



CONNECTIONS Tip Sheet

Placement : Creating & Maintaining Contracts

revised January 2019

Local districts often contract with agencies in order to pay for needed services to children and families. To provide foster care services, a district may also contract with another district's foster home. To pay for these contracted services, a valid, active, signed contract must exist between the parties in CONNECTIONS. This allows the overnight batch update process to recognize the existence of the contract and update both the Benefits Issuance Control System (BICS) and Activities window with this information.

This tip sheet is for district staff who are responsible for maintaining contracts in CONNECTIONS.

Creating a Contract in CONNECTIONS

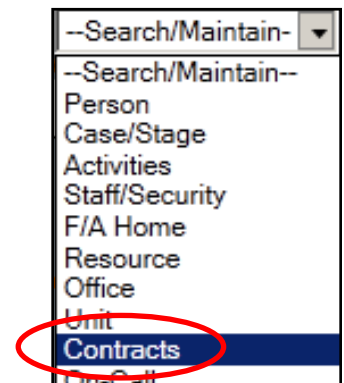
Only local district staff with both the MAINT CONTRACTS and SIGN CONTRACTS business functions can create and maintain contracts in CONNECTIONS.

1. Click the **Contracts** option on the Search/Maintain menu.

The Contract Search window displays.



If you do not see this command, you do not have the required MAINT CONTRACTS Business Function.



2. Enter the Resource ID (RID) for the parent **Agency**. (This is NOT the same as the RID of an individual foster home, which is a Facility).

If you are unsure of the Resource ID, you will need to do a Resource Search to locate it. See instructions on page 4 of this tip sheet.

3. Click the **Search** button.

The Contract List displays with ALL active and expired contracts listed.

Contract Search

Resource ID: 1473 Contract ID: Local District: Program Type: From: To: Budget Limit: Yes No All

Search Clear

Contract List

Resource Name	Resource ID	Contract ID	Vendor ID	Manager	Local District	Program Type	Budg Lim
Cayuga Home For Children	1473	20635969	PW030000	Paige,Susan	NYC	F/A Homes	
Cayuga Home For Children	1473	20635684	PW030000	Paige,Susan	NYC	Foster Care	

Count = 43

New

4. If no match is found for the entered criteria, or a contract exists but is inactive, click the **New** button at the lower right of the Contract List grid.

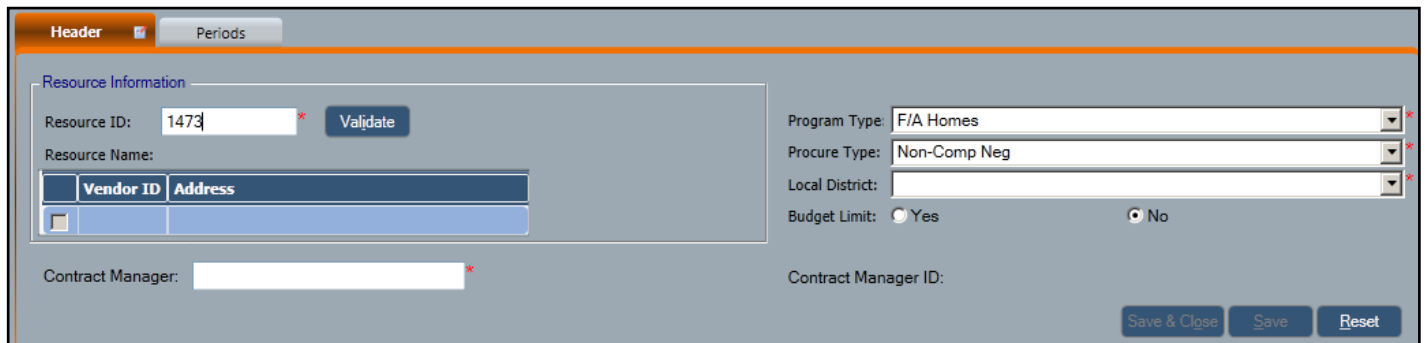
The Header and Period tabs display.



An inactive contract cannot be modified.

A new contract must be entered.

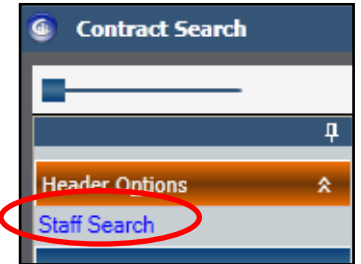
5. On the **Header** tab, enter the parent agency's RID in the Resource ID field.



6. Using the **Staff Search** link in the navigation pane, complete a search to select the person who will be the Contract Manager.

7. Click the **OK** button to confirm your choice.

Your are returned to the Contract Search window with the name of the selected Contract Manger now displaying .



8. In the **Program Type** field, select **“F/A Homes”** from the dropdown menu. **Do NOT use a type of “Foster Care”, even for congregate care.**

9. Leave the Procure Type field as **“Non-Comp Neg”** .

10. The Local District field will display the district of the logged on DSS/ACS worker

11. Leave the Budget Limit radio button set to the default value of **“No”**.

12. Click the **Validate** button to confirm the Resource ID .

If you validate the Resource ID prior to completing all other required fields on the window, you will need to validate again to enable the Save button.

13. Click the **Save** button.

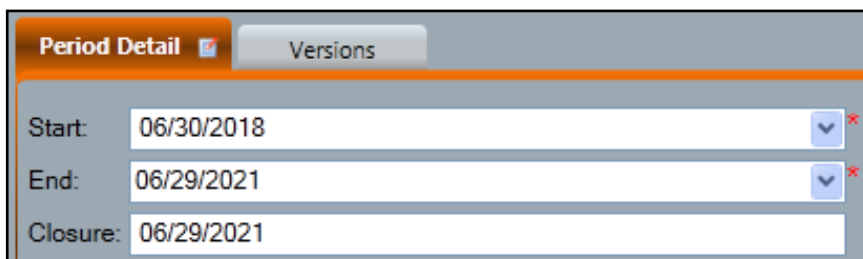
14. Click **“Yes”** to the warning message, “Once saved the Budget Limit cannot be changed. Continue?”.

A new row is added at the top of the Contract List grid and remains selected.

15. Select the **Periods** tab.

16. On the **Period Detail** tab, enter a Start and End date.

The period entered should correspond with the actual length of the negotiated contract, whether annual or multi-year.



The Closure field will prefill with the selected end date and the Status field prefills as “Pending”.

17. Click the **Add** button.

A new row displays on the Periods grid and remains highlighted.

DO NOT CLICK THE SAVE BUTTON YET.

18. With the newly added row in the Periods grid selected, use the dropdown menu to change the Status to **“Active.”** You may need to scroll up to see this choice.

19. Click **OK** to the warning message, "This status may not be selected if the contract is not signed."

20. Click the **“Signed”** checkbox. (*This requires the SIGN CONTRACTS business function.*)

21. Click the **Modify** button.

22. Click **“Yes”** to the message, “A new version must be created to modify a signed contract. Continue?”

23. Click the **Save** button.

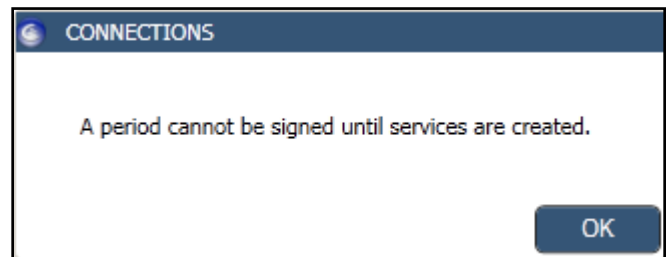
A new, active, signed Foster Care contract has now been added.

Status	Signed
Active	Y

Oops! I Clicked the Save Button When I Shouldn't Have.

If the Save button is clicked while the Status of a new contract is Pending, you will receive this message when attempting to proceed further:

The simplest workaround is to delete the partially added period and reenter it correctly.



Step-by-Step: Deleting a Partially Added Contract Period:

Nbr	Start	End	Closure	Status
1	07/01/2018	06/30/2019	06/30/2019	Pending

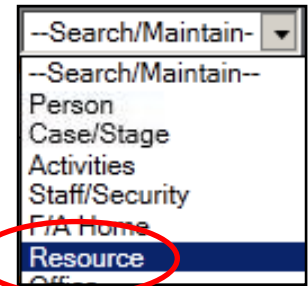
1. Select the period in Pending Status on the Periods tab.
2. Click the **Delete** button
3. Click **“Yes”** to the question, “Are you sure you want to delete selected Records?”
4. Click the **Save** button.
5. With the contract selected in the Contract List grid, follow the directions starting at step 15, above.

Searching for a Resource ID

1. Select **Resource** on the **Search/Maintain** menu.

The Resource Search window displays with the Search Type field defaulted to **Phonetic Name**.

Required search criteria will be marked with a red asterisk (*).



2. Enter required information and click the **Search** button.

Search results display in the Resource Search List. Use the horizontal and vertical scroll bars to view all information.

3. Select the desired resource in the **Resource Search List**.

Resource Name	VID	Resource ID	Facility Type/LOC	Status
Cayuga Home For Children	MSTCHOME	20904154		Active
Cayuga Home For Children	CAYHMRES	20639359		Active

The Resource Search tabs display, including **Detail, Address, Phone, Facility Detail, Services by Area, and Relationships**.

If you are searching for the Resource ID of a parent agency, be sure you have selected the result with a type of **Agency** in the **Resource Type** column.

Resource Type	Agency ID
Provider	
Provider	
Agency	W03
Facility	W03

4. Click on the tabs to view detailed information.



Outputs
Current Resource Roster
Historical Resource Roster
Facilities by Agency/District

Note: From the **Relationships** tab you can generate the **Facilities by Agency/District** report by using the link in the Outputs section of the navigation pane.

This report includes the RID, VID, address, type, status, capacity and authorization dates of all resources within the agency.

Cayuga Home Franklin HTP GH	
Cayuga Home Franklin Htp Gh	TYPE: Group Home
Resource ID: 20694339	STATUS: Active
Vendor ID: W03	Auth From Date: 8/3/2018
202 FRANKLIN ST	Auth To Date:
AUBURN, New York 13021-2935 CAYUGA	Close Date:
(315) 253-5383	Capacity: 12

5. Click on the **"X"** button in the upper right-hand corner to close the Resource Search window.

Types of Resources

There are several Resource Types in the Resource Directory:

Agency:	A local district or a voluntary agency
Facility:	A location that provides professional child welfare services: <ul style="list-style-type: none">• Foster and Adoptive homes• OCFS congregate care facilities, such as institutions and group homes• OCFS, OMH and OMRDD facilities• OCFS preventive (converted and new, entered by districts)
Provider:	An organization or individual that provides services for the local district: <ul style="list-style-type: none">• Day care• Housing (Preventive)• Foster care• Adoption
Hotline/Helpline and Law Enforcement:	The Hotline/Helpline and Law Enforcement Resource Types are maintained by local districts. They are functional, but may not always be consistently maintained in every local district.
School	The School Resource Type is maintained by the state and includes public schools.