

SERVICE ARRANGEMENT CREATION

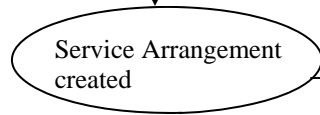


Social worker arranges services for a client

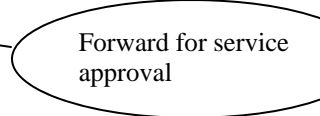
- Selects vendor
- Amount of services to be purchased
- Date

Can start before all details are known

Make changes to process again, or do nothing if not proceeding



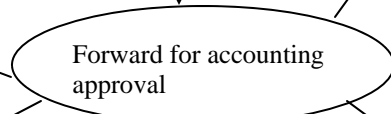
Supervisor, or person with authority, approves the service details. Can add comments. System displays the person who approved



Create and print service agreement (for signatures in some counties)

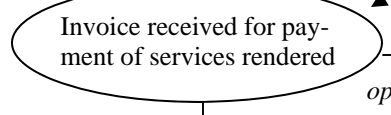
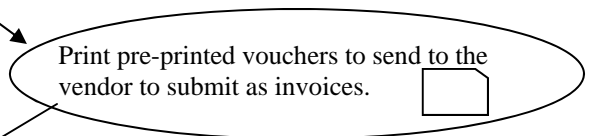
denied

denied



Accounting person finishes the fiscal details and approves. Can add comments. System displays the person who approved. Dollars are encumbered at this point

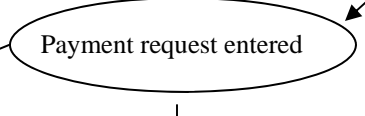
Changes can be made up until a payment request has been generated. Certain changes require reapproval of the service arrangement. (Amendment)



Invoice is given to social worker for approval, verification

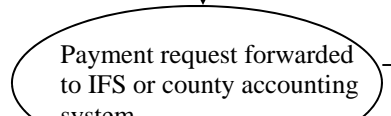
Given to accounting for approval

Returned to Vendor

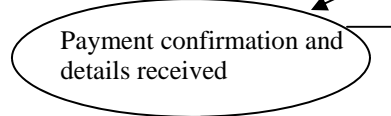


- Can enter directly or use service arrangement to initiate. Payment request autofills from the service arrangement.
- Applied to maximums at this point.

Changes now require a new service arrangement. The original can be copied and modified. Approvals required.



Accounting system actually prints the check and records \$ in county's General Ledger



Can now see how much has been paid, how much remains to be used. For a single service arrangement or entire COA info