

---

## IMPORTING FACILITIES TO CONTRACTS

---

CREATION DATE: July 13, 2007

FACES.NET has been updated to simplify the process of linking facility Providers to new contracted CLINS with Agency Providers. Now, users can import facilities from a previous Provider Agency CLIN into a newly entered CLIN.

### Pointers to Remember:



1. Importing facilities is an irreversible process, so be certain that you are importing the correct facilities before going through with the action.
2. In order for the facilities to be imported they must meet certain predefined criteria. The criterion has been defined as follows:
  - The Facility must be a Contracted Provider or Both.
  - The Facility must be designated as a Facility Provider.
  - The Facility must be linked to a prior CLIN with the same Provider Agency and the same service.
  - The Facility must not be associated to any other CLIN that is within the same date range and for the same service.
  - The Facility must not have already been entered or imported into the current CLIN.
3. Please note that linking a facility to an Agency (the contract holder) is what enables children to receive services from the facility via FACES.NET.

### How to Put the Contract Agency in focus

#### Steps include:

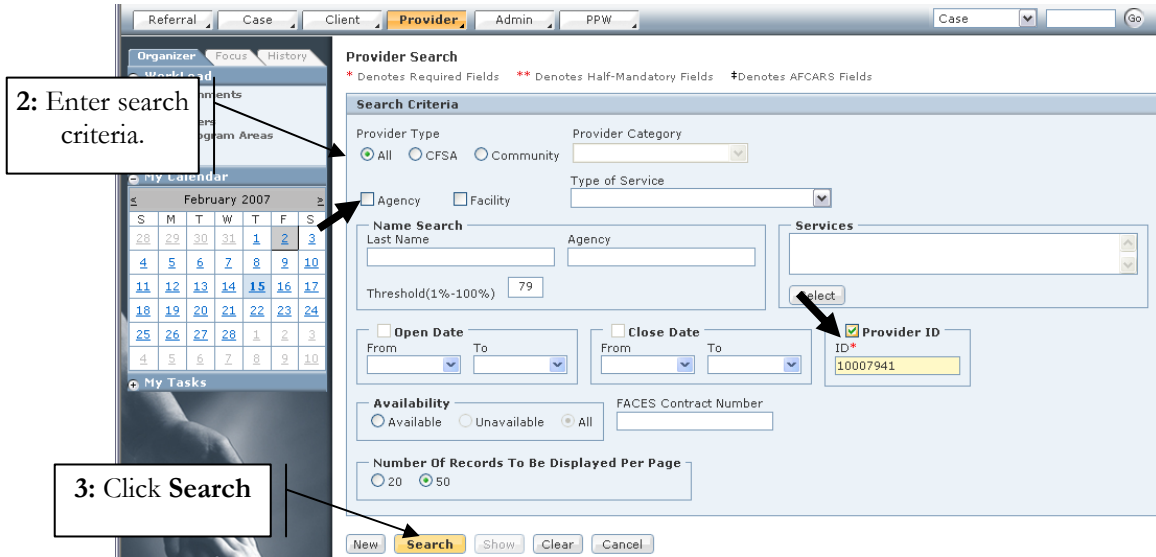
- Step 1:** Perform a provider search by placing your mouse over **Provider** and clicking on **Search**.



Figure 1

**Step 2:** Enter the search criteria for the contract holder. The most accurate search is by the FACES Provider ID#, but you may search by any search criteria available.

**Step 3:** Click **Search**.



**Figure 2**

**Step 4:** Study the search results and locate the contract holding agency. Once the contract holder is located highlight the Agency name.

**Step 5:** Click **Show**.



**Note:**

When searching by any information other than the Provider ID, check the Agency checkbox to narrow the search to those Providers who are contract holders.

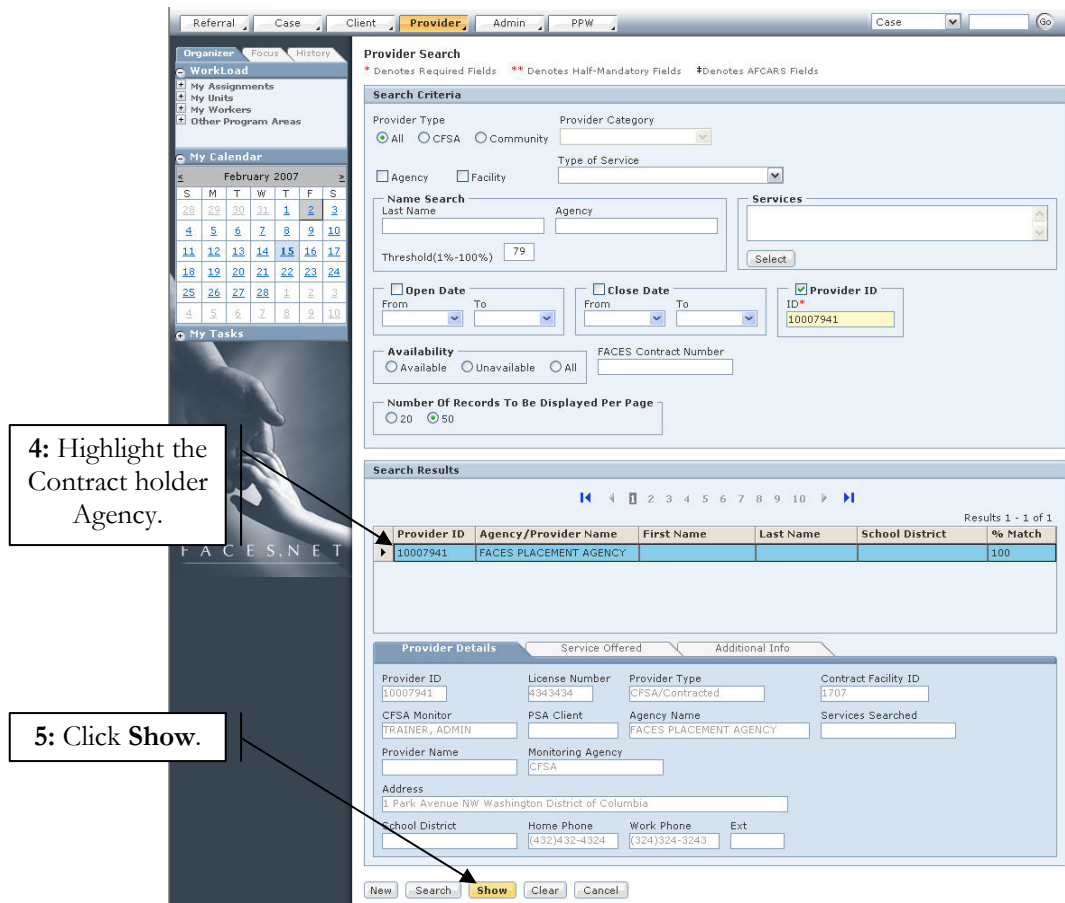


Figure 3

Step 6: Enter the contract by placing your mouse over **Provider** and then **Cntrctd Srvc**s.

Step 7: Click on **Contracts**.

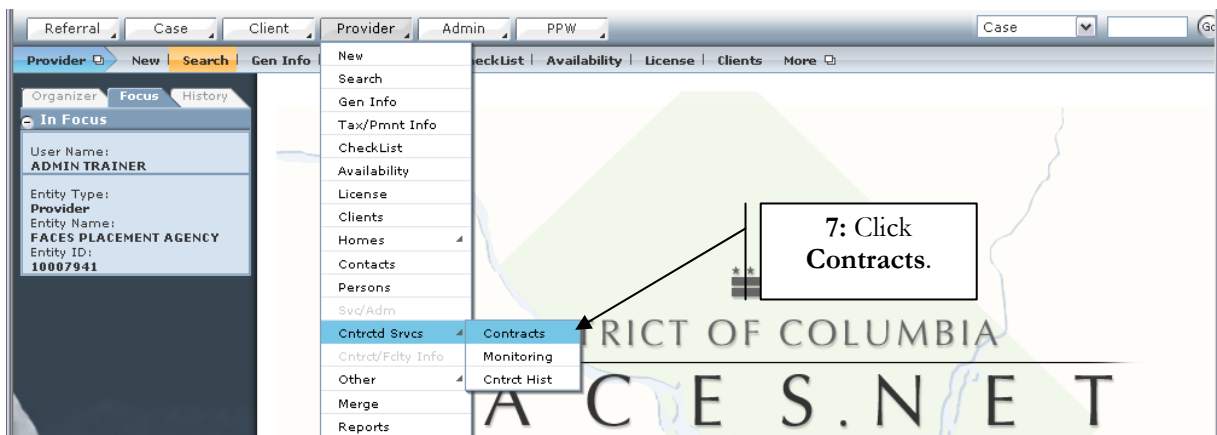


Figure 4

## How to Import Facilities

Steps include:

**Step 1:** On the **Contract** tab highlight the contract for which existing facilities need to be linked.

**Note:**

- If the updated contract does not already exist in FACES.NET, click **New** to proceed with entering a new contract.



1: Highlight the appropriate contract.

**DISTRICT OF COLUMBIA**  
CHILD AND FAMILY SERVICES AGENCY

FACES.NET

Referral Case Client **Provider** Admin PPW

Provider Contract Srvcs **Contracts** Monitoring Contract Hist

Contract Entry

\* Denotes Required Fields \*\* Denotes Half-Mandatory Fields † Denotes AFCARS Fields

Contract ID	CFSA Contract#	Contract Start Date	Contract End Date	Provider Name
1408	CFSA02M2544	08/08/1999	08/01/2020	Faces Placement Agency

Provider ID: 10007941  
Provider Name: Faces Placement Agency  
SSN:   
FEIN:   
Contract ID: 1408  
Contract Date: 8/19/1999  
CFSA Contract Number: New Format (dropdown) CFSA-02-M-2544  
Industry ID:   
Payment Type: Regular Paid (dropdown)  
Contract Start Date: 8/8/1999 (dropdown)  
Contract End Date: 8/1/2020 (dropdown)  
Aggregate Contract Amount: \$1,400,321.00  
Contract Amount: \$1,400,321.00  
Check Address: 1 Park Avenue NW, Washington, District of Columbia 20001

Comments:

New Save Approval Cancel

Figure 5

**Step 2:** Click on the **CLIN** tab.

**Step 3:** Highlight the Contract Line Item Number (CLIN/service) that contains the service the facilities will provide.

**Note:**

- If the service needed does not already exist on the current contract for which you are working (For example: if you have just entered a new contract), click **New** to proceed with entering a new CLIN.
- All CLINs noted in red in the inset grid indicate that the CLIN is inactive/end dated.



**2: Highlight the CLIN tab.**

**3: Highlight the appropriate CLIN.**

CLIN ID	CFSA Contract#	CLIN	CLIN Start Date	CLIN End Date	CLIN Amount
1	CFSA02M2544	Vocational Services	08/08/1999	08/01/2020	\$321.00
2	CFSA02M2544	Room & Board/Tr	08/08/1999	08/01/2020	\$500,000.00
3	CFSA02M2544	Room & Board/The	08/08/1999	08/01/2020	\$600,000.00
4	CFSA02M2544	Room & Board/Tr	08/08/1999	08/08/2007	\$100,000.00
5	CFSA02M2544	Room & Board/Tr	07/13/2007	07/13/2008	\$200,000.00
6	CFSA02M2544	Room & Board/Tr	08/09/2007	08/08/2008	\$100,000.00

CLIN ID: 6, CFSA Contract Number: CFSA02M2544, CLIN Start Date: 8/9/2007, CLIN End Date: 8/8/2008

CLIN: Room & Board/Traditional FC Teen Parent - 1 Child

Contract Type: Cost Reimbursable, CLIN Amount: \$100,000.00, Remaining Balance: \$100,000.00

Daily Facility Rate: \$250.00, Contracted Capacity: 15, Medicaid Eligible: No, Court Order: No

Buttons: New, Save, Approval, Cancel

**Figure 6**

**Step 4:** Click on the **Facility** tab.

**Note:**

- All Facilities noted in red in the inset grid indicate that the facility has been imported into another CLIN.

**Step 5:** Click the **Import Facilities** button.

The screenshot displays the FACES.NET interface for the District of Columbia Child and Family Services Agency. The main navigation bar includes tabs for Referral, Case, Client, Provider, Admin, and PPW. The 'Provider' tab is active, and the 'Contract Entry' form is open. The form has three tabs: Contract, CLIN, and Facility. The 'Facility' tab is selected, showing a table with columns: CLIN ID, Facility ID, Facility Start Date, Facility End Date, CLIN Amount, Provider ID, and Facility Name. A single row is visible with CLIN ID 6 and a CLIN Amount of \$100,000.00. Below the table, the form contains fields for CFSA Contract Number (CFSA-02-M-2544), Facility Address, CLIN Description (Room & Board/Traditional FC Teen Parent - 1 Child), and Contact information (Prefix, First, Middle, Last, Suffix, Phone, Ext, Fax). There are also dropdown menus for Facility Start Date, Facility End Date, and Active status. At the bottom of the form, there are buttons for New, Save, Approval, Import Facilities, and Cancel. Two callout boxes provide instructions: '4: Click the Facility tab.' with an arrow pointing to the Facility tab, and '5: Click the Import Facilities button.' with an arrow pointing to the Import Facilities button.

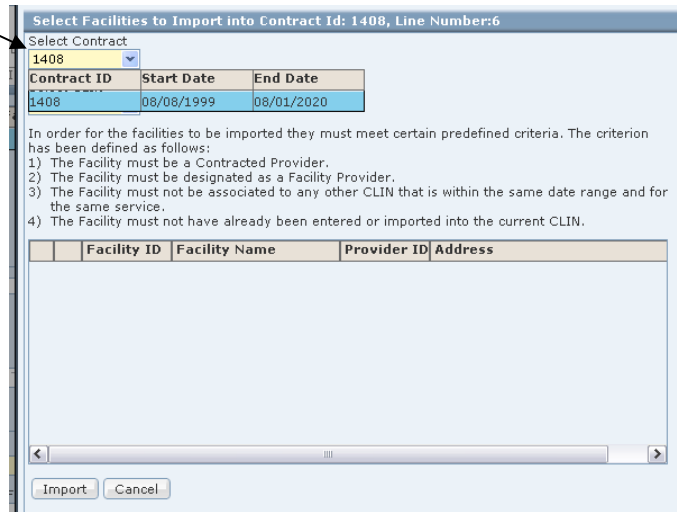
**Figure 7**

**Step 6:** A window will appear in which you will first select the Contract in which the facility was last active. Select that contract from the **Select Contract** picklist.

**Note:**

- The **Select Contract** picklist will only populate the most recent Contract ID with the same service as the selected CLIN.

6: Select the Contract from the picklist.



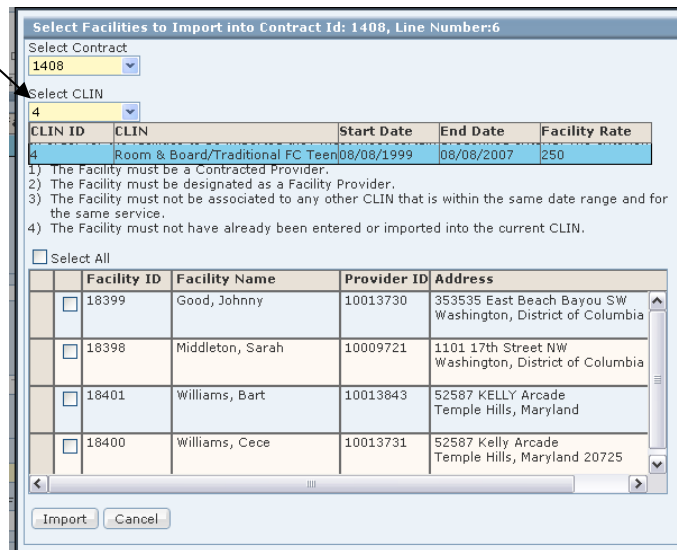
**Figure 8**

**Step 7:** Select the CLIN from the **Select CLIN** picklist.

**Note:**

- This picklist will populate most recent CLIN(s) for the same services as the selected CLIN on the CLIN tab.
- The title bar includes the FACES.NET Contract ID # and the CLIN # to which facilities will be imported. The title for this window reads “Select Facilities to Import into Contract Id: #####, CLIN#”

7: Select the CLIN from the picklist.



**Figure 9**

**Step 8:** Select the facilities to import into Contract Id: #####, CLIN# by placing a check mark in the box to the left of the facility name.



**Note:**

- Importing facilities is an irreversible process, so be certain that you are importing the correct facilities before going through with the action.
- Only click the **Select All** checkbox if you are certain that you want to import every facility in the list.
- Keep in mind that certain criteria must be met in order for a facility to be correctly imported. Those criteria are:
  - The Facility must be a Contracted Provider or Both.
  - The Facility must be designated as a Facility Provider.
  - The Facility must be linked to a prior CLIN with the same Provider Agency and the same service
  - The Facility must not be associated to any other CLIN that is within the same date range and for the same service.
  - The Facility must not have already been entered or imported into the current CLIN.

**Step 9:** Click the **Import** button.

**8:** Check off the facilities you wish to Import.

**9:** Click **Import**.

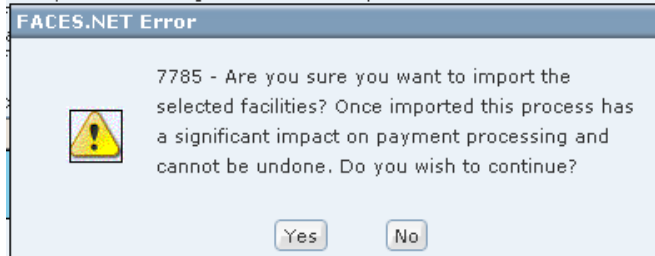
	Facility ID	Facility Name	Provider ID	Address
<input checked="" type="checkbox"/>	18399	Good, Johnny	10013730	353535 East Beach Bayou SW Washington, District of Columbia
<input checked="" type="checkbox"/>	18398	Middleton, Sarah	10009721	1101 17th Street NW Washington, District of Columbia
<input type="checkbox"/>	18401	Williams, Bart	10013843	52587 KELLY Arcade Temple Hills, Maryland
<input checked="" type="checkbox"/>	18400	Williams, Cece	10013731	52587 Kelly Arcade Temple Hills, Maryland 20725

**Figure 10**

**Step 10:** Answer the question from the system prompt: “Are you sure you want to import the selected facilities? Once imported this process has a significant impact on payment processing and cannot be undone. Do you wish to continue?”

**Step 11:** If you answer “No”, the screen will default back to the previous window where the facilities are selected. If you answer “Yes”, the selected facilities are added on the **Facility** tab (See Figure 12).

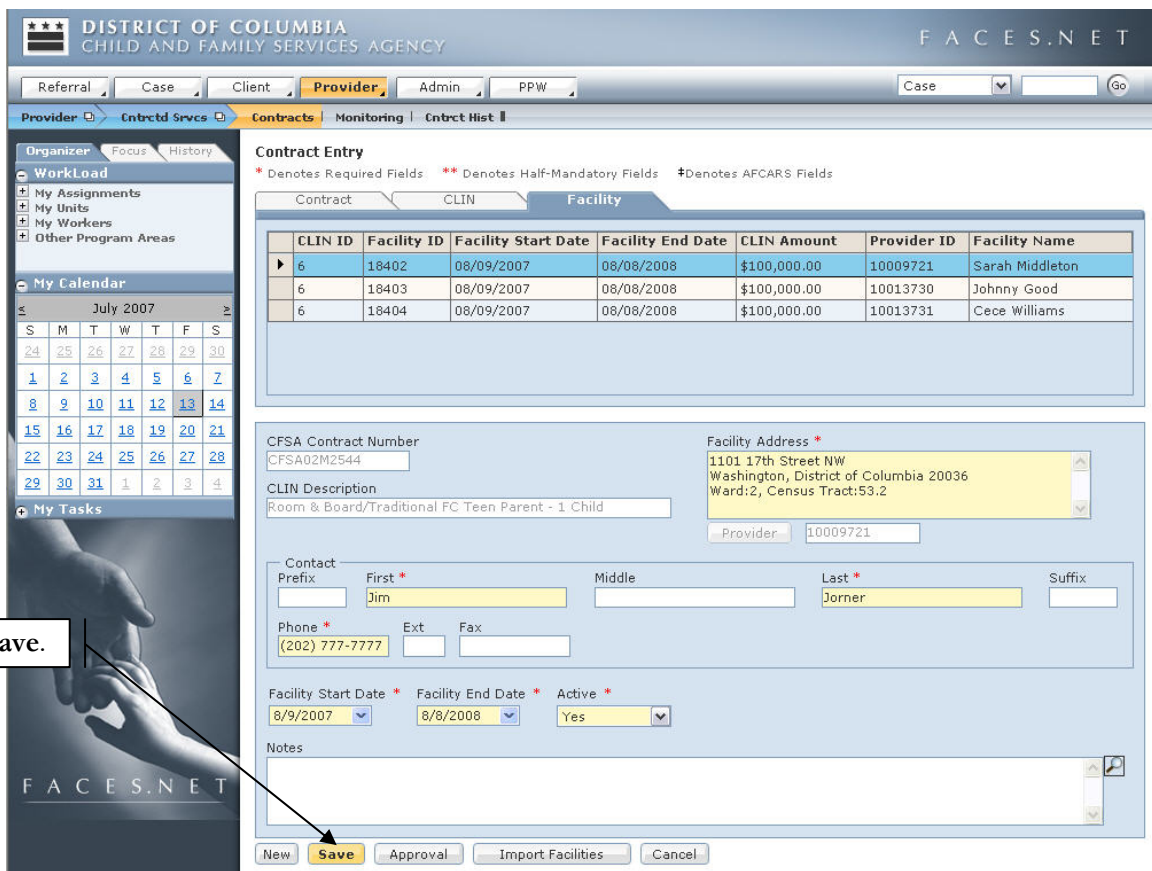




**Figure 11**

**Step 12:** If need be, you may update specific information for each added facility. For example, the contact information may have changed for several facilities, or a facility that was once inactive may now be active.

**Step 13:** Click **Save**.



**Figure 12**