

Paying Employment Related Child Care

Knowledge Base Article

Paying Employment Related Child Care

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Paying Employment Related Child Care

The manual payment feature in SACWIS can be used to create payments for ancillary services, such as paying employment related child care. To do so, complete the following steps:

Important:

- The term **day care** (mentioned occasionally in this Knowledge Base Article) is interchangeable with the term **child care**.
- To complete this process, you will need to put the newly created provider payment on a roster, approve the payment, and then disburse the payment. The steps for doing these activities can be found in the **Foster Care Maintenance (FCM) Payment Processing** Knowledge Base Article.
- **Appendix A** of this Knowledge Base Article presents scenarios for two system warning messages that could appear when the record is saved, along with steps to resolve the issue.

Creating a Manual Payment

1. From the SACWIS **Home** screen, click the **Financial** tab.
2. Click the **Payment** tab.
3. Select the appropriate **Manual Payment Request** link in the **Navigation** menu on the left.



The **Manual Payment Selection Criteria** screen appears.

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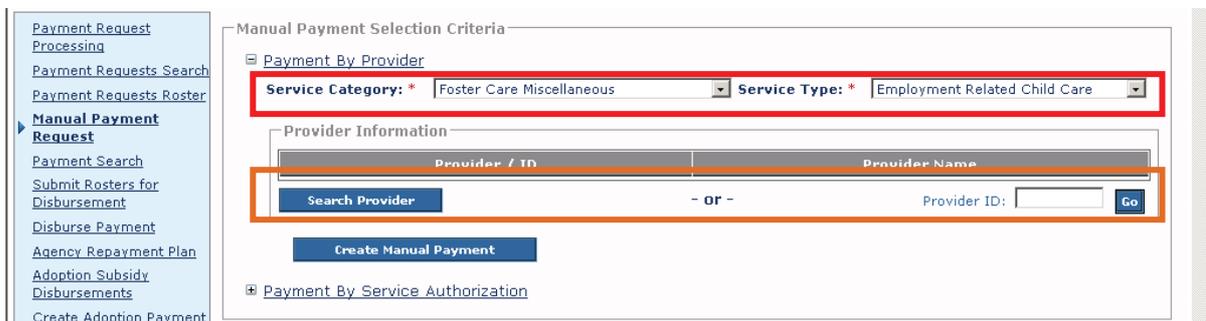
4. Click the **Payment by Provider** link.



The link expands displaying the **Provider Information** section.

Important: If you're expecting to receive **IV-E reimbursement**, you need to choose the **service category** and **service type** mentioned below.

5. In the **Service Category** field, choose **Foster Care Miscellaneous** from the drop-down list.
6. In the **Service Type** field, choose **Employment Related Child Care** from the drop-down list.
7. If you know the **Provider ID** number:
 - Enter it in the **Provider ID** field (shown in orange below).
 - Click the **Go** button. The provider information appears in the grid.
 - Skip to the “Click the **Create Manual Payment** button” step below.
8. If you don't know the **Provider ID** number, click the **Search Provider** button.



The **Provider Profile Search Criteria** screen appears.

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9. Enter information into the filter criteria fields.
10. Click the **Search** button.

Provider Profile Search Criteria

Provider Name: AKA Provider Category:

Provider Type:

Agency Type: Agency:

Member First Name: Member Last Name: Sounds Like

Provider Reference Type: Provider Reference Number: Provider Status:

OR

Provider ID:

Advanced Search Criteria

Search **Clear Form** **Return**

The results appear in the **Provider Profile Search Results** section of the screen.

11. Click the **Select** link for the appropriate provider.

Provider Profile Search Results

Result(s) 1 - 15 of 15

Provider Name / ID	Provider Status	Provider Category	Address
select	ACTIVE	NONODJFS	
select	ACTIVE	NONODJFS	
select	ACTIVE	NONODJFS	

The selected provider appears in the **Provider Information** section of the **Manual Payment Selection Criteria** screen (shown in orange below).

12. Click the **Create Manual Payment** button.

Manual Payment Selection Criteria

Payment By Provider

Service Category: * Foster Care Miscellaneous Service Type: * Employment Related Child Care

Provider Information

Provider / ID	Provider Name
1234567	Happy Times Child Care

Search Provider - or - Provider ID: **Go**

Create Manual Payment

Payment By Service Authorization

The **Employment Related Daycare** screen appears.

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Navigating the Employment Related Daycare Screen

This is a long screen and the sections are discussed in descending order below.

Payment Information Section

1. On the **Employment Related Daycare** screen, select the start date in the **Payment Start Date** field,
2. In the **Payment End Date** field, select the end date.

The screenshot shows the 'Employment Related Daycare' screen. The 'Payment Information' section is highlighted with a red box. It contains the following fields:

- Request Date: [text box]
- Fiscal Worker: [text box]
- Agency: [text box]
- Payment Start Date: * [06/01/2011] [calendar icon]
- Payment End Date: * [06/17/2011] [calendar icon]
- Purchase Order: [text box]

Below the Payment Information section are other sections:

- Case Person Information: A table with columns: Person ID, Person, Case ID, Case Name, Case Worker, Case Service Member Status Id, Service Begin/End Date. A 'Select Person' button is below the table.
- Contract Details: A 'Link Contract Posts' button.
- Provider Information: Invoice Number, Invoice Date, Vendor Number, and a table with columns: Payee ID, Payee, Service Provider. The table contains: 1234567, Happy Times Child Care, happy Times Child Care.
- Service Information: Service Category (Foster Care Miscellaneous), Service Type (Employment Related Child Care), Service Description: * [dropdown], User Comments: [text area], Spell Check, Clear, 400.

Important:

- The employment related day care **Payment Start** and **Payment End** dates **do not** have to start and end within the same calendar month. As an example, the dates could span from June 27th through July 2nd.
- Neither of these fields can be future dated or you will receive the following error message.

Please correct the following data validation errors:
Payment Start Date and Payment End Date cannot be in future.

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Case Person Information Section

1. On the **Employment Related Daycare** screen, click the **Select Person** button.

The screenshot shows the 'Case Person Information' section of a web application. At the top, there are fields for 'Payment Start Date' (06/01/2011), 'Payment End Date' (06/17/2011), and 'Purchase Order'. Below this is a table with columns: 'Person ID', 'Person', 'Case ID', 'Case Name', 'Case Worker', 'Case Service Member Status Id', and 'Service Begin/End Date'. A blue button labeled 'Select Person' is circled in red. Below the table is a 'Contract Details' section with a 'Link Contract Posts' button.

The **Select Person** screen appears.

2. If you know the Person ID:
 - Type it in the **Person ID** field.
 - Click the **Go** button.
 - Skip to the “Click the **Select** link again” step below.
3. If you don't know the Person ID, click the **Search Person** button.

The screenshot shows the 'Select Person' screen. It features a 'Search Person' button circled in red, a '- or -' separator, and a 'Person ID' field with a 'Go' button also circled in red. There is also a 'Cancel' button.

The **Person Search Criteria** screen appears.

4. Enter information into the filter criteria fields.
5. Click the **Search** button.

The screenshot shows the 'Person Search Criteria' screen. It has various search filters: 'Prefix', 'Last Name', 'First Name', 'Suffix', 'Middle Name', 'DOB', 'Gender', 'Person ID', 'AKA' (checked), 'Sounds Like', 'From Age', 'To Age', 'Race', and 'Hispanic/Latino'. Below these is an 'Advanced Search Criteria' section with a 'Sort Results By' dropdown set to 'Last Name Ascending'. A 'Search' button is circled in red. There are also 'Clear Form' and 'Return' buttons.

The results appear in the **Person Search Results** section of the screen.

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6. Click the **Select** link for the appropriate person.

Person Search Results
Result(s) 1 - 1 of 1 Page 1 of 1

Person ID	Name	Street	City	State/Zip	Gender	Age	DOB
select							

[Return](#)

The **Selected Person** screen appears displaying the selected person.

7. Click the **Select** link again.

Select Person

[Search Person](#) - or - Person ID: [Go](#)

Person Name	Case Service Member Status ID/Status	Service Begin/End Date	Service Description	Case ID	Case Name	Case Category	Case Status	Case Status Date
select	Showers, April							

[Cancel](#)

The **Employment Related Daycare** screen appears displaying the selection in the **Case Person Information** section as shown in orange below.

Employment Related Daycare

Request Date: Fiscal Worker: Agency:

Payment Information

Payment Start Date: * Payment End Date: * Purchase Order:

Case Person Information

Person ID	Person	Case ID	Case Name	Case Worker	Case Service Member Status Id	Service Begin/End Date
	Showers, April					

[Select Person](#)

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Contract Details Section (Optional)

If your agency has a contract already set up with a child care provider and you want to link it, complete the following steps. **However, linking contract costs is not a required step for completing this process.**

In order for contract services to appear on this screen:

- The provider must have the service already created. This is done in the **Service Credentials** section of the **Provider** record.
- A provider contract must already exist in the system.

To save the record, the provider payee information must be setup as either a network provider or an individual provider.

1. If needed, click the **Link Contract Costs** button on the **Employment Related Daycare** screen.

The screenshot shows the 'Employment Related Daycare' form. It includes fields for 'Request Date', 'Fiscal Worker', and 'Agency'. Below these are 'Payment Information' fields for 'Payment Start Date' (06/01/2011), 'Payment End Date' (06/17/2011), and 'Purchase Order'. A 'Case Person Information' table is present, but it is empty. At the bottom of the form, the 'Link Contract Costs' button is circled in red.

If no contract exists, only the **Provider ID** appears.

The screenshot shows the 'Contracts Filter Criteria' form. It includes fields for 'Agency' (County Children Services), 'Provider' (a dropdown menu), 'Status' (Active), 'Contract Type', 'Contract Begin', 'Contract End', and 'Contract Number'. The 'Provider ID' field, which contains the value '7654321', is highlighted with a red box. Below the form are 'Filter' and 'Clear Form' buttons. A 'Contracts' table is shown below, with 'Result(s) 0' and 'Page 0 of 0'. The table has columns for 'Provider', 'Contract Type', 'Contract Number', 'Status', 'Contract Begin', and 'Contract End'. The text 'No Results Returned.' is displayed in the table. A 'Close' button is located at the bottom left.

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If a contract is already in place, this is an example of the type of information that would appear:

The screenshot shows the 'Contracts Filter Criteria' section with the following fields: Agency: County Children Services, Provider: DAY CARE, Provider ID: 7654321, Status: Active, Contract Type: (empty), Contract Begin: (empty), Contract End: (empty), and Contract Number: (empty). Below the filter criteria are 'Filter' and 'Clear Form' buttons. The 'Contracts' section shows 'Result(s) 1 to 1 of 1' and a table with one row. The table columns are Provider, Contract Type, Contract Number, Status, Contract Begin, Contract End, and a link 'contract services'. The row data is: Provider (view), Contract Type: Non-Placement, Contract Number: (empty), Status: Active, Contract Begin: 01/01/2010, Contract End: 12/31/2011, and a link 'contract services'.

Provider	Contract Type	Contract Number	Status	Contract Begin	Contract End	
view	Non-Placement		Active	01/01/2010	12/31/2011	contract services

2. If needed, complete the filter criteria fields.
3. Click the **Filter** button.

This screenshot is identical to the previous one, but the 'Filter' button is circled in red to indicate it should be clicked.

The results appear in the **Contracts** section of the screen as shown in orange below.

4. Click the appropriate **Contract Services** link (on the right). Depending on your filter criteria, multiple rows may appear.

The screenshot shows the 'Contracts Filter Criteria' section with the following fields: Agency: (empty), Provider: Happy Times Child Care, Provider ID: 7654321, Status: Active, Contract Type: (empty), Contract Begin: (empty), Contract End: (empty), and Contract Number: (empty). Below the filter criteria are 'Filter' and 'Clear Form' buttons. The 'Contracts' section shows 'Result(s) 1 to 1 of 1' and a table with one row. The table columns are Provider, Contract Type, Contract Number, Status, Contract Begin, Contract End, and a link 'contract services'. The row data is: Provider (view), Contract Type: Non-Placement, Contract Number: (empty), Status: Active, Contract Begin: 01/01/2009, Contract End: 01/01/2025, and a link 'contract services'.

Provider	Contract Type	Contract Number	Status	Contract Begin	Contract End	
view	Non-Placement		Active	01/01/2009	01/01/2025	contract services

The **Contract Service History Filter Criteria** screen appears displaying the **Contract Service History** screen below it.

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This is an example of what appears if no existing contract services are in place:

Contract Service History Filter Criteria

Service Type:

Service Description:

Cost Begin:

Sort Result By:

Child ID:

Cost End:

Sort Result By:

Filter

Contract Service History

Contract Number:

Result(s) 0 Page 0 of 0

Service Description	Service ID	Cost ID	Cost Description	Person	Person ID	Unit Type	Unit Cost	Cost Begin	Cost End
No Results Returned.									

This is an example of what appears if three types of rates are in place:

Contract Service History Filter Criteria

Service Type:

Service Description:

Cost Begin:

Sort Result By:

Child ID:

Cost End:

Sort Result By:

Filter

Contract Service History

Contract Number:

Result(s) 1 to 3 of 3 Page 1 of 1

	Service Description	Service ID	Cost ID	Cost Description	Person	Person ID	Unit Type	Unit Cost	Cost Begin	Cost End	
edit select	Employment Related Child Care			ERD Full-time weekly rate				\$200.00	01/01/2009	01/01/2025	delete
edit select	Employment Related Child Care			ERD Part-time weekly rate				\$100.00	01/01/2009	01/31/2020	delete
edit select	Employment Related Child Care			ERD Hourly Rate				\$5.00	01/01/2009	01/31/2020	delete

Important:

- This example shows three distinct contract services and the cost descriptions for employment related child care. One cost description is for **Full-Time Weekly**; one is for **Part-Time Weekly**; and one is for **Hourly**.
- A separate reimbursement ceiling exists for each unit of measure.
- The **Cost Description** column information can be whatever you choose to type in the field.

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5. If the **Contracts Service History** screen appears displaying the service you want to select, skip to the “Click the **Select** link” step below.
6. If not, complete the filter criteria fields.
7. Click the **Filter** button.

Note: Adding a Provider Contract Service is discussed later in this Knowledge Base Article.

Contract Service History Filter Criteria

Service Type: Employment Related Child Care

Service Description: []

Child ID: []

Cost Begin: []

Cost End: []

Sort Result By: Cost Begin Date (Descending)

Sort Result By: Service Description (Ascending)

Filter

8. Click the **Select** link for the appropriate service in the **Contract Service History** section.

Contract Service History

Contract Number: []

Result(s) 1 to 3 of 3

	Service Description	Service ID	Cost ID	Cost Description	Person	Person ID	Unit Type	Unit Cost	Cost Begin	Cost End	
edit select	Employment Related Child Care			ERD Full-time weekly rate				\$200.00	01/01/2009	01/01/2025	delete
edit select	Employment Related Child Care			ERD Part-time weekly rate				\$100.00	01/01/2009	01/31/2020	delete
edit select	Employment Related Child Care			ERD Hourly Rate				\$5.00	01/01/2009	01/31/2020	delete

[Add Placement Service Cost](#) [Add Non-Placement Service Cost](#)

Close

The **Employment Related Daycare** screen appears displaying the selected contract in the **Contract Details** section as shown below.

9. To remove this service, click the **Unlink** link (on the right).

Contract Details

	Provider Name	Cost Type	Contract ID/Number	Cost Description	Cost ID	Begin Date	End Date	
view		CONTRACT		ERD Full-time weekly rate		01/01/2009	01/01/2025	unlink

[Link Contract Costs](#)

Paying Employment Related Child Care

Provider Information Section

In the **Provider Information** section (**Employment Related Daycare** screen), complete the following fields as needed:

1. In the **Invoice Number** field, type the invoice number.
2. In the **Invoice Date** field, select the appropriate date.
3. In the **Vendor Number** field, enter the vendor number.

Provider Information		
Invoice Number: <input style="width: 150px;" type="text" value="5555555"/>	Invoice Date: <input style="width: 100px;" type="text" value="06/09/2011"/>	Vendor Number: <input style="width: 150px;" type="text" value="7676767"/>
Payee ID	Payee	Service Provider
1234567	Happy Times Child Care	Happy Times Child Care

Note: Since you've already selected the provider, the **Provider Information** section auto-populates with some data as shown in orange above.

Service Information Section

When a manual payment is already linked to a contract cost, the:

- **Service Description** field auto-populates with the value of **Employment Related Child Care**
- Service rate appears in the grid based on the contract service cost information. However, **this rate only becomes apparent** when you select the **Calculate** button.

Important: You cannot override the service rate on the manual payment to anything other than the contracted cost.

Service Information																	
Service Category: Foster Care Miscellaneous					User Comments:												
Service Type: Employment Related Child Care																	
Service Description: * Employment Related Child Care																	
					<input type="button" value="Spell Check"/> <input type="button" value="Clear"/> <input style="width: 30px;" type="text" value="400"/>												
Payment Details																	
Unit of Measure: * Full Time Weekly					<input type="button" value="Select Dates Paid"/>												
Units: * 4																	
<input type="button" value="Calculate"/>																	
Claim Dates	Units	Maint (M)	Admin (A)	Case Mgmt (A)	Trans Maint (A)	Trans Admin (A)	Other Direct Svcs (M)	Beh Health Care (NR)	Other (NR)	Non-Placement	Basic Cost	Std Cost	Add-On Maint (M)	Add-On Admin (A)	Add-On (NR)	Total	Comme
05/01/2011 05/31/2011	4	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$800.00	

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When a manual payment is **not** being linked to a contract cost:

1. In the **Service Description** field drop-down list, select **Employment Related Child Care**.
2. Enter the **Service Rate** amount (shown in orange) as discussed in the next section.
3. When you click the **Calculate** button, the amounts appear in the grid.

Service Information

Service Category: Foster Care Miscellaneous User Comments:

Service Type: Employment Related Child Care

Service Description: * Employment Related Child Care

Payment Details

Unit of Measure: * Full Time Weekly

Units: * 4 System Service Rate: Service Rate: * 200.00

Claim Dates	Units	Maint (M)	Admin (A)	Case Mgmt (A)	Trans Maint (A)	Trans Admin (A)	Other Direct Svcs (M)	Ben Health Care (NR)	Other (NR)	Non-Placement	Basic Cost	Std Cost	Add-On Maint (M)	Add-On Admin (A)	Add-On (NR)	Total	Com
05/01/2011 05/31/2011	4	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$800.00	

Payment Details Section

1. In the **Unit of Measure** field (**Employment Related Daycare** screen), select the appropriate value. The drop-down list choices are **Full-Time Weekly**, **Part-Time Weekly**, and **Hourly**.

Important:

- If you are not linking a contract cost, you must still complete this field.
- With a **Full-Time Weekly** or **Part-Time Weekly**, the number of units equals the number of weeks.
- With **Hourly**, the number of units equals the total number of hours being paid within the payment start and end dates.

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2. In the **Units** field, enter the appropriate number.
3. In the **Service Rate** field, enter the service rate.
4. Click the **Select Dates Paid** button.

Payment Details

Unit of Measure: * Full Time Weekly

Units: * 4

System Service Rate: Service Rate: * 200.00

Calculate

Select Dates Paid

A calendar appears showing the payment start and end dates that were previously entered (in a light blue color) with boxes for check marks.

Important Calendar Information:

- Sunday is the beginning of the week and Saturday is the end of the week.
- A week only counts toward **Full-Time Weekly** and **Part-Time Weekly** units.
- **The system looks at each week as one unit.** Since the previous screen shot shows “4” units were selected for a full-time week, you should only check mark “four weeks” worth of days on the calendar.
- If your **calendar dates and units do not match** (for example, if you have more weeks selected than units), you will receive an error message when you save the record. **The error message along with how to resolve the issue is discussed in Appendix A of this Knowledge Base Article.**
- The system will gray out any calendar dates not within your claim period.

5. Check mark the appropriate dates.
6. Click the **OK** button at the bottom of the screen.

Sun	Mon	Tue	Wed	Thur	Fri	Sat
1 <input checked="" type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input checked="" type="checkbox"/>	5 <input type="checkbox"/>	6 <input checked="" type="checkbox"/>	7 <input type="checkbox"/>
8 <input checked="" type="checkbox"/>	9 <input checked="" type="checkbox"/>	10 <input type="checkbox"/>	11 <input checked="" type="checkbox"/>	12 <input checked="" type="checkbox"/>	13 <input type="checkbox"/>	14 <input type="checkbox"/>
15 <input checked="" type="checkbox"/>	16 <input checked="" type="checkbox"/>	17 <input type="checkbox"/>	18 <input checked="" type="checkbox"/>	19 <input type="checkbox"/>	20 <input checked="" type="checkbox"/>	21 <input type="checkbox"/>
22 <input type="checkbox"/>	23 <input type="checkbox"/>	24 <input type="checkbox"/>	25 <input type="checkbox"/>	26 <input type="checkbox"/>	27 <input type="checkbox"/>	28 <input type="checkbox"/>
29 <input type="checkbox"/>	30 <input type="checkbox"/>	31 <input type="checkbox"/>				

OK Cancel

The **Employment Related Daycare** screen appears.

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7. Click the **Calculate** button.

Service Information

Service Category: Foster Care Miscellaneous
 Service Type: Employment Related Child Care
 Service Description: * Employment Related Child Care

User Comments:

[Spell Check](#) [Clear](#)

Payment Details

Unit of Measure: * Full Time Weekly [Select Dates Paid](#)

Units: * System Service Rate: Service Rate: *

[Calculate](#)

Claim Dates	Units	Maint (M)	Admin (A)	Case Mgmt (A)	Trans Maint (A)	Trans Admin (A)	Other Direct Svcs (M)	Beh Health Care (NR)	Other (NR)	Non-Placement	Basic Cost	Std Cost	Add-On Maint (M)	Add-On Admin (A)	Add-On (NR)	Total	Com
05/01/2011 05/31/2011	4	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$800.00	

A grid showing the payment information displays in the **Payment Details** section (shown in orange).

Important: In most cases, when a manual payment is processed for a reimbursable ancillary service, the reimbursement will be calculated based upon the denomination that is shown within SACWIS. The unit of measure can remain "1" and the system will correctly reimburse because most of the ancillary ceilings are established on a per-year or per-custody episode basis.

8. When complete, click the **Save** button at the bottom of the screen.

The **Manual Payment Selection Criteria** screen appears showing that your data has been saved.

Home Intake Case Provider **Financial** Administration

Workload Services Eligibility **Payment** Benefits JFS 04280/04281

[help](#)

[Payment Request Processing](#) Your data has been saved. [close confirmation](#)

[Payment Requests Search](#) Manual Payment Selection Criteria

[Payment Requests Roster](#) [Payment By Provider](#)

[Manual Payment](#)

Paying Employment Related Child Care

Important Information about Completing this Process

As mentioned previously, when completing the **Paying Employment Related Child Care** process, you will need to put the newly created provider payment on a roster, approve the payment, and then disburse the payment. To do so, refer to the **Foster Care Maintenance (FCM) Payment Processing** Knowledge Base Article for detailed steps about these activities.

Also, see **Appendix A** in this Knowledge Base Article for two system warning messages that could appear when saving a record.

Creating a Provider Contract

To create a provider contract, complete the following steps:

1. From the **Home** screen, select the **Provider** tab.
2. Click the **Directory** tab.
3. In the **Provider ID** field, type in the **Provider ID**.

Note: If you don't know the **Provider ID** number, use the steps discussed earlier in this knowledge base article to locate it.

The screenshot shows a web application interface for searching providers. The top navigation bar has tabs for Home, Intake, Case, Provider, Financial, and Administration. The 'Provider' tab is selected, and the 'Directory' sub-tab is also selected. Below the navigation bar, there are two tabs: 'Provider Search' and 'Provider Match'. The 'Provider Search' tab is active. The search criteria form includes the following fields and options:

- Provider Name: [Text Input]
- Provider Category: [Dropdown Menu]
- Provider Type: [Dropdown Menu]
- Agency Type: [Dropdown Menu]
- Agency: [Text Input]
- Member First Name: [Text Input]
- Member Last Name: [Text Input]
- Provider Reference Type: [Dropdown Menu]
- Provider Reference Number: [Text Input]
- Provider Status: [Dropdown Menu]
- AKA:
- Sounds Like:
- OR
- Provider ID: [Text Input] (highlighted with a red box, containing the value 1234567)

At the bottom of the form, there are two buttons: 'Search' and 'Clear Form'. There is also a link for 'Advanced Search Criteria'.

The results appear in the **Provider Profile Search Results** section.

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4. Click the **View** link in the appropriate row.

Provider Profile Search Results

Result(s) 1 - 15 of 500 Page 1 of 34

Provider Name/ ID	Provider Status	Provider Category	Address
view edit	ACTIVE	NONODJFS	
view edit	ACTIVE	NONODJFS	

The **Provider Overview** screen appears.

5. Select the **Contracts** link in the **Navigation** menu on the left.

Home Intake Case Provider Financial Administration

Workload Directory Recruitment Inquiry Training Contracts Agency Certifications [help](#)

Provider Overview

Provider Overview

Provider Category: Non-ODJFS
Provider Name: [Redacted]
Primary Address: [Redacted]

Provider ID: [Redacted]
Provider Status: [Redacted]
Primary Contact: [Redacted]

Tickler Summary

No Ticklers Available.

Provider Actions

[Provider Information](#)

Navigation Menu:

- Provider Overview
- Activity Log
- Forms/Notices
- Skills
- Acceptance Criteria
- Description of Home
- Contracts**
- Service Credentials
- Placements/Services
- CA/N Reports

The **Contracts Filter Criteria** screen appears displaying the **Contracts** section below it.

6. Click the **Add Contract** button.

Contracts Filter Criteria

Agency: [Dropdown] Status: Active [Dropdown]

Contract Begin: [Text] Contract Type: [Dropdown]

Contract End: [Text] Contract Number: [Text]

Filter **Clear Form**

Contracts

Result(s) 0 Page 0 of 0

Agency	Contract Type	Contract Number	Status	Contract Begin	Contract End
No Results Returned.					

Add Contract

The **Contract Details** screen appears.

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- Complete the fields, as needed. The fields marked with a red asterisk (*) are mandatory.

Note: The contract dates **do not** have to match the start and end services dates.

- Click the **Save** button at the bottom of the screen.

Contract Details

Agency:

Vendor Number:

Original Contract Begin Date: *

Original Contract End Date: *

Original Contracted Amount: *

Encumbered Amount:

Notification Type:

Notification Ceiling:

Comments:

of leave days to be paid:

Contract Type: *

Contract Number:

Approved Date:

Encumbered Date:

Used Amount:

Status: *

Link Activities

Start Date/Activity State	Contact Type	Category	Sub-Category	Responsible Worker	Created By
<input type="button" value="Link Activity"/>					

Amendments

Amendment #	Begin	End	Amount	Approval Date
<input type="button" value="Add Amendment"/>				

The **Contracts Filter Criteria** screen appears displaying the completed **Contracts** section below it.

Contracts Filter Criteria

Agency:

Contract Begin:

Contract End:

Status:

Contract Type:

Contract Number:

Contracts

Result(s) 1 to 1 of 1 Page 1 of 1

	Agency	Contract Type	Contract Number	Status	Contract Begin	Contract End	
edit copy		Non-Placement		Active	01/01/2011	12/31/2011	contract_services

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Adding a Provider Contract Service

To add a contract service, complete the following steps:

Important: If you try to add a contract cost but the service has not yet been set up in the system, the service will not appear in the **Agency / Service Description / Service ID** field drop-down list that you'll need to complete this process.

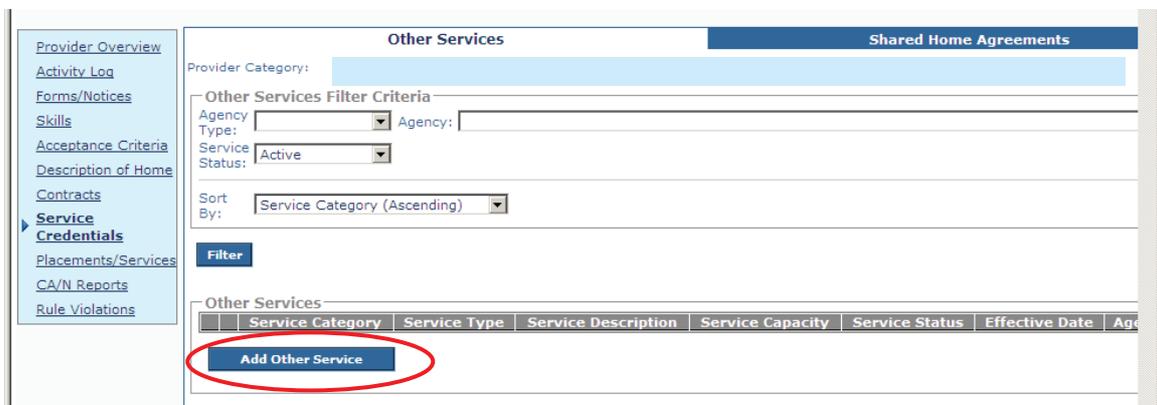
1. Navigate to the appropriate **Provider Overview** screen using the steps in the previous section.
2. Select the **Service Credentials** link in the **Navigation** menu on the left.



The screenshot shows the 'Provider Overview' screen. The navigation menu on the left includes 'Provider Overview', 'Activity Log', 'Forms/Notices', 'Skills', 'Acceptance Criteria', 'Description of Home', 'Contracts', 'Service Credentials' (highlighted with a red circle), 'Placements/Services', and 'CA/N Reports'. The main content area shows 'Provider Overview' with fields for 'Provider Category: Non-ODJFS', 'Provider Name', 'Primary Address', 'Provider ID', 'Provider Status', and 'Primary Contact'. Below this is a 'Tickler Summary' section with 'No Ticklers Available.' and a 'Provider Actions' section with 'Provider Information'.

The **Other Services Filter Criteria** screen (**Other Services** tab) appears displaying the **Other Services** section below it.

3. Click the **Add Other Service** button.



The screenshot shows the 'Other Services' screen. The navigation menu on the left includes 'Provider Overview', 'Activity Log', 'Forms/Notices', 'Skills', 'Acceptance Criteria', 'Description of Home', 'Contracts', 'Service Credentials', 'Placements/Services', 'CA/N Reports', and 'Rule Violations'. The main content area shows 'Other Services' with a 'Shared Home Agreements' tab. Below this is the 'Other Services Filter Criteria' section with fields for 'Agency Type', 'Agency', 'Service Status', and 'Sort By'. A 'Filter' button is present. Below the filter is a table with columns: 'Service Category', 'Service Type', 'Service Description', 'Service Capacity', 'Service Status', 'Effective Date', and 'Age'. The 'Add Other Service' button is highlighted with a red circle.

The **Other Services Details** screen appears.

Paying Employment Related Child Care

4. In the **Service Category** field, select **Foster Care Miscellaneous**.
5. In the **Service Type** field, select **Employment Related Child Care**.
6. In the **Service Description** field, select **Employment Related Child Care**.
7. In the **Service Status** field, select **Active**.
8. In the **Effective Date** field, select the appropriate date.
9. Click the **Save** button at the bottom of the screen.

The **Other Services Filter Criteria** screen (**Other Services** tab) appears displaying the results in the **Other Services** section as shown below.

Service Category	Service Type	Service Description	Service Capacity	Service Status	Effective Date	Agency
Foster Care Miscellaneous	Employment Related Child Care	Employment Related Child Care		ACTIVE	01/01/2011	[redacted]

Paying Employment Related Child Care

Entering Provider Contract Costs

You can create multiple contract costs for one service description.

1. Use the steps (previously discussed) to navigate to the appropriate **Provider Overview** screen.
2. Select the **Contracts** link in the **Navigation** menu on the left.

The screenshot shows the 'Provider Overview' screen. On the left, a navigation menu lists various options, with 'Contracts' circled in red. The main content area displays provider information: 'Provider Category: Non-ODJFS', 'Provider ID', 'Provider Name', 'Provider Status', and 'Primary Address'. Below this is a 'Tickler Summary' section indicating 'No Ticklers Available'. At the bottom, there are sections for 'Provider Actions' and 'Provider Information'.

The **Contracts Filter Criteria** screen appears displaying the **Contracts** section below it.

3. Click the **Contract Services** link.

The screenshot shows the 'Contracts Filter Criteria' screen. The left navigation menu has 'Contracts' circled in red. The main content area contains filter criteria for Agency, Status (set to 'Active'), Contract Begin, Contract End, and Contract Number. There are 'Filter' and 'Clear Form' buttons. Below the filters is a table titled 'Contracts' showing one result. The table has columns for Agency, Contract Type, Contract Number, Status, Contract Begin, and Contract End. The 'contract services' link in the last column of the table is circled in red.

	Agency	Contract Type	Contract Number	Status	Contract Begin	Contract End	
edit		Non-Placement		Active	01/01/2011	12/31/2011	contract services

The **Contract Service History Filter Criteria** screen appears displaying the **Contract Service History** section below it.

Paying Employment Related Child Care

4. Click the **Add Non-Placement Service Cost** button.

The screenshot shows the 'Contract Service History Filter Criteria' section with various input fields for Service Type, Service Description, Cost Begin, Cost End, and Sort Result By. Below this is the 'Contract Service History' section, which displays a table with columns: Service Description, Service ID, Cost ID, Cost Description, Person, Person ID, Unit Type, Unit Cost, Cost Begin, and Cost End. The table currently shows 'No Results Returned.' At the bottom of the table, there are two buttons: 'Add Placement Service Cost' and 'Add Non-Placement Service Cost'. The 'Add Non-Placement Service Cost' button is circled in red.

The **Contract Service Cost Details** screen appears.

5. In the **Agency / Service Description / Service ID** field, select the appropriate **Service Description** from the drop-down list.
6. Enter content in the other mandatory fields marked with a red asterisk (*).
7. In the **Cost Description** field, enter the appropriate content.
8. Click the **Save** button.

Important: As was previously mentioned, you **can** create multiple contract costs for one service description.

The screenshot shows the 'Contract Service Cost Details' screen. It includes fields for Contract Number (N/A), Contract Cost ID, Agency/Service Description/Service ID (with a dropdown menu showing '- Employment Related Child Care -'), Specific Person, Person ID, Unit Type, Contracted Units (10000), Unit Cost (200.00), Cost Begin (01/01/2011), Cost End (12/31/2011), Used Units, and Cost Description (ERD Full-time weekly rate). There are buttons for 'Person Search', 'Spell Check', 'Clear', and '225'. At the bottom, the 'Save' button is circled in red.

The **Contract Service History Filter Criteria** screen appears displaying the **Contract Service History** section below it.

Paying Employment Related Child Care

Your data has been saved. [close confirmation](#)

Contract Service History Filter Criteria

Service Type:

Service Description: Child ID:

Cost Begin: Cost End:

Sort Result By: Cost Begin Date (Descending) Sort Result By: Service Description (Ascending)

Filter **Clear Form**

Contract Service History

Contract Number:

Result(s) 1 to 1 of 1 Page 1 of 1

	Service Description	Service ID	Cost ID	Cost Description	Person	Person ID	Unit Type	Unit Cost	Cost Begin	Cost End	
edit copy	Employment Related Child Care			ERD Full-time weekly rate				\$200.00	01/01/2011	12/31/2011	delete

Add Placement Service Cost **Add Non-Placement Service Cost**

Close

Below is an example showing multiple contract costs:

Your data has been saved. [close confirmation](#)

Contract Service History Filter Criteria

Service Type:

Service Description: Child ID:

Cost Begin: Cost End:

Sort Result By: Cost Begin Date (Descending) Sort Result By: Service Description (Ascending)

Filter **Clear Form**

Contract Service History

Contract Number:

Result(s) 1 to 3 of 3 Page 1 of 1

	Service Description	Service ID	Cost ID	Cost Description	Person	Person ID	Unit Type	Unit Cost	Cost Begin	Cost End	
edit copy	Employment Related Child Care			ERD Full-time weekly rate				\$200.00	01/01/2011	12/31/2011	delete
edit copy	Employment Related Child Care			ERD Part-time weekly rate				\$125.00	01/01/2011	12/31/2011	delete
edit copy	Employment Related Child Care			ERD Hourly Rate				\$7.00	01/01/2011	01/31/2011	delete

Add Placement Service Cost **Add Non-Placement Service Cost**

Close

Paying Employment Related Child Care

Appendix A: Two System Warning Messages

1) Non-Matching Unit and Date Fields Warning Message

This section **presents a scenario** where a **Unit** field and **Date** field validation error message appear (shown below), along with the steps to resolve it.

- Using the steps from this Knowledge Base Article, in the **Payment Details** section (**Employment Related Daycare** screen), you enter the number “3” in the **Units** field.
- You click the **Select Dates Paid** button.

Payment Details

Unit of Measure: * Full Time Weekly

Units: * 3

Calculate

Select Dates Paid

- On the calendar, you check mark the dates to be paid. **Note that the dates span four different weeks.**
- You click the **OK** button.

May 2011

Sun	Mon	Tue	Wed	Thur	Fri	Sat
1 <input checked="" type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input checked="" type="checkbox"/>	5 <input type="checkbox"/>	6 <input checked="" type="checkbox"/>	7 <input type="checkbox"/>
8 <input checked="" type="checkbox"/>	9 <input checked="" type="checkbox"/>	10 <input type="checkbox"/>	11 <input checked="" type="checkbox"/>	12 <input checked="" type="checkbox"/>	13 <input type="checkbox"/>	14 <input type="checkbox"/>
15 <input checked="" type="checkbox"/>	16 <input checked="" type="checkbox"/>	17 <input type="checkbox"/>	18 <input checked="" type="checkbox"/>	19 <input type="checkbox"/>	20 <input checked="" type="checkbox"/>	21 <input type="checkbox"/>
22 <input checked="" type="checkbox"/>	23 <input checked="" type="checkbox"/>	24 <input type="checkbox"/>	25 <input type="checkbox"/>	26 <input type="checkbox"/>	27 <input type="checkbox"/>	28 <input type="checkbox"/>
29 <input type="checkbox"/>	30 <input type="checkbox"/>	31 <input type="checkbox"/>				

Week 1

Week 2

Week 3

Week 4

OK Cancel

Paying Employment Related Child Care

- In the **Payment Details** section (**Employment Related Daycare** screen), you click the **Calculate** button.
- You click the **Save** button.

Payment Details

Unit of Measure: *

Units: *

Claim Dates	Units	Maint (M)	Admin (A)	Case Mgmt (A)	Trans Maint (A)	Trans Admin (A)	Other Direct Svcs (M)	Beh Health Care (NR)	Other (NR)	Non-Placement	Basic Cost	Std Cost	Add-On Maint (M)	Add-On Admin (A)	Add-On (NR)	Total	Comme
05/01/2011	3	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$600.00	
05/31/2011																	

The following error message appears at the top of the screen:

Please correct the following data validation errors:
'4' units have been selected, but '3' units have been entered to be paid.

This error message tells you the **calendar days** that you entered **do not match** the number in the **Units** field.

To correct this issue, you can do **one of two things**:

- **Change the number of units** to coincide with the four weeks selected on the calendar
- **Change the calendar dates** to reflect three week's worth of child care

Changing the Units

To resolve the issue, this screen shot shows you can change the number of units to match the number of weeks selected on the calendar.

Payment Details

Unit of Measure: *

Units: *

Claim Dates	Units	Maint (M)	Admin (A)	Case Mgmt (A)	Trans Maint (A)	Trans Admin (A)	Other Direct Svcs (M)	Beh Health Care (NR)	Other (NR)	Non-Placement	Basic Cost	Std Cost	Add-On Maint (M)	Add-On Admin (A)	Add-On (NR)	Total	Comme
05/01/2011	4	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$800.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$800.00	
05/31/2011																	

Paying Employment Related Child Care

May 2011						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
1 <input checked="" type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input checked="" type="checkbox"/>	5 <input type="checkbox"/>	6 <input checked="" type="checkbox"/>	7 <input type="checkbox"/>
8 <input checked="" type="checkbox"/>	9 <input checked="" type="checkbox"/>	10 <input type="checkbox"/>	11 <input checked="" type="checkbox"/>	12 <input checked="" type="checkbox"/>	13 <input type="checkbox"/>	14 <input type="checkbox"/>
15 <input checked="" type="checkbox"/>	16 <input checked="" type="checkbox"/>	17 <input type="checkbox"/>	18 <input checked="" type="checkbox"/>	19 <input type="checkbox"/>	20 <input checked="" type="checkbox"/>	21 <input type="checkbox"/>
22 <input checked="" type="checkbox"/>	23 <input checked="" type="checkbox"/>	24 <input type="checkbox"/>	25 <input type="checkbox"/>	26 <input type="checkbox"/>	27 <input type="checkbox"/>	28 <input type="checkbox"/>
29 <input type="checkbox"/>	30 <input type="checkbox"/>	31 <input type="checkbox"/>				

Week 1

Week 2

Week 3

Week 4

Changing the Dates

Or, this screen shot shows you can reduce the number of selected calendar days to match the three week's worth of day care (3 units).

May 2011						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
1 <input checked="" type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input checked="" type="checkbox"/>	5 <input type="checkbox"/>	6 <input checked="" type="checkbox"/>	7 <input type="checkbox"/>
8 <input checked="" type="checkbox"/>	9 <input checked="" type="checkbox"/>	10 <input type="checkbox"/>	11 <input checked="" type="checkbox"/>	12 <input checked="" type="checkbox"/>	13 <input type="checkbox"/>	14 <input type="checkbox"/>
15 <input checked="" type="checkbox"/>	16 <input checked="" type="checkbox"/>	17 <input type="checkbox"/>	18 <input checked="" type="checkbox"/>	19 <input type="checkbox"/>	20 <input checked="" type="checkbox"/>	21 <input type="checkbox"/>
22 <input type="checkbox"/>	23 <input type="checkbox"/>	24 <input type="checkbox"/>	25 <input type="checkbox"/>	26 <input type="checkbox"/>	27 <input type="checkbox"/>	28 <input type="checkbox"/>
29 <input type="checkbox"/>	30 <input type="checkbox"/>	31 <input type="checkbox"/>				

Week 1

Week 2

Week 3

Payment Details

Unit of Measure: * Full Time Weekly Select Dates Paid

Units: * 3

Calculate

Claim Dates	Units	Maint (M)	Admin (A)	Case Mgmt (A)	Trans Maint (A)	Trans Admin (A)	Other Direct Svcs (M)	Beh Health Care (NR)	Other (NR)	Non-Placement	Basic Cost	Std Cost	Add-On Maint (M)	Add-On Admin (A)	Add-On (NR)	Total	Comme
05/01/2011 05/31/2011	3	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$600.00	

- After making the change, click the **Save** button. The record is saved and the error message no longer appears.

Paying Employment Related Child Care

2) Non-Matching Hourly Rate and Calendar Hours Warning Message

This section **presents a scenario** where the **Hourly Rate** field and the **Calendar hours** do not match causing a validation error message to appear (shown below), along with the steps to resolve the issue:

- Using the steps from this Knowledge Base Article, on the **Contact Service History** screen, you click the **Select** link in the appropriate row to select the hourly contract rate.

Contract Service History Filter Criteria

Service Type: Employment Related Child Care
Service Description:
Cost Begin:
Sort Result By: Cost Begin Date (Descending)
Child ID:
Cost End:
Sort Result By: Service Description (Ascending)

Filter

Contract Service History

Contract Number:
Result(s) 1 to 2 of 2 Page 1 of 1

	Service Description	Service ID	Cost ID	Cost Description	Person	Person ID	Unit Type	Unit Cost	Cost Begin	Cost End	
edit select	Employment Related Child Care			ERD Full-time weekly rate				\$200.00	01/01/2011	12/31/2011	delete
edit select	Employment Related Child Care			ERD Hourly Rate				\$5.00	01/01/2011	12/31/2011	delete

Add Placement Service Cost Add Non-Placement Service Cost

- You select **Hourly** in the **Unit of Measure** field drop-down list.
- You enter the number **40** in the **Units** field.
- You click the **Select Dates Paid** button.

Service Category: Foster Care Miscellaneous
Service Type: Employment Related Child Care
Service Description: * Employment Related Child Care
User Comments:
Spell Check Clear 400

Payment Details

Unit of Measure: * Hourly
Units: * 40
Select Dates Paid
Calculate

Paying Employment Related Child Care

- On the calendar, you enter **32** hours and then click the **OK** button.

Sun	Mon	Tue	Wed	Thur	Fri	Sat
1	2	3	4	5	6	7
<input type="text"/>	<input type="text" value="8"/>	<input type="text"/>				
8	9	10	11	12	13	14
<input type="text"/>	<input type="text" value="8"/>	<input type="text"/>				
15	16	17	18	19	20	21
<input type="text"/>	<input type="text" value="8"/>	<input type="text"/>				
22	23	24	25	26	27	28
<input type="text"/>	<input type="text" value="8"/>	<input type="text"/>				
29	30	31				
<input type="text"/>	<input type="text"/>	<input type="text"/>				

- You click the **Calculate** button and then the **Save** button.

Payment Details

Unit of Measure: *

Units: *

The following error message appears at the top of the screen:

Please correct the following data validation errors:
'32' units have been selected, but '40' units have been entered to be paid.

Employment Related Daycare

To resolve this error message, **you must either add hours or change the number of units** as shown below.

Paying Employment Related Child Care

Changing the Units Field

- In the **Units** field, you can change the number **40** to **32**.
- Click the **Calculate** button and then the **Save** button.

Service Information

Service Category: Foster Care Miscellaneous
Service Type: Employment Related Child Care
Service Description: * Employment Related Child Care

User Comments:

Spell Check Clear 400

Payment Details

Unit of Measure: * Hourly
Units: * 32
Calculate

Claim Dates	Units	Maint (M)	Admin (A)	Case Mgmt (A)	Trans Maint (A)	Trans Admin (A)	Other Direct Svcs (M)	Beh Health Care (NR)	Other (NR)	Non-Placement	Basic Cost	Std Cost	Add-On Maint (M)	Add-On Admin (A)	Add-On (NR)	Total	Comme
05/01/2011 05/31/2011	32	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$160.00	

Save Cancel

Changing the Calendar

- Or, in the **Calendar**, you can enter additional hours that total the number **40** to match the **Units** field.
- Click the **OK** button.

May 2011

Sun	Mon	Tue	Wed	Thur	Fri	Sat
1	2	3	4	5	6	7
	8					
8	9	10	11	12	13	14
	8					
15	16	17	18	19	20	21
	8					
22	23	24	25	26	27	28
	8					
29	30	31				
	8					

OK Cancel

Paying Employment Related Child Care

- Click the **Calculate** button and then the **Save** button.

Payment Details

Unit of Measure: *

Units: *

Claim Dates	Units	Maint (M)	Admin (A)	Case Mgmt (A)	Trans Maint (A)	Trans Admin (A)	Other Direct Svcs (M)	Beh Health Care (NR)	Other (NR)	Non-Placement	Basic Cost	Std Cost	Add-On Maint (M)	Add-On Admin (A)	Add-On (NR)	Total	Comme
05/01/2011 05/31/2011	40	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00	

After making the change, the record is saved and the error message no longer appears.