

## Resource Details: Field Descriptions

Due to the limited amount of space available on the *CONNECTIONS Tip Sheet: Adding a Provider/Resource*, this addendum was created to provide descriptions of the fields on the *Resource Detail* window. These descriptions are designed to provide you with the information you need to determine the appropriate information that you need to record in these fields for a new resource.

The following fields should be recorded, as applicable, for each resource



For information about Resource Search and Resource Types, see the *Resource Information Addendum*, which is available on the OCFs CONNECTIONS Intranet site.

<b>Legal Name</b>	If the resource's legal name is different from the Resource Name (e.g., a foster home's Legal Name may be "Smith,Joan/Smith,John" and the Resource Name may be "Smith,Joan"), enter the Legal Name here. If the legal name is identical to the resource name, this field populates automatically when this resource is saved to the database.
<b>Resource Name</b>	The name of the resource here.
<b>Resource Type</b>	Each resource has a designated <b>Resource Type</b> . An organization or individual that provides services for the Local District (non-foster/adoptive homes) is a <b>Provider</b> . Examples include day care providers, housing vendors (preventive), and adoption vendors.
<b>Resource Status</b>	The resource's current status (Active or Inactive).
<b>Contact</b>	The name of the contact person at the resource.
<b>Sub-Agency</b>	This information displays for NYC agencies only.
<b>Vendor ID</b>	Each resource recorded in CONNECTIONS must have a Vendor ID number associated with it in order to receive payment via the Benefits Issuance Control System (BICS). This information is recorded on the <i>Resource Address Detail</i> window; it is read-only on the <i>Resource Detail</i> window.
<b>Hrs. of Oper.</b>	The operating hours for the resource (if applicable).
<b>Ownership</b>	This field contains a drop-down list with three choices: <ul style="list-style-type: none"><li>• Proprietary (For-Profit)</li><li>• Not-for-Profit</li><li>• Public</li></ul>
<b>1099 Status</b>	This field contains a drop-down list with three choices: <ul style="list-style-type: none"><li>• No 1099 Required</li><li>• 1099/SSN Required</li><li>• 1099/Employer Number Required</li></ul>
<b>Tax ID</b>	The Resource Tax Identification Number (TIN) or Social Security Number (SSN). This information is required when you select "1099/SSN Required" or "1099/Employer Number Required" in the <b>1099 Status</b> field.
<b>Transportation</b> (check box)	If the resource provides transportation, indicate this by clicking on the check box.

The **Address...** button provides access to the *Resource Address Detail* window, where you record the location and business address information for the resource.

<b>Type</b>	The address type. For the physical location of the resource, select <b>Primary</b> ; for the mailing address, select <b>Business</b> . Each resource must have both a Primary and Business address recorded in CONNECTIONS.
<b>Street, City, State and County</b>	<p>The resource's street address, city, state and county. (All addresses in CONNECTIONS need to be validated. Click on the <b>Validate</b> button to run CODE-1 address validation, then click on the <b>Yes</b> button to accept the CODE-1 validated address.) To add the address to the list section at the top of the window, click on the <b>Add</b> button.</p> <ul style="list-style-type: none"><li>• <i>If the Business address is the same as the Primary address, complete the <b>Vendor ID</b> field, then select <b>Business</b> in the <b>Type</b> field.</i></li><li>• <i>If the Business address is different than the Primary address, make the necessary changes to the address fields, select <b>Business</b> in the <b>Type</b> field, enter the <b>Vendor ID</b> and validate the Business address.</i></li></ul>
<b>CD</b>	The Community District (NYC only).

The **Phone...** button provides access to the *Resource Phone Detail* window, where you record the telephone information for the resource.

<b>Phone Type</b>	The type of phone number (e.g., office, fax, cellular). A Primary phone number is required.
<b>Number and Extension</b>	The resource's phone number and extension.