

Creating a Contract



Knowledge Base Article

Creating a Contract

Table of Contents

| | |
|--|----|
| Overview | 3 |
| Accessing the Agency Contract List Screen..... | 4 |
| Accessing the Provider Contract List screen..... | 6 |
| Viewing all Uploaded Contract Documents | 8 |
| Creating a Contract..... | 10 |
| Adding Attachment..... | 14 |
| Adding Addenda..... | 15 |
| Uploading Documents..... | 18 |
| Linking Activities..... | 19 |
| Accessing Contract Services | 20 |
| Adding a Placement Service Cost..... | 23 |
| Adding a Non-Placement Service Cost..... | 24 |

Creating a Contract

Overview

This article describes how to create Contracts, Attachments, Amendments, and Contract Service Costs in Ohio SACWIS.

Understanding Contract Types:

- **Placement Contract** used for all agreements between the agency and a provider for services for the care and placement of a child in custody. A contract and the associated contract service costs are required to make placements with, as well as payments to, Purchased Care providers. The contract service costs are linked to Service Authorizations which are then used to generate payment requests for these services.
- **Non-Placement Contract** used for agreements between the agency and a provider for services to assist a child/family that are not associated to the placement of a child (i.e. Counseling, After Care Services, etc.). This contract and contract service costs are linked to Service Authorization which are then used to generate the payment requests for these services.
The Non-Placement contract is **required** when a provider is supplying Aftercare supports related to QRTP placements that are being billed at a rate that is different than the current Medicaid rate.
- **Managed Care Contract** used for agreements between and agency and a provider when the provider is supplying casework and placement services to the agency.

The **Contract Administrator** Security Role is necessary to create and edit contracts.

Creating a Contract

Accessing the Agency Contract List Screen

Displays all contracts the Agency has created, upon entry into the screen the filter is defaulted to only display contracts with a contract status of 'Active'. From this screen, the following options are available:

- **View** – Navigates to the Contract Details screen for the selected contract, no fields can be changed.
 - Available when the user does not have the security to edit the contract or when the contract status is 'Terminated' or 'Cancelled'.
- **Edit** – Navigates to the Contract Details screen for the selected contract, depending on the contract status, specific fields will be editable.
 - Available when the contract status is 'Pending', 'Active', 'Expired' or 'Payment Hold'.
- **Services** – Navigates to the Contract Services list screen for the contract.
 - Available for all created contracts. Contract Services define service rates contained in the contract and are linked to service authorizations to generate payments. For more information go to section Accessing Contract Services.
- **Copy** – Navigates to the Contract Details screen for the selected Provider creating a new 'pending' contract for the Provider with an Original Contract Date one day after the end date of the contract being copied. All Amendments with a type of 'Article' will also copy into the new pending contract.
 - Available for the most recent contract for a provider when there is not a contract for the Provider with a status of 'Pending' and the contract status is either 'Active' or 'Expired'. For more information go to section Creating a Contract.
- **Delete** – Removes the selected contract.
 - Available when the contract status is 'Pending'.

From the Ohio SACWIS Home Page:

1. Click the **Provider** Tab.
2. Click **Contracts**.

The **Contracts** screen appears.

Creating a Contract

Home
Intake
Case
Provider
Financial
Administration

Workload
Provider Search
Provider Match
Recruitment
Inquiry
Training
Contracts

Agency Certifications
KCCP Pre-Screening Tool

Contracts | Contract Documents

Contracts Filter Criteria

Agency: County Children Services Board

Status:

Provider:

Contract Type:

Provider ID:

Contract Number:

Contract Begin Date:

Contract End Date:

Contracts

Result(s) 1 to 33 of 33 / Page 1 of 1

| | Provider | Contract Type | Contract ID | Contract Number | Status | Contract Begin | Contract End | |
|--------------------------|----------------------------------|---------------|-------------|-----------------|--------|----------------|--------------|--|
| edit | ADOLESCENT | Placement | 19 | 2025-0001 | Active | 01/01/2025 | 12/31/2025 | |
| services | | | | | | | | |
| edit | ADVANTAGE FAMILY | Placement | 194 | 2025-0002 | Active | 01/01/2025 | 12/31/2025 | |
| services | | | | | | | | |

Additional details for filtering:

- **Status:** Allows for the selection of the contract status, upon entry into the screen the status is defaulted to active. When the blank selection is chosen, all contracts will display regardless of the status.
- **Provider:** Allows for the selection of any provider who have or have previously had a contract with the Agency.
- **Contract Type:** Allows for the selection of a specific type of contract: Placement, Nonplacement or Managed Care.
- **Provider ID:** filters the list down to a specific provider
- **Contract Number:** filters the list to any contracts that have been given the entered contract number.
- **Contract Begin Date:** filters the list to any contracts that have a Contract Begin Date equal to or after the date entered.
- **Contract End Date:** filters the list to any contracts that have a Contract End Date equal or prior to the date entered.

Creating a Contract

Accessing the Provider Contract List screen

Displays all contracts that have been created for a specific provider regardless of which Agency created the contract, upon entry into the screen the filter is defaulted to display the contracts with a contract status of 'Active' for the logged in Agency. From this screen, dependent upon security, the following options are available:

- **View** – Navigates to the Contract Details screen for the selected contract, no fields can be changed.
 - Available when the user does not have the security to edit the contract or when the contract status is 'Terminated' or 'Cancelled'.
- **Edit** – Navigates to the Contract Details screen for the selected contract, depending on the contract status, specific fields will be editable.
 - Available when the contract status is 'Pending', 'Active', 'Expired' or 'Payment Hold'.
- **Copy** – Navigates to the Contract Details screen for the selected Provider creating a new 'pending' contract for the Provider with an Original Contract Date one day after the end date of the contract being copied. All Amendments with a type of 'Article' will also copy into the new pending contract.
 - Available for the most recent contract for a provider when there is not a contract for the Provider with a status of 'Pending' and the contract status is either 'Active' or 'Expired'. For more information go to section Creating a Contract.
- **Delete** – Removes the selected contract.
 - Available when the contract status is 'Pending'.
- **Contract Services** – Navigates to the Contract Services list screen for the contract.
 - Available for all created contracts. Contract Services define service rates contained in the contract and are linked to service authorizations to generate payments. For more information go to section Accessing Contract Services.
- **Add Contract** – Navigates to the Contract Details screen with a contract status of 'Pending' for the provider. For more information go to section Creating a Contract.
 - The button is always available on the screen.

From the Ohio SACWIS Home Page:

1. Click the **Provider** Tab
2. Click **Provider Search**
3. Select Provider from the search results by selecting the **View** link. (For more information view [Completing a Provider Search for Private Agencies](#))
4. Click **Contracts** in the navigation pane.

Creating a Contract

Home | Intake | Case | **Provider** | Financial | Administration

Workload | **Provider Search** | Provider Match | Recruitment | Inquiry | Training | Contracts

Agency Certifications | KCCP Pre-Screening Tool



- [Provider Overview](#)
- [Activity Log](#)
- [Forms/Notices](#)
- [Contracts](#)**
- [Service Credentials](#)
- [Prevention Services](#)
- [Approval](#)
- [Placements/Services](#)
- [Intake Reports](#)

PROVIDER NAME / ID: *Adolescent* CATEGORY: *Agency Contract*

Contracts Filter Criteria

Agency: Status:

Contract Begin: Contract Type:

Contract End: Contract Number:

Filter **Clear Form**

Contracts

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

| | Agency | Contract Type | Contract Number | Status | Contract Begin | Contract End | |
|----------------------|-----------------|---------------|-----------------|--------|----------------|--------------|-----------------------------------|
| edit | County Children | Placement | 2025- | Active | 01/01/2025 | 12/31/2025 | contract services |
| copy | Services Board | | 0001 | | | | |

Add Contract

Additional details for filtering:

- **Agency:** Allows for the selection of any Agency who have or have had a contract with the provider, upon entry into the screen the default is set to the logged in Agency. When blank is selected all contracts created by any agency will display.
- **Status:** Allows for the selection of the contract status, upon entry into the screen the status is defaulted to active. When the blank selection is chosen, all contracts will display regardless of the status.
- **Contract Begin Date:** filters the list to any contracts that have a Contract Begin Date equal to or after the date entered.
- **Contract Type:** Allows for the selection of a specific type of contract: Placement, NonPlacement or Managed Care.
- **Contract Type:** Allows for selection of the Contract Types, upon entry into the screen the default is set to blank, displaying all contract types.
- **Contract End Date:** filters the list to any contracts that have a Contract End Date equal or prior to the date entered.
- **Contract Number:** filters the list to any contracts that have been given the entered contract number.

Creating a Contract

Viewing all Uploaded Contract Documents

Displays all contracts the Agency has created, upon entry into the screen the filter is defaulted to only display contracts with a contract status of 'Active'. From this screen, the following options are available:

- **View** – Navigates to the Contract Details screen for the selected contract, no fields can be changed.
 - Available when the user does not have the security to edit the contract or when the contract status is 'Terminated' or 'Cancelled'.
- **Edit** – Navigates to the Contract Details screen for the selected contract, depending on the contract status, specific fields will be editable.
 - Available when the contract status is 'Pending', 'Active', 'Expired' or 'Payment Hold'.
- **'Name of Document'** (on screen shot below it is 'Test Contract Document') –
- **Copy** – Navigates to the Contract Details screen for the selected Provider creating a new 'pending' contract for the Provider with an Original Contract Date one day after the end date of the contract being copied. All Amendments with a type of 'Article' will also copy into the new pending contract.
 - Available for the most recent contract for a provider when there is not a contract for the Provider with a status of 'Pending' and the contract status is either 'Active' or 'Expired'. For more information go to section Creating a Contract.
- **Delete** – Removes the selected contract.
 - Available when the contract status is 'Pending'.

From the Ohio SACWIS Home Page:

1. Click the **Provider** Tab
2. Click the **Contracts** Tab
3. Select **Contract Documents**
4. Choose one of the filters (see definitions below 'Additional details for filtering' for further information)
5. Select **Filter**.

Creating a Contract

Contract Document Filter Criteria

Agency: A County Children Services Board

Document Type:

Provider:

Contract Type:

Provider ID:

Contract Number:

Contract Begin Date: 04/01/2020

Contract End Date:

Contract Documents

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

| | Provider | Contract Type | Contract Begin and End Dates | Status | Document Date | Document Type | Document Name | |
|-----|----------|---------------|------------------------------|--------|---------------|---------------------------|---------------|--|
| sd1 | / | Placement | 01/01/2022 - 12/31/2022 | Active | 04/04/2022 | Exhibit I - Scope of Work | test | Test Contract Document.docx <input type="button" value="trash"/> |
| sd1 | / | Placement | 01/01/2022 - 12/31/2022 | Active | 04/04/2022 | Exhibit I - Scope of Work | test | Test Contract Document.docx <input type="button" value="trash"/> |

Additional details for filtering:

- Document Type: Allows for the selection of the type of document uploaded.
- Provider: Allows for the selection of a provider who have or have had a contract with the provider, upon entry into the screen the default is set to blank.
- Contract Type: Allows for selection of the Contract Types, upon entry into the screen the default is set to blank, displaying all contract types.
- Provider ID: Allows for the selection by the provider id
- Contract Number: filters the list to any contracts that have been given the entered contract number.
- Contract Begin Date: filters the list to any contracts that have a Contract Begin Date equal to or after the date entered.
- Contract End Date: filters the list to any contracts that have a Contract End Date equal or prior to the date entered.

Creating a Contract

Creating a Contract

Functionality available from the Provider Contract List Screen (from the left-hand navigation).

From the Ohio SACWIS Home Page:

1. Click the **Provider** Tab
2. Click **Provider Search**
3. Select Provider from the search results (For more information view [Completing a Provider Search for Private Agencies](#))
4. Click **Contracts** in the navigation pane
5. Select **Add Contract**

Note: For the services to be reimbursable with a placement provider, when selecting make sure to select the Provider where the Provider Category is Agency Contract.

6. Select the **Contract Type:** (required) See Overview for definition of contract types.
7. Enter the **# of Leave Days to be Paid:** (optional)
This is the number of days the system will automatically calculate to pay the provider while the child is on leave from the home/facility. It is used for Contract Types of 'Placement' or Managed Care and not applicable when contract type is Non-Placement.
Note: If your agency makes the determination to pay leave days on a case-by-case basis, refer to the [Recording a Leave Override](#) Knowledge Base Article for more information.
8. Enter the **Original Contract Begin Date:** (required)
This is the date the contract is to start, can be updated after the contract is no longer pending by creating an Addendum.
9. Enter the **Original Contract End Date:** (required)
This is the date the contract is to end, can be updated after the contract is no longer pending by creating an Addendum.
10. Enter the **Original Contracted Amount:** (required)
This is the total amount the Agency and Vendor have agreed to for the services to be provided, can be updated after the contract is no longer pending by creating an Addendum.
11. Enter the **Approved Date:** (optional)
This is the date the contract is final approved.
12. Select **Create Non-placement Contract** (optional)
This is a dynamic field that will only display when the contract type is Placement and Provider Category of 'Agency Contract' and a Function of CRC, Group Home, Children's Crisis Care Facility or Residential Parenting Facility (RPF)). By checking the box, the system will create a new Nonplacement Contract for the Provider with the following fields populated from the Placement Contract:
 - Original Contract Begin Date
 - Original Contract End Date
 - Vendor Number
13. Enter the **Vendor Number:** (optional)
This is the number used by the Agency as the Vendor number, the field is alphanumeric.

Creating a Contract

14. Enter the **Contract Number:** (optional)
This is the number used by the Agency as the Contract Number, the field is alphanumeric.
15. Enter the **Encumbered Amount:** (optional)
This is the amount of obligation the Agency has committed to with the Provider, the least amount that will be spent within the contract.
16. Enter the **Encumbered Date:** (optional)
This is the date the Provider and Agency have agreed the services for Encumbered Amount will be purchased by.
17. Select the **Notification Type:** (optional)
Depending on the selection, all users with the security role of Contract Administrator will receive a Notification when the ceiling for Contract Amount or Encumbered Amount is reached.
18. Select the **Notification Ceiling:** (optional)
Determines when the notification will be sent, notification will be sent when the percentage of the selected amount has been reached.
19. Enter **Comments:** (optional)

Creating a Contract

Contract Type: *

of Leave Days to be Paid:

Original Contract Begin Date: *

Original Contract End Date: *

Original Contracted Amount: *

Approved Date:

Create Non-placement Contract

Vendor Number:

Contract Number:

Encumbered Amount:

Encumbered Date:

Notification Type:

Notification Ceiling:

Used Amount: \$ 0.00

Current Contract Amount: \$ 0.00

Comments: [\(expand full screen\)](#)

20. Add Attachments (optional, for instructions see Adding Attachments below)

Attachments ⓘ

| | Attachment # | Attachment Reason | Article | |
|----------------------|--------------|-------------------|-----------|--|
| edit | 1 | Article | Article I | |

21. Add Addenda (optional, for instructions see [Adding Addenda](#) below)

Creating a Contract

| Addenda | | | | | | | | | |
|----------------------|------------|-----------------|-----------|------------|------------|--------|---------------|------------------|--|
| | Addendum # | Addendum Reason | Article | Begin | End | Amount | Approval Date | Created In Error | |
| edit | XXXXXX | [REASON] | [ARTICLE] | MM/DD/YYYY | MM/DD/YYYY | 000.00 | MM/DD/YYYY | [YES/NO] | |

[Add Addendum](#)

22. Upload Document (optional, for instructions see [Uploading Documents](#) below)

| Contract Documents | | | | |
|--------------------------|------------------------------|-----------------------------------|-----------------------------------|------------------------------------|
| Showing <X> attachments: | | | | |
| edit | Document Date: MM/DD/YYYY | Document Type: <Document Type> | Document Name: <Document Name> | signature_page.pdf |
| edit | Document Date: MM/DD/YYYY | Document Type: <Document Type> | Document Name: <Document Name> | signature_page.pdf |

Comments:
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Integer a elementum dui, vitae varius purus. Aenean congue tristique nisi eget finibus. Pellentesque bibendum nibh eu consectetur ultricies. Morbi volutpat luctus mauris. Phasellus turpis dui. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Integer a elementum dui, vitae varius purus. Aenean congue tristique nisi eget finibus. Pellentesque bibendum nibh eu consectetur ultricies. Morbi volutpat luctus mauris. Phasellus turpis dui.

[Upload Document](#)

23. Link Activities (optional, for instructions see [Linking Activities](#) below)

| Link Activities | | | | | | |
|------------------------|----------------------------|--------------|-------------------|-----------------|--------------------|------------|
| | Start Date/ Activity State | Contact Type | Category | Sub-Category | Responsible Worker | Created By |
| view | 01/01/2022 | General | Contract Activity | Contract Review | | |
| unlink | Completed | | | | | |

[Link Activity](#)

24. Select **Status**:

The status of the contract determines what can be modified within the contract. When a

Creating a Contract

Contract has been Cancelled or Terminated the contract is no longer updatable. Contract Type, Original Contract Begin Date and Original Contract End Date are only editable when a contract is Pending.

25. Click **Save**



The **Provider Contract List** screen appears. Click [here](#) to go back to the Provider Contract List Screen.

Additional details:

- **Used Amount:** total of payment requests where the service authorization references the contract.
- **Current Contract Amount:** Original Contract Amount plus the total of the changes recorded in Addenda with the Addendum Type of 'Amount' or 'Date and Amount'. For more information see section [Adding Addenda](#).

Adding Attachment

An attachment to the contract defines additional terms and conditions created during the initial negotiation of a contract and will print with the original contract. Attachment records can only be added to a contract while the contract is in Pending status.

The Reasons Attachments can be created are:

- Article: Add additional language/terms to an article.
- Other: Typically used to further define needs for specific child(ren).

When **Add Attachment** has been selected on the **Contract Detail** screen the system will navigate to the **Contract Attachment Details** screen for the selected Provider.

1. Select the **Attachment Reason:** (required)
2. Select the **Article Number:** (optional, unless the Addendum Reason is Article, then required)
3. Enter **Addendum Reason Detail:** (optional, unless the Addendum Reason is Other, then required)

Creating a Contract

| Contract Attachment Details | | |
|---|---|---------------------------------------|
| Contract ID / Number: 19298212 | Attachment Number: 2 | |
| Original Contract Begin Date: 02/01/2022 | Original Contract End Date: 02/28/2022 | Original Contract Amount: \$200.00 |
| Attachment Reason: * | | |
| <input type="text" value=""/> | | |
| Article Number: | | |
| <input type="text" value=""/> | | |
| Attachment Reason Detail: (expand full screen) | | |
| <input type="text"/> | | <input type="button" value="✓ ABC"/> |
| | | <input type="button" value="20000"/> |
| <input type="button" value="Save"/> <input type="button" value="Cancel"/> | | |

Adding Addenda

An Addendum to the contract defines additional terms and conditions created after the initial negotiation of a contract. Addenda records can only be added to a contract while the contract is or has been in an Active status. The addenda are printed separately from the initial contract and require their own signatures.

The Reasons Addenda can be created are:

- Amount: Increase or decrease the amount of the contract.
- Date: Shorten or lengthen the timespan of the Contract.
- Date and Amount: Completes both the Amount and Date actions in one Addendum.
- Article: Add additional language/terms to an article.
- Other: Typically used to further define needs for specific child(ren).

When **Add Addendum** has been selected on the **Contract Detail** screen the system will navigate to the **Contract Addendum Details** screen for the selected Provider.

Creating a Contract

Contract Addendum Details

PROVIDER / ID: **A Really Great Provider Inc.** / 000000000

CATEGORY: **Agency Contract**

Contract Addendum Details

| | | |
|-------------------------------|-----------------------------|----------------------------|
| Contract ID / Number: | Addendum Number: | |
| 000000000 / 0000000000 | 000000000 | |
| Original Contract Begin Date: | Original Contract End Date: | Original Contract Amount: |
| 06/01/2018 | 06/01/2020 | \$ 50,000.00 |
| Latest Effective Date: | Current End Date: | Current Contract Amount: ⓘ |
| 05/01/2020 | 06/01/2022 | \$ 100,000.00 |

1. Select the **Addendum Reason:** (required)
2. Enter the **Addendum Approval Date:** (optional)
3. Select the **Article Number:** (optional, unless the Addendum Reason is Article, then required)
4. Enter the **Addendum Begin Date:** (required)
5. Enter the **Addendum End Date:** (optional, unless the Addendum Reason is Date or Date and Amount, then required)
6. Enter the **Addendum Amount:** (optional, unless the Addendum Reason is Amount or Date and Amount, then required),
Note: to increase the contract amount enter a positive number (99.99) to decrease the contract amount enter a negative number (-99.99).
7. Enter **Addendum Reason Detail:** (optional, unless the Addendum Reason is Other, then required)

Creating a Contract

| | |
|---|--------------------------|
| Addendum Reason: * | Addendum Approval Date: |
| <input type="text"/> | <input type="text"/> |
| Article Number: | |
| <input type="text"/> | |
| Addendum Begin Date: | Addendum End Date: |
| <input type="text"/> | <input type="text"/> |
| Addendum Amount: | Amended Contract Amount: |
| \$ <input type="text"/> 0.00 | \$ 0.00 |
| Addendum Reason: (expand full screen) | |
| <input type="text"/> | |
| <input type="button" value="✓ ABC"/> | |
| <input type="button" value="4000"/> | |
| <input type="checkbox"/> Created in Error | |

The **Contract Details** screen appears. Click [here](#) to back to Creating a Contract.

Note: Only addenda with the Addendum Reason of Article can be created in error once the addendum has been completed and saved, all other types must be updated by creating a new Addendum.

Additional Information:

- **Contract ID:** system unique identifier for the contract.
- **Contract Number:** user defined field from the Contract Detail screen.
- **Addendum Number:** sequential number of the addenda, starts at 1.
- **Original Contract Begin Date:** Date that was entered when the contract was first saved.
- **Original Contract End Date:** Date that was entered when the contract was first saved.
- **Original Contract Amount:** Amount that was entered when the contract was first saved.
- **Latest Effective Date:** Effective Date from the most recent Addendum, if one does not exist it is the Original Contract Begin Date.
- **Current End Date:** End Date defined in the most recent Addendum where the Addendum Type is either 'Date' or 'Date and Amount', if an addendum does not exist it is the Original Contract End Date.
- **Current Contract Amount:** Total of the Original Contract Amount add all addenda with the Type of Amount or Date and Amount.
- **Amended Contract Amount:** Current Contract Amount plus the newly added Addendum Amount. This field automatically updates as the Addendum Amount is being entered.

Creating a Contract

Uploading Documents

Connects documentation uploaded to the selected Ohio SACWIS contract, including but not limited to, the exhibits, RFP, Provider's response to RFP and any signed documentation.

When **Upload Document** has been selected on the **Contract Detail** screen the system will navigate to the **Document Upload** screen for the selected Provider.

1. Select the **Document Type:** (required)
2. Enter the **Document Name:** (required)
3. Enter the **Date on Document:** (required)
4. Click **Browse:** (required)

Note: Opens an explorer window to search for the document on the computer once selected, **File to Attach:** will display the name of the selected document.

5. Enter **Comments:** (optional)
6. Click **Upload:**
7. Click **Save**

Maintain Document Information

Document Category:

Document Type: *

Document Name: *

Date on Document: *

File to Attach: *

Comments: [\(expand full screen\)](#)

The **Contract Details** screen appears. Click [here](#) to back to Creating a Contract

Creating a Contract

Linking Activities

Links Activity logs to the contract, used for activities such as Contract Reviews, or facility compliance visits.

When **Link Activity** has been selected on the **Contract Detail** screen the system will navigate to the **Activity Log Filter** screen for the selected Provider. For more information on the Activity Log Filter screen or how to record an activity log (clicking **Add Activity Log**) see [Recording an Activity Log on a Provider Record](#).

1. Select the **check box(es)** in front of Activity Logs to link
2. Click **Link Visits**

Activity Log Filter Criteria

Activity Date:
From Date To Date

Responsible Worker: Contact Type:

Category: Sub-category:

Created By: Activity State:

Sort Results By: Traverse Records Only

Activity Log

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

| <input type="checkbox"/> | Start Date / Activity State | Contact Type | Category | Sub-category | Responsible Worker | Created By |
|-------------------------------------|-----------------------------|--------------|-------------------|-----------------|--------------------|------------|
| <input checked="" type="checkbox"/> | 01/01/2022 Completed | General | Contract Activity | Contract Review | | |

Associated Participants:

Creating a Contract

The **Contract Details** screen appears. Click [here](#) to back to Creating a Contract.

Accessing Contract Services

Contract services are used to define service rates for the contract and are linked to service authorizations to generate payments. Services can be set as child specific or an overall rate for the contract. The entered services will populate the Schedule A included in the Master Contract or the Schedule A can be printed separately to accompany an Addendum to the contract.

The Services screen accessed from either the Agency Contract List screen or the Provider Contract List screen as shown:

Agency Contract List screen

| Contracts | | | | | | | |
|---------------------------------------|--|---------------|-------------|-----------------|--------|----------------|--------------|
| Result(s) 1 to 55 of 55 / Page 1 of 1 | | | | | | | |
| | Provider | Contract Type | Contract ID | Contract Number | Status | Contract Begin | Contract End |
| edit | ALOVING HEART YOUTH SERVICES, INC. | Placement | 19289413 | | Active | 01/01/2022 | 08/31/2022 |
| services | | | | | | | |

Provider Contract List screen

| Contracts | | | | | | |
|-------------------------------------|----------------------------------|---------------|-----------------|--------|----------------|-----------------------------------|
| Result(s) 1 to 3 of 3 / Page 1 of 1 | | | | | | |
| | Agency | Contract Type | Contract Number | Status | Contract Begin | Contract End |
| edit | A County Children Services Board | Placement | | Active | 01/01/2022 | 10/01/2022 |
| copy | | | | | | contract services |

The selection from either screen will open the **Contract Service History Filter Criteria** screen.

Creating a Contract

Contract Service History Filter Criteria

Service Type:

Service Description:

Child ID:

Cost Begin:

Cost End:

Sort Result By:

Sort Result By:

[Filter](#) [Clear Form](#)

Contract Service History

Contract Number:

Result(s) 1 to 60 of 60 / Page 1 of 1

[Close](#)

| | Service Description | Service ID | Cost ID | Cost Description | Person | Person ID | Unit Type | Unit Cost | Cost Begin | Cost End | |
|--|--------------------------------|------------|----------|-------------------------|--------|-----------|-----------|-----------|------------|------------|------------------------------------|
| edit copy | Family Foster Care (30212)-FFH | 373639 | 35013008 | 0-10 Years Old | | | | \$56.30 | 08/01/2021 | 03/31/2022 | view service auths |
| edit copy | Family Foster Care (30212)-FFH | 373639 | 35013011 | 16+ Years Old Baby Rate | | | | \$125.30 | 08/01/2021 | 03/31/2022 | delete |

Displays all services and costs of the service the selected provider will supply the Agency through the negotiation of the contract. From this screen the following options are available:

- **View** – Navigates to the Contract Cost Details screen for the selected service, no fields can be changed.
 - Available when the user does not have the security to edit the contract or when the contract status is 'Cancelled'.
- **Edit** – Navigates to the Contract Cost Details screen for the selected provider.
 - Not available when the contract status is 'Cancelled'.
- **Copy** – Navigates to the Contract Cost Details screen for the selected Provider creating a new cost record for the Service.
 - Available for the most recent service description and cost description of a currently active service when the contract is not in 'Cancelled' status.
- **View Service Auths** – Navigates to the Service Authorizations screen with the Contract Cost ID filter in focus. For more information regarding Service Authorization functionality see the Knowledge Base Article [Editing a Service Authorization](#).
 - Available when a Service Authorization has been linked to the service.
- **Delete** – Removes the selected contract.
 - Not available when the contract status is 'Cancelled', or a Service Authorization has been linked to the service.

Additional details for filtering:

- Upon entry into the screen all services associated to the contract will display.

Creating a Contract

- Service Type: Allows for the selection of the service types that have been associated to the contract.
- Service Description: Allows for the selection of the service descriptions associated to the selected service type. This selection will be blank if a Service Type is not chosen first.
- Child ID: filters the list to the services that have been associated to a specific child.
- Provider ID: filters the list down to a specific provider
- Cost Begin: filters the list to any services that have a Cost Begin Date equal to the date entered.
- Cost End: filters the list to any services that have a Cost End Date equal to the date entered.

Creating a Contract

Adding a Placement Service Cost

Placement Service Costs can be entered when the contract type is either Placement or Managed Care.

When **Add Placement Service Cost** has been selected on the **Contract Service History** screen the system will navigate to the **Contract Placement Cost Details** screen for the selected Provider.

1. Select from the **Agency/Service Description/Service ID:** dropdown
Note: For a service to be reimbursable, the selected service must have a **Service Ceiling** associated with it. These services are shown in Ohio SACWIS with their facility number (i.e., 12345).
2. Enter the **Cost(s)** associated to the service
3. When applicable, select **Person Search**
Note: When a child specific cost has been entered this will 'override' the non-child specific cost.
4. Enter **Cost Begin** date (required)

Creating a Contract

5. Enter **Cost End** date (required)
6. Enter **Cost Description** (optional)

Contract Placement Cost Details

Contract ID / Number: adfadf Contract Cost ID:

Agency/Service Description/Service ID: *

| Cost Type | Cost |
|-------------------------------|----------------------|
| Maintenance | <input type="text"/> |
| Administration | <input type="text"/> |
| Case Management | <input type="text"/> |
| Transportation/Administration | <input type="text"/> |
| Transportation/Maintenance | <input type="text"/> |
| Other Direct Services | <input type="text"/> |
| Behavioral Healthcare | <input type="text"/> |
| Other | <input type="text"/> |

Maintenance Total:
Administration Total:
Non-Reimbursable Total:
Total:

Specific Child: Person Search

Person ID:

Cost Begin: *

Cost End: *

Unit Type:

Unit Cost:

Last Updated:

Cost Description:

Spell Check Clear 250

Calculate

Save Cancel

Adding a Non-Placement Service Cost

Non-Placement Service Costs can be entered when the contract type is either Non-Placement or Managed Care.

When **Add Non-Placement Service Cost** has been selected on the **Contract Service History** screen the system will navigate to the **Contract Service Cost Details** screen for the selected Provider.

1. Select from the **Agency/Service Description/Service ID:** dropdown
2. When applicable, select **Person Search**
Note: When a child specific cost has been entered this will 'override' the non-child specific cost.
3. Enter **Contracted Units** (required)
4. Enter **Cost Begin** date (required)

Creating a Contract

5. Enter **Unit Cost** (required)
6. Enter **Cost End** date (required)
7. Enter **Cost Description** (optional)

The screenshot shows a web form titled "Contract Service Cost Details". At the top, "Contract ID / Number:" is set to "N/A" and "Contract Cost ID:" is empty. Below this is a dropdown menu for "Agency/Service Description/Service ID: *". A red arrow points to this dropdown, which is open to show a search results list. A green box highlights the "Person Search" button. The search results list contains three items: "County Job and Family Services - Case Management Services - 34241", "County Job and Family Services - Academic counseling - 1993656", and "County Job and Family Services - Preparation for a GED - 1995656". The form also includes fields for "Specific Person:", "Person ID:", "Unit Type:", "Contracted Units: *", "Unit Cost: *", "Used Units:", and "Cost Description:". The "Contracted Units" and "Unit Cost" fields are highlighted with red boxes. The "Cost Begin: *" and "Cost End: *" fields are date pickers, also highlighted with red boxes. The "Cost Description" field is a large text area highlighted with a green box. At the bottom of the form are "Spell Check", "Clear", and "250" buttons. Below the form are "Save" and "Cancel" buttons.

If you have additional questions pertaining to this Deployment Communication, please contact the [Customer Care Center](#).