NYS OCFS CMS Contractor Manual

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Introduction to the Contract Management System

Topics

a  Understanding the Purpose of the Contract Management System

b  Learning about Contractor Roles
Chapter 1: Introduction to the Contract Management System

Understanding the Contract Management System

The Contract Management System (CMS) is an automated system used by the New York State Office of Children and Family Services (OCFS) to make processing contracts easier and more efficient. The system coordinates communication among Contractors, OCFS Program staff, the Bureau of Contract Management (BCM) staff, and other agency staff. It is a secure, browser-based system accessible to Contractors via the Internet and through the State Network/Intranet for OCFS staff.

CMS is based on the current business rules for processing contracts. Instead of managing contracts through a paper-based system, OCFS staff and Contractors use CMS to transmit data from one organization and/or person to another, review and comment on contracts, and manage tasks related to ongoing contracts, such as expenditures, budget modifications, amendments and renewals. Most importantly CMS assists in project management by tracking these scheduled tasks.

The Contractor view of CMS is divided into modules, each accessible from different system menus. These categories include:

- Announcements
- Inbox and Contract Review Module (entering budgets, filling out forms online, transferring files, online signing of contracts)
- Contractor Details
- Contracts
- Budget Modifications
- Correspondence
Contractor Roles

The specific functions that you can perform on the system are based on a group of roles and privileges assigned to your individual CMS account. Furthermore, your ability to perform a function at a specific time is dependent upon the contract management schedule that is designated for specific types of contracts.

There may be limitations on the functions that you can perform within each module, based on your account. For example, the CONSIG role is designated as the user who can electronically sign contracts toward the end of the contract processing stage. Users functioning in this role are able to view most other contract information, but it is the person performing the CONUSER role who is responsible for most Contractor functions.

The following table shows the modules available in the system and the typical types of access the two contractor user roles – Contractor User (CONUSER) and Contractor Signature (CONSIG), have in each module. The modules listed below are covered in detail later in this manual.

<table>
<thead>
<tr>
<th>Type of User</th>
<th>CONUSER</th>
<th>CONSIG</th>
</tr>
</thead>
<tbody>
<tr>
<td>Modules</td>
<td>View</td>
<td>Perform</td>
</tr>
<tr>
<td>Announcements/Notifications</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Inbox</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>With Contractor Stage Items</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Contractor Signature Stage (e-Signature)</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Contractor Details</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Contract Details</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Budget Modifications</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Correspondence</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

Generally users in the CONUSER role are able to act upon the assigned contract management tasks at the “With Contractor” stage via the Inbox, including:
- Enter/revise budget information;
- Complete interactive documents on-line; and
- Transfer documents out of and into CMS (download/upload).

CONSIG users are able to act upon the assigned contract management tasks at the “Contractor Signature” stage via the Inbox, including:
- Sign contracts using the electronic signature function.

**Note:** A CONSIG user may perform the same role that a CONUSER might otherwise play in the system for completing Inbox items as long as the schedule for the task indicates that the CONSIG user is responsible for performing the task.

CMS contractor users who function in one of the above roles will have tasks delegated to them through schedules. They will also receive email notifications and CMS correspondence related to these tasks.
Accessing the System

Topics

a  Accessing the Contract Management System

b  Adding Shortcuts and Favorites for CMS
Accessing the Contract Management System

Contractors access CMS via the Internet using a web browser. It is strongly suggested you use Microsoft’s Internet Explorer, version 6.0 or higher. Additionally, you will need to have Adobe Acrobat Reader 7.0 or higher (free via the Internet) installed on the computer you will be using to access CMS.

If you use an Apple computer, you will need to use Apple Safari version 2.0 and Apple Preview version 3.0. You can substitute “Apple Safari” wherever Internet Explorer is referenced in this manual.

CMS uses an Internet web address, with secure hypertext transfer protocol (HTTPS) enabled. HTTPS is similar to the normal web browsing protocol, except it also uses a Secure Socket Layer (SSL) which is an encryption protocol. Most implementations of the HTTPS protocol involve the exchange of private information. Accessing a secure server often requires some sort of restricted registration and/or login.

To gain access to the system, you need a CMS account. The CMS account defines the role and privileges assigned to you in CMS while using that sign on. This will dictate what you will able to do, and what you will be able to see while logged in with that account. This includes only being given access to contracts for your organization. You will not see any information for other organizations who have contracts with OCFS, nor can they view your information.

You do need to keep track of your username and password. Users who do not access their accounts for long periods of time may have their accounts disabled. Please contact your Program Manager if you encounter system access issues, just as you would do if you had any questions, comments, and/or need for assistance with any issues related to CMS.

Log Into the Contract Management System for the First Time

When you first log in with your new CMS account, you will be directed to change your temporary password to a permanent one and to also enter answers to your security questions.

Before you begin: Locate your login id and temporary password. OCFS staff should have provided you with this information.

<table>
<thead>
<tr>
<th>What You Do</th>
<th>Comments/Prompts</th>
</tr>
</thead>
<tbody>
<tr>
<td>From your desktop, double-click the Internet Explorer icon. In the Internet Explorer address bar, type the address: <a href="https://ocfsws.ocfs.state.ny.us/cms">https://ocfsws.ocfs.state.ny.us/cms</a></td>
<td>From your desktop, double-click the Internet Explorer icon. In the Internet Explorer address bar, type the address: <a href="https://ocfsws.ocfs.state.ny.us/cms">https://ocfsws.ocfs.state.ny.us/cms</a></td>
</tr>
<tr>
<td>The login page displays. Enter your username and temporary password, and then click the Login button.</td>
<td>The login page displays. Enter your username and temporary password, and then click the Login button.</td>
</tr>
</tbody>
</table>

A message may display, asking if you want to have Windows remember this password. For security reasons, click the checkbox left of Don’t offer to remember any more passwords, then click the No button.
**What You Do**

At the **Password Change Request** window, enter your **Old Password** (which is the temporary password you have just used) and a **New Password**. You will only see *s, not the text you enter.

Note the rules for assigning a password before continuing. Retype the new password again in the **Confirm New Password** box.

Click the **Change Password** button.

Click the **Continue** button.

If this is your first use of the user ID, you will be prompted to add answers to three questions after creating your password. The Update Shared Secret form opens in a separate window. This is a combination questions and answers known only to you. It allows you to be uniquely identified by NYS Office for Technology Help Desk staff if you forget your password and need assistance.

Click the drop-down arrow next to the **Select One Question** field to select a question with which to associate your shared secret answer.

Tab to the **Answer** and **Confirm Answer** fields and provide an answer to the selected question (the same answer should be in both fields).
What You Do

Click the Submit button to save your information and continue.

A confirmation message displays. Click the Continue button link to close the window and display CMS.

The Contract Management System (CMS) page displays.
Contract Management System

Accessing the System

Logging out of the Contract Management System

Before you begin: You should already be logged into CMS.

<table>
<thead>
<tr>
<th>What You Do</th>
<th>Comments/Prompts</th>
</tr>
</thead>
</table>
| Click the LOGOUT link at the top of the CMS Main Menu, located on the upper left side of the page. | User, Connie [CONUSER ]
|                                                 | HOME                                                  |
|                                                 | INBOX                                                 |

You are logged out of the system.

Note: If you see a pop-up window asking if you are certain you wish to close the window, click the correct response.

Logging Into the Contract Management System

<table>
<thead>
<tr>
<th>What You Do</th>
<th>Comments/Prompts</th>
</tr>
</thead>
<tbody>
<tr>
<td>From your desktop, open Internet Explorer. In the Internet Explorer address bar, type the address:</td>
<td><img src="image" alt="Login - Microsoft Internet Explorer" /></td>
</tr>
<tr>
<td><a href="https://ocfsws.ocfs.state.ny.us/cms">https://ocfsws.ocfs.state.ny.us/cms</a></td>
<td>Address: <a href="https://ocfsws.ocfs.state.ny.us/cms">https://ocfsws.ocfs.state.ny.us/cms</a></td>
</tr>
</tbody>
</table>

The CMS Main Login page will be displayed. Enter your CMS username and password.

Username: [username]
Password: [*******]

I forgot my password
What You Do

The system may take a few moments to access your account and verify your privileges. Once you have logged in successfully, the Contract Management System home page appears.

Comments/Prompts

If the page does not fill up your screen, click the Maximize button in the upper right corner of your window to view the full page.
Shortcuts and Favorites

Shortcuts and Favorites allow you to access a web page or other location without having to remember the address, or type the URL into a browser window. You can set up a shortcut to CMS on your desktop, or add it as a Favorite within your browser.

Adding a Shortcut to CMS to your Desktop

You might find it helpful to place a shortcut on your desktop. A shortcut is an icon on your desktop that will allow you to access the system without typing an address in the Internet Explorer address bar, although you will still need to log in to the system.

Before you begin: You are logged in to CMS and are at the home page.

What You Do

Resize the CMS home page so that part of your desktop is visible. Use the Restore Down button in the upper right corner, or simply move the window so you can see part of your desktop.

Click and hold down the small graphic to the left of the URL in the Address bar. Drag it to your desktop and release it.

A shortcut will appear on your desktop. You may accept the default name, or assign whatever name you like to it.
Adding CMS to your Favorites

You may find it helpful to place CMS in your Internet browser Favorites listing. A Favorite allows you to pick a site from a list and display it without having to remember the web address and type it each time. You will still need to log in to the system. This example uses Microsoft Internet Explorer 6.0.

Before you begin: Log into CMS. You are viewing the Home Page via your Internet browser.

**What You Do**

From your Internet browser toolbar, click **Favorites** ➔ **Add to Favorites…**

The **Add Favorite** window appears. You may use the default **Name** or type in whatever **Name** you wish to use for the Favorite entry. You may also organize your Favorite entry into folders you already have on your computer.

Click **OK**.

The entry is added to your Favorites list.
Contract Management System

Setting Your Internet Explorer Settings: Pop-Up Blocker

The CMS system uses pop-up windows for many of the functions a Contractor performs. Therefore it is important that the setting for your browser’s pop-up blocker be configured to allow pop-up windows from the CMS system.

If your web browser includes a pop-up blocker, please make sure that it is either disabled when you are viewing CMS, or you set it to always allow pop-ups from CMS. There are multiple ways of disabling a pop-up blocker, depending on your computer system. For example, in Internet Explorer 6.0, you can use the Tools menu to locate the Pop-up Blocker entry and turn it off.

![Internet Explorer Tools Menu]
Navigating the System

Topics

a  Understanding the parts of the CMS Home Page

b  Navigating to the Inbox and understanding the information displayed there

c  Using the CMS Main Menu
Navigating the System

CMS Home Page

Immediately after logging into CMS your browser will display the CMS Home Page.

The Home Page consists of various sections that enable Contractors to view information and take actions regarding different aspects of their contracts. What information is available and what actions can be taken is also dependent on the role of the user and the contract’s current stage of processing.

The **Main Menu** is the main navigation method within CMS system. The **Announcements** and **Instructions** sections should be viewed each time you log in to the system to check for broad but relevant information from OCFS to all CMS users. The **Inbox** section tells you if you have any pending tasks awaiting your attention.
Introduction to the Inbox

The Inbox is where you will go to access the functions associated with successfully completing contract documents and processing additional contract information and tasks. There are two ways to access the Inbox: 1) from the Main Menu; or 2) by using the Inbox link within the Inbox area. The Inbox area also advises the user if there are items awaiting action.

Main Menu

HOME
INBOX
CONTRACTOR
DETAILS
LOG SCREEN
BUDGET
MODIFICATION
CONTRACTS
LIST
CORRESPONDENCE
SEARCH

Inbox Area

You have 4 task in your inbox

go to your INBOX

Click the Inbox link in the Inbox area on the Home Page.

Each time a new item for action is available in your Inbox you will receive a notification via email. This notification will be discussed further in the next chapter.

After selecting one of the two above options the CMS Inbox screen will open. If you have items awaiting action they will be displayed, listing the type of task, contract, review stage, reviewer, status and days remaining at that stage. Tasks are listed by type, for example CTRCT for contract and BUDMD for a Budget Modification.
Tasks that need action by anyone in your organization will be listed in the Inbox. The person and their role that is needed to work on each task is listed in the Reviewer column. If you have more than one page of tasks, page numbers will display at the bottom of the list that will jump to different pages when selected.
Opening the CMS Inbox

Before you begin: Log into CMS. You are viewing the CMS Home Page.

What You Do

Select Inbox from the CMS Main Menu.

Comments/Prompts

The CMS Inbox is displayed along with items needing action.

Different types of Tasks are listed. The Contract link displays the Contract Details page, while the Task link takes you to a Contract Review or Budget Modification page. The number located at the bottom left side of the page indicates that there are two pages of information to view.

The Inbox entry displayed in the manual is an example of what you might see at a given time in the Inbox. The contents of the Inbox depend on what items need to be processed.
CMS Main Menu

In addition to the Inbox there are other items available to users via the Home Page.

- **Logout of CMS** – closes your browser window
- **Returns to the CMS Home Page**
- **To initiate a Budget Modification**
- **Access Correspondence**
- **Shows the ID and role you are logged in as**
- **Access the CMS Inbox**
- **Brings up the Contractor Details page that contains basic information about the Contractor**
- **Displays all Contracts held by the Contractor**

At the top of the screen are links to the User Manual (this document) and the FAQ (Frequently Asked Questions and their answers).

Welcome to the Contract Management System
Selecting a Link from the Main Menu

Before you begin: Log into CMS. You should be at the CMS Home Page.

<table>
<thead>
<tr>
<th>What You Do</th>
<th>Comments/Prompts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select Details under CONTRACTOR on the CMS Main Menu.</td>
<td>HOME</td>
</tr>
<tr>
<td></td>
<td>INBOX</td>
</tr>
<tr>
<td></td>
<td>CONTRACTOR DETAILS</td>
</tr>
<tr>
<td></td>
<td>LOG SCREEN</td>
</tr>
<tr>
<td></td>
<td>BUDGET MODIFICATION</td>
</tr>
<tr>
<td></td>
<td>CONTRACTS</td>
</tr>
<tr>
<td></td>
<td>LIST</td>
</tr>
<tr>
<td></td>
<td>CORRESPONDENCE</td>
</tr>
<tr>
<td></td>
<td>SEARCH</td>
</tr>
</tbody>
</table>

The CONTRACTOR DETAILS page is displayed with basic information about the contractor.

NOTE: You can only view this page. You cannot modify it. Contact your OCFS Program Manager if you have any concerns about the information displayed on this page.

Select Home from the CMS Main Menu to return to the CMS Home Page.
CHAPTER 4

Communication within CMS: Alerts, Notifications and Correspondence

Topics

a  Email Notification and Alerts
b  Searching for and Viewing Correspondence
c  Replying to Correspondence
d  Initiating Correspondence
Chapter 4: Communication within CMS

Overview

The Correspondence function within CMS allows you to communicate with the program management staff. Questions, comments, and/or concerns about the contract sent through Correspondence are documented and archived in the CMS system.

Communication within CMS occurs through three methods:

- **Alerts**, which take the form of email, notifying you that there is a contract-related task to perform that you should access through your Inbox;
- **Notifications**, also in the form of email, which tell you that you have CMS Correspondence to retrieve from inside the system; and
- **Correspondence**, the internal CMS mail system.

Correspondence can be specific to a contract or a specific stage or task within CMS.

The Correspondence functionality also allows for the transfer of documents. For example, if a document you had previously uploaded via the Contract Review Module screen (covered in Chapter 5) needed to be returned for further completion and/or editing, this would be done via Correspondence – the Program or OCFS staff person would create correspondence to the Contractor, attaching the document or file that needs additional revision.

It is important to note that Correspondence is stored and viewed within CMS. It is not sent to your email system; what arrives at your email system is a notification that you have Correspondence to retrieve and respond to within CMS.
Email Notifications and Alerts

Concepts

Each time there is something for a Contractor to do in CMS, be it review Correspondence or respond to an item in the Inbox, an email is sent to you, the Contractor. The message notifies you that you need to log into CMS to take action, such as view the Correspondence and respond accordingly or do a task in CMS such as provide budget information for a contract renewal.

Examples of what these emails look like are provided below. To access the item that is referenced in the email, the user will click the appropriate Login link from the message. This will open up a browser window, where the user will log in to CMS.

Task Notification (Alert)

Correspondence Notification

Click the Contractor Login link to log in to CMS and access the item waiting for you. Do not use the OCFS Login link if you are a Contractor.
Viewing Correspondence

Whether you have received notification or not, it is good practice to check for Correspondence each time you log in to CMS, especially if you are intending to perform a task, such as submit a Budget Modification or process information for a new Contract, Amendment, or Renewal. You retrieve Correspondence through the Correspondence Search page, accessed from the main menu.

Retrieving Correspondence – Searching and Viewing

Before you begin: Log into CMS.

What You Do

From the main menu, click the SEARCH link under the CORRESPONDENCE heading.

Comments/Prompts

The CMS Correspondence page is displayed. The Contractor field is automatically populated with the name of your organization.

Notice the Selection Criteria and the Contract Number. The Selection Criteria allow you to search for correspondence relating to specific CMS tasks (such as a Renewal). If you have multiple contracts on CMS, you may also wish to narrow your search by Contract Number.

Click the Search button.
The **CMS Correspondence** page is redisplayed, with a table indicating the Correspondence that matches your selection criteria.

Notice the different columns in the table. Some of these fields are similar to email headings. The Type column provides information about the type of correspondence. The number in the **Attach** column indicates the number of attachments in the message.

![Table](image)

Click the **Subject** link for the Correspondence item that you wish to review.
The CMS Correspondence page displays the message that was sent to you. You can read the message, but you cannot edit it or any of the other fields on the page.

**CONTRACTOR DETAILS**

**Contractor:** Aardvark Solutions Ltd.

**EMAIL DETAILS**

**From:** Deese, Margaret

**Subject:** Aardvark Solutions Ltd. - Initial Contract

**Message:** what does this mean?

**ATTACHMENTS**

Contrac

At this point, you can click the Reply button to answer the message; use the CMS Main Menu on the left side of your window to continue working; or retrieve any Attachments by clicking the file name link under the Uploaded Document section and saving the file to your computer.
Note: If the Correspondence contains an attachment, click the document link. The file will be downloaded to you as a .pdf file—attachments are converted to .pdf format when they are uploaded to Correspondence. Depending on the settings for your computer and your network, you may receive a warning about file safety. Remember, the file comes from a safe source—CMS. Follow the instructions that appear and open or save the file accordingly.
Repying to Correspondence

Before you begin: Log into CMS. Locate and open an item of Correspondence.

What You Do

Click the **Reply** button at the bottom of the page.

<table>
<thead>
<tr>
<th>Comments/Prompts</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMS CORRESPONDENCE</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CONTRACT DETAIL</th>
<th>Contractor Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract #: PECH09</td>
<td>Contractor: Foresight Information Solutions</td>
</tr>
<tr>
<td>Contract Period: 01/01/2007 - 01/31/2007</td>
<td></td>
</tr>
<tr>
<td>Contract Amount: $10,000.00</td>
<td>Task Type: Contract</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EMAIL DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td>From: Harding, Kirk</td>
</tr>
<tr>
<td>To: KAHUNDA SUNDA</td>
</tr>
<tr>
<td>Subject: Askew Solutions Ltd. - Initial Contract</td>
</tr>
<tr>
<td>Message:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ATTACHMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract</td>
</tr>
</tbody>
</table>
**What You Do**

The CMS Correspondence page is refreshed.

Just as in regular email, the Reply is automatically addressed to the person who sent the Correspondence to you. The Subject line is automatically populated with the original Subject text, and prefixed with RE:.

You may send a blind carbon copy (BCC) to colleagues who work for your organization. If available, their names will appear in the Contractor list box. Select the person’s name and click the BCC button.

**Note:** To select multiple persons, select the first name, then click the Shift key and select the next name.

Type your message in the Message box.

If you want to include an attachment, click the Browse button. Otherwise, click the Send button to proceed.
**What You Do**

To add an attachment to your message, click the **Browse** button. The Windows **Choose File** dialog box opens.

Navigate to the desired location on your computer or network (as you would when sending an attachment from Outlook, for example).

Make sure the file name is in the **File name:** box.

Click the **Open** button.

The **Choose File** window disappears and you can see the CMS Correspondence page again. Notice that the file you attached is now listed under the Attachments section.

Click the **Send** button to send the reply.

**Note:** While the Correspondence is being sent, you may see a status message at the lower right side of the page: **Processing please wait.**
What You Do

When the Reply is successfully sent, you will see a status message at the top of the page.

Notice that the Send button is now disabled. Use the CMS main menu to perform additional work within the system.

Note: If the message cannot be successfully sent, you will see an error message in red at the top of the page (where the “success” message is currently displayed.) Try to resend the message. If you are still unsuccessful, contact your Program Manager.

Comments/Prompts
There are two main ways of initiating Correspondence through CMS as a Contractor: from the work page for a task you are performing (such as a Budget Modification, Amendment, Renewal, Contract Approval, etc., accessed through the Inbox), or from the Contract Details page (accessible through the Contract List, to be discussed in Chapter 6.) In both cases, the procedure for launching the process is the same—clicking the **Send Correspondence** button located on the page.
Locating the Send Correspondence button through the Inbox (for sending Correspondence associated with a specific task and review schedule)

Before you begin: Log into CMS. Open the Inbox.

**What You Do**

Click the **Task** link for the desired **Inbox** task.

---

The work page, in this case the **Contract Review Module**, opens. Click the **Send Correspondence** button at the bottom of the page to begin the process of sending Correspondence.
**Locating the Send Correspondence button through the Contract List (for sending Correspondence that is not associated with a review schedule or task in progress)**

✓ Before you begin: Log into CMS.

**What You Do**

Click the **List** link located under the Contracts heading in the menu.

**Comments/Prompts**

- **HOME**
- **INBOX**
- **CONTRACTOR**
- **DETAILS**
- **LOG SCREEN**
- **BUDGET MODIFICATION**
- **CONTRACTS**
- **LIST**
- **CORRESPONDENCE**
- **SEARCH**

The Contract Search page displays the list of contracts associated with your organization.

Click the Contract # link for the Contract that you wish to send Correspondence about.

<table>
<thead>
<tr>
<th>CONTRACT #</th>
<th>CONTRACTOR</th>
<th>AWARD #</th>
<th>PROJECT NAME</th>
<th>FED ID/MUNI CODE</th>
<th>AMOUNT</th>
<th>CONTRACT TERM</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONADM1</td>
<td>Ajax Enterprises</td>
<td>123456789</td>
<td></td>
<td>$10,000.00</td>
<td>10/01/2005 - 09/30/2010</td>
<td>In Process</td>
<td></td>
</tr>
<tr>
<td>CONADM2</td>
<td>Ajax Enterprises</td>
<td>123456789</td>
<td></td>
<td>$10,000.00</td>
<td>10/01/2005 - 09/30/2010</td>
<td>In Process</td>
<td></td>
</tr>
<tr>
<td>CONADM3</td>
<td>Ajax Enterprises</td>
<td>123456789</td>
<td></td>
<td>$10,000.00</td>
<td>10/01/2005 - 09/30/2010</td>
<td>In Process</td>
<td></td>
</tr>
</tbody>
</table>
What You Do

The Contract Details page is displayed. Scroll down to the bottom of the page, if necessary, and locate the Send Correspondence button.

Click the Send Correspondence button.
Contract Management System

Communication within CMS

Sending Correspondence

Before you begin: Log into CMS, and locate a page with a Send Correspondence button, via the procedures described in tasks D-1 and D-2.

Note: The process of sending Correspondence is very similar to that of replying to Correspondence.

What You Do

Click the **Send Correspondence** button (if you have not already done so.)

![Image of CMS interface with Send Correspondence button highlighted]
What You Do

The CMS Correspondence page appears. Note the elements on the page.

The To: field is automatically filled with the name of your OCFS Program Manager. The names of other Contractor colleagues that are also involved in contract review in CMS may appear in the Contractor list box. You can send them a blind carbon copy by selecting the name and clicking the BCC: button.

Notice that the Subject: text box is pre-filled for you, based on task you might be doing. You may use the default Subject line, or type in your own text.
**What You Do**

Type the text of the Correspondence in the **Message:** text box.

**Note:** As with other message fields in the system, the backspace function is disabled. You will need to move your cursor to move backward in the text, or select the text and use the Delete key to delete it.

**Including Attachments:**

a) If you wish to include a file as an attachment, click the **Browse...** button. Note that you may send up to three attachments with the message.

b) The Windows **Choose file** dialog window appears. Locate the file you wish to send and select it. (Make sure the file name appears in the **File name:** box. Click the **Open** button.

c) The **Choose file** window disappears. Notice that the file you selected is now listed as an attachment.
**What You Do**

Click the **Send** button.

**Note:** Any attached documents are converted to .pdf documents at this time.

**Note:** After you click the Send button, you may see a message at the bottom of the page, indicating that the system is “processing: the Correspondence.

When the Correspondence is successfully sent, you will see a status message at the top of the page.

**Successfully created correspondence**

Notice that the **Send** button is now disabled. Use the CMS main menu to perform additional work within the system.

**Note:** If the message cannot be successfully sent, you will see an error message in red at the top of the page (where the “success” message is currently displayed.) You may wish to try resending the message. If you continue to have problems, contact your Program Manager.
Working with Contract Tasks

Topics

- Managing Tasks from the Inbox
- Using the Contract Review Module
Chapter 5: Working with Contract Tasks
Managing Tasks from the Inbox

Concepts

When a contract task is in progress and needs to be worked on by a Contractor or OCFS staff person, the person accesses the task through the CMS Inbox. Virtually every task you need to perform on the system will begin by going through the Inbox. These tasks include:

- Accessing the contract package as part of the contract approval process, including documents and budget
- Signing the contract (performed by a user performing the CONSIG role)
- Reviewing or revising the budget and related information for a contract amendment
- Reviewing the documents and budget for a renewal in progress
- Providing information for a budget modification request that has previously been logged (see Chapter 6).

In addition, you can also access information about contracts that have tasks in progress directly from the Inbox.

Anytime an item arrives in your Inbox, you will receive an email notification. As mentioned earlier, the CMS Inbox is not the same as your email Inbox. Inbox tasks are stored on CMS. When a task arrives in your CMS Inbox, CMS will send an email to your outside email system, notifying you that there is work to do within CMS. This process was described in Chapter 4, Communication within CMS.

Example of CMS Email Notification

You may reach the CMS Inbox by clicking the Contractor Login link from the CMS Notification email. This will open a browser window, taking you to the CMS Login page. Once you login, you will be automatically directed to the Inbox, without having to perform any navigation.

You may also wish to access the CMS Inbox at other times, even if you have not received an email notification. For example, you may be currently working in the system, and you want to see if there are any tasks that have just arrived for you to perform. More likely, you may have started a process from another section of the system (such as logging in a budget modification) that may require you to go back to the Inbox to perform additional work on the task (like entering budget modification data.)

All persons within a Contractor organization share the CMS Inbox. For example, if you and a colleague both have access to CMS and are associated with a particular contract, you will be able to see all tasks related to that contract within the CMS Inbox. Even if you are not the person directly assigned to perform the task (such as providing budget details during the “With Contractor” stage of a Contract task), you can see the item within your CMS Inbox. Additionally, if you play the same role within the system as your colleague, such as Contractor User, you may perform actions and process the item within CMS on your co-worker’s behalf. This allows colleagues to help each other out.
Accessing the Inbox

Before you begin: Log into CMS.

**What You Do**
From the main menu, click the INBOX link.
**What You Do**

The CMS Inbox page appears.

**Comments/Prompts**

Notice the column headings. They indicate which tasks are in progress, and on which contracts, and which of your colleagues is responsible for taking the appropriate action. They also indicate the deadline for performing the task.

**Task** – the type of action to perform.
- **BUDMD** = Budget Modification
- **CTRCT** = Contract Processing
- **RENEW** = Contract Renewal
- **AMEND** = Contract Amendment

**Contract** – lists the Contract Number.  
**Note:** clicking the Contract Number link will take you to the Contract Details page, which is discussed in Chapter 6.

**Program Name** – the program under which the contract was awarded.

**Review Stage** – contract status. Examples are "With Contractor," "Contractor Signature," etc.

**Reviewer** – the person responsible for the review stage, although any user in your organization may view the information.

**Log Status** – the status of the item – typically, "pending".

**Stage Days Remaining** – the number of days left in the schedule for the completion of the item. For example, a Contractor may be given 10 days to review the Contract Documents and complete the Budget. After 10 days, the column will start reporting in negative numbers (i.e., -1), indicating the item is overdue.

### Using the Contract Review Module

**Concepts**

Most if not all of a Contractor's activity within CMS will be performed from the Contract Review Module, accessible through the Inbox. With the exception of Budget Modifications, the remaining online contractor tasks (Contract, Renewal, and Amendment) are performed on the Contract Review Module page. To navigate to the Contract Review Module from the Inbox, click the Task item (CTRCT, RENEW, or AMEND.).

<table>
<thead>
<tr>
<th>Task</th>
<th>Contract</th>
<th>Program Name</th>
<th>Review Stage</th>
<th>Reviewer</th>
<th>Log Status</th>
<th>Stage Days Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUDMD</td>
<td>CON40W3</td>
<td>Training - Department</td>
<td>With Contractor</td>
<td>Kerper, Jodi</td>
<td>Pending</td>
<td>1</td>
</tr>
<tr>
<td>RENEW</td>
<td>CON40W3</td>
<td>Training - Department</td>
<td>With Contractor</td>
<td>Kerper, Jodi</td>
<td>Pending</td>
<td>9</td>
</tr>
<tr>
<td>CTRCT</td>
<td>CON4011</td>
<td>Training - Department</td>
<td>With Contractor</td>
<td>Kerper, Jodi</td>
<td>Pending</td>
<td>0</td>
</tr>
<tr>
<td>CTRCT</td>
<td>CON4010</td>
<td>Training - Department</td>
<td>With Contractor</td>
<td>Kerper, Jodi</td>
<td>Pending</td>
<td>5</td>
</tr>
<tr>
<td>CTRCT</td>
<td>CON40W8</td>
<td>Training - Department</td>
<td>With Contractor</td>
<td>Kerper, Jodi</td>
<td>Pending</td>
<td>30</td>
</tr>
</tbody>
</table>

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5-4
### Accessing the Contract Review Module Page via the Inbox

✔ Before you begin: Log into CMS. Open the Inbox.

<table>
<thead>
<tr>
<th>What You Do</th>
<th>Comments/Prompts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select the task link (in this example, a CTRCT task) for a contract listed in the Inbox.</td>
<td>Note: If you click the Contract link (contract number), instead of the Task link, you will go to the Contract Details page, rather than the Contract Review module. The Contract Details page is discussed in Chapter 6.</td>
</tr>
</tbody>
</table>

The Contract Review Module page is displayed.

Notice the different sections of the window. We will review these elements.
Understanding the Contract Review Module

The Contract Review Module page has multiple components, each representing items that need to be completed by the contractor in order to fully process a contract, renewal, or amendment. Although we will mainly discuss a contract that is undergoing its approval process in the training class, it is important that you understand the page that you see on the screen and its elements, as well as the approval process, is basically the same for new contracts as well as contracts undergoing renewals or amendments. If you know how to work with the Contract Review Module for a new contract, you will know how to work with it for other Inbox tasks that open to this page when selected.

**Note:** The Send Correspondence button should be familiar to you from the previous lesson.

**Note:** The names of the appropriate links or buttons to take action for each section is listed in parentheses next to the name of the section.

- **Interactive Documents (Insert Details):** These documents open as interactive Adobe .pdf files. The user completes the document online and saves changes via a Submit button located within the document. The completed document is added to the contract document package.

- **Contract (View Contract):** The View Contract button opens the official contract document package in .pdf format, allowing you to view the contract document package.

- **Budget (Enter Budget Details):** The Enter Budget Details button opens the budget for your contract online. You will enter the amounts for the various lines of the budget, including any matching funds, and submit the budget through the interactive Adobe .pdf file. **Note:** The message BUDGET INFORMATION NEEDS TO BE ENTERED will disappear once the budget is submitted online.

- **Download Documents (Download):** These files should be saved to the Contractor’s computer or network and completed offline. Revise the documents, then submit them for approval using the Upload Documents section. Note the Instructions document. Each contract will have an entry specific to that contract. This should be the first item you open when you go to the Contract Review Module for the first time. The document will provide you with instructions on processing the contract.

- **Upload Documents (Upload Document):** This section lists any documents for the contract that you have saved to CMS via the Upload Document link. Clicking the Upload Document link allows you to upload additional documents. For example, once you complete the documents you downloaded in the Download Documents section, you will then click the Upload Document link to submit them to OCFS for approval.

- **Complete:** When all the required actions have been completed, click the Complete button to send the task (i.e., contract) off to the next person for review – typically, a Program person. The task is removed from your Inbox.
Use the following tasks to learn how to complete the sections discussed above.

**Downloading Documents**

Rather than faxing, emailing, or sending documents through surface mail, CMS allows users to transmit documents back and forth electronically through the system. Documents can be retrieved by you through the Download Documents section of the Contract Review Module page. These documents may be informational, as in the case of the Instructions document, or they may be files that should be completed by you offline, and uploaded to CMS. Typically, when you access the Contract Review Module for the first time for a given task, you will download the Instructions document first, so that you may review it for directions issued by your Program Manager regarding the contract.

The download process within CMS functions the same way as it does for many different applications that function in a Windows environment. You will click the download link for the appropriate document and a window will appear on your screen, asking you where you should save the file. You will select a location, either somewhere on your computer or a network drive, and the file will automatically be stored in that location.

**Downloading Documents – Saving Files to Your Computer**

Before you begin: Log into CMS. You should be viewing the Contract Review Module page.

**What You Do**

Locate the **Download Documents** section. Click the **Download** link for the document you wish to save to your computer.

**Comments/Prompts**

Note: As indicated earlier, the **Instructions** document will be available for each online contract and should be immediately downloaded and reviewed after opening the **Contract Review Module** page for the first time for a contract.
**What You Do**

The File Download window opens on the screen.

Click the Save button.

**Note:** The window may display a warning, reminding you that the file is being transferred to your computer, and you should be certain the file is from a safe source (which it is.)

The Windows Save As dialog box opens. Notice that the File name is automatically provided for you.

Navigate to the location where you wish to save the file.

**Note:** For training purposes, please save the file on the Desktop.

Click the Save button.

The file is saved to your computer, and the Save As window is closed.
**Contract Management System**

**Accessing and Completing an Interactive Document**

Interactive Documents are contract documents that need to have information filled in by the Contractor. They are similar to Download Documents, except the documents are completed online, using an interactive Adobe .pdf file. You will fill in the information requested, then click the Submit button located within the document. The completed document is incorporated within the contract document package and contains the information you provided. Later on we will learn how to view the contract document package and you will see the information that you added through the Interactive Document(s).

### Opening and Completing Interactive Documents

- **Before you begin:** Log into CMS. You should be at the Contract Review Module page.

<table>
<thead>
<tr>
<th>What You Do</th>
<th>Comments/Prompts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Locate the Interactive Documents section. Click the Insert Details link (under the Action column) for the file you wish to open and complete online.</td>
<td>A pop-up window may appear, indicating that Adobe Acrobat is launching. The window will disappear after the program launches.</td>
</tr>
</tbody>
</table>

---

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What You Do

The interactive Adobe .pdf file that you need to fill out opens in a new window.

Comments/Prompts

Observe that the document may have multiple pages.

Complete the document, filling in all requested information. You will be able to click the mouse and put the cursor in any field that is eligible to be updated. Scroll through all the pages to make sure that you have completed the full document.

When you have finished completing all sections of the document, locate the Submit button.

Note: The Submit button may not be on the last page of the document – in this example, it is located on page 1, even through there is a second page.

Click the Submit button to save the changes and incorporate the information in the contract document package.
Viewing the Contract Document Package

The View Contract button is used to open a window and display the Contract Package, in .pdf format. The contract document contains many standard New York State and OCFS forms, in addition to forms and information specific to the specified contract and your organization. Any information that you have provided via the Interactive Documents section, or documents that you have uploaded and are approved by OCFS staff and attached to the contract package will be accessible from here.

Viewing the Contract Documents

Before you begin: Log into CMS. You should be at the Contract Review Module page.

What You Do

Locate the Contract section and the View Contract button. Click the View Contract button.

A pop-up window will appear, indicating that the document is being (temporarily) downloaded to your computer. You may also see a splash screen for Adobe Acrobat appear.
**What You Do**

You can now see the entire contract document package. Although the pages in the file may have originally been separate forms, they are incorporated into a single contract document package when you view them in CMS.

Use the vertical scroll bar or the Adobe Acrobat navigation arrows to page through the document.

**Note:** As you scroll through, observe that the comments you placed in the interactive document are now in the contract document.

When you are finished viewing the contract, close the window by clicking the X in the upper right corner of the window.
Budget Details

Budget information needs to be entered into the system. Even if you have submitted a budget with your RFP or other contractual proposal prior to your contract award, this information still needs to be entered into CMS.

It is also important to note that the budget information entered must agree with your contract specifications with regards to total award, percent matching contributions and the like. Please refer to your original contract award notification letter, RFP and/or the Instructions document available for download. It is highly recommended that you have all your budget details and figures readily available before attempting to enter them into CMS.

Until you have successfully entered the budget information within the constraints of your contract agreement the warning on the screen in red, **BUDGET INFORMATION NEEDS TO BE ENTERED** remains there. If you entered the information but the figures did not match the requirements of your contract, such as the OCFS award amount or the matching percentage requirements, you may receive one of the following error messages:

- **BUDGET AMOUNT DOES NOT EQUAL AWARD AMOUNT**
- **BUDGET VIOLATES MATCHING PERCENTAGE.**

You will need to re-enter the budget information, making corrections until any warning messages disappear.

### Entering the Budget

Before you begin: Log into CMS. You should be at the Contract Review Module page.

**What You Do**

- Locate the **Budget** section and the **Enter Budget Details** button. Click the **Enter Budget Details** button.

**Comments/Prompts**

- BUDGET INFORMATION NEEDS TO BE ENTERED
What You Do

As with interactive documents and viewing contracts, a pop-up window may appear and Adobe Acrobat will launch. The Adobe splash screen will disappear and the Budget will be displayed.
What You Do
Click in the fields that are blank and provide the budget information.

Comments/Prompts
The system will automatically subtotal and total the amounts.

Note: Make sure you enter values in the Local Share/Local Match column, if your contract requires this.

For training purposes, complete the first page of the budget only, as per the instructor's directions.

Once you are satisfied with the budget, click the Submit button.

You do not need to enter dollar signs – the system will automatically format the numbers that you enter.

As with other documents that you fill out online, there may be additional pages after the Submit button. To avoid being timed out while entering a large amount of data, you may want to periodically submit information.
What You Do: A confirmation screen will display. Click the Close Window link.

Comments/Prompts:

- Thank you

Budget updated successfully ......

CLOSE WINDOW

The Contract Review Module page is displayed. Notice that the warning message BUDGET INFORMATION NEEDS TO BE ENTERED is no longer present.

Uploading Documents – Sending Documents to CMS

Many times there are contractually related documents that need to be downloaded from CMS to your computer for completion at a later time. Once these documents have been updated they need to be added to CMS, or uploaded. There may also be documents you need to put in the CMS system that originate with you, the Contractor. These documents can also be uploaded to CMS.

Documents are added via the Upload Document link. You select the file that you wish to add, and it is copied to CMS. OCFS reviewers, such as your Program Manager, will review the documents and approve them or send them back for additional revision. The Program Manager can add approved documents to the contract package.

Uploading Documents

- Before you begin: Log into CMS. You should be at the Contract Review Module page.

What You Do: Locate the Upload Documents section. Click the Upload Document link.
**What You Do**

The **Upload Document** page is displayed.

Enter the **Name** of the document you wish to upload and a brief **Description**.

**Note**: You must enter both a Name and a Description.

Click the **Browse** button to locate the document file.

The **Windows Choose File** dialog box is displayed. Navigate to the file you wish to add.

**Note**: Although this example depicts uploading a CMS Risk Matrix, for the purposes of training you may wish to select whatever file you downloaded in Task B-2.

The **File Name** will be selected automatically. The only change you should make to the file name is the addition of a revision number.

Click the **Open** button.
**What You Do**

The **Select Document** field will now show the file path for the file you selected.

Click the **Save** button.

**Note:** The **Show Existing PDF** link will let you see the file that was uploaded.

A status message will display in the upper right corner of the page. The message will indicate the status of the uploaded file.

**Document Uploaded Successfully**

**Note:** The **Show Existing PDF** link will let you see the file that was uploaded.

The **Save** button has changed to an **Update** button.

Click the **Back** button to return to the **Contract Review Module** page.

The **Contract Review Module** page is displayed. Notice that the file(s) you added are displayed in the **Upload Documents** table.

**Comments/Prompts**

The **Select Document** field now show the file path for the file you selected.

Click the **Save** button.

**Note:** The **Show Existing PDF** link will let you see the file that was uploaded.

A status message will display in the upper right corner of the page. The message will indicate the status of the uploaded file.

**Document Uploaded Successfully**

**Note:** The **Show Existing PDF** link will let you see the file that was uploaded.

The **Save** button has changed to an **Update** button.

Click the **Back** button to return to the **Contract Review Module** page.

Notice that the **Status** field indicates the document is pending approval. An OCFS reviewer (such as your Program Manager) must approve the file.

If you need to upload additional documents, click the **Back** button to return to the **Contract Review Module** page and repeat the process of uploading a file. Use the **Update** button if you need to replace the file you just updated with a different one.
Viewing the Schedule

There are multiple review stages that make up the review schedule for a task. Once you perform the part of the review process that is your responsibility, the task moves on to the next person in the review schedule. CMS lets you see the various stages that make up the review schedule through the Schedule section of the Contract Review Module.

Viewing the Review Schedule

Before you begin: Log into CMS. You should be at the Contract Review Module page.

**What You Do**

Locate the Schedule section. Click the show link at the far right.

The details of the Schedule section (which were previously hidden) now appear on the page. Observe the items in the review schedule.

**Comments/Prompts**

Note: The schedule that you will see during training is a highly-abbreviated version of the review schedule for your real contracts, which are customized to suit your contracts and the persons that must take part in the review. See the example listed in the next section for a more realistic example.

If you wish to hide the Schedule details, click the hide link at the far right of the Schedule section.
Completing the Review Process for Your Stage

Once you have completed all necessary steps on the Contract Review Module, you will complete the review stage. This moves the item out of your inbox, and into the Inbox of the next person in the review schedule. Typically this person will be the OCFS staff person in charge of your contract – the Program or Contract Manager. Below is an example of a typical contract management process after the contract has been awarded.

<table>
<thead>
<tr>
<th>SCHEDULE TYPE</th>
<th>ONLINE C STANDARD USER/SIG [CONTRACT]</th>
</tr>
</thead>
<tbody>
<tr>
<td>REVIEW STAGE</td>
<td>ROLE</td>
</tr>
<tr>
<td>Initial Award</td>
<td>PROGRAM</td>
</tr>
<tr>
<td>Request Coding</td>
<td>BCMADMIN</td>
</tr>
<tr>
<td>With Contractor</td>
<td>CONUSER</td>
</tr>
<tr>
<td>Program Review</td>
<td>PROGRAM</td>
</tr>
<tr>
<td>Internal Review</td>
<td></td>
</tr>
<tr>
<td>----- Internal Review BCM</td>
<td>BCMADMIN</td>
</tr>
<tr>
<td>----- Internal Review Budget</td>
<td>BUDGET</td>
</tr>
<tr>
<td>----- Internal Review Legal</td>
<td>LEGAL</td>
</tr>
<tr>
<td>Request Coding 2</td>
<td>BCMADMIN</td>
</tr>
<tr>
<td>Package to Contractor for Signature</td>
<td>CONSIG</td>
</tr>
<tr>
<td>OCFS Signature &amp; Processing</td>
<td>BCMADMIN</td>
</tr>
<tr>
<td>AG</td>
<td>BCMADMIN</td>
</tr>
<tr>
<td>Request Coding 3</td>
<td>BUDGET</td>
</tr>
<tr>
<td>AC-340 Processing</td>
<td>BCMADMIN</td>
</tr>
<tr>
<td>OSC</td>
<td>BCMADMIN</td>
</tr>
<tr>
<td>TOTAL DAYS IN SCHEDULE</td>
<td></td>
</tr>
</tbody>
</table>

Notice the two Contractor stages – With Contractor and Package to Contractor for Signature. The latter stage must be completed by a Contractor staff person with signature authority.

As demonstrated by the image above the Contractor is only directly involved with two stages of the process: the “With Contractor” stage which reflects all of the activity on the Contract Review Module page that the CONUSER role is responsible for; and the “Contractor Signature” stage, for which someone in the CONSIG role has responsibility.

Each of the main review stages must be completed before the next one can begin. Even though a contract, renewal, or amendment review has been completed by you and the OCFS staff person in charge of your contract, the contract or contract changes are not finalized until the last stage has been completed and the Office of the State Comptroller (OSC) has approved the item.
Completing the Review Stage

Before you begin: Log into CMS. You should be viewing the Contract Review Module page.

**What You Do**

Locate the **Complete** button, at the bottom of the page.

Click the **Complete** button.

**Comments/Prompts**

Note: If you completed the contract review work over a period of time, it is good practice to review the current status of the contract – the budget, contract documents, uploaded documents, and interactive documents. Once you complete the review stage, you will not be able to change the information unless an OCFS staff person sends the items back to your review stage again.

The Contract Review Module page disappears. The item is no longer in your Inbox.
CHAPTER 6

Reviewing Basic Information

Topics

a  Viewing Contractor Details

b  Viewing Contract Details – Contract Period, Document, and Budget Information
Chapter 6: Reviewing Basic Information

Overview

Basic information about a Contract and a Contractor can be viewed by users affiliated with the Contractor from within CMS. You cannot change or adjust this information. Should you have any questions and/or concerns about your organization’s information in CMS, please contact your Program Manager.

Viewing Contractor Details

Contractor details can be obtained by selecting the DETAILS link under the heading CONTRACTOR on the main menu. The Contractor Details screen opens. Information fields such as Legal Name, Federal Tax ID# and Contractor Type are displayed. Once again, if you have any questions and/or concerns about your organization’s information in CMS, please contact your Program Manager.

Task A-1: Viewing Contractor Details

Before you begin: Log into CMS.

What You Do

From the main menu, click the DETAILS link under the CONTRACTOR heading.
### What You Do
The Contractor Details screen will display.

### Comments/Prompts
Review the information contained on the page. If any information is incorrect, contact your Program Manager.

<table>
<thead>
<tr>
<th>CONTRACTOR DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CONTRACTOR NAME</strong></td>
</tr>
<tr>
<td>Legal Name: AJAX ENTERPRISES</td>
</tr>
<tr>
<td>DBA Name:</td>
</tr>
<tr>
<td>Popular Name:</td>
</tr>
<tr>
<td>Federal Id: 123456789</td>
</tr>
<tr>
<td>Muni Code:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CONTRACTOR PROPERTIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contractor Type: NOT-FOR-PROFIT</td>
</tr>
<tr>
<td>Vendor Type: NON-PROFIT</td>
</tr>
<tr>
<td>Char# Rec#: 1234567</td>
</tr>
<tr>
<td>Char# Exemption Reason:</td>
</tr>
<tr>
<td>1099 Code:</td>
</tr>
<tr>
<td>Ethnicity Code: UNKNOWN</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MWBE PROPERTIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>MWBE Industry Code: SERVICES / CONSULTANTS</td>
</tr>
<tr>
<td>MWBE Product Code: EDUCATIONAL SERVICES (E.G. TUTORING, PUBLIC SPEAKING)</td>
</tr>
<tr>
<td>MWBE Class: OTHERS</td>
</tr>
</tbody>
</table>

If you have additional tasks to perform on the system, use the CMS Main Menu to navigate to other pages.
Viewing Contract Details

Basic information about the Contract can also be viewed by a user from the Contractor’s organization. As with Contractor Details, you cannot directly change the information. Should you have any questions and/or concerns about the contract information in CMS please contact your Program Manager. As noted earlier, while navigating the Inbox, information about the Contract can be accessed in two ways – through the Inbox, and from the Contracts List.

**Note:** We will not perform the first method in class at this time. You should have already done this in Chapter 3.

1. **Inbox method:** From the Inbox, observe the column labeled CONTRACT. Notice the contract numbers listed underneath. The contract numbers are underlined, indicating that they are active links.

<table>
<thead>
<tr>
<th>TASK</th>
<th>CONTRACT</th>
<th>PROGRAM NAME</th>
<th>REVIEW STAGE</th>
<th>REVIEWER</th>
<th>LOG STATUS</th>
<th>STAGE DAYS REMAINING</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUWD</td>
<td>CONADV1</td>
<td>Training - Department</td>
<td>With Contractor</td>
<td>Kerper, Jodi</td>
<td>Pending</td>
<td>1</td>
</tr>
<tr>
<td>REWD</td>
<td>CONADV2</td>
<td>Training - Department</td>
<td>With Contractor</td>
<td>Kerper, Jodi</td>
<td>Pending</td>
<td>9</td>
</tr>
<tr>
<td>CTCT</td>
<td>CONADV3</td>
<td>Training - Department</td>
<td>With Contractor</td>
<td>Kerper, Jodi</td>
<td>Pending</td>
<td>5</td>
</tr>
<tr>
<td>CTCT</td>
<td>CONADV4</td>
<td>Training - Department</td>
<td>With Contractor</td>
<td>Kerper, Jodi</td>
<td>Pending</td>
<td>30</td>
</tr>
</tbody>
</table>

Click the Contract number link, and the Contract Details page will display.

2. **Contracts List method:** From the Main Menu, select LIST from under the CONTRACTS heading.

This displays the Contract Search page. Contractor users will see a list of all of their organization’s contracts. Notice the different fields in the list. The table indicates background information about the award, as well as contract term and status.

<table>
<thead>
<tr>
<th>CONTRACT #</th>
<th>CONTRACTOR</th>
<th>AWARD #</th>
<th>PROJECT NAME</th>
<th>FED ID/MUNI CODE</th>
<th>AMOUNT</th>
<th>CONTRACT TERM</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONADV1</td>
<td>Ajax Enterprises</td>
<td>123456789</td>
<td>$10,000.00</td>
<td>1001/2005 - 09/30/2016</td>
<td>In Process</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CONADV2</td>
<td>Ajax Enterprises</td>
<td>123456789</td>
<td>$10,000.00</td>
<td>1001/2005 - 09/30/2016</td>
<td>In Process</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CONADV3</td>
<td>Ajax Enterprises</td>
<td>123456789</td>
<td>$10,000.00</td>
<td>1001/2005 - 09/30/2016</td>
<td>In Process</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Click one of the CONTRACT# links to display the Contract Details page (see next page).
Contract Details Page

Contractors can view three types of information from the Contract Details Page: Contract, Document, and Budget information, each corresponding to a tab available at the top of the Contract Details page. When you open the Contract Details page, the page automatically defaults to the Contract tab.

<table>
<thead>
<tr>
<th>CONTRACT DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONTRACT</td>
</tr>
</tbody>
</table>

**CONTRACT GENERAL INFORMATION**

<table>
<thead>
<tr>
<th>Contract#</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONAD003</td>
<td>Approved</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contractor Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ajax Enterprises</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Project Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Award #</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Term From</th>
<th>Term To</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/1/2005</td>
<td>9/30/2010</td>
</tr>
</tbody>
</table>

**CONTRACT PERIODS**

---|---|

**AMENDMENTS**

<table>
<thead>
<tr>
<th>SELECT</th>
<th>AMENDMENT TYPE</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Details</td>
<td>Initial</td>
<td>Approved</td>
</tr>
</tbody>
</table>

**CONTRACT PERIOD INFO**

<table>
<thead>
<tr>
<th>Contract#</th>
<th>Contract Period Status</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONAD003</td>
<td>Approved</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contractor Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ajax Enterprises</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contract Term From</th>
<th>To</th>
<th>Term To</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/1/2005</td>
<td>9/30/2010</td>
<td></td>
</tr>
<tr>
<td>10/1/2005</td>
<td>9/30/2006</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contract Period From</th>
<th>To</th>
<th>9/30/2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/1/2005</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Award Date</th>
<th>Amount($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/31/2005</td>
<td>10,000.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Approval Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/25/2005</td>
</tr>
</tbody>
</table>

**FINANCIAL SUMMARY**

<table>
<thead>
<tr>
<th>Total Contract Amount</th>
<th>Unencumbered Balance</th>
<th>$10,000.00</th>
<th>$2,000.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Encumbered to Date</td>
<td>Total Advanced</td>
<td>$2,000.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Contractor Expended to Date</td>
<td>Advance Recouped</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Paid to Date</td>
<td>Advance Receivable</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Encumbered Balance</td>
<td>Retainage Balance</td>
<td>$0.00</td>
<td></td>
</tr>
</tbody>
</table>

Take a few moments to familiarize yourself with the data available on the Contract Details page, through the following task.
Viewing the Contract Details Page – Contract Information

Before you begin: Log into CMS. You must access the Contract Details page through one of the two methods listed at the beginning of section B.

Note: For training purposes, follow your instructor’s directions to view the Contract Details page for the approved contract assigned to you at the beginning of class.

What You Do

Examine the data available on the Contract Details page when the Contract tab is active.

Comments/Prompts

Five sets of data appear on this page:

- Contract General Information
- Contract Periods
- Amendments
- Contract Period Info
- Financial Summary

Contract General Information – Contract #, Status, Contractor Name, Project Name, Award #, and Term.

The Contract Periods section indicates if there are multiple contract periods. The field in reverse text (blue background) is the active contract period. Click the other contract period field to see information on that contract period.

The Contract Period Info section shows both Contract Period and Term Information.

The Financial Summary section offers financial data on the contract, including encumbered amount, paid amount, advances, recoupments, and total Contractor expenditure to date. If you are trying to find out how much money is currently available to spend in your contract, use this section.

In CMS, the original contract is known as “Initial” (under Amendment Type.) The Amendments table will display any amendments to the contract. Click the Details link for information on amendments other than the initial amendment.

You should already be familiar with the Send Correspondence button from Chapter 4.

The Claim History button allows you to access detailed financial information. We will explore this in Task B-2.
Claim History

Clicking the Claim History button will display the Claim History Report window. This page will list any claims made against your contract, and the status of those claims. This information includes the expense period of the claim, claim type, transaction type, received date, status, invoice number, amount reported, and amount paid.

Researching the Claim History

Before you begin: Log into CMS and access the Contract Details page, with the Contract tab active. Locate the Claim History button at the bottom of the page.

Note: For training purposes, use the approved contract assigned to you at the beginning of class.

What You Do

Click the Claim History button at the bottom of the Contract Details page (Contract tab must be active).

Comments/Prompts

Click the Claim History button at the bottom of the Contract Details page (Contract tab must be active).
**What You Do**

The **Claim History Report** page is displayed.

**Comments/Prompts**

The **Claim History Report** page lists any claims made against your contract, and the status of those claims. This information includes the expense period of the claim, claim type, transaction type, received date, status, invoice number, amount reported, and amount paid.

---

<table>
<thead>
<tr>
<th>CONTRACTIONS DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract #: CONADM3</td>
</tr>
<tr>
<td>Contractor: Ajax Enterprises</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EXPENDITURE LIST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period: 10/21/05 To 10/27/05</td>
</tr>
<tr>
<td>Expenditure: SW</td>
</tr>
<tr>
<td>Received Date: 10/27/05</td>
</tr>
<tr>
<td>Status: Approved</td>
</tr>
<tr>
<td>Ref Invoice #: CONADM3</td>
</tr>
<tr>
<td>Amount Reported: $2,000.00</td>
</tr>
<tr>
<td>Paid To Date: $2,000.00</td>
</tr>
</tbody>
</table>

The **Expenditure List** table contains a list of all expenditures. Click the **Details** link to find specific information about the expenditure.

The **Expenditure Report History Details** page displays all available details for the expenditure.

Review the page for the information you are seeking. Notice that the payment amount may be different than the amount requested, due to adjustments, advance recoupment, withholding, etc.

**Note**: You will need to use the CMS Main Menu to return to the Contract Details or any other part of the system.

---

**Expenditure Report History Details**

<table>
<thead>
<tr>
<th>CONTRACT DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contractor: Ajax Enterprises</td>
</tr>
<tr>
<td>Contract #: CONADM3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EXPENDITURE DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expenditure Period: 10/21/05 To 10/27/05</td>
</tr>
<tr>
<td>Description:</td>
</tr>
<tr>
<td>Claim Type: SW</td>
</tr>
<tr>
<td>Reimbursement #: CONADM3</td>
</tr>
<tr>
<td>Voucher #: 5417125</td>
</tr>
<tr>
<td>Batch #:</td>
</tr>
<tr>
<td>Received Date: 10/27/05</td>
</tr>
<tr>
<td>Date Processed/CPS: 10/27/05</td>
</tr>
<tr>
<td>Amount Paid:</td>
</tr>
<tr>
<td>Transaction Type: SW</td>
</tr>
<tr>
<td>Claim Status: Approved</td>
</tr>
</tbody>
</table>

Should you have any questions or concerns about the expenditure information in CMS, please contact your Program Manager.
Contract Documents

All documents that are part of the official contract package are listed on the Documents page. The page allows you to view a .pdf version of the Contract Package, just as you did when viewing the Contract Document Package from the Contract Review Module. Should you have any questions and/or concerns about the documents contained in your contract agreement in CMS, please contact your Program Manager.

Viewing Contract Documents

✔ Before you begin: Log into CMS and view the Contract Details page.

Note: For training purposes, use the approved contract assigned to you at the beginning of class.

What You Do

Click the DOCUMENTS tab at the top of the Contract Details page.

The Documents page is displayed.

If you are looking at an approved contract, the items in the Selected Documents list have been approved by all participants in the contract – the Contractor, OCFS, and OSC.

Click the View Contract button to view the contents of the entire document package.
**What You Do**

A new window will open, and the Adobe Acrobat splash screen may briefly appear. The splash screen will disappear.

The **Contract Document** package is displayed. You may use the Acrobat navigation arrows to move through the document.

**Note:** You can also save a copy of the document, print it, or even email it to an individual from this window.

To close the window, click the X in the upper right corner of the page.
Contract Budget

The Budget tab on the Contract Details page shows the contract budget within CMS, as well as any previous or pending changes to the budget. The Budget is based on the budget you filled out within the Contract Review Module page, plus any budget modifications that have been submitted (we will discuss budget modifications in the next lesson.)

Viewing the Contract Budget

✔ Before you begin: Log into CMS and open the Contract Details page.

Note: For training purposes, use the approved contract assigned to you at the beginning of class.

What You Do

Click the BUDGET tab at the top of the Contract Details page.

Comments/Prompts

Click the BUDGET tab at the top of the Contract Details page.
What You Do

The **Contract Budget** page is displayed.

The **Budget Modification History** table indicates if this was the original budget for the contract period, or if it has been modified (we will discuss the budget modification process in Chapter 7). In this example we can see that the budget currently displayed in the **Budget Details** table is based on the approved budget modification request logged October 26, however there is a new budget modification request in process.

**Note**: You may use the **Contract** or **Documents** tabs to return to these pages. Use the CMS Main Menu to navigate to other areas besides the **Contract Details**.

To learn more about a budget modification, click the **Date Logged** link in the **Budget Modification History** table.

The **Budget Modification** form opens in a new window. This shows you what the budget looked like prior to modification, as well as the requested changes.

Click the **Close** button to return to the Budget page.
Managing Budget Modifications

Topics

a  Understanding the Budget Modification Process within CMS
b  Logging a Budget Modification Request
c  Processing a Budget Modification
Chapter 7: Managing Budget Modifications

Understanding the Budget Modification Process within CMS

A budget modification is a change to an existing budget. It involves reallocating funds between and across budget categories and line items—for example, increasing personnel funds while decreasing equipment funds. A budget modification does not increase or decrease the total amount of the contract budget—just the way the funds are allocated.

Previously, when you as a contractor wished to modify the budget for an existing contract, you submitted a standard budget modification request form (Request for Modification of Contract Budget) to the appropriate contract manager. Typically, this is someone from the Program office supervising the contract. The form contains the existing budget information, along with the changes requested by you. The Program person logged the budget modification request, and began processing the form. Prior to the launch of CMS, this procedure occurred largely on paper. With the launch of CMS last year, Program and BCM staff were able to enter the budget modification data directly into CMS and process the budget modification online.

The ability to log and manage budget modifications online is now extended to contractors. Instead of sending the paper form to OCFS, you will log your budget modification request directly within CMS. Logging the budget modification request launches a budget modification review schedule (referred to within the Inbox as BUDMD). You, or someone in your office who is assigned to the budget modification review schedule within the system will then enter the budget modification data. You will submit this data to OCFS through the system, where it will be reviewed by internal reviewers. The first layer of OCFS internal review after you submit the online budget modification request is usually someone from the Program office. After Program staff have reviewed and approved the information online, they send it on, via the system. After the Program review stage(s) within the schedule have been completed, an Inbox entry appears for the next person in the review chain, such as a BCM user. The process continues until the budget modification reaches its final approval stage and the modified budget is applied against the contract. All subsequent expenditures and financial transactions will work against the modified budget. You will be able to view the current budget as well as find out any pending budget modification requests in the system.

Data Flow for Budget Modification

Note: Only one budget modification request per contract may be in operation at any given time. For example, if you file a budget modification request against contract XYZ on
November 15, you cannot log any additional budget modification requests against that contract until the existing one has been fully processed (approved or rejected).

Expenditures may also be under review at the time of a budget modification request. The system provides warnings to the reviewers (through messages in red at the top of the budget modification or expenditure review page) if a budget modification is in progress at the same time that an expenditure is in progress. It is important to understand that a budget modification that is approved while an expenditure claim is under review may affect the claim approval process, due to changes in funds available for specific budget line items.

Logging a Budget Modification Request

The first step in the online Budget Modification process within CMS is to log in the request. This provides a starting point for the process. You will locate your contract, then place a budget modification request against it. Only one budget modification request per contract may be in operation at any given time.

Note: Budget modification requests can only be filed against approved contracts. For example, if you are working on a contract that has just been awarded and has not been finalized (Contractor, OCFS, and OSC signature), you would not be able to submit a budget modification request.

Task B-1: Logging the Budget Modification Request

Before you begin: Log into CMS.

Note: For training purposes, you will be working with the approved contract assigned to you by your instructor.

<table>
<thead>
<tr>
<th>What You Do</th>
<th>Comments/Prompts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Locate the menu choices on the left side of the page.</td>
<td>HOME</td>
</tr>
<tr>
<td>Click the BUDGET MODIFICATION link located under LOG SCREEN.</td>
<td>INBOX</td>
</tr>
<tr>
<td></td>
<td>CONTRACTOR</td>
</tr>
<tr>
<td></td>
<td>DETAILS</td>
</tr>
<tr>
<td></td>
<td>LOG SCREEN</td>
</tr>
<tr>
<td></td>
<td>BUDGET MODIFICATION</td>
</tr>
<tr>
<td></td>
<td>CONTRACTS</td>
</tr>
<tr>
<td></td>
<td>LIST</td>
</tr>
<tr>
<td></td>
<td>CORRESPONDENCE</td>
</tr>
<tr>
<td></td>
<td>SEARCH</td>
</tr>
</tbody>
</table>
The **Contract List** page is displayed, listing all contracts held by your organization that are in the system.

Pay special attention to the **Status** and the **Contract Period** for the contract budget you wish to modify. You will need to choose an approved contract, as well as the correct contract period. Multiple contract periods may be displayed, depending on whether your contract period is renewed. You need to log your budget modification against the correct contract period.

Click the **Log** link to log the budget modification request.
**What You Do**

The **Budget Modification Log** page is displayed. Note that the name of the person logging the budget modification request is displayed in the Reviewer field.

Notice that system automatically enters the current date as the Date Received. You may type in a different date (use the DD/MM/YYYY format), or you may click the **calendar button** to select a date from the pop-up calendar.

**Calendar Navigation Note:**
Use the chevrons (arrows) to move through the calendar. Click the double arrows pointing to the left to move back one year. Click the single arrow pointing to the left to move back one month. Click the single arrow pointing to the right to move forward one month. Use the double arrows pointing to the right to move forward one year. Click the desired date. This closes the calendar and automatically fills the **Date Received** field with your selected date.

Enter the desired **Date Received**, and the **Budget Mod Number**. Budget Mod Numbers should be 2 numbers, sequential, starting with 01 and progressing to 99.

You may not enter a **Date Received** value that is outside the contract period, or in the future.

Click the **Log** button.

---

**Comments/Prompts**

<table>
<thead>
<tr>
<th>BUDGET MODIFICATION LOG</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract Number</td>
</tr>
<tr>
<td>Contractor Name</td>
</tr>
<tr>
<td>Contract Period</td>
</tr>
<tr>
<td>Reviewer</td>
</tr>
<tr>
<td>Document Type</td>
</tr>
<tr>
<td>Budget Mod Number</td>
</tr>
<tr>
<td>Date Received</td>
</tr>
</tbody>
</table>
**What You Do**

The page is updated and a status message appears at the top right side of the page, indicating that you successfully entered the budget modification request.

Any error messages will appear at the top right side of the page. If you need assistance resolving the problem, contact your Program Manager.

**Note:** Do not click the Log button again once you see the **Budget Modification logged Successfully** status message. You will not be able to log any other budget modifications against this contract period for the contract until this budget modification is completed.

This completes the first step in the budget modification process, logging in the request. The first reviewer in the budget modification schedule, either you or another CMS user within your office, will receive an email message indicating that there is an item in the Inbox to be processed.

You may use the navigation menu on the window to continue your work within CMS.

---

**Processing a Budget Modification**

**Concepts >** Once the budget modification request is logged into CMS, the budget modification review schedule begins. An entry will appear in the Inbox for the first reviewer in the schedule (either you, or another person in your office). The reviewer has the initial responsibility for entering the budget modification details into the system and submitting the budget modification to the next person in the process.

**Note:** If you logged in the budget modification request and you know that you are the first person in the review schedule, you may wish to go to the Inbox to retrieve the Budget Modification Task (BUDMD) and immediately begin entering the budget modification details. Be aware that you will also receive an email notification, alerting you that you have an item in the Inbox to process.
The reviewer has the initial responsibility for entering the budget modification details into the system and submitting the budget modification to the next person in the schedule, usually a member of the Program office supervising your contract, or in the case of legislative contracts, a member of the BCM staff. This person will review the budget modification you filed and respond to it accordingly.

Note: If an OCFS staff person who is part of the review process has concerns about the budget modification request, they may send you Correspondence within CMS, noting these concerns and asking you to take appropriate action. As with all CMS Correspondence, you will receive an email notification that there is CMS Correspondence waiting for you to retrieve.

**Entering Budget Modification Amounts**

Before you begin: Log in to CMS. You must be assigned to the current reviewer stage for the budget modification. If you have multiple CMS accounts (such as CONSIG and CONUSER), you will need to use the account that matches the role defined in the budget modification schedule (probably CONUSER). Access the Inbox.

<table>
<thead>
<tr>
<th>What You Do</th>
<th>Comments/Prompts</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Click the BUDMD task for your contract in the Inbox to open the Budget Modification form.</td>
<td>Notice that the log status is pending, indicating that the review stage needs to be performed.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TASK</th>
<th>CONTRACT</th>
<th>PROGRAM NAME</th>
<th>REVIEW STAGE</th>
<th>REVIEWER</th>
<th>LOG STATUS</th>
<th>STAGE DAYS REMAINING</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUDMD</td>
<td>CON4003</td>
<td>Training - Department</td>
<td>With Contractor</td>
<td>Kerper, Jodi</td>
<td>Pending</td>
<td>1</td>
</tr>
<tr>
<td>RENEW</td>
<td>CON4003</td>
<td>Training - Department</td>
<td>With Contractor</td>
<td>Kerper, Jodi</td>
<td>Pending</td>
<td>8</td>
</tr>
<tr>
<td>CRCT</td>
<td>CON4010</td>
<td>Training - Department</td>
<td>With Contractor</td>
<td>Kerper, Jodi</td>
<td>Pending</td>
<td>4</td>
</tr>
<tr>
<td>CRCT</td>
<td>CON4018</td>
<td>Training - Department</td>
<td>With Contractor</td>
<td>Kerper, Jodi</td>
<td>Pending</td>
<td>29</td>
</tr>
</tbody>
</table>

The Budget Modification request opens. This is where you will enter the budget changes.
**What You Do**

The **Budget Modification** page displays. This is where you will enter the budget changes.

**Comments/Prompts**

You will no longer need to send in a paper budget modification form. You will fill out the budget modification form directly within CMS.

---

**Budget Modification**

**Contract Details**

- **Contract Number**: CONFXX
- **Contract Name**: Alice Enterprises
- **Contract Period**: 07/01/2006 to 07/30/2006

**Notes**

- **Send Correspondence**
- **Notes**
- **Cancel**
- **Process**

**Budget Modification Table**

<table>
<thead>
<tr>
<th>Budget/Category</th>
<th>Budget Amount</th>
<th>Balance</th>
<th>Decrease</th>
<th>Increase</th>
<th>New Budget Amount</th>
<th>Local Share Matching Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personnel</td>
<td>9500.00</td>
<td>7500.00</td>
<td>0.00</td>
<td>0.00</td>
<td>9500.00</td>
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</tr>
</tbody>
</table>

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Enter the proposed **Decrease** and **Increase** amounts in the budget lines. Make sure you consider the **Local Share Matching Amount**, so that you abide by your contract’s matching funds requirements.

**Example:**

- Decrease **Personnel** by $1000
- Increase **Contractual/Consultant** by $1000.
- Edit the **Local Share Matching Amounts**, if necessary.

**Note:** When you enter a decrease or increase in one field, then move your cursor out of the field, the page automatically updates to display a warning message, indicating that the total increase amount must match the total decrease amount.
**What You Do**

You must provide a justification for your budget modification. To do this, either add a Note to the budget modification, or send Correspondence about your budget modification. If necessary, send detailed budget pages as attachments within Correspondence. If you are providing the justification through Correspondence, you will need to make a Note indicating this. For assistance in sending Correspondence, refer to Chapter 4. To add a Note, click the **Notes** button at the bottom of the page and follow steps 4-7.

The Notes box opens at the bottom of the page. Type your note in the **Comments** field.

Click the **Save** button.

As with other text boxes in CMS, you cannot use the backspace key.
**What You Do**

The Note is saved to the Budget Modification.

**Comments/Prompts**

The status message at the top of the page indicates the Note was successfully saved.

---

### BUDGET MODIFICATION

**NOTES SAVED SUCCESSFULLY**

**CONTRACT DETAILS**

- **Contract Number:** CONS001
- **Contractor Name:** ABC Enterprises
- **Contract Period:** 10/01/2005 to 09/30/2006

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<th>Increase</th>
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</tr>
</tbody>
</table>

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To view your Note, click the show link in the Notes table.

The Notes table is displayed at the top of the page.

Notice that the table indicates the identity of the person adding the note. Any OCFS persons reviewing the Budget Modification will be able to see the note and that you submitted it, so that they may contact you if they have questions.

---

You may hide the note from view by clicking the hide link.

---

**NYS Office of Children and Family Services**
What You Do

When you have completed all the information you need to enter in the Budget Modification, click the Process button.

A status message in the upper right corner of the page will indicate if the budget modification entries you made were successfully saved, and sent to the next person in the review schedule, such as your Program Manager.

Note: The Budget Modification has been removed from your Inbox. If your Budget Modification is rejected by OCFS, you will receive CMS Correspondence reflecting this, with directions for the appropriate actions to take.

Researching a Budget Modification

Once the budget modification request has moved beyond your review stage and is gone from your Inbox, you will need to use the Budget tab from the Contract Details page to learn more about the status of the budget modification. For additional information, review Task B-4 in Chapter 6.
CHAPTER 8

Online Claims

Topics

a  Logging a Claim
   Entering a New Expenditure
   Entering a New Advance

b  Signing a Claim

c  Viewing Claim History
Chapter 8: Managing Expenditures

Understanding the Online Claim Process

Historically, contractors completed paper vouchers or claim forms which they mailed to OCFS to initiate the payment of an advance or reimbursement of an expenditure. CMS affords contractors the ability to submit claims online, thereby expediting the payment process.

Advances and Expenditures against OCFS contracts are electronically entered to CMS. This is referred to as “logging a claim.” Any user (except for those with read-only privileges) can log a claim. To do so, the user must click the Claim link under the Log Screen menu on the left, click on the log link corresponding to the contract period the claim is against, and complete the fields on the expenditure report log screen. Once logged, claim tasks are assigned a schedule and can only be processed by users who are logged in as the role assigned to the various stages.

CMS online claiming functionality incorporates the necessary flexibility to accommodate variation amongst contractors in the procedures for preparing and submitting claims. Specifically, the online claiming process begins with the contractor logging a claim, which is in turn processed through an online task schedule. OCFS can tailor the task schedule and the role assigned to each stage on a contractor by contractor basis.

In the simplest scenario, the CMS schedule will have one stage that is assigned to a staff member who has the legal authority to sign/authorize claims on behalf of the agency. A new CMS ClaimSig role has been created expressly for this purpose. After the claim is logged, the ClaimSig will enter the claim detail and complete the stage, thereby electronically signing the claim and submitting it to OCFS for payment.

The CMS schedule can also be expanded to accommodate organizations wherein claims are prepared by project staff and, thereafter, forwarded to a financial officer who has the legal authority to sign/authorize the transaction. This scenario also begins with the claim being logged. Thereafter, the claim advances to the first stage of the schedule, wherein project staff enters the claim detail. The claim then advances to the second stage of the schedule, in which the ClaimSig electronically signs/authorizes the transaction and submits it for payment.

Although claims can be logged by any of the CMS users associated with the contract, they can only be signed /authorized by the ClaimSig user role. If a ClaimSig account has yet to be established for your organization, a Claim Signatory CMS Authorization form will have to be completed.
Submitting a Claim

Logging an Expenditure

The first step in the online claim process within CMS is to log in the request. This provides a starting point for the process. You will locate your contract and applicable contract period, and then log an online claim request against it. This will create an EXPEND contract task.

Before you begin: Log into CMS.

<table>
<thead>
<tr>
<th>What You Do</th>
<th>Comments/Prompts</th>
</tr>
</thead>
<tbody>
<tr>
<td>From the main menu, click the CLAIM link under the LOG SCREEN heading.</td>
<td>LOG SCREEN</td>
</tr>
</tbody>
</table>

The Contract List screen will display all of the contracts (with periods) that you have with the NYS OCFS.

Locate the contract and period for which you want to log an expenditure and click on the Log link (in the action column) for that contract period.

<table>
<thead>
<tr>
<th>CONTRACT LIST</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONTRACTOR</td>
</tr>
<tr>
<td>----------------------------------</td>
</tr>
<tr>
<td>AAA-All Star</td>
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<td>AAA-All Star</td>
</tr>
</tbody>
</table>

Note: If you have numerous contracts and periods, your information may be displayed on more than one screen. If needed, use the page number links at the bottom left of the list to view additional pages of contracts.
**What You Do**

The Expenditure Report Log page will display.

The **Claim Type** should be set to **Expenditure** by default. If not, select it using the **Claim Type** drop-down list.

Since different rules govern expenditures versus advances, insure the correct type has been selected.

The **Ref/Invoice #** defaults to the contract number. You can enter a different note if needed (such as your voucher invoice #).

The **Date Received** defaults to today's date.

Enter the **Claim Period** and the **Amount** of the claim. You can use the button to open the calendar to select the period dates.

Click the **Save** button to save your data and log the claim.

**Note:** The system automatically enters the current date as the **Date Received**.

**Note:** The Claim Period can be any date equal to or after the start date of the contract period, and equal to or before the end of the contract. In general, the start of the claim period is not greater than the current date. There are exceptions however, such as rental claim periods which can be in the future.
What You Do

A status message appears at the top of the page indicating that you successfully logged your claim.

If you violated any of the system rules while trying to save the expenditure, a popup would appear, identifying the error and asking you to correct it. Fix the error and click the Save button to log the claim correctly.

To continue processing the claim, click the Next button to navigate to the Expenditure Report page.

After the Expenditure Report page is displayed, if you are not logged in as the role assigned to the next stage in the schedule, the message “Sorry, invalid privileges to process this stage!” is displayed. You will not be able to process the expenditure any further. To determine to what role the task is assigned to click on the Schedule Information link. To exit the Expenditure Report Click on the Home menu item to return to the home page.
Reviewing the Expenditure Report

At the top of the Expenditure Report, general contract information is displayed. On the center of the screen, links to Schedule Information and Expenditure Edits are displayed.

To review the expenditure’s schedule, click on the Schedule Information command button.

Note: The current example displays a two stage scenario in which project staff (ConUser) enters the claim detail and forwards the claim to staff with the authority to sign/authorize the transaction (ClaimSig).

To review system edits that will be applied to this transaction, click on the Expenditure Edits link.

The lower half of the Expenditure Report screen show the contract’s budget and previous approved expenditures by budget category. The amount that was logged appears in the Total row at the bottom of the screen. You can change this value if you decide to claim more or less than you originally expected.

If you are logged in as the role that is assigned to this stage of the expenditure, you will need to enter the claim detail in the appropriate Expen Amt column boxes and process the claim as described in the next section.
Links to additional information are shown at the bottom of the screen.

**Claim History** displays a listing of all claims for the selected contract period.

**Claim Details** shows when the expenditure was submitted, its processing history, etc.

**Correspondence** links to the module used to communicate with your OCFS Program Staff.

**Upload Claim Documents** is used to upload any necessary claim documentation.

**Log Program Report** is used to add a program report that is needed to be submitted with the expenditure.

**Program Reports** displays information about all uploaded program reports.
Processing the Expenditure Report
Before beginning make certain that you are logged in pursuant to the CMS User role assigned to the current schedule stage. Note that if you are not logged in accordingly the message “Invalid Privledges to process this stage” will be displayed.

For each budget Category against which you intend to claim, update the Corresponding Expenditure AMT field.

After all of the necessary information has been entered to the Expenditure Report page, click the Run Edit button at the bottom of the page.

Note: The Run Edit command button will perform system checks. It will compare what was entered against the budget and claiming rules for the contract. For example, you might have an administrative expense ceiling of 10% on your contract, but the submitted claim amount lists administrative charges in excess of this amount. The system would advise you of this.

If you do not get any error messages after hitting Run Edit, you can now Process the expenditure.

A message indicating that your expenditure was successfully processed will appear, and the expenditure will advance to the next stage of the schedule.

If a Program Report is due for the claim period for which an expenditure is being submitted a message in the top right corner of the screen will state “Program Report Required.” The claim can be processed through the contractor role stages, but the claim will not be paid until the Program Report has been submitted and approved by the OCFS Program Manager.

Signing the Expenditure Report
As was the case with offline or paper expenditures, online expenditures must be signed by a staff member that has the legal authority to submit a claim on behalf of the organization before they can be submitted to OCFS for reimbursement. The ClaimSig will access the expenditure contract task from the inbox, review, and then electronically approve or reject the claim.

✔ Before you begin: Log into CMS.

### What You Do

From the main menu, click the **INBOX** link.

Select the Expenditure you want to sign by clicking the **EXPEN** link in the Task column. You will see in the Reviewer column, both the name and role assigned to the task. Typically this will be a contractor reviewer with the ClaimSig role depending on how your contract’s schedule is set up.
**What You Do**

The *Expenditure Report* screen displays for your review. Once you have completed your review to confirm that the figures are correct, hit the **Run Edit** button. This will check the claim for calculation errors or rules violations.

---

**Comments/Prompts**

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**What You Do**

If you do not get any error messages after clicking Run Edit, a **Certification** section will appear at the bottom of the screen. This is the equivalent of signing the expenditure on paper.

To “sign” the expenditure, click the **Accept** button.

If you did receive an error message after clicking the **Run Edit** button, correct the error if possible, then click the **Run Edit** button again. If you cannot resolve the issue, contact your Program Manager via the **Correspondence** Module whose link is displayed at the bottom of the screen.

After you click the **Accept** button to electronically sign the claim, the **Process** button in the lower right corner will be enabled, allowing you to complete this stage of the claim’s processing.

Click the **Process** button.

You will then see a message that your claim completed its current stage.

By selecting the **Schedule Information** link, you can see that the claim has been signed by you and where the claim is in the approval process. The current stage and which role is assigned it will appear with a **Pending** status.

---

**Comments/Prompts**

**CERTIFICATION:**
I certify that the above information is true and correct, that the expenses for the period have been incurred and paid for and have not been previously claimed, and that such expenditures are proper and necessary for the program.

- Accept
- Decline

If you have any issues that would prevent you from signing the expenditure, leave the **Decline** button checked and either correct the issues or contact your Program Manager via the **Correspondence** Module whose link is displayed at the bottom of the screen.

---

**Process operation successful!**
Logging an Advance
As with processing an expenditure, the first step in processing an advance is to log the request. This provides a starting point for the process. You will locate your contract and applicable contract period, and then log an online claim request against it. At the expenditure report page, instead of selecting a claim type of Expenditure, you will select a claim type of Advance. This will create an ADVANCE contract task.

Before you begin: Log into CMS.

### What You Do
From the main menu, click the CLAIM link under the LOG SCREEN heading.

### Comments/Prompts

<table>
<thead>
<tr>
<th>What You Do</th>
<th>Comments/Prompts</th>
</tr>
</thead>
<tbody>
<tr>
<td>From the main menu, click the CLAIM link under the LOG SCREEN heading.</td>
<td></td>
</tr>
</tbody>
</table>

The Contract List screen will display.

Locate the contract and period for which you want to log an advance and click.

<table>
<thead>
<tr>
<th>CONTRACT LIST</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONTRACTOR</td>
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</tbody>
</table>

**Note:** If you have numerous contracts and periods, your information may be displayed on more than one screen. If needed, use the page number links at the bottom left of the list to view additional pages of contracts.
**What You Do**

The Expenditure Report Log page displays.

The **Claim Type** is set to *Expenditure* by default. Change this to *Advance* by using the **Claim Type** drop-down list.

Since different rules govern expenditures versus advances, insure the correct type has been selected.

The fields in the **Claim Details** area change to show those needed for an advance. The **Ref/Invoice #** defaults to the contract number. You can enter a different note if needed (such as an invoice number).

Enter the **Advance Amount** and click the **Save** button to save your data and enter the claim.

A message will display stating that your claim was successfully logged. Click the **Next** button to move to Advance Payment Calculation screen. Continue processing your transaction.

**Note:** The **Date Received** defaults to today’s date.
Processing the Advance Payment Calculation

The Advance Payment Calculation page is used to view and process details about the advance.

The Advance Payment Calculation screen displays. Depending on the schedule for processing advances assigned to your contract, you may or may not be able to enter information into this screen.

If necessary, you can change the Advance Amount. Enter a Description for the advance.

The Schedule Information, link displays the current schedule for this claim.

The Expenditure Details link goes to the Expenditure Report History Details screen which shows further information about this claim as it comes available.

After you have completed all necessary fields, click the Process button.

Note: Before beginning, make certain that you are logged in pursuant to the CMS user role assigned to the current schedule stage. If you are not logged in accordingly, the message “Insufficient Privileges to access this screen” will be displayed.
A message will display stating that your claim was successfully processed.

Refer to the section in this chapter on Viewing Claim History if you would like to see in which stage your claim is after you have logged it.

Note: Unlike online expenditures, online advances do not require an electronic signature. Rather, CMS maintains a record of the ClaimSig’s authorization of the transaction via the CMS task schedule.
**Viewing Claim History**

History about pending and processed claims is maintained within CMS. You can access this information via the contracts screens.

**Viewing Claim History**

Before you begin: Log into CMS.

**What You Do**

From the main menu, click the List link under the CONTRACTS section.

Select the link for the contract whose claim history you want to view.

Click on the Claim History button on the Contract Period Info tab.
**What You Do**

The *Claim History Report* screen appears displaying high level information about all of the claims submitted against this contract.

To see details about a specific claim, click the **Details** link in the *Expenditure List* table.

The *Expenditure Report History Details* screen appears showing details about the claim.

You can check to see where in the process the claim is by clicking on the **Schedule Information** link.

The pending stage for this claim is displayed along with information on the reviewers, roles and dates.
Program Reports - Online

Topics

a  Logging a Program Report

b  Processing a Program Report

c  Viewing Program Reports from the Contract Screens
Chapter 9: Program Reports - Online

Overview

Many NYS OCFS contracts require that program reports be submitted to OCFS throughout the contract period. Program reports are sometimes a requirement for a payment of a claim, but are often sent in by a contractor staff member who differs from the one who submits the claims for their organization. As such, there is potential for a disconnect between the two processes, which can lead to a longer wait time for the payment of a claim.

The CMS Program Reports module is designed to expedite program report processing by setting up schedules for when program reports are due, tracking the submission and approval of program reports, and when necessary linking program report approvals to the payment of a claim. This tracking of program reports facilitates the payment of claims by letting all who are involved know the status of program reports submissions and approvals that may affect if and when claims can be paid.

With CMS, online contractors can complete and submit program reports electronically. As with other contract tasks, program reports may have interactive and downloadable contract documents associated to them. Any additional files necessary to satisfy program report requirements may also be uploaded.

Much like managing contracts, renewals and expenditures; the program report is managed through a schedule, the Inbox, and the Program Report Review Module.

There are three different program report types: Interim, Supplemental and Final. Interim and Final program reports are scheduled reports with due dates.

- **Interim** reports are due on periodic intervals such as monthly or quarterly.
- **Final** reports are a contract period’s last report, typically due a certain number of days after the contract period’s end date.
- **Supplemental** reports are intended to amend or supplement existing reports and are not scheduled.

Understanding the Program Report Process

The ability to log and manage program reports online is now extended to contractors. Instead of sending the paper forms to OCFS, you will log your program report directly within CMS. Program reports can be logged by any CMS user by selecting the *Program Reports* link from the *Log Screen* menu item. As with other contract tasks program reports are assigned a schedule with multiple stages that must be completed. Each stage in the schedule is assigned to a user role. Program report tasks can only be processed by users who are logged in as the role assigned to the various stages.

Logging the program report launches a program report review task (referred to within the Inbox as PROGREP). You, or someone in your office who is assigned to the program report review task within the system will then enter the program report data. You will submit this data to OCFS through the system, where it will be reviewed by internal OCFS CMS users.
Logging a Program Report

The first step in the online Program Report process within CMS is to log in the request. This provides a starting point for the process. You will locate your contract and applicable contract period, and then log a program report request against it.

Before you begin: Log into CMS.

**What You Do**

From the main menu, click the **Program Reports** link under the **Log Screen** heading.

**Comments/Prompts**
**What You Do**

The Contract List screen will display all of the contracts, with periods, that you have with the NYS OCFS.

**Comments/Prompts**

Locate the contract and period for which you want to log a program report.

Click on the Log link for that contract period.

### CONTRACT LIST

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<th>CONTRACT #</th>
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**Note:** If you have numerous contracts and periods, your information will be displayed on more than one screen. If needed, use the page number links at the bottom left of the list to view other pages of contracts.
What You Do

The Program Report Log screen will appear. By default, the report log page will display information about the next scheduled interim or final program report due.

The Report Period will be listed and will not be editable.

If you want to log a supplemental (unscheduled) report, click the Supplemental button. This will allow you to adjust the dates and enter a different report period for the report.

Once all details are correct, log the report by clicking the Log button.

A message will display, informing you that the report was successfully logged.

If your user role allows, you can continue processing the program report, by clicking the Next button on the bottom right of screen.

Notes:
- If you are logged in as ConSig, you will only be allowed to log the report. To complete the processing of the program report, you must be logged in as ConUser.
- The system automatically enters the current date as the Date Received.

The Program Report Review Module screen will display which is explained in the next section.

Comments/Prompts

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<th>REPORT DETAILS</th>
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Log

Program Report logged Successfully

Next

Processing a Program Report

NYS Office of Children and Family Services
The program report is processed through the Program Report Review Module screen. The Program Report Review Module can be accessed in two ways. With the appropriate user role, the Program Report Review Module can be accessed from the log screen by selecting the Next button at the bottom of the screen. The Program Report Review Module screen can also be accessed from the CMS Inbox in the same manner that other contract tasks are accessed.

The following explains how to process a program report through the Inbox.

✔ Before you begin: Log into CMS.

**What You Do**

Select the **Inbox** link from the main menu.

From the table found on the CMS Inbox page, select the task link **PROGREP**.

The **Program Report Review Module** screen opens, allowing you to complete any Interactive documents, download documents and/or upload any supporting documentation associated/assigned to the task. The documents in these sections will differ depending upon how your contract’s program reports were set up.
Accessing and Completing an Interactive Document

As with other contract tasks, interactive documents within the Program Report are those documents that need to have information filled in by the Contractor. They are similar to Download Documents, except the documents are completed online, using an interactive Adobe PDF file. You will fill in the information requested and then click the Submit button located within the document. The completed document is incorporated within the program report package and contains the information you provided.

✔ Before you begin: Log into CMS. You should be at the Program Report Review Module page.
What You Do

To complete any available Interactive Documents, select the Action link (Insert Details/Update Details) which will open the document in a separate window for you to enter data.

Complete the document, filling in all requested information. You will be able to click the mouse and put the cursor in any field that is eligible to be updated. Scroll through all the pages to be sure that you have completed the full document.

When you have finished completing all the sections of the document, locate the Submit button.

Note: The Submit button may not be on the last page of the document.

Click on the Submit button to save the changes and incorporate the information in the program report.

A window will display letting you know that your entry has been saved. Click the Close Window button to close this window.

You will see that the Action column has changed from Insert Details to Update Details for the document you just updated.
**Downloading Documents from a Program Report**

As with other contract related tasks, CMS allows users to transmit program report related documents back and forth electronically through the system. You can retrieve documents through the Download Documents section of the Program Report Review Module page.

These documents may be informational, as in the case of the Instructions document, or they may be files that should be completed offline, and uploaded to the Program Report. Typically, when you access the Program Report Review Module for the first time, you will download the Instructions document first, so that you may review it for directions issued by your Program Manager regarding the report.

The download process within CMS functions the same way as it does for many different applications that function in a Windows environment. You will click the download link for the appropriate document and a window will appear on your screen, asking you where you should save the file. You will select a location, either somewhere on your computer or a network drive, and the file will automatically be stored in that location.

Before you begin: Log into CMS. You should be at the Program Report Review Module page.
**What You Do**

To complete downloadable documents, you will typically save the file to your computer, complete it offline of CMS and later upload the completed document to CMS.

Select the **Download** action link in the Download Documents section.

A **File Download** dialogue box will open asking if you want to **Open**, **Save** or **Cancel**. Select **Save**.

A **Save As** window will open asking you where you want to save the document. Select the location from the dropdown where you wish to save the file and click **Save**.

A dialogue box will open telling you that the file has been downloaded to your computer. If necessary, click **Close** to close this window.

You can now open the version of the file that is located on your computer to review and or complete it offline of CMS.
Uploading Documents – Sending Documents to CMS

As with other contract tasks, there may be program report related documents that need to be downloaded from CMS to your computer for completion at a later time. Once these documents have been updated they need to be added to CMS, or uploaded. There may also be documents you need to add to the program report that originate with you, the Contractor. These documents can also be uploaded to CMS.

Documents are added via the Upload Document page. You select the file that you wish to add, and it is copied to CMS. OCFS reviewers, such as your Program Manager, will review the documents and approve them or send them back to you for additional revision.

Before you begin: Log into CMS. You should be at the Program Report Review Module page.

What You Do

Locate the Upload Documents section. Click the Upload Document link which will take you to the Upload Document page.

Enter the Name for the file to be uploaded and a brief description. The grayed out fields will be automatically populated later.

Note: You must enter both a Name and a Description.

Click the Browse button to locate the document you wish to upload.

The Choose File window is displayed. Navigate to the file you wish to add. Click on the file name.

The File Name will be selected automatically. The only change you should make to the file name is the addition of the revision number.

Click the Open button.
The Upload Documents page will be re-displayed. Click the Save button to save your entries and to upload the document into CMS.

After your document has been uploaded, you will see a message telling you that your document was uploaded to CMS, and the Date Uploaded and Status fields will be updated.

Click the Back button to return to the Program Report Review Module screen.

The document you just uploaded will now be listed in the Upload Documents table on the Program Report Review Module screen. You can view it by clicking on the document name link.

Note: You can use the Show Existing PDF link to view the document you uploaded. It will be opened in a new window for you to review.

Note: The document’s status will be Pending until your Program Manager reviews and approves the document.
Completing the Review Process for Your Stage

Once you have completed all necessary steps on the Program Report Review Module, you will complete the review stage. This moves the item out of your Inbox and into the Inbox of the next person in the review schedule. Typically this person will be the OCFS staff person in charge of your contract – the Program Manager.

☑ Before you begin: Log into CMS. You should be at the Program Report Review Module page.

If you are logged in as the role which is currently assigned to the stage, and are satisfied that all necessary documents have been completed and/or uploaded, you can complete the current stage.

On the Program Report Review Module screen, click the Complete button.

A dialogue box will open asking if you are sure you want to complete the stage, click OK.

The dialogue box will close and you will be returned to the Inbox. The task you just completed will no longer be in your Inbox since you have completed it.

If you want to see information about your program report submission once you have completed your stage, you can do so via the Contracts screen which is explained in the next section.
Viewing Program Reports from the Contract Screens

You view in-process or completed program reports through the Contract screens. The list of all scheduled program reports is also listed on these screens.

✔ Before you begin: Log into CMS. You should be at the Home page.

**What You Do**

From the main menu select Contracts List link.

**Comments/Prompts**

The Contract list screen will appear. Click on the Contract # link to open the information about the contract.
**What You Do**

Click on the **Program Reports** button to open up program report information for the contract.

If there is more than one period for the contract, make sure you have selected the right contract period before clicking on the **Program Reports** button.
The **Program Reports** screen opens showing information about all of the scheduled program reports for the contract period.

To view the details about a specific report, Click the **Details** link in the View column to see details about a specific program report.

The **Program Reports** screen opens showing details about the selected report.

You can view the Program Report by clicking the **View Program Report** button. The report will open in a new window for you to review. You can close the window by clicking on the **X** in the upper right corner of the window.

Click the **Back** button to return to the **Program Reports** list showing information about all of the scheduled program reports for the contract period.
APPENDIX A

Reference Information

Topics

a  Revision History
Revision History

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