

MANAGEMENT DIRECTIVE

PROCEDURES FOR ADDING A NEW PLACEMENT SERVICES CONTRACTOR OR UPDATING AN EXISTING PLACEMENT SERVICES CONTRACTOR, AND NON-CONTRACTED PLACEMENT SERVICES

Management Directive # 10-03

Date Issued: **08/19/10** (e-mail address updated on 3/10/11. See pages 2 and 4)

New Policy Release

Revision of Existing Procedural Guide dated

Revision Made: **NOTE:** Current Revisions are Highlighted

Cancels: None

POLICY STATEMENT

The procedures set forth in this Management Directive provides impacted staff with procedures for updating an existing vendors and/or to add a new placement services contractors which includes but not limited to Foster Family Agency (FFA), Group Home (GH), Intensive Treatment Foster Care Foster Family Agency (ITFC FFA), Community Treatment Facilities (CTF), ITFC Multi-dimensional Treatment Foster Care (ITFC MTFC FFA), Residentially Based Services (RBS), Transitional Housing Placement Program (THPP).

APPLICABLE TO

This Management Directive applies to Out of Home Care Management Division (OHCMD) staff, Contracts Administration Division staff, Revenue Enhancement /Resource Management Unit staff, and Accounting Services – Contracts Accounting Division staff.

Procedures

A. WHEN: UPDATING INFORMATION REGARDING AN EXISTING CONTRACTOR

Updating may include, but is not limited to, Vendor Name Change, Vendor address change, such as moves/relocations, other changes such as Additions, Closures, Rate Changes such as Reductions, Increases, etc.

Since, primarily changes such as Facility Relocations, Facility Additions, Facility Closures, and the addition of other (Additional) Rated Facilities (as approved for placement by LA County) originate in OHCMD, it is necessary to ensure communications flow in an orderly fashion.

Reminder: A new Group titled “[EDL-DCFS_IVCMG](#)”(updated 03/10/11) has been created in Outlook Global Address List and includes representatives from Revenue Enhancement/Resource Management Unit, Accounting Services, Out of Home Care Management Division, BIS and ISD. It is the responsibility of each Division to ensure that BIS is **notified** of any changes to ensure that the Vendor Contract Maintenance Group listing is kept up-to-date

Out of Home Care Management Division (OHCMD) Staff Responsibilities

1. Notify Contracts Administration Division and Vendor Contract Maintenance Group via email that the Vendor Record's information and/or status(es) have changed due to one of the following reasons:
 - Contractor's name change
 - Contractor's corporate headquarter move or relocation
 - Add Service sites
 - Close Service site
 - Relocation of Service site
 - Additional approved Service site

and include a brief narrative describing the changes.

Contracts Administration Division (CAD) Staff Responsibilities

Updating may include, but is not limited to Vendor Name Change by amendment, Vendor Corporate addresses change, and Contract Renewals. Funding allocations will come to CAD or Budgets from OHCMD, which CAD then inputs into e-CAPS.

1. For Contractor's Site Relocations, Site Additions, Site Closures, and the addition of other (Additional) Rated Facilities (as approved for placement by LA County) that do not require a Contract Budget (BGCT) document to be created, skip step (a) and continue on step (b) below.

- a) Complete a Contracts Budget (BGCT) document in eCAPS to reflect any new status changes.
- b) Notify Revenue Enhancement/Resource Management Unit and !Vendor Contract Maintenance Group via email that the Vendor Record's information and/or status(es) have changed due to one of the following reasons:
 - Divested, Merger or
 - Acquisition (These are same as contractor's name changes)

Include the following information used for APPS and eCAPS as appropriate.

- | | |
|---|---|
| <ul style="list-style-type: none"> • Narrative describing the situational changes • IRS Legal Vendor Name (M) • Tax ID (M),(if new Tax ID) • Email Address (O) • Phone Number (O) • State Program Number (M) • Non Federal (NF) % (M) • Remit (Payment) Address, City, State, Zip+4 | <ul style="list-style-type: none"> • Vendor Type (GH, FFA, CTF, THPP, ITFC-FFA, ITFC/MTFC –FFA, RBS, etc.) • Reporting Code • Sub-Reporting Code (please be aware that no changes are made to the reporting and sub-reporting code unless there is a change to funding allocation.) |
|---|---|

Revenue Enhancement/Resource Management Unit Staff Responsibilities

1. Add/Update the Vendor Record information and/or status(es) in APPS per existing procedures. Ensure that all pertinent information passed on by Contracts Administration Division as noted above is entered into APPS.
2. Update CWS/CMS, LAPAYEE page as appropriate.
3. Notify Accounting Services and “!Vendor Contract Maintenance Group by replying to the original email from Contracts Administration Division stating that the Vendor(s) information has been added to APPS and the e-mail should also include the following information:
 - APPS Vendor Number
 - APPS Vendor Screen Shot

Accounting Services – Contracts Accounting Division Staff Responsibilities

1. Update (data entry only) the Vendor Record Information and/or status(es) in eCAPS per (in accordance) with the information (data entry request document) provided by either Contracts Administration Division (for Contracted organizations only) or OHCMD or other DCFS Program office for non-Contracted entities or organizations.

- a) If applicable, complete the “Vendor/Customer Creation w/o bank info displayed (VCC1)” transaction
- b) If applicable, complete the “Vendor/Customer Modification w/o bank info display (VCM1)” transaction

2. Obtain Auditor Controller’s approval.
3. Notify Contracts Administration Division and/or OHCMD and !Vendor Contract Maintenance Group by replying to the email received from Revenue Enhancement stating that the Vendor Record(s) have been set up in eCAPS and approved for use.

B. WHEN: ADDING A NEW PLACEMENT CONTRACTS WHERE NO PREVIOUS CONTRACT EXISTS

The processes of new Vendors obtaining “State licensing”, and obtaining “Approval for L.A, DCFS use” by Out of Home Care Management Division (OHCMD) may occur first but must occur before step “2” below. (Also see note in step “2” below)

Reminder: A new e-mail Group titled “EDL-DCFS_IVCMG”(updated 03/10/11) has been created in Outlook Global Address List and includes representatives from Revenue Enhancement/Resource Management Unit, Accounting Services, Out of Home Care Management Division, BIS and ISD. It is the responsibility of each Division to ensure that **BIS is notified** of any changes to ensure that the Vendor Contract Maintenance Group listing is kept up-to-date.

Contracts Administration Division Staff Responsibilities

1. Complete a Contracts Budget (BGCT) document (Using “Maximum Contracts Sum” Method) in eCAPS.
2. Notify Revenue Enhancement/Resource Management Unit t and Vendor Contract Maintenance Group via email that a new Vendor Record needs to be added and includes the following information:

- | | |
|--|--|
| <ul style="list-style-type: none"> • Contractor’s Corporation Name (M) • IRS Legal Vendor Name (M) • Tax ID (M) • E-Mail Address (M) • Phone Number (M) • State Program Number (M) • Non-Federal (NF) % (M) | <ul style="list-style-type: none"> • Mailing Address, City, State, Zip+4 • Vendor Type (M) (GH, FFA, CTF, THPP, ITFC-FFA, ITFC/MTFC-FFA, RBS, ETC. • Reporting Code • Sub-Reporting Code |
|--|--|

Revenue Enhancement Division/Resource Management Unit Staff Responsibilities

NOTE: The Current Revenue Enhancement/Resource Management Unit procedures are not to add a new Placement Contracts to APPS *until* a child is placed in the Vendor's home. Also, several agencies involvement must have taken place prior to the child being placed such as Licensing's entry of the Placement home in CWS/CMS (done by the State Licensing agency) and the home being approved for L.A. County DCFS use. (done by OHCMD)

Since there could be a lag time before a child is placed in a Vendor's Home it is necessary that the Revenue Enhancement/Resource Management Unit maintain a "To Be Added Vendors File" containing the information that is passed to them from Contracts Administration Division in step "2" above.

Once the Licensing and Approval are completed and a child is placed in the Vendor's home this procedure can resume in step "1" below for the Revenue Enhancement/Resource Management Unit to add a Vendor to APPS.

1. Add new Vendor record to APPS per existing procedures. Revenue Enhancement/Resource Management Unit staff will ensure that all pertinent information passed on by Contracts Administration Division above is entered into APPS.
2. Update CWS/CMS LA Payee Page, as appropriate.
3. Notify Accounting Services and the !Vendor Contract Maintenance Group by replying to the original email from Contracts Administration Division stating that the Vendor Record has been added to APPS and should also include the following information:
 - APPS Vendor Number
 - APPS Vendor Screen Shot
4. Not change any Contractor information in APPS/eCAPS that was not submitted by either the Contracts Administration Division, or OHCMD or appropriate DCFS Program Office.

Accounting Services – Contract Accounting Division Staff Responsibilities

1. Complete a "Vendor/Customer Creation w/o bank info displayed (VCC1)" transaction in eCAPS using the APPS Vendor number as the new eCAPS Vendor number and Address Code.
2. Obtains Auditor Controller's approval.

3. Notify Contracts Administration Division and the entire Vendor Contract Maintenance Group by replying to the email received from Revenue Enhancement/Resource Management Unit stating that the Vendor Record has been set up in ECAPS and approved for use.

NOTE: The CAMIS Vendor Number Process will be avoided for NEW Group Homes and FFAs, because they will not be used by other departments.

APPROVAL LEVELS

Section	Level	Approval
A.	County Auditors Office (CAO)	Vendor/Customer Modification (VCM1s)
B.	County Auditors Office (CAO)	Vendor/Customer Creation (VCC1s)