

New Service Arrangement

Service Arrangement	Amendments	Comments	Payments
Service arrangement details			
Service arrangement #:	210998642	Entry date:	11/29/2012 8:29 AM
Start date:		End date:	
Description:			
Client name:		SSIS person #:	
Workgroup:			
Status:	Draft	Cnty contact: Heath, Janel	
Business organizations / vendors			
Service vendor:		County vendor #:	SSIS bus org #:
Payee vendor:			
License #:		IV-E sub code:	
Programs and services			
Program:			
Service:			
County sub-service:			
HCPCS/modifier:			
Location:			
Fiscal details			
Special cost code:			
DOC points:		Basic per diem:	Rate:
Unit type:		Units:	Remaining units:
SEAGR Unit type:		Amount:	Remaining amount:
Chart of accounts:			
Service agreement:		Arrangement group:	
IV-E reimbursable:	<input type="radio"/> Yes <input checked="" type="radio"/> No	Use other vendors:	<input type="radio"/> Yes <input checked="" type="radio"/> No
1099:		Contract number:	
Include in voucher batch:	<input type="radio"/> Yes <input checked="" type="radio"/> No	Pay client specific:	<input type="radio"/> Yes <input type="radio"/> No
Remittance advice desc:			
Copy from service			



Hint: The majority of Service Arrangements are client specific.



Best Practice: Social workers should enter Service Arrangements as they are arranging the services.



1. From **Service Arrangement Searches**, access the **Action** menu and select **New Service Arrangement**.
2. Enter **Start date** and **End date** for services.
3. Enter **Description**, if applicable.
4. If client specific, search for **Client name** or enter **SSIS Person #**.
5. Select a **Workgroup** if client specific.
6. Change **Cnty contact** if applicable.



Hint: Cnty contact defaults to the user creating the service arrangement.

7. Search for and select a **Service vendor**, or enter **County vendor #** or **SSIS bus org #**.
8. **Payee vendor** autofills from selected **Service vendor**.



Hint: To remove the Payee, highlight the Payee vendor field and press the Delete key.

9. Select **License #** assigned to the service vendor for the Title IV-E Abstract Report if applicable.
10. Select **IV-E sub-code** if applicable.
11. Select **Program**.
12. Select **Service**
13. Select the **County sub-service** if applicable.
14. Select **HCPCS/modifier** if applicable.
15. Select a **Location**, mandatory if **HCPC/Modifier** is selected.
16. Select **Special cost code** if applicable



Hint: Use Special cost code to add dollars to a service without adding units.

17. Select **Paying county**, visible only in regions.
18. Select **DOC points** if applicable.
19. Enter **Basic per diem** if applicable.



Hint: Basic per diem autofills if service 180 (Treatment Foster Care) or 181 (Child Family Foster Care) is selected; it can be edited.

20. Enter **Rate** if applicable.
21. Select **Unit type** if applicable.
22. Click the **Calculator** button next to the **Units** field to have SSIS calculate the number of units, or manually enter the number of units.
23. Select the **SEAGR Unit type**, if applicable.
24. Enter the number of **SEAGR units**, if applicable.
25. Enter the amount or click the **Calc** button next to the **Amount** field.
26. Enter or search for the **Chart of accounts**.
27. Search and select a **Service agreement** if applicable.
28. Search and select an **Arrangement group** if applicable.
29. Select **Yes** or **No** for **IV-E reimbursable**.
30. Select **Yes** or **No** for **Use other vendors** if available.
31. Select a **1099** option if applicable.
32. Select **Yes** or **No** for **Include in voucher batch**.
33. Select **Yes** or **No** for **Pay client specific** if applicable.
34. Enter a **Contract number** if applicable.
35. Click the **Copy from service** button or enter text for the Remittance Advice Description.
36. **Save.**