

## Directions for using the Enhanced Agency Contracts Database (EACD)

**Step One:** Download the EACD file. <http://asd.dshs.wa.gov/CCS/CCS-acd.htm> HCQA will provide the CD for those who are unable to download it off the internet.

**Step Two:** Practice using the EACD Training Server. Select ACD Training Server from the drop down box  located on the left-hand side of the screen and click Select .

**Step Three:** Enter user name and password on right hand side of screen  
User name = any number spelled from one to ten {Ex. Three}  
Password = password (Screen 1)

**Screen 1**

**Step Four:** Select “Log-In” and click.

**Step Five:** The next screen has two main buttons to select from: Contractors and Contracts.

**Step Six:** Select Contractors button. Before you enter any contractor (provider) information into the database, check to see if they may already be in the system. This screen will allow you to conduct a search. (Screen 2)

**Screen 2**

- In the top box select “Sole Proprietor”
- Check the red box next to last name
- Enter the last name of the provider you want to search on. In the test database, use the last name Smith.
- After you enter the name you are searching for, click on“?:Run Query”
- If there is a record, the name will be displayed on the screen. If not, it will state ‘No records’.

**Step Seven:** If the provider you are looking for has their name displayed, highlight their name and double click for more detailed information. (Screen 3)

- To view their contract information, click on 'Contract' located in the box at the bottom of the page titled "Sub-Information Summary"
- On the next screen, click "Contract Detail" on the left-hand side of the screen. This screen gives you the start/end dates, the service description, contract code, etc.
- Next click on "Open Document" on the left-hand side of the screen to view the contract document.
- Print out a copy of the first page of the contract and save it in your provider file.

Sub Information Summary			
Display All Sub Information			
Staff	1	Address	1
Contact	1	Mailing	0
Signatory	1	Billing	0
State Employee	0	Facility	0
Check	0	Comment	0
Audit	0	License	0
Correspondence	0	Insurance	0
Contract	0		

**Screen 3**

**Step Eight:** To create a new contract, move the cursor up to the top left-hand side of the screen; select "New Contract" and click. (Screen 4)

Contract Search			
<input checked="" type="checkbox"/>	Status	<input checked="" type="checkbox"/>	Orig. Amount
<input checked="" type="checkbox"/>	Contract No	<input checked="" type="checkbox"/>	Total Amend
<input checked="" type="checkbox"/>	Index	<input checked="" type="checkbox"/>	Current Max
<input checked="" type="checkbox"/>	Search Name	<input checked="" type="checkbox"/>	Pay Method
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	Start
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	End
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	Curr
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	DFM
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	CCS
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	Type

Contract Type: 12

Service Desc: [Empty]

Start Date: [Empty]

End Date: [Empty]

**Screen 4**

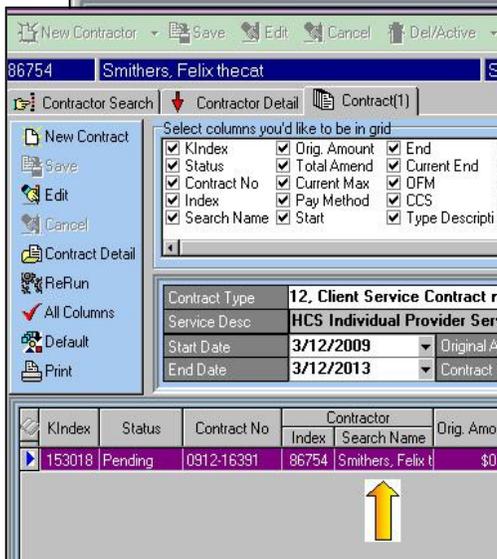
- Enter the data by tabbing from field to field
- After filling in the data, click on "Save" at the top of the document
- If you have another provider to enter, select 'Contractor Search' and repeat the process of searching to see they are already in the database.
- If there isn't an existing record, go back and select "New Contractor"

**Step Nine:** If you are ready to create a Client Service Contract, go to the box at the bottom of the page titled “Sub-Information Summary” and click on Contract (located in the 4<sup>th</sup> column from the left)

- In the upper left-hand side of the screen, click on “New Contract”
- This screen allows you to enter the specific contract information:
  - Contract type = Select 12 from the drop down box ↓  
(Client service contract not competitively procured)
  - Contract code = 1522XP-12 HCS Individual Provider Services
  - Document location = ADSA HQ
  - Start date = Select date of Orientation training
  - End date = Select same date four years later
  - Contractor name: select the correct contractor name
  - Contract address: select Default (should be contractors address)
  - Click on ‘Save’ on left-handed side of screen (screen 5)
  - If you get an error message that information is missing, you must click the ‘Edit’ button at the top of the screen before you can enter new information.)



**Screen 5**



**Screen 6**

- Place the cursor over the contractor name and double click (screen 6)
- The contract information and new screen appears.
- On left-hand side of screen, select ‘Quick Approve’ and click on ‘Yes’

**Step Ten:** The actual contract will come up, look at it to ensure accuracy and print out two copies.

**Step Eleven:** During the Orientation training, have the provider review and if correct, sign both copies in the box labeled 'Contractor Signature'.

**Step Twelve:** After the Orientation training, go back into the EACD database, select the "Contracts" button, find the contractor, find the contract and double click to open that screen.

- Select and click on 'Doc Management' on the left-hand side of the screen.
- Immediately select 'X close" to switch to another screen.
- On the left-hand side, select "Approve"
- On the left hand side, select "Contractor Sign – OK"
- Also select "DSHS sign – OK"
- If the provider did not show up for the Orientation training, go back in to the same place and put the contract back into "Pending status".

**Step Thirteen:** To exit, click on "Exit" located on the top right-hand side of the screen. (Screen 7)

Contract specification: E:\EACD\_Train\Documents\2009\HCS\Contracts

Contractor Name	Smithers, Felix thecat		
Superseded No		iba Name	
Procurement No		Contract Type	12 Client Service Contract not competitively proc
Contract Start	3/12/2009	Digital Amount	\$0.00
Contract End	3/12/2013	Total Amend	\$0.00
Current End	3/12/2013	Current Max	\$0.00
Contract Code	1022XP-12	Service Desc	HCS Individual Provider Services
Default Subcode		Selected Subcode	
Contract Reason			
Institution		Program Number	
Document Loc	ADSA HQ	Program Code	
<b>Funding</b>			
Federal Fund %	0.00	Local Fund %	0.00
State Fund %	0.00	Other Fund %	0.00
Payment Method	FFS No Maximum	Subrecipient	No
Payment System		CFDA Number	
Contract person for the contract			
Contractor Name	Felix Smithers	Telephone No	(360) 123-1234 Ext:
Position	Owner	Cell Phone No	[ ] -
Title	N/A	Fax Number	[ ] -
Email Address		Pager No	[ ] -
Contractor addresses for the contract (E:\ac)			
Contract address	DEFAULT: 2345 Kitty Drive, [*] Olympia, WA 99999- (Thurston) P:(360) 123-1234 Ext:		
Second address			
Third address			