




In order to pay for needed services to children and families, local districts often contract with agencies. In addition, a district may contract with another district's foster home to provide foster care services. In order for the overnight batch update process to recognize the existence of the contract between a district and an agency (or between the district and another district's foster home), and subsequently update Benefits Issuance Control System (BICS) and Child Care Review Service (CCRS) with this information, a Contract Header must first be recorded in CONNECTIONS.

Creating a Contract Header in CONNECTIONS (used for all Resource Types - see page two for details)

- 1 On the CONNECTIONS toolbar, click on the **Search/Maintain** drop-down menu and select **Contracts**.
The Contract Search window displays. If this command is hidden, then you do not have the MAINT CONTRACTS Business Function required for this search.
- 2 In the **Resource ID** field, enter the Resource ID (RID) (for an agency, other district's foster home, etc.) then click on the **Search** button.
The Contract List section displays the search results. If no results display, this resource has no previous Contract Headers.
- 3 Click on the **New** button.
The Contract Search tabs display. The default tab is the Header tab.
- 4 On the **Header** tab, enter the Resource ID for the resource (see Step 2) to which you need to make payments.
- 5 Click on the **Validate** button.
The Resource Name field, Vendor ID (VID) column and Address column populate. Also, a checkmark displays to the left of the Vendor ID listed and the row is highlighted.
- 6 Click on the **Staff Search** link in the **NAVIGATION PANE**.
The Staff Search window displays.
- 7 Enter the first and last name of the staff person responsible for ensuring that this resource receives payment(s) and then click on the **Search** button.
Results display in the Staff List section.
- 8 Highlight the correct person's row and click on the **OK** button.
The Header tab returns and the Contract Manager field is populated with the name selected. If the person you search for is not in the results, then enter your own name.
- 9 Click on the drop-down arrow for the **Program Type** field and select the appropriate option from the resulting list.
- 10 Click on the drop-down arrow for the **Procure Type** field and select **Non-Comp Neg**.
The Budget Limit radio button pre-fills with a checkmark.
- 11 Click on the **Save & Close** button.
The following message displays: "Once saved the Budget Limit cannot be changed. Continue?"
- 12 Click on the **Yes** button.
The new Contract Header you just created now displays in the Contract List. Closing without saving will generate the message, "Do you want to exit? Unsaved data and/or narrative(s) will be lost."

	<p>Use this process when you need to move a vendor to BICS and you are <i>not</i> the Maintainer of the resource in CONNECTIONS. Once you establish the contract, contact the Maintainer, who needs to update the resource in CONNECTIONS.</p> <p>The <i>contract</i> is made with the <i>agency</i>. The <i>facility</i> is maintained / updated.</p>
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In the course of your work, you may need to locate information about agencies, facilities, or providers. The Resource Directory is considered the “yellow pages” of CONNECTIONS. It contains information about providers of child welfare-related services throughout New York State.

You can perform a search of the Resource Directory using **Phonetic Address**, **Phonetic Name**, or **Exact/Directory**. Each type requires certain information to be entered to perform the search. Below are the different types of resources and how to perform a resource search.

Defining Resources and Viewing Detailed Information for Resources

There are several Resource Types in the Resource Directory:

Agency: A local district or a voluntary agency. Only OCFS can record and maintain agencies in CONNECTIONS. Each agency has a three-character agency code and CONNECTIONS-assigned (RID) number. The voluntary child caring agencies have been assigned (VID) numbers. Voluntary agencies that operate facilities or certify/approve foster homes are displayed as Primary. They are able to submit Database Checks to the SCR.

Facility: A location that provides professional child welfare services:

- Foster and Adoptive homes
- OCFS congregate care facilities, such as institutions and group homes
- OCFS, OMH and OMRDD facilities

OCFS preventive (converted and new, entered by districts)

Provider: An organization or individual that provides services for the local district:

- Day care
- Foster Care
- Housing (Preventive)
- Adoption

Hotline/Helpline and Law Enforcement: The Hotline/Helpline and Law Enforcement Resource Types are maintained by local districts. They are functional, but may not always be consistently maintained in every local district.

School: The School Resource Type is maintained by the state and includes public schools.



Step-by-Step: Searching by Resource Name

- 1 Click on the **Resource** option in the **Search/Maintain** dropdown.
The Resource Search window displays.
- 2 In the **Search Type** field, select **Phonetic Address**, **Phonetic Name**, or **Exact/Directory**.
Required search criteria will be marked with an asterisk ().*
- 3 Enter required information and click on the **Search** button.
The Resource Search List section displays with your search results. Use the horizontal and vertical scroll bars to view all information.
- 4 Select the desired resource in the **Resource Search List**.
*The Resource Search tabs display including **Detail**, **Address**, **Phone**, **Facility Detail**, **Services by Area**, and **Relationships**.*
- 5 Click on the tabs to view detailed information.
*You can generate the **Facilities by Agency/District** report from the **Relationships** tab using the link in the **NAVIGATION PANE**.*
- 6 Click on the “X” button in the upper right-hand corner to close the *Resource Search* window.
The main CONNECTIONS window displays.

CONNECTIONS Resources

OFT Customer Care Center: 1 800 697 1323
CONNECTIONS Regional Implementation Staff:
<http://ocfs.state.nyenet/connect/contact.asp>
CONNECTIONS Application questions:
ocfs.sm.conn_app@ocfs.state.ny.us (NOTE: address contains an underline)
CONNECTIONS Communications:
CONNECTIONSCommunications@dfa.state.ny.us