who is an agent or managing employee of any subcontractor or supplier of Contractor, of a criminal offense related to that person's involvement in any program under Medicare, Medicaid, or Title XX of the Social Security Act; or
- The sale of assets, merger, or change of control of the Contractor or assignment of some or all of the Contractor's corporate functions or services. In such an event, Contractor must also comply with any applicable requirements in the Department of Community Health Medicaid Policies and Procedures manuals concerning sale of assets, merger, change of control, or assignment of corporate functions or services, including but not limited to [Section 105.9 of the Part I Policies and Procedures for Medicaid manual](#), as from time to time amended or re-numbered.

Notice edit tools for style changes and modifications to language templates.

Style changes made will be applied to contracts developed.

Contract Language Status*
Final

Effective Date*
4/29/2020

Description*

I am making modifications. The Contractor agrees to provide written notice to DBHDD of any legal action or adverse notice listed below, within ten (10) calendar days following the date the Contractor initiates or receives such notice. The notice accompanied by a complete copy of all documents, filings, or notices filed by or received by the Contractor, and any actions, including but not limited to the following would necessitate a notice:

- A. Any action, proposed action, suit or counterclaim filed by or filed against Contractor, relating in any way to this Contract or to services delivered pursuant to this Contract;
- B. Any administrative or regulatory action or proposed action regarding its business or operations;
- C. Any denial of or withdrawal of Contractor status from Medicaid or Medicare or any payback required by Medicaid;

Notice that the ‘Contract Language Status’ defaults to ‘Final’. You may change this to draft if needed. You may also change the ‘Effective Date’. However, note that if you ‘Save Changes’ rather than ‘Add as New’ you will overwrite the existing language and it will not be included in contracts being developed if it is in draft status or has a future effective date. You should restrict ‘Save Changes’ to grammatical or spelling modifications. Use ‘Add as New’ to indicate a new record to the application.

When you ‘Save Changes’ and the language is final with a current effective date, the application will deactivate the former language, append the date of change to the saved language, and include it in contracts developed from that date.

I am making modifications. The Contractor agrees to provide written notice to DBHDD of any legal action or adverse notice listed below, within ten (10) calendar days following the date the Contractor initiates or receives such notice accompanied by a complete copy of all documents, filings, or notices filed by or received by the Contractor, and any actions, including but not limited to the following would necessitate a notice:

- A. Any action, proposed action, suit or counterclaim filed by or filed against Contractor, relating in any way to this Contract or to services delivered pursuant to this Contract;
- B. Any administrative or regulatory action or proposed action regarding its business or operations;
- C. Any denial of or withdrawal of Contractor status from Medicaid or Medicare or any payback required by Medicaid;
- D. Any claim made against the Contractor by an Individual, subcontractor or supplier, or made by the Contractor against an Individual, subcontractor or supplier, having the potential to result in litigation related in any way to this Contract;
- E. The filing of a petition in bankruptcy by the Contractor or by or against a principal subcontractor, or the insolvency of a principal subcontractor;
- F. The conviction of (i) any person who has an ownership or controlling interest in the Contractor, (ii) any subcontractor or supplier of Contractor, or (iii) any person who is an agent or managing employee of any subcontractor or sup offense related to that person's involvement in any program under Medicare, Medicaid, or Title XX of the Social Security Act; or
- G. The sale of assets, merger, or change of control of the Contractor or assignment of some or all of the Contractor's corporate functions or services. In such an event, Contractor must also comply with any applicable requirements in the C Medicaid Policies and Procedures manuals concerning sale of assets, merger, change of control, or assignment of corporate functions or services, including but not limited to [Section 105.9 of the Part I Policies and Procedures I manual](#), as from time to time amended or re-numbered.

P » SPAN

Cancel Add as New Save Changes

Update Contract Templates: Deactivate Existing Language

Summary: To change existing template language from active to inactive, you can open a language record to view and deactivate this way: From the home page, go to Language → Contract Language Template → Search by entering keyword or Locate language record → Click on 'Select' to open record.

Role Permission: Legal Manager, Legal Reviewer

Steps:

The screenshot shows a form titled "Add Contract Language". It contains three input fields: "Sub-Identifier" with the value "1070", "Approval Date" with the value "5/2/2016", and "Is Active" which is a dropdown menu currently set to "Yes". Below the "Sub-Identifier" field is the label "Contract Track*" and below the "Approval Date" field is the label "Section".

Change 'Is Active' from Yes to No

The screenshot shows the 'Add Contract Language' interface. At the top, there are input fields for Sub-Identifier Source (152), Sub-Identifier (1070), and Approval Date (5/2/2016). Below these are dropdown menus for Contract Type (AP), Contract Track (All), and Section (GENERAL CONTRACT PROVISIONS). A Sort Order dropdown is set to '3 / 62 / a / NOTICE OF LEGAL ACTION'. The main area is a rich text editor with a toolbar and a text area containing contract clauses.

Note: If contract language is not active, it will not be included in contracts developed. You should only deactivate language if you want it excluded from developed contracts

Deleting Contract Language from Template

Contract Language Objects												
Select	ID	Contract Type	Contract Track	Type	Header	Reference	Reference Source	Approved Date	Is Active	Section	Is Generic	Delete
Select	1	AP	Bid	S	AP BID COVER PAGE	1001			Yes	AP BID COVER PAGE	Yes	
Select	2	AP	Non-Bid	S	AP NON-BID COVER PAGE	1002			Yes	AP NON-BID COVER PAGE	Yes	
Select	3	AP	Bid, Non-	S	GENERAL CONTRACT PROVISIONS	1003			Yes	GENERAL CONTRACT	Yes	

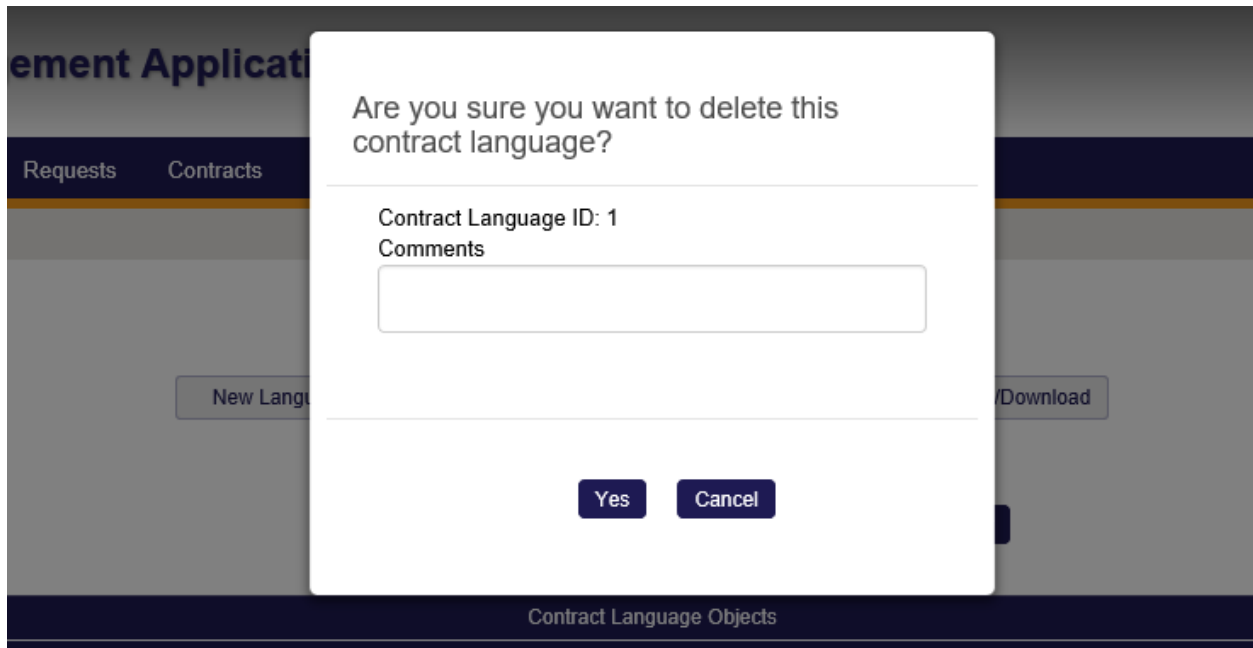
Note: Rather than delete a contract language, a safer option is to deactivate it as illustrated in scenario above

Summary: You can delete a language record by selecting 'Delete'. The application will prompt you to verify the delete action before it is

processed. You should only select 'Yes' if you are absolutely certain the language should be deleted. It will be removed from the contract template if you select 'Yes' and will not be included in contracts developed. Select 'Cancel' to discontinue the delete action.

Role Permission: Legal Manager, Legal Reviewer

Steps:



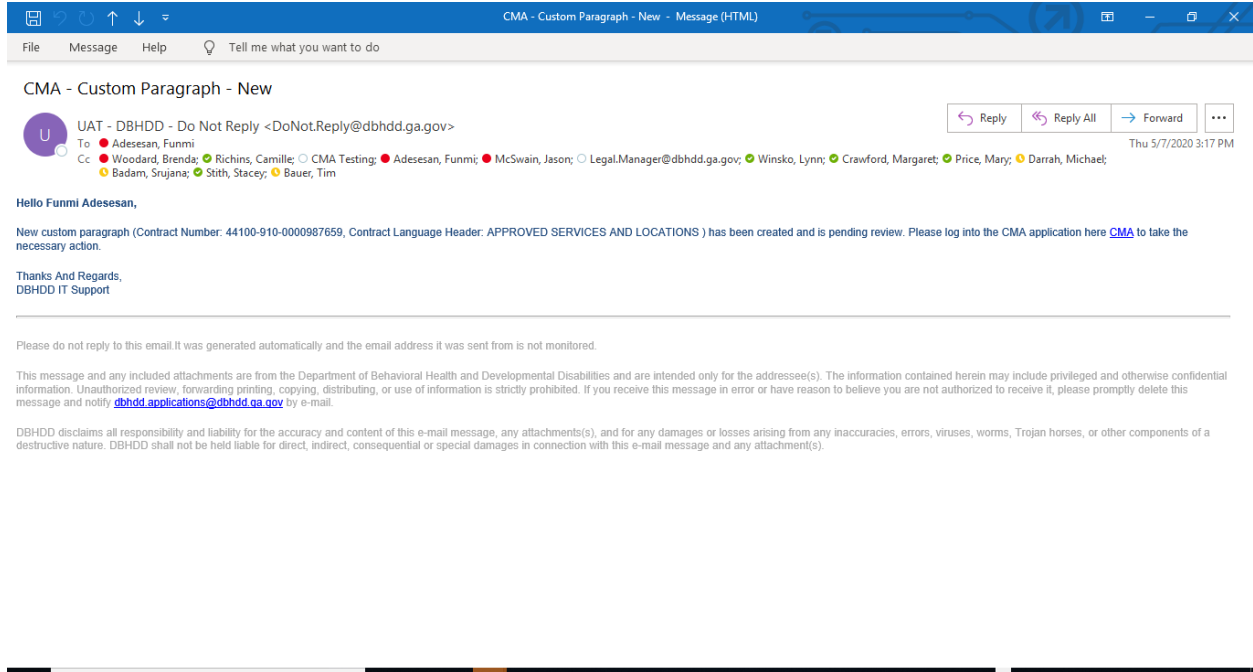
How to Review and Approve Custom Paragraph changes made by OPC

Summary: When OPC contract developers make a change to a specific contract and require Legal Services' approval, the application will send a notification via email. You will need to log into the application to review and process the review/approval request. The application will send

reminders every 3 days to the assigned reviewer, with copies to legal and contract manager roles, until there is a change in the record status

Role Permissions: Legal Manager, Legal Reviewer

Steps:



Upon logging in, from the home page, go to: Contract Language Template → Custom Paragraphs → My Assignments → Select to open and review the changes

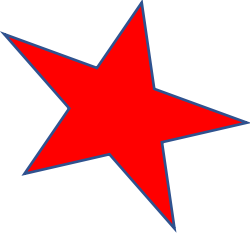
Custom Paragraphs

My Assignments															
Select	Custom Para ID	Contract ID	Contract Number	Contract Type	Contract Track	Header	Reference	Reference Source	Approved Date	Section	Created By	Assigned To	Approved By	Is Legal Approval Needed	Status
Select	1	3	44100-016-0000006596	AP	Non-Bid	PERIOD OF CONTRACT	1010	102A	03/10/1994	GENERAL CONTRACT PROVISIONS	Contract, Specialist		Srujana, Legal_Manager	Yes	Approved
Select	2	3	44100-016-0000006596	AP	Non-Bid	PERIOD OF CONTRACT	1012	102C	05/01/2019	GENERAL CONTRACT PROVISIONS	Srujana, Badam		Srujana, Legal_Manager	Yes	Approved
Select	3	6	44100-018-0000012345	AP	Bid, Non-Bid	CONTRACT BETWEEN	1009	101	05/01/2020	GENERAL CONTRACT PROVISIONS	Stacey, Stith	Funmi, Adesesan		Yes	Pushback
Select	4	5	44100-261-0000000000	AP	Bid	PERIOD OF CONTRACT	1011	102B	05/02/2014	GENERAL CONTRACT PROVISIONS	Contract, Manager			No	Approved

Notice the list header provides you with the record details such as ‘Created By’ indicating the staff that made the language change, ‘Status’ (Approved, Denied, Re-assign, Pending Review, Pushback), and Header, indicating the part of the contract the language changed is located

Click ‘Select’ to open the record for review of the language

PROVISIONS															
Select	Custom Para ID	Contract ID	Contract Number	Contract Type	Contract Track	Header	Reference	Reference Source	Approved Date	Section	Created By	Assigned To	Approved By	Is Legal Approval Needed	Status
Select	17	10	44100-910-0000987659	AP	Bid, Non-Bid	APPROVED SERVICES AND LOCATIONS	1021	106	03/08/2017	GENERAL CONTRACT PROVISIONS	Contract, Manager	Funmi, Adesesan		Yes	Pending Review



Coming Soon – a tracked changes feature to highlight the difference between the original language and the modification

From the open window, you may click on ‘Preview Contract’ to see the contract in its entirety and contextualize the custom paragraph change made

Contract Language

Custom Contract Language

[View History](#) [Preview Contract](#)

Contract ID: 10 Contract Number: 44100-910-0000987659 Contract Type: AP Contract Track: All Language Type: Paragraph

Contract Language Header: APPROVED SERVICES AND LOCATIONS

Section: GENERAL CONTRACT PROVISIONS Sub-Identifier: 1021 Sub-Identifier Source: 106 Approval Date: 3/8/2017 Rule to Include: (FOR CONTRACTS WITH COMMUNITY SERVICE PROVIDERS)

Is Legal Approval Needed?: Yes Verbiage Change Type*: HIPAA/Business Associate Agreement provision Verbiage Change Type Other*: Verbiage Change Approver*: Funmi Adesesan - Funmi.adesesan@dbhdd.ga Custom Para Status: Pending Review

Contract Language Description (Paragraph before changes)

- A. DBHDD's Office of Provider Network Management approves Contractors to deliver specific services at particular physical addresses and for specified counties of coverage. The only services that may be provided under this Contract are those for which Contractor has received specific approval to deliver from DBHDD's Office of Provider Network Management.
- B. Contractor may request and will be provided with the *Provider Approved Locations and Services* document from the Office of Provider Network Management at any time, and a copy is provided at the initiation or renewal of each Contract. DBHDD will provide written notification to Contractor of subsequent changes to approved locations or services, as appropriate, throughout the term of this Contract.
- C. Contractor agrees that the services covered by this Contract will be provided only in the counties and from the site locations at the physical addresses that are approved by the DBHDD Office of Provider Network Management. Services the Contractor is not approved to deliver and services delivered in unapproved locations are not covered by this Contract and are not reimbursable. Submission of claims for services delivered in unapproved locations may result in termination of this Contract.

You may also see a history of changes made to the paragraph language when you select 'View History'

Select	Custom Para Version ID	Modified Date	Modified By	Modified Custom Para
Select	15	05/07/2020	Contract Manager	A. DBHDD's Office of Provider Network Management approves Contractors to deliver specific services at particular physical addresses and for specified counties of coverage. The only services that may be provided under this Contract are those for which Contractor has received specific approval to deliver from DBHDD's Office of Provider Network Management. B. Contractor may request and will be provided with the <i>Provider Approved Locations and Services</i> document from the Office of Provider Network Management at any time, and a copy is provided at the initiation or renewal of each Contract. DBHDD will provide written notification to Contractor of subsequent changes to approved locations or services, as appropriate, throughout the term of this Contract. C. Contractor agrees that the services covered by this Contract will be provided only in the counties and from the site locations at the physical addresses that are approved by the DBHDD Office of Provider Network Management. Services the Contractor is not approved to deliver and services delivered in unapproved locations are not covered by this Contract and are not reimbursable. Submission of claims for services delivered in unapproved locations may result in termination of this Contract.

At the bottom of the screen, you can indicate your approval decision and enter comments before you save the record

unapproved locations may result in termination of this contract.

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Legal Action Taken *
... Select

Pushback / Re-assign To User: *
... Select

Comments*

Cancel Save

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Data Fields

A. DBHDD's Office of Provider Network Management approves Contractors to deliver specific services at particular physical addresses and for specified counties of coverage. The only services that may be provided under this Contract are those for which Contractor has received specific approval to deliver from DBHDD's Office of Provider Network Management.

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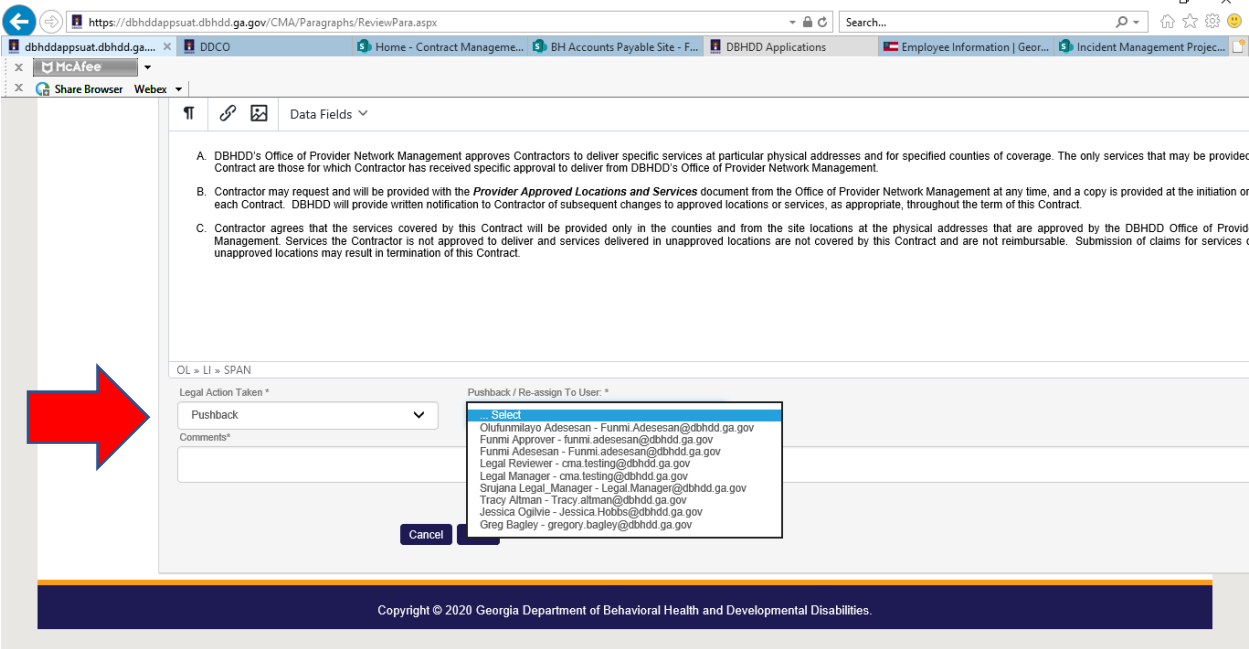
Legal Action Taken *
Select
Approved
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Re-assign

Pushback / Re-assign To User: *
... Select

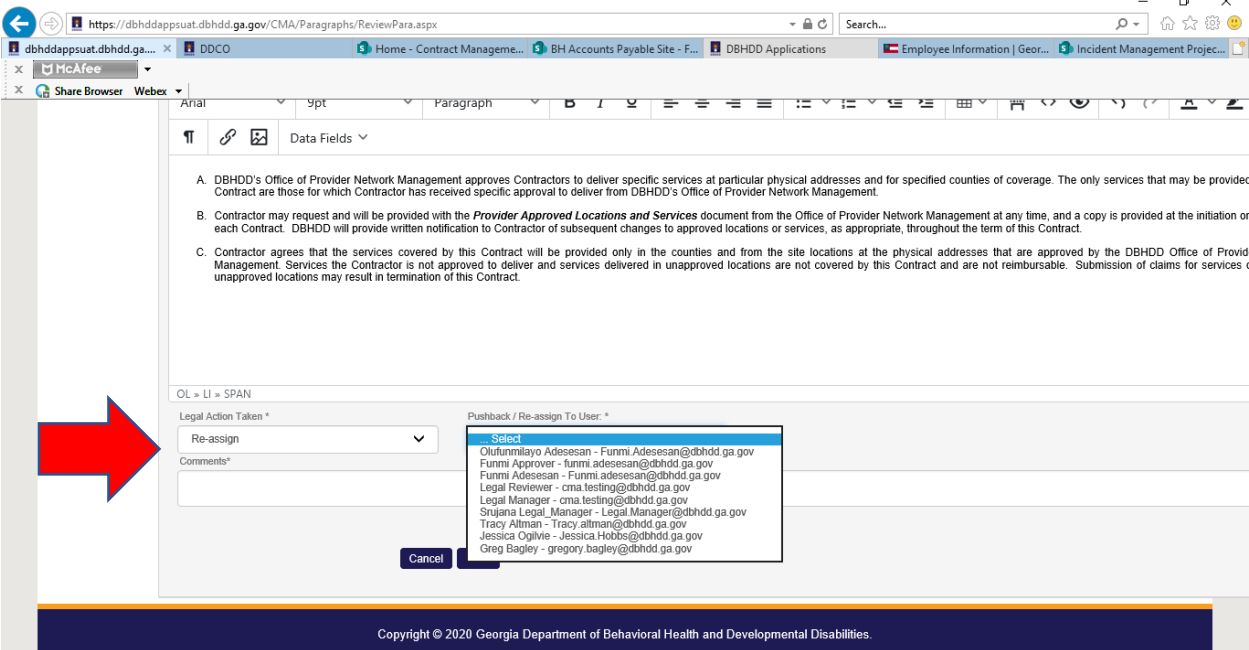
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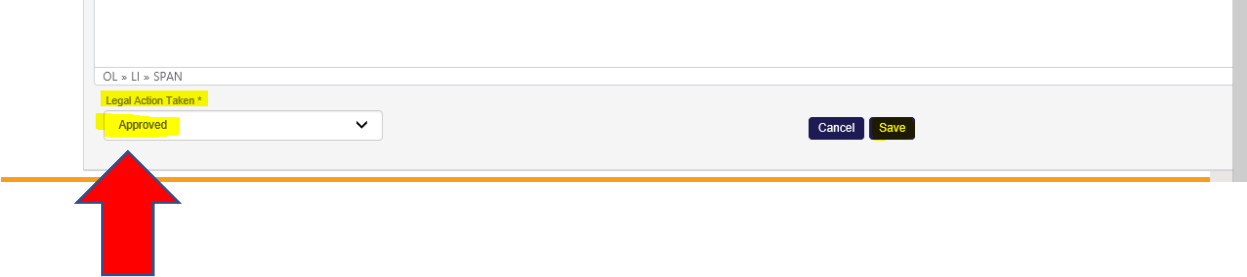
You can push back to OPC with comments



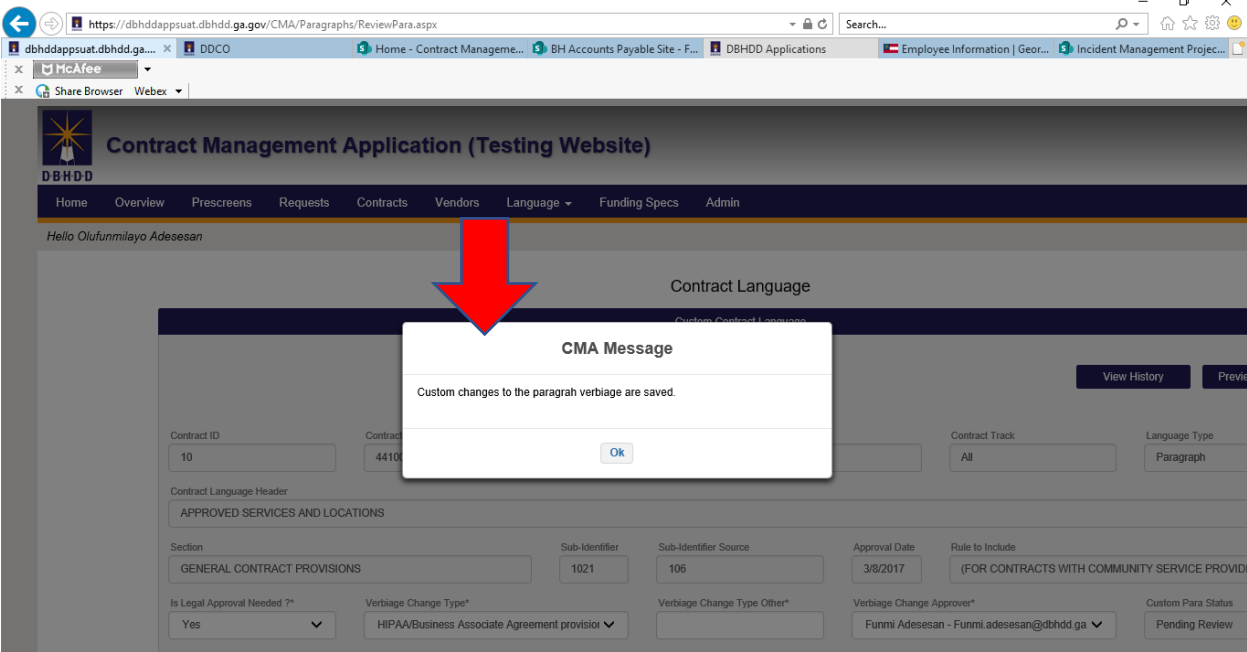
You can Reassign to another member of the Legal team



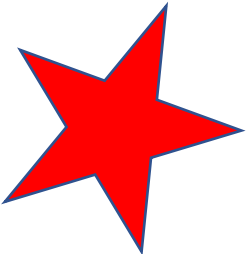
You can approve the language change if you have no questions, feedback, or comments to OPC.



When you select your action/decision, the application will display the validation message below



Regardless of Legal Approval decision, OPC will receive a notification so they can continue to develop the contract or address accordingly.



Coming Soon – OPC will be able to add attachments to custom paragraph records when they are sent for legal review

Contact Information for Questions & Feedback

Summary: We are continually looking to improve your experience in CMA. If you have any questions, suggestions, feedback, or experience any issues, please contact:

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We value your feedback. Thank you.