

DPH OPEN WINDOW CONTRACT ENTRY GUIDE - TABLE OF CONTENTS

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DHHS STYLE GUIDE

Before you enter any information in Open Window, you must read the DHHS Writing Style Guide: <https://openwindow.dhhs.state.nc.us/Documents/WritingStyleGuide2010.doc>

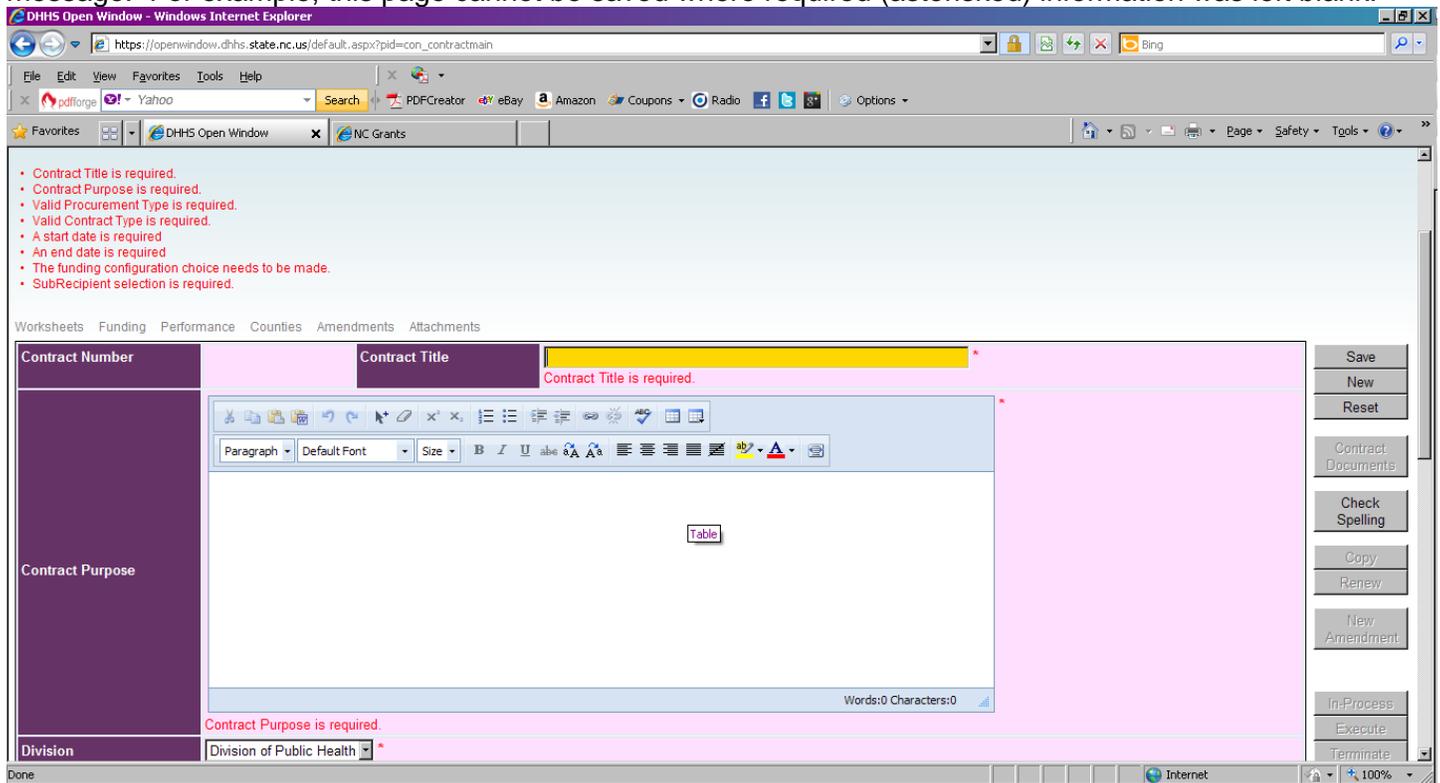
There are many issues addressed in the Writing Style Guide, but most important are

- Use Arial as the standard font as it is more readable for people with disabilities.
- Use black font color. (This is not to be mistaken for Arial Black as the font choice.)
- You must spell check all information.

SYSTEM WARNINGS

If, at anytime during entry, the system is missing critical information needed to save a record, a message will appear at the top of the screen in red lettering as well as near the place where the error occurred.

If you are attempting to save multiple times and nothing is saving, then scroll up the screen to read the message. For example, this page cannot be saved where required (asterisked) information was left blank.



PARENT AND CHILD RELATIONSHIPS IN OPEN WINDOW

A parent/child relationship is a metaphor used to describe the relationship between databases which contain relevant information, where the information designated as the “Child” is dependant on the information designated as the “Parent”. In OW, the Child record will appear below the Parent record in the detailed view of the database record.

The Parent record must first be entered and saved before the Child record can be saved – often using a separate set of “Save” buttons.

These relationships appear in the Contractor Administrator and Contractor Signature fields as well as the Performance Measures. More detail in their respective sections of this guide.

UPDATING YOUR PROFILE INFORMATION

All users should ensure that their profile information is filled out completely and accurately. Even if you have used the system in the past, Open Window has recently (as of 11/09/2011) added a "Title" field to the profile configuration.

To access your profile, click on your name at the top, right hand side of the screen and it will bring you to this page:

Two tabs

Items per page: 50 *

Division: Division of Public Health *

Email: jeneen.preciose@dhhs.nc.gov *

Display Name: Jeneen Preciose *

Display Title: [Blank]

Disclaimer Accepted: This denotes if you have accepted the system privacy information and terms of use.

Current Roles:

- analyst
- divisionapprover
- divisioncontractadmin
- divisioncontractmgr
- divisiondataentry
- member

Save

Reset

DHHS Open Window Disclaimer and Privacy Information

To report issues, suggest enhancements or to provide feedback in regards to Open Window, please email [Open Window Support](#)

[DHHS Open Window Writing Style Guide](#)

Version : 2.7.5.11102011 - Fiscal Year : 2011

Notice there are two (2) tabs: General and Contact Details.

If any of the data on the General tab is missing or incorrect, enter/edit it and click the Save button.

NOTE: Be sure that the Display Name is your professional name and not just a first name or nickname.

Once that information is saved, click on the Contact Details tab. Here, is all the contact information that will translate onto the contract itself. If any of the data on the Contact Details tab is missing or incorrect, it must be entered or edited.

The screenshot shows a web browser window with the URL https://openwindow.dhhs.state.nc.us/default.aspx?pid=sec_myprofile. The page title is "My Profile - Manage my details - DHHS Open Window - Windows Internet Explorer". The user is logged in as "Jeneen Preciose".

The "Address Information (Hide Details)" section contains a form with the following fields:

- Address Line One: (Type The Primary Address Details Here)
- Address Line Two: (Type The Secondary Address Details Here)
- City: (Type the city name here)
- State: NC
- Zip 5: []
- Zip 4: []
- Address Type: Choose Selection

Below the form is a table with 2 items:

Address							
	Address Line One	Address Line Two	City	State	Zip 5	Zip 4	Address Type
Edit Delete	1916 Mail Service Center	DPH Contracts Unit	Raleigh	North Carolina		27699	1916 Main
Edit Delete	5605 Six Forks Road	Building 3, 2nd Floor, Room C-14	Raleigh	North Carolina		27609	3811 ShipTo

The "Contact Details Information (Hide Details)" section contains a form with the following fields:

- Phone Number: []
- Phone Number Type: Choose Selection

Below the form is a table with 2 items:

Contact Details	
Phone Number	Type Description
Edit Delete	(919)707-5144 Main
Edit Delete	(919)870-4833 Fax

To Enter New Address and Phone information:

Enter your mailing address (your MSC address)

Address Line One

City

State

Zip

Address Type, select: MAIN

Click Save New

Enter your physical address (the street address as line 1 and your building/floor/room as line 2)

Address Line 1

Address Line 2

City

State

Zip

Address Type, select: SHIP TO

Click Save New

BOTH addresses MUST be entered.

Enter your work Phone Number

Choose Type: Main

Click Save New

Enter your Fax Number

Choose Type: Fax

Click Save New

Enter your work Mobile Number, if you choose to do so

Choose Type: Mobile

Click Save New

To edit an existing item, click the word Edit beside the contact information you want to change, then change it and click the Update button. (If you hit Save, it will create a duplicate entry.)

ENTERING A BRAND NEW, SOLE SOURCE CONTRACT

To enter a brand new contract that is sole source, you must first ensure that DPH has not issued the contract in the past. This must be the first contract with the Contractor for that service.

To enter a new contract:

The screenshot shows the homepage of the NC DHHS Open Window. The navigation menu includes: Public, Home, Department, Division, Services, **Contracts**, Grants, Reports, My Items, and Search. A callout bubble with the text "1. Click on the Contracts tab." points to the "Contracts" tab in the navigation menu. The main content area is divided into "Release Information" and "Help/Training Information".

This will take you to your new contract, where you must start entering required data.

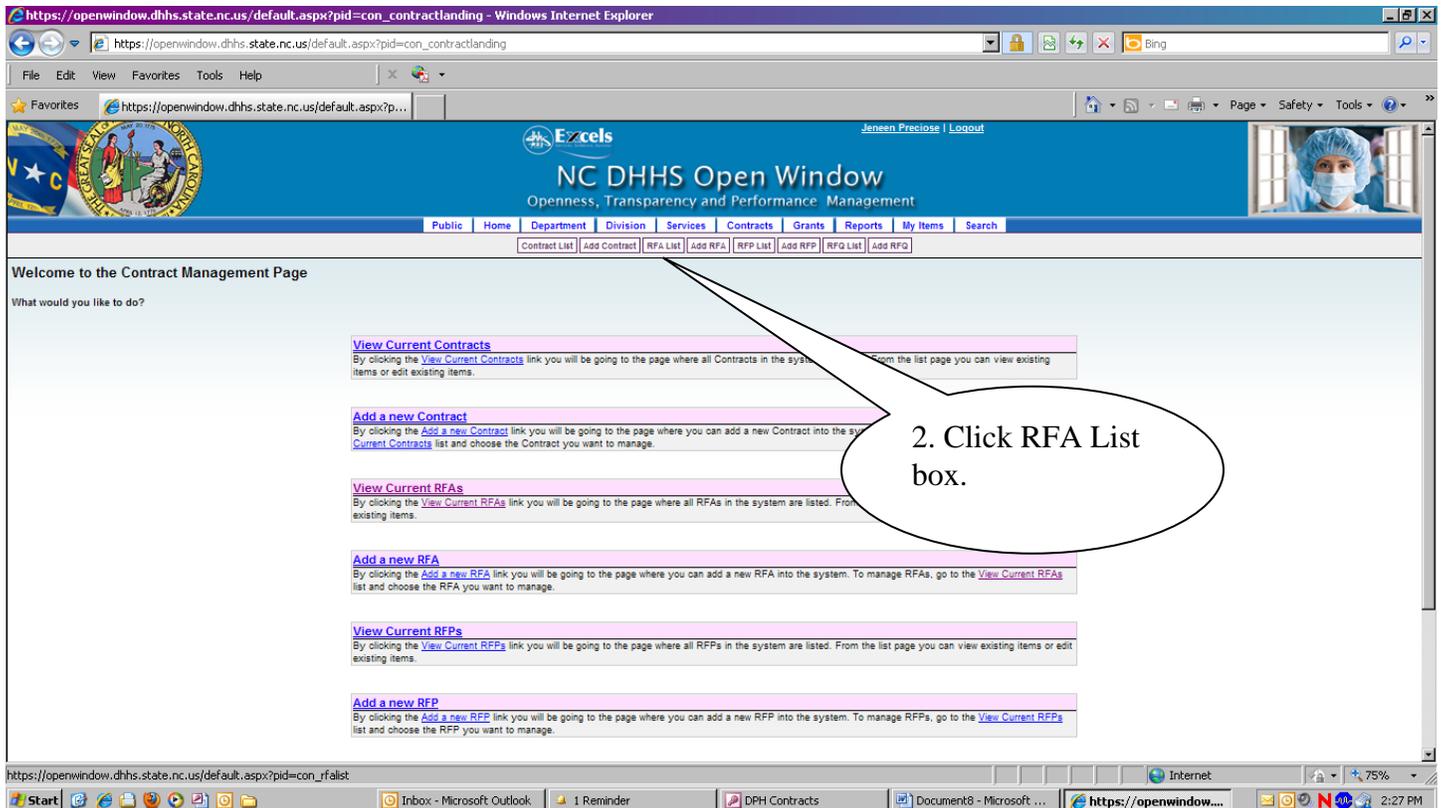
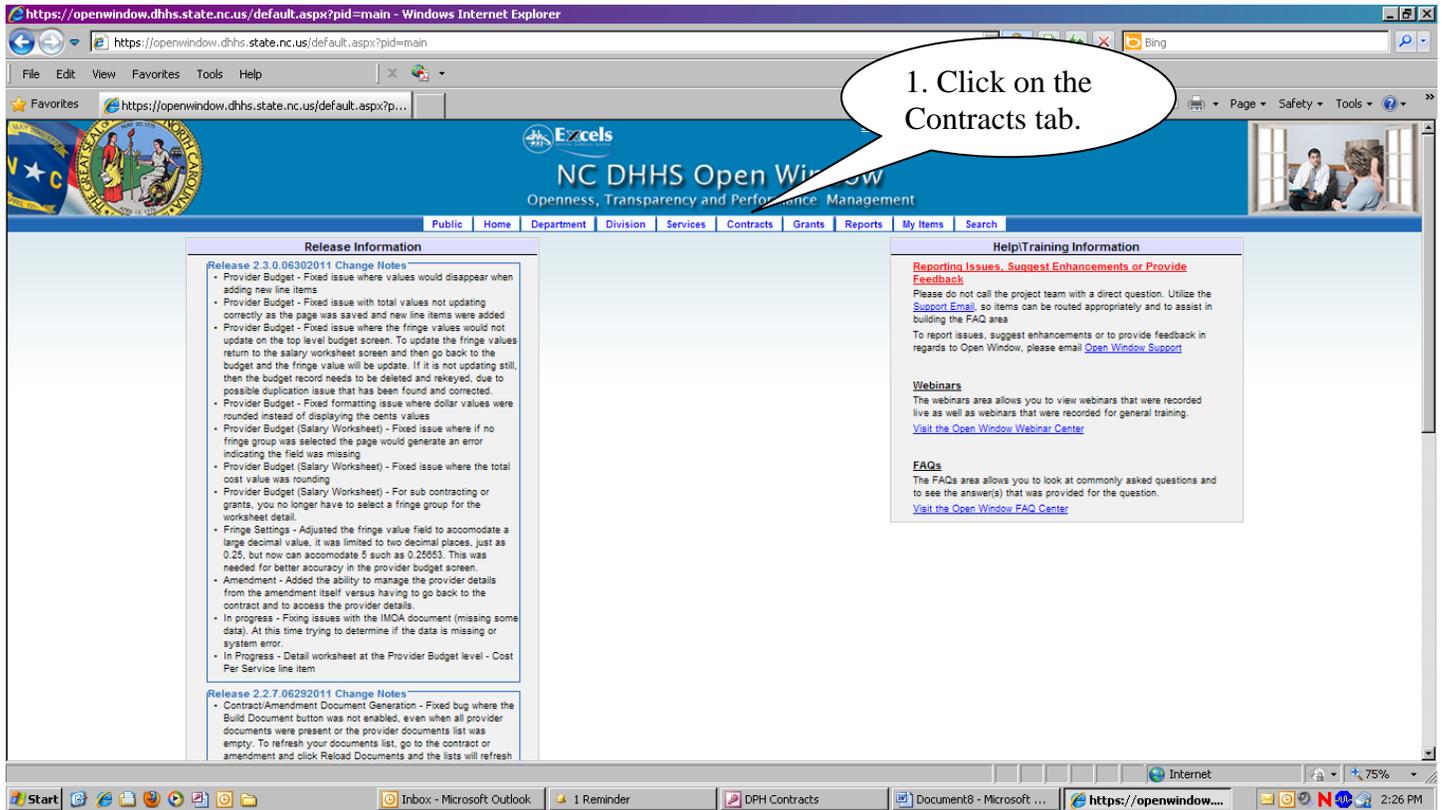
The screenshot shows the "Contract Management Page" with the following navigation links: Contract List, Add Contract, RFA List, Add RFA, RFP List, Add RFP, RFQ List, Add RFQ. The main content area lists several options:

- View Current Contracts**: By clicking the [View Current Contracts](#) link you will be going to the page where all Contracts in the system are listed. From the list page you can view existing items or edit existing items.
- Add a new Contract**: By clicking the [Add a new Contract](#) link you will be going to the page where you can add a new Contract into the system. To manage Contracts, go to the [View Current Contracts](#) list and choose the Contract you want to manage.
- View Current RFAs**: By clicking the [View Current RFAs](#) link you will be going to the page where all RFAs in the system are listed. From the list page you can view existing items or edit existing items.
- Add a new RFA**: By clicking the [Add a new RFA](#) link you will be going to the page where you can add a new RFA into the system. To manage RFAs, go to the [View Current RFAs](#) list and choose the RFA you want to manage.
- View Current RFPs**: By clicking the [View Current RFPs](#) link you will be going to the page where all RFPs in the system are listed. From the list page you can view existing items or edit existing items.
- Add a new RFP**: By clicking the [Add a new RFP](#) link you will be going to the page where you can add a new RFP into the system. To manage RFPs, go to the [View Current RFPs](#) list and choose the RFP you want to manage.

A callout bubble with the text "2. Click the Add a new Contract link" points to the "Add a new Contract" link.

ENTERING FIRST YEAR CONTRACTS FROM AN RFA

To enter the first year's contracts from an RFA:



https://openwindow.dhhs.state.nc.us/default.aspx?pid=con_rfalist - Windows Internet Explorer

https://openwindow.dhhs.state.nc.us/default.aspx?pid=con_rfalist

Adolescent Parenting Program	A214	information, parent (grandparent) involvement, and cultural enrichment. APP services help teen parents establish a strong, stable foundation upon which their baby will be raised. By investing in teen parents today, the program protects the future of two generations—the young parents themselves and their babies. APP is administered through Teen Pregnancy Prevention Initiatives (TPPI), which is mandated by North Carolina General Statutes (NCGS) 130A-131.15A. TPPI provides four-year competitive grants to...	Division of Public Health	Awarded	No Link	10/01/2010	11/16/2010	01/07/2011	
Piedmont Triad Farmworker Health Initiative	ORHCC NCFHH			Awarded	\$97,998.00	http://www...	01/03/2011	02/16/2011	07/16/2011
HIV/STD Prevention Substance Abuse	A209	To fund and support HIV/STD prevention and testing activities that target substance abusers undergoing treatment.	Division of Public Health	Awarded	\$750,000.00	No Link	04/13/2010	05/12/2010	06/21/2010
Women's Health Service Fund Project	A237	Women's Health Service Fund pays for the provision of long-acting reversible contraceptive methods to low income, Non-Medicaid eligible women of childbearing age, in accordance with Section 27.9 of the 1993 Session Laws.	Division of Public Health	Draft	\$86,066.00	No Link	09/15/2011	11/04/2011	12/02/2011
HIV/STD Prevention Projects	A200	To fund HIV/ Sexually Transmitted Disease (STD) prevention and testing activities that target persons at greatest risk for acquiring or transmitting HIV infection.	Division of Public Health	Awarded	\$4,500,000.00	No Link	11/16/2009	01/15/2010	03/01/2010

https://openwindow.dhhs.state.nc.us/default.aspx?pid=con_rfalist&primaryid=11bab059-0134-4fac-a3ed-c1bd9ac18054&requestid=0982b

Start | Inbox - Microsoft Outlook | 1 Reminder | DPH Contracts | Document8 - Microsoft ... | https://openwindow... | 2:31 PM

3. When you see your RFA in the list, click the word View.

https://openwindow.dhhs.state.nc.us/default.aspx?pid=con_rfalist&primaryid=11bab059-0134-4fac-a - Windows Internet Explorer

https://openwindow.dhhs.state.nc.us/default.aspx?pid=con_rfalist&primaryid=11bab059-0134-4fac-a3ed-c1bd9ac18054&requestid=0982b98a-b35e-4782-a349-ab11d

Public Home Department Division

Contract List Add Contract

Editing RFA: Women's Health Service Fund Project
Modified By: Jeneen Preciose, Modified Date: 6/22/2011

Budget Evaluations Contracts Attachments

RFA Number	A237	Title	Women's Health Service Fund
Purpose	Women's Health Service Fund pays for the provision of long-acting reversible contraceptive methods to low income, Non-Medicaid eligible women of childbearing age, in accordance with Section 27.9 of the 1993 Session Laws.		
Funds Available	\$88,066.00	Division	Division of Public Health
Section	Women/Children Health	Division Contact	Jeneen Preciose
Status	Draft		
Issue Date	09/15/2011	Deadline	11/04/2011
Award Date	12/02/2011		
How to Apply	Agencies eligible to apply: Private, non-profit health care agencies, not prohibited by North Carolina state law to be the recipient of State or other funds administered by the North Carolina Department of Health and Human Services for contracts or grants. Funding Period: June 1, 2012 - May 30, 2013		
How to Obtain Information	Direct all inquiries concerning this RFA to: Julie Gooding Hasty, RHEd Public Health Program Consultant Family Planning and Reproductive Health Unit/Women's Health Branch 1929 Mail Service Center		

Save Submit Check Out New Reset Create Contract Check Spelling

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DPHHS Open Window Writing Style Guide
Version : 2.3.0.08302011 - Fiscal Year : 2011

default.aspx?pid=con_rfalist&primaryid=11bab059-0134-4fac-a3ed-c1bd9ac18054&requestid=0982b98a-b35e-4782-a349-ab11df51e6f

Start | Inbox - Microsoft Outlook | 1 Reminder | DPH Contracts | Document8 - Microsoft ... | https://openwindow... | 2:32 PM

4. Be sure you're in the correct RFA, then click the button, Create Contract.

This will take you to your new contract, where you must start entering required data.
Note: some fields will be filled out with information that was entered in the RFA. This information may be changed in the contract.

ENTERING A RENEWAL CONTRACT

To renew a contract with the Contractor for a service that has been performed in the past, you must renew that previous or existing contract.

To renew a contract:

1. Click on My Items.

The screenshot shows the 'NC DHHS Open Window' homepage. The navigation menu includes: Public, Home, Department, Division, Services, Contracts, Grants, Reports, My Items, and Search. The 'My Items' tab is highlighted. A speech bubble points to this tab with the instruction '1. Click on My Items.'

2. Click the 2nd tab, Contracts Items, enter the OW contract number you want to renew and click Search.

The screenshot shows the 'My Items' search results page. The 'Contracts' tab is selected. A search box contains the number '23834'. Below the search box, there are checkboxes for 'Pending Renewals', 'Limit to Three Years (End Date)', and 'Limit to My Division'. The search results are displayed in a table with the following data:

Contracts										
	Contract Title	Contract Number	Contractors	Start Date	End Date	Total Amount	Status	Amendments	Administrator	Manager
Edit View Report Notes (0)	Teen Pregnancy Prevention Initiatives	00022764	Child. & Fam. Resource Ctr. of Henderson Cty.	06/01/2010	05/31/2011	\$74,000.00	Executed	0	Valerie Meadows Sims	Jeneen Preciose
Edit View Report Notes (0)	Teen Pregnancy Prevention Initiatives	00022633	Mt. Zion Community Development Corporation	06/01/2010	05/31/2011	\$100,000.00	Executed	0	Valerie Meadows Sims	Jeneen Preciose

When you find the contract you want to renew, click the word Edit.

Locked	Contract Number	Division	Providers	Start Date	End Date	Total Amount	Status	Amendments
Edit	00023634	Division of Public Health	UNC-CH	09/30/2010	09/29/2011	\$74,519.00	Executed	0

Once you click Edit, that means you have Checked Out the record. Before you log out of Open Window, you must Check In or Unlock (same thing) the old contract.

When the contract opens, check the data carefully and be certain that this is the contract you want to renew. Because once you hit Renew, there is no way to undo it.

Note: If the Renew button is grayed out (unavailable), check to see if your contract was a sole source contract (waiver). If so, you are not allowed to Renew it in the system. But, you can click the Copy button to transfer that data into a new contract.

https://openwindow.dhhs.state.nc.us/default.aspx?pid=con_contractmain&primaryid=9367c833-978c-4 - Windows Internet Explorer

https://openwindow.dhhs.state.nc.us/default.aspx?pid=con_contractmain&primaryid=9367c833-978c-4c33-b9e0-fca970051ce4&id=fe694ac1-feaa-4acb-b951-d295f0c9

File Edit View Favorites Tools Help

Excels Jenene Preciose | Logout

NC DHHS Open Window

Openness, Transparency and Performance Management

Public Home Department Division Services Contracts Grants Reports My Items Search

Contract List Add Contract RFL List Add RFL RFP List Add RFP RFQ List Add RFQ

Editing Contract: 00023634 Injury&Violence (Youth Suicide Prevention Project Evaluat)
 Modified By: sharon johnson, Modified Date: 8/27/2011

Worksheets Budget Performance Amendments Attachments

Contract Number	00023634	Contract Title	Injury&Violence (Youth Suicide Prevention Project Evaluat)
Contract Purpose	<div style="border: 1px solid black; padding: 5px;"> <p>UNC-CH's Injury Prevention Research Center will provide evaluation of the state's suicide prevention grant activities which will include evaluation of training workshops.</p> </div>		
Division	Division of Public Health	Section	Chronic Disease and Injury Prevention
Providers Name	UNC-CH	Type	University of North Carolina Syst
Provider Administrator	Choose Selection	Manage Provider Administrators	
How Procured	Waiver	Contract Selection	UNC
Contract Status	Renewal	Audit Defamation	Request
Start Date	09/30/2010	End Date	09/29/2011
Total Amount	\$74,519.00	Amendment Total	\$ 0.00

Save Submit Check In New Reset Request Review Contract Documents Check Spelling Copy Renew New Amendme Report In-Process Evaluate Terminate Void

When you are certain that this is the contract you want to renew, hit the Renew button.

javascript: __doPostBack('ctl00\$uxUserMenu\$uxMainMenu','My Items')

Start | Inbox - Microsoft O... | 1 Reminder | DHHS Open Window... | DPH Contracts | Renewal Contract, d... | https://openwind... | 2:56 PM

This will take you to your renewal contract, where you must start entering required data.

FUNDING CONFIGURATION OF RENEWAL CONTRACTS

When you renew or copy a contract, the first screen to come up before you can begin to enter the contract data is a Funding Configuration Choice Screen. This screen tells you the configuration setting of the old contract (it will be either Fiscal Year or Budget Year) and asks you if you want to keep it or change it.

All contracts that are 12 months or less in length **MUST** use the Budget Year configuration.

Budget Year: bases the contract on a 12 month period of time. Reporting splits the total budget in 1/12 chunks across the state fiscal year.

All contracts that are longer than 12 months in length **MUST** use the Fiscal Year configuration.

Fiscal Year: bases the contract across state fiscal years. When Fiscal Year is selected, the Contractor's Budget must be split and entered for each state fiscal year. Likewise, the Performance Measures must also be split and entered for each state fiscal year.

If you want to keep the existing configuration, the system will copy forward the budget and measure data as well as some of the contract details.

If you want to change to a new configuration, the system will leave the budget and measure data blank and only bring some of the contract details.

To keep the Funding Configuration the same, simply click the Complete button on the right.

To change the Funding Configuration, you must click the box at the bottom, putting a ✓ in the box, then click the Complete button on the right.

Note: Once the choice is made, it can be undone – but with lots of extra work on your part. So, take care. If you need to “undo” your choice, contact your Contracts Team Leader immediately.

1. This shows the configuration of the contract you are renewing.

2. To change the configuration, click here to check this box. To keep it the same, leave the box blank.

3. When you've made your choice, click Complete.

From here, you may begin to enter and edit the contract data.

ENTERING CONTRACT DATA

There is a certain flow to entering data in Open Window that should be followed to

1. Ease pain associated with entered data not saving (aka disappearing);
2. Follow along your regular process of entering data for the "CAF", then other documents;
3. Get the easy stuff out of the way so you have a decent record, feel a bit more confident, and then you can concentrate on the tougher stuff.

Remember that anytime you generate a contract in the system, you must write down your Open Window System (Contract) number.

Remember that when you are done with your entry, remember to click the Check In button and click OK when the dialog box opens. This is extremely important, especially if you're going to be out on leave.

CHECK IN / UNLOCK

It is extremely important to Check In or Unlock contracts and records in Open Window. Contract Administrators should go into Open Windows - My Items at the end of each day and UNLOCK ALL ITEMS.

Additionally, everyone should be using VIEW (not EDIT) when looking up information in Open Window unless you are entering data on a particular contract or need to see detail not available through the VIEW field.

If you forget to use the Check In button, you may also Check In or Unlock items from your My Items tab. From anywhere in Open Window, click the My Items tab at the top of the Open Window Menu. When the screen opens, the first tab shows all the items that are Checked Out to you. To Check In one, some, or all of them, click the box to the left of the item(s) you want to check in and a ✓ will appear in the box. Then, click the Unlock button.

To Check In or Unlock a contract or record:

From any screen, click the My Items tab.

The screenshot shows the NC DHHS Open Window web application interface. The browser address bar displays the URL: https://openwindow.dhhs.state.nc.us/default.aspx?pid=con_contractmain&primaryid=9367c833-978c-4. The page title is "NC DHHS Open Window" with the tagline "Openness, Transparency and Performance Management". The navigation menu includes tabs for Public, Home, Department, Division, Services, Contracts, Grants, Reports, My Items, and Search. A speech bubble with the text "1. Click My Items." points to the "My Items" tab. Below the navigation, the page shows details for an "Editing Contract: 00023634 Injury&Violence (Youth Suicide Prevention Project Evaluat)". The contract details include Contract Number (00023634), Contract Title (Injury&Violence (Youth Suicide Prevention Project Evaluat)), Contract Purpose (UNC-CH's Injury Prevention Research Center will provide evaluation of the state's suicide prevention grant activities which will include evaluation of training workshops), Division (Division of Public Health), Section (Chronic Disease and Injury Prevention), Providers Name (UNC-CH), Provider administrator (Choose Selection), and various dates and amounts.

Notice the 2 tabs that come up in My Items:
 Locked Items and Contract Items. Locked Items are all the records that are Checked Out to you.

2. Find the record you wish to Check In / Unlock in the list and click in the check box so you see a ✓. Or click in the topmost box to select all items.

Type	Number	Title	Description
Contract	25441	Adolescent Pregnancy Prevention Program	The Adolescent Pregnancy Prevention Program (APPP) invests in the future of North Carolina by ensuring that young people across the state have the to...
Contract	25448	Adolescent Pregnancy Prevention Program	The Adolescent Pregnancy Prevention Program (APPP) invests in the future of North Carolina by ensuring that young people across the state have the to...
Provider		All Seasons Termbite and Pest Control	No Assigned Description
Contract	23634	Injury & Violence Youth Suicide Prevention Project Evaluation	UNC-CH's Injury Prevention Research Center will provide evaluation of the state's suicide prevention grant activities which will include evaluation o...
Contract	24672	Project Connect	Support women ages 13-24 years who are pregnant and/or parenting with health maintenance, parenting skills and parental self-sufficiency.
Contract	25397	Project Connect - VOID	
Contract	24721	Sickle Cell Syndrome	To provide specialized, clinical treatment, referrals, genetic counseling, education and other services in order to reduce the death and sickness of ...

3. Click the Unlock button.

Type	Number	Title	Description
Contract	25441	Adolescent Pregnancy Prevention Program	The Adolescent Pregnancy Prevention Program (APPP) invests in the future of North Carolina by ensuring that young people across the state have the to...
Contract	25448	Adolescent Pregnancy Prevention Program	The Adolescent Pregnancy Prevention Program (APPP) invests in the future of North Carolina by ensuring that young people across the state have the to...
Provider		All Seasons Termbite and Pest Control	No Assigned Description
Contract	23634	Injury & Violence Youth Suicide Prevention Project Evaluation	UNC-CH's Injury Prevention Research Center will provide evaluation of the state's suicide prevention grant activities which will include evaluation o...
Contract	24672	Project Connect	Support women ages 13-24 years who are pregnant and/or parenting with health maintenance, parenting skills and parental self-sufficiency.
Contract	25397	Project Connect - VOID	
Contract	24721	Sickle Cell Syndrome	To provide specialized, clinical treatment, referrals, genetic counseling, education and other services in order to reduce the death and sickness of ...

The item that was Unlocked no longer appears in your Locked Items list, meaning it has been Checked In.

https://openwindow.dhhs.state.nc.us/default.aspx?pid=myitems - Windows Internet Explorer

https://openwindow.dhhs.state.nc.us/default.aspx?pid=myitems

File Edit View Favorites Tools Help

Public Home Department Division Services Contracts Grants Reports My Items Search

NC DHHS Open Window
Openness, Transparency and Performance Management

Jeneen Preciose | Logout

Items for: Jeneen Preciose

Locked Items Contract Items

Page 1 of 1 (6 items) [1]

Drag a column header here to group by that column

<input type="checkbox"/>	Type	Number	Title	Description
<input type="checkbox"/>	Contract:	25441	Adolescent Pregnancy Prevention Program	The Adolescent Pregnancy Prevention Program (APPP) invests in the future of North Carolina by ensuring that young people across the state have the to...
<input type="checkbox"/>	Contract:	25448	Adolescent Pregnancy Prevention Program	The Adolescent Pregnancy Prevention Program (APPP) invests in the future of North Carolina by ensuring that young people across the state have the to...
<input type="checkbox"/>	Provider:		All Seasons Termites and Pest Control	No Assigned Description
<input type="checkbox"/>	Contract:	24672	Protect Connect	Support women ages 13-24 years who are pregnant and/or parenting with health maintenance, parenting skills and parental self-sufficiency.
<input type="checkbox"/>	Contract:	25397	Protect Connect - VOID	
<input type="checkbox"/>	Contract:	24721	Sickle Cell Syndrome	To provide specialized, clinical treatment, referrals, genetic counseling, education and other services in order to reduce the death and sickness of ...

Page 1 of 1 (6 items) [1]

Previous Tab Next Tab

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Version : 2.3.0.08302011 - Fiscal Year : 2011

Start | Internet | 75% | 3:02 PM

MAIN SCREEN

I'm using a brand new (blank) contract as the template so you can easily see what data needs to be filled in. All the items with the red asterisks MUST be entered first. Do NOT enter any other information even if it comes before the next red asterisk item.

Worksheets Funding Performance Counties Amendments Attachments

Contract Number Contract Title *

Contract Purpose

Words:0 Characters:0

Division *

Section Branch

How Procured * Contract Selection * Audit Determination

Contract Status Request

Start Date * End Date * Issue Date Execution Date

Total Amount * Amended End Date Amendment Total Amendment Count

Direct Medical Consulting Intent To Renew NC Grants

Contract Admin

Contract Mgr

Contract Delegate

Funding Configuration * This selection is used to determine the entry of funding data, either by Budget Year (prorated for reporting by fiscal year) or by Fiscal Year. This choice has to be made prior to entering funding, performance or contractor budget data.

Department Contract * This sets this contract as a department level contract, allowing any division in the department to create amendments from it and manage the amendments at a division level. This setting is controlled at the department level.

Contractor Selection and Details

Contractors Name *

Tax ID Contractors Type

Contractor Administrator Authorized Signature

Contractor Authorized Signature Contractor Documents

Contractor Budget

Contractor Budget Amount

View Contractor Record

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Version : 2.8.9.08022012 - Fiscal Year : 2012

Enter the Contract Title (should be something specific and consistently used for all similar contracts, e.g.: Teen Pregnancy Prevention Initiatives or Housing Opportunities for Persons with AIDS). Consistency is key!

Enter the Contract Purpose. This should be succinct and clear with acronyms spelled out and language that is easy to understand.

The Division should be chosen for you and should read: Division of Public Health.

Enter How Procured.

If you generate your contract from an RFA or by renewing an existing contract, this option will be filled in for you based on that information.

If you are entering a new contract, you must choose:

Waiver if it's a sole source contract or Other if it's an IMOA, MOA or Special Appropriations.

Enter Contract Selection.

If you chose Waiver above, you must either:

Enter General Contract if it's a Sole Source with a non-UNC entity;

Enter UNC if it's a Sole Source with a UNC entity; or

Enter Personal Service if it's a Personal Service contract.

If you chose other above, you must either:

Enter IMOA, MOA or Special Appropriations.

Enter the Start Date of your contract as MMDDYYYY (no spaces or dashes).

Enter the End Date of your contract as MMDDYYYY (no spaces or dashes).

If it's a brand new contract, you will have to select a Funding Configuration:

Select the Funding by Budget Year configuration if the contract is 12 months or less in length (start date to end date).

Select the Funding by Fiscal Year configuration if the contract is longer than 12 months (start date to end date).

Note: Once the choice is made, it can be undone – but with lots of extra work on your part. So, take care. If you need to “undo” your choice, contact your Contracts Team Leader immediately.

CONTRACTOR SELECTION AND DETAILS

If you have renewed or copied an existing contract, the Contractor's Name and Tax ID should be pre-loaded.

Ensure they are correct by clicking the blue link that reads “View the details of the contractor...”

The detail screen will pop open in another window. Verify the Legal name and Tax ID (EIN) against your files and Ensure that the Status show “Active”. (You may close that pop up window at any time.)

If the pre-loaded Contractor's status is “Inactive” or you are entering a brand new contract or entering a contract from an RFA, you will need to look up and enter the correct Contractor for this contract.

Enter Contractor by clicking the Lookup button. This will open a pop up window that you will use to find and select your Contractor.

The system is loaded with Contractors. You could easily spend an hour scrolling through the alphabet looking for your Contractor and still not find what you're looking for. The best way to find your Contractor is this:

USING LOOKUP TO FIND YOUR CONTRACTOR

The system will automatically default to searching the letter “A” for your Contractor. The first thing you must do is click on the letter or number that corresponds with the first letter of your Contractor's legal name.

(Note, some start with “T” for “The” e.g., “The University of North Carolina at Chapel Hill”.

In the box where it reads, “Type search details here”, enter the Contractor's Tax ID Number (EIN).

Enter the Contractor's Tax ID, EIN or SSN with NO spaces or dashes (e.g., 569999999).

Then click the Search button.

1. Click the letter or number corresponding to the first word of the Contractor's legal name.

2. Enter the Contractors Tax ID with no spaces or dashes.

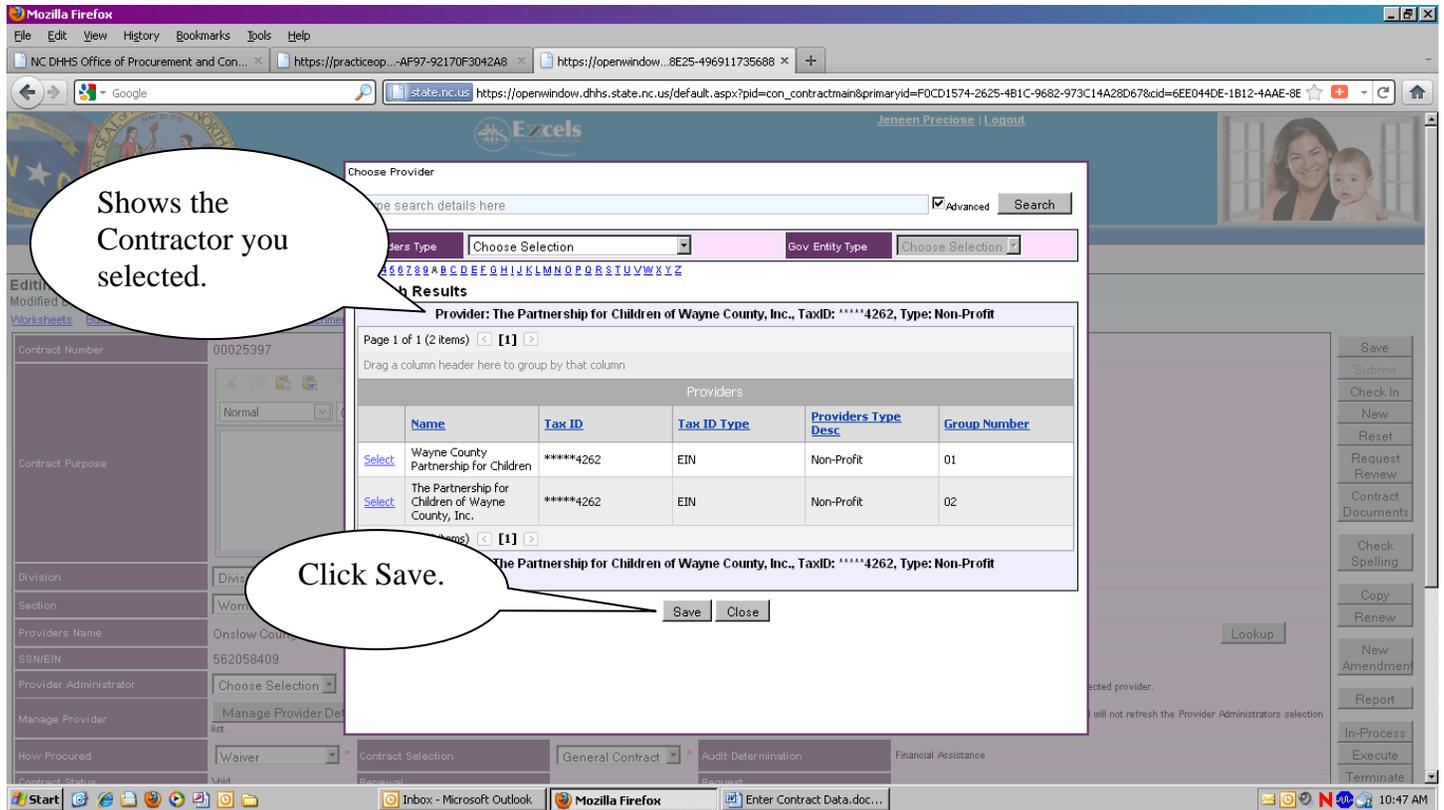
3. Click Search.

A list of matching Contractors will generate for you to choose from. If your Contractor has more than one Group number, (group numbers are the designation assigned to the payment address in NCAS), be sure to choose the correct one. Click the blue word **Select** next to the correct Contractor.

Click Select.

	Name	Tax ID	Tax ID Type	Providers Type Desc	Group Number
Select	Wayne County Partnership for Children	*****4262	EIN	Non-Profit	01
Select	The Partnership for Children of Wayne County, Inc.	*****4262	EIN	Non-Profit	02

A revised screen will generate showing the Contractor you chose. If it is correct, click Save. (Note: you may need to scroll down in the pop up window to see and click Save.) The window will close automatically, and the contract Main Screen will show the saved Contractor.



Click the gray SAVE button at the top right hand side of the screen and write down your Open Window system (contract) Number.

Enter all the other information asked for on the main page.

Section – select from list

Branch – select from list

Enter if the contract is Direct Medical Service (select Yes or No).

Enter if the contract is Consulting (No).

Enter if you intend to Renew this contract in the future (Yes).

You will NOT enter an NC Grants number. You do not have this information.

Contract Administrator – select the program person who’s responsibility it is to monitor contract is on a day to day basis (often yourself).

Enter the Contract Manager - select the Contracts Team Leader assigned to your Branch

Enter the Contract Delegate - select the program person who backs up the administrator or enters data into Open Window.

These steps are KEY. If you do not assign the contract to yourself and the others involved with the processing, you will not be able to easily find your contract.

CLICK THE SAVE BUTTON.

Under Contractor Selection and Details

Select the Contractor Administrator and choose the person who will manage the contract on the Contractor’s side. This is the person who you used to enter on the CAF and Profile Sheet as the Contractor Administrator.

Note: The name may be there, but the address and contact information may be missing and should be verified on a regular basis

EDITING THE CONTRACTOR ADMINISTRATOR

Click the Manage Contractor Administrator button. Click the 2nd tab, Current Administrators and find your Contractor Administrator in the list. Click words "Administrator Data: Click here to show the contact detail(s)" or the plus sign (+) just above your contact to expand or hide the region and verify all the information has been entered and is correct and current. You will need to scroll down the page to view all the data. If an item needs to be changed, click the blue word Edit next to the entry, then change the information and click the Update button. (If you hit Save, it will create a duplicate entry.)

Each Administrator MUST have a Mail To address and a Ship To address where Mail To is the mailing or PO Box address and Ship To is the physical address. Each must also have a Title, email, phone and fax. (Exception, if the administrator has no fax number, that may be omitted.)

If there is no one listed in the drop down box, it means that no Contractor Administrators have been added.

ADDING THE CONTRACTOR ADMINISTRATOR

Click the 1st tab, Add/Update Administrators.

Click the blue link, Add a New Administrator.

A new window will open where you have to enter the Contractor Administrator's:

Name

Title

Email

Click Save New. This is the Parent record. The following information cannot be saved until the Name, Title and Email are saved.

Enter the administrator's mailing address (often a PO Box)

Address

City

State

Zip

Choose Address Type: MAIN

This is the Child record that is dependent on the Parent as listed above (Administrator Name, Title, Email).

Click the Save New immediately to the right of this record. (Do NOT use the Save New at the very top – that's for the Parent only).

Enter the administrator's ship to address (the physical address)

Address

City

State

Zip

Choose Address Type: SHIP TO

This is the Child record that is dependent on the Parent as listed above (Administrator Name, Title, Email).

Click the Save New immediately to the right of this record. (Do NOT use the Save New at the very top – that's for the Parent only).

BOTH addresses MUST be entered. Please refer to your copy of the last executed (signed) contract for correct addresses. Many of the CAFs and Profiles submitted with hard packets have bad addresses. The last executed contract will have the most up to date address information. You will not enter a "Billing" address at this time.

Enter the administrator's Phone Number

Choose Type: Main

This is the Child record that is dependent on the Parent as listed above (Administrator Name, Title, Email). Click the Save New immediately to the right of this record. (Do NOT use the Save New at the very top – that's for the Parent only).

Enter contact's Fax Number

Choose Type: Fax

This is the Child record that is dependent on the Parent as listed above (Administrator Name, Title, Email).

Click the Save New immediately to the right of this record. (Do NOT use the Save New at the very top – that's for the Parent only).

Enter contact's Mobile Number, if you have it

Choose Type: Mobile

This is the Child record that is dependent on the Parent as listed above (Administrator Name, Title, Email).

Click the Save New immediately to the right of this record. (Do NOT use the Save New at the very top – that's for the Parent only).

Note: If you need to edit an existing item, click the word Edit beside the contact information you want to change, then change it and click the Update button immediately to the right of the entry. (If you hit Save New, it will create a duplicate entry.)

When all Contractor Administrator data is entered and saved, click the System Number and Title "breadcrumb trail) at the top of the page to get back to the main contract screen.

The screenshot shows a web browser window with the URL https://openwindow.dhhs.state.nc.us/default.aspx?pid=sub_SubRecipientAdministrator&primaryid=da771796-ff17-4046-a785-7dc68aa405cd&cid=231a2b14-b3a2-45bd-. The page title is "Editing Contractor Administrators for: 00027440 NC Home Visiting program". The breadcrumb trail at the top includes "Public", "Home", "Department", "Division", "Services", "Contracts", and "Grants". Below the breadcrumb trail, there are navigation buttons: "Contract List", "Add Contract", "Amendment List", "RFA List", "Add RFA", and "RFA List". The main content area shows two administrator records for "Child and Parent Support Services, Inc.". Each record has a table with fields: Name, Title, Email, and Modified By. The first record is for Jan Williams, Program Director, with email jan.williams@duke.edu. The second record is for Robert Murphy, Ph.D., Executive Director, with email robert.murphy@duke.edu. A callout bubble points to the breadcrumb trail with the text: "When all Contractor Administrator data is entered and saved, click the System Number and Title at the top of the page to get back to the main contract screen." At the bottom of the page, there are buttons for "Previous Tab" and "Next Tab", and a footer with contact information for DHHS Open Window Support.

Click on the drop down box for the Contractor Administrator and choose the person you entered.

Click the SAVE button.

EDITING THE CONTRACTOR AUTHORIZED SIGNATURE

Click the Manage Contractor Authorized Signatures button. Click the 2nd tab, Current Authorized Signatures and find your Contractor Authorized Signature in the list. Click words "Authorized Signatures Data: Click here to show the contact details(s)" or the plus sign (+) just above your contact to expand or hide the region and verify all the information has been entered and is correct and current. You will need to scroll down the page to

view all the data. If an item needs to be changed, click the blue word Edit next to the entry, then change the information and click the Update button. (If you hit Save, it will create a duplicate entry.)

At this time, the only field REQUIRED for Authorized Signature are Name, Title and Email. It is not necessary to add address, phone or fax information. However, if you would like to update the information, you are welcome to do so.

If there is no one listed in the drop down box, it means that no Contractor Authorized Signatures have been added. Prior to adding a new Authorized Signature, be sure that you have a copy of the current calendar year's Authorization to Sign Contracts forms. If you do not, you may obtain it by clicking on Manage Contractor Documents button on the Main Screen, under Contractor Selection and Details and clicking on the blue link for the latest version that reads "Authorization to Sign Contracts".

ADDING THE CONTRACTOR AUTHORIZED SIGNATURE

Click the 1st tab, Add/Update Authorized Signatures.

Click the blue link, Add a New Authorized Signature and follow the same steps as when you added the Administrator.

When the New Authorized Signature has been added and saved, click on the breadcrumb trail to get back to the Main Screen, select them from the dropdown list and

Click SAVE.

This should complete all the data on the main contract screen.

FUNDING SETTINGS TAB (FOR ACTIVITY-BASED BUDGETS OR TO CHANGE FUNDING CONFIGURATION)

When all data is entered and saved, click the blue word Funding. You will be taken to the Funding Summary screen. This summarizes all the dollars in the project. Nothing to enter here.

Most will also skip over the 2nd tab, Funding Settings to adjust the contract's funding settings.

Funding Configuration:

Choose Budget Year or Fiscal Year.

If you generated your contract from an RFA or by renewing an existing contract, this option will be filled in for you based on the choice you made on the Funding Configuration Choice Screen (p.12).

Funds Status: Do NOT enter anything at this time. The Budget Office will use this designation at some point.

Funds Budgeted

Funds Proposed

Funds Not Available

Funds Proposed, Requires Realignment

Activity Based Contractor Budget: Select Yes or No from the drop down. This means, if you pay the Contractor only when they have completed a specific activity and not on a reimbursement bases, you select Yes. If you pay the Contractor when they submit a CER for program-related expenses regardless of deliverables, you select No. Unless it is a special circumstance that has already been vetted through the Contracts Office or an RFP, the answer should be "No."

CLICK THE SAVE BUTTON.

FUNDING TAB (ENTER THE CONTRACT SOURCE FUNDING – FEDERAL/STATE/OTHER)

Click on the 3rd tab, Funding to enter funding information.

Enter Service: Choose your service title with the appropriate Fund Code from the drop down box.

Enter Requirement Account: 536XXX for an FA contract or 532XXX for a POS contract.

PO Number: Leave blank - the Contract Administrator will not have this information at the time of entry. It will be entered by the Contracts Office once the contract has been encumbered.

Enter the Company Code: for DPH, the company code is always 2B01.

Note: the drop down list has both 2B01 (zero) and 2B01 (the letter "O"). Be sure to select the one with the zero (it's skinnier and comes first in the list), otherwise, your FRC codes will not be correct.

The screenshot shows the 'NC DHHS Open Window' interface. The 'Funding Configuration' section is active, with a dropdown menu for 'Service' open. The dropdown list contains the following items: 0, 0151, 1001, 1551, 1801, 2001, 2003, 2005, 2006, 2008, 2007, 2081, 2101, 2201, 2301, 2302, 2401, 2501, 2601, 2701, 2A02, 2B, 2B00, 2B01, 2B02, 2B0A, 2B20, 2B85, 2B01, 2V01. Two callouts are present: one pointing to the first '2B01' (with a zero) labeled '2Bzero1 – RIGHT!' and another pointing to the second '2B01' (with an O) labeled '2B''O''1 – WRONG!'. Below the dropdown, there are fields for 'PO Number' and 'RCC'. At the bottom, there is a table with columns 'Category', 'Service Name', and 'Modified By', which is currently empty.

Enter your FRC code: Choose from the drop down list. This number is comprised of the last 2 digits of your old center number.

Enter your RCC code: Enter manually. This number is comprised of the middle 3 digits of your old center number.

Note: you will not enter the fund number (the first 4 digits of your old center number), as the system assigns this automatically based on the selection you made for the Service, above.

Grant – if it's a federally funded contract and the grant is loaded, select from the list

Grant Award - if it's a federally funded contract and the grant award is loaded, select

Contractor Match – Select NO unless you are entering a line of funding that is booked against an FRC code as Contractor (Local) Match; then, select YES.

Enter your dollars under the correct column for that FRC and RCC:

Federal Receipts if they are federal dollars.
Appropriations if they are State dollars.

Other if they are Contractor/Local Match dollars or are from another source.
(Do not use County/Local Receipts at this time).

CLICK THE SAVE NEW BUTTON.

For each different source of money / FRC / RCC code, you must repeat this process.

When you've entered all your funding information, click the 3rd tab, All Funding Sources.
Examine this information carefully for any mistakes / keying errors / omissions.
If you need to make adjustments, click the 2nd tab, Budget.

If you need to ADD a new item, follow the instructions as above.

If you need to EDIT an item that has been entered, the items you entered previously will be listed on the bottom half of your screen. Click the word Edit next to that funding source and make your edits. Click Update.
(If you hit Save New, it will create a duplicate entry.)

If you need to delete an item, the items you entered previously will be listed on the bottom half of your screen. Click the word Delete next to that funding source. A dialog box will appear asking you if you really want to delete it. If you do, click OK. If you don't, click Cancel.

When you've entered all your funding information, click the 3rd tab, All Funding Sources.
Examine this information carefully for any mistakes / keying errors / omissions.
If all the information is correct, you are done with the Budget / Funding.

WORKSHEETS

Click the blue word Worksheets. This is where you fill out your Justification, Audit Determination Questionnaire, IT Questionnaire, and HIPPA Questionnaire.

The first tab is called the Data Entry Checklist. This helps you keep track of everything that needs to be done.

I find it easiest to work from the right side in (again, building confidence and doing the easiest first).

IT QUESTIONNAIRE TAB

Click on the IT Questionnaire tab. This is your form that decides if your contract must go to DIRM for review and approval. Read the questions and click Yes or No in the drop down box. All the responses in the form default to No, but if your contract has all "No" to be entered, you must at least click on the first box and click "No" for the system to register that data was entered. Be sure the entries selected correspond to the contract's Scope of Work and Budget. Click Save when the form is correct and complete.

HIPPA QUESTIONNAIRE TAB.

Click on the HIPPA Questionnaire tab. This is your form that decides if your contract must go to the HIPPA compliance team for review and approval and include the HIPPA BA document. Read the questions and click Yes or No in the drop down box. All the responses in the form default to No, but if your contract has all "No" to be entered, you must at least click on the first box and click "No" for the system to register that data was entered. For DPH, the answer will be No 99.9% of the time. Click Save when the form is correct and complete.

AUDIT DETERMINATION QUESTIONNAIRE TAB.

Click on the Audit Determination Questionnaire tab. This is your form that decides if your contract is a Financial Assistance (FA) contract or a Purchase of Service (POS) contract. Read the questions and click the circles appropriately. The circles checked tally and enter values in that column. The column with the highest

value determines the FA / POS status. Does final result match up to your sense the contract's FA / POS status? Click Save when the form is correct and complete.

Note: this form is not identical to the Audit form that you have been filling out. The questions are out of order and some have been reworded. Do not try to copy the answers verbatim from previous year's form. Read each question carefully and make the right choice for your current contract.

JUSTIFICATION TAB

Click the JUSTIFICATION TAB. This is the contract justification. Please reference the Contract Unit's Open Window Justification Worksheet for instructions and to assist you with what information goes where in this area. It can be found on the [Contracts Unit Forms website](#) under the folder "Open Window Worksheets". Be sure that in Question #1, you've addressed the need for the service; who benefits; the measurable results; and the consequences if the contract is not executed.

Click Check Spelling to catch any misspelled words. Click Save when the form is correct and complete.

Note: By clicking the blue words "Justification Memo" on the right side of the Justification tab, the system will generate a PDF of the entire justification memo that you may open and or save to your computer or print out. Please be sure to review this document as it greatly assists in catching typos and mistakes that may not be easily spotted on screen.

1. Fill out all fields.

2. Click Check Spelling,
3. Correct any mistakes,
4. Click Save.

5. Click blue Justification Form to open or save the Justification Memo as a PDF.

The screenshot shows a web browser window titled "Editing Worksheets for Contract: 00027440 NC Home Visiting program - DHHS Open Window - Windows Internet Explorer". The page content includes a header with the contract ID "00027440 NC Home Visiting program" and a "Check In" button. Below the header is a navigation menu with tabs for "Worksheets", "Funding", "Performance", "Amendments", and "Attachments". The main content area is a form with several sections: "Name and Title" (Kevin Ryan, Section Chief, Women & Children's Health Section), "Need for Service" (An RFA was issued in 2011 for the North Carolina Maternal, Infant, and Early Childhood Home Visitation program...), "Renewal Summary" (for each application and provide recommendations for funding...), "How Procured" (This contract was procured through a RFA. Contract Selection: General Contract), "Competition Evaluation Selection" (RFA Issue Date: 4/8/2011, Deadline: 5/13/2011, Award Date: 5/26/2011), and "Public Agencies" (Were other public agencies contacted? No). The right-hand sidebar contains buttons for "Save", "Reset", and "Check Spelling", along with a link for "Justification Form".

PERFORMANCE MEASURES

Click the blue word Performance. This takes you to the Performance Measures screen.

Remember, that for each Budget Year or Fiscal Year, you must enter the appropriate Performance measures for that time frame. Since the vast majority of DPH contracts are 12 months or less, the selection of Budget Year as your funding configuration will likely translate to just 1 year. However, if you chose Fiscal Year as your funding configuration and your contract crosses over 2 (or more) state fiscal years, you must enter measures for each fiscal year.

If you Renewed or Copied a contract, the last contracts Performance Measures will be brought into your contract. You may choose to Copy these entries and then edit them before you begin entering any new measures, or you may choose to Delete the previous measures. (See instructions on editing, below.)

Please reference the Contract Unit's Open Window Performance Measures worksheet to assist you with definitions, writing style and what information goes where in this area. It can be found on the [Contracts Unit Forms website](#) under the folder "Open Window Worksheets".

ADDING A NEW MEASURE

Click on the 1st tab, Add/Update Measure

Click the blue link Add A New Measure

Measure Type – select from the drop down list: Demand, Input, Output, Outcome, Service Quality, Efficiency

Reporting Frequency – select from the drop down list: Monthly, Quarterly, Semi-Annual, or Annual.

Contract Measure – enter the measure definition

Explanatory Notes on Measures – enter any notes needed. Note: these do NOT print out on the built contract.

CLICK THE SAVE NEW BUTTON IMMEDIATELY TO THE RIGHT OF THIS INFORMATION.

This is the Parent record. The following information cannot be saved until the Measure Type, Reporting Frequency and Contract Measure (definition) are saved. Open Window defines this Parent collectively as the "measure definition".

Editing Performance for Amendment: 1 PREPare for Success - Contract: 00026567 PREPare for Succes - Windows Internet Explorer

1. Click Add/Update Measure.

2. Click Add a New Measure.

3. Enter all data for the "measure definition" portion.

4. Click Save New.

Editing Performance for Amendment: 1 PREPare for Success - Contract: 00026567 PREPare for Success

Worksheets Funding Performance Counties

Add/Update Measure Current Measures Associated Measures Deliverables

A measure is comprised of two parts, the measure definition and then the value sets (yearly driven). The measure is distinct, where as the value sets can span many years.

[Add A New Measure](#)

Measure Type	Choose Selection *	Reporting Frequency	Choose Selection *	Save New
Amendment Measure	Type the measure here.			Update
Explanatory Notes on Measures	Type the measure note here			Reset

A value set is a measure can have one or value sets by a chosen year.

Budget Year		Preferred Trend	Choose Selection *	Save New
Baseline Value	Type the measure baseline value here.			Update
Target Value	Type the measure target value here.			Reset
Actual Value	Type the measure actual value here.			
Data Source	Type the Data Source here			
Collection Process and Calculation	Type the Collection Process here			
Collection Frequency	Type the Collection Frequency here			
Data Limitations	Type the Data Limitations here			

Once that is saved, you may enter the detail about that measure.

Budget / Fiscal Year – select the appropriate year for the measure from the drop down list.

Preferred Trend - select from the drop down list: Increase, Decrease, Maintain, or Other.

Baseline Value – enter

Target Value – enter

Actual Value – Leave this blank – it will be filled in as part of the contract close out process.

Data Source – enter

Collection Process and Calculation - enter

Collection Frequency - enter

Data Limitations - enter

CLICK THE SAVE NEW BUTTON IMMEDIATELY TO THE RIGHT OF THIS INFORMATION.

This is the Child record that is dependent on the Parent as listed above (Adminstrator Name, Title, Email). Do NOT use the Save New at the very top – that’s for the Parent only. Open Window defines this Child collectively as the “value set”.

For each new measure, you must repeat this process.

All Six Measures: Demand, Input, Output, Outcome, Service Quality, and Efficiency must be entered per the Open Windows Performance Measure Worksheet instructions.

If your contract has a Fiscal Year funding configuration, you may add multiple value sets (changing the fiscal year) for each measure definition. (E.g., the measure definition reads Output; Annual; Number of healthcare provider trainings. The value set for FY13 can be added with a target value of 20 along with the other required information. Save it. Then, Edit that value set, change the FY to 14 and update the target to 30, and Save New to create the value set for FY14. This method saves a lot of repeat entry.)

VIEWING, EDITING AND DELETING A MEASURE

To VIEW all the entered measures, click the 2nd tab, Current Measures. What is displayed is the measure definition. To view the entire measure – including the value set – click the blue words “Measure Data: Click here to show the contact details(s)” or the plus sign (+) just above the to expand or hide the region and verify all the information has been entered and is correct and current. You will need to click on each measure definition individually to show the value set for each (until OW has built an expand all option). Scroll down the page to view all the data.

Examine the measures carefully on-screen for any mistakes / keying errors / omissions because not all elements print on the built document.

If you need to EDIT an item that has been entered, click the blue word Edit next to the entry, then change the information and click the Update button. (If you hit Save, it will create a duplicate entry.) Note: the measure definitions have their own sets of buttons for editing and updating. Be SURE you are clicking on the button immediately next to the item you want to edit or update.

Editing the Measure Definition will only allow for editing of the measure definition section.

Editing the Value Set allows for editing of both the measure definition and value set – BUT, you must change and click Update for the Value Set first. Then, you can change and Update for the measure definition.

Edit Options for the Measure Definition.
NOTE: Editing the Measure Definition will only allow for editing of the measure definition section.

Edit Options for the Value Set.
NOTE: Editing the Value Set allows for editing of both the measure definition and value set.

If you need to DELETE an item, the items you entered, click the blue word Delete next to the entry. Note: the measure definitions have their own sets of buttons for deleting.

Deleting the Measure Definition will delete the entire measure – value set & all.

Deleting the Value Set will only delete the Value Set and will leave the Measure Definition intact. A dialog box will appear asking you if you really want to delete it. If you do, click OK. If you don't, click Cancel.

Editing Performance for Amendment: 1 PREPare for Success - Contract: 00026567 PREPare for Succe

Worksheets Funding Performance Counties

Add/Update Measure Current Measures Associated Measures Deliverables

Measure Data: Click here to hide the value set(s)

Measure
 Measure: Number of participants trained.
 Explanatory Notes on Measures: The FY12 contract required the provider to train 400 participants. Due to unanticipated resistance from school district officials, gaining access to and buy in from school districts to train middle school teachers in Making Proud Choices was much more difficult than anticipated. As a result, DHHS and the provider determined that 200 teachers is a more appropriate target for number of teachers trained.
 Modified By: [redacted] Modified: [redacted]

Value Set(s) for measure

Year	1	Preferred Trend	Decrease
Baseline Value	400		
Target Value	200		
Actual Value			
Data Source	Provider progress reports.		
Collection Process and Calculation	Provider completes progress report documenting the number of participants who have completed training in Making Proud Choices and submits to the PREP Coordinator.		
Collection Frequency	Quarterly		
Data Limitations	Human error, typographical errors, technological error.		
Modified By	Merissa Gremminger		

COPYING AND UPDATING MEASURES (RENEWALS, COPIED CONTRACTS, CONTRACT AMENDMENTS)

If you have renewed or copied a contract and the funding configuration is the same, the measures entered in the original contract will be brought forward into your latest contract.

To access the existing measures, click on the 3rd tab, Associated Measures.

In the list that follows are all the measures entered in the previous contract. You can view each in detail by clicking the blue words “Measure Data: Click here to show the contact details(s)” or the plus sign (+) just above the to expand or hide the region.

Editing Performance for Amendment: 1 PREPare for Success - Contract: 00026567 PREPare for Succe

Performance

Measure: Number of Booster Sessions completed.
 Explanatory Notes on Measures: [redacted]
 Source: From Contract

Measure Data: Click here to hide the value set(s)

Copy Performance

Measure
 Measure: Number of participants trained.
 Explanatory Notes on Measures: The FY12 contract required the provider to train 400 participants. Due to unanticipated resistance from school district officials, gaining access to and buy in from school districts to train middle school teachers in Making Proud Choices was much more difficult than anticipated. As a result, DHHS and the provider determined that 200 teachers is a more appropriate target for number of teachers trained.
 Source: From Contract CA# 0

Value Set(s) for measure

Year	1	Preferred Trend	Decrease
Baseline Value	400		
Target Value	200		
Actual Value			
Data Source	Provider progress reports.		
Collection Process and Calculation	Provider completes progress report documenting the number of participants who have completed training in Making Proud Choices and submits to the PREP Coordinator.		
Collection Frequency	Quarterly		
Data Limitations	Human error, typographical errors, technological error.		

If the measure is applicable to this contract or just needs some minor changes, click on the blue words Copy Performance next to the measure you want to copy. That measure will be copied in full into the Current Measures tab – which is where your screen will change to display. Continue this process for all measures you want to copy.

Remember, all Six Measures: Demand, Input, Output, Outcome, Service Quality, and Efficiency must be entered per the Open Windows Performance Measure Worksheet instructions.

To View, Edit or Delete the Measures that have been copied, follow the instructions in the previous section of this guide.

If you need to add a new item, go back to the first tab and click the blue words Add a New Measure and follow the instructions in the previous section of this guide.

The Department has provided the following information as guidance for Performance Measures:

We would like to encourage everyone to watch or review the [Contract Webinar Recordings](#). You can access them through the Open Window Home page. There is a link that will take you to the listing of recorded webinars available.

Performance measures are budget year or period driven. Measures and Deliverables work together. All performance measures will not be tied to a deliverable, but all deliverables will be tied to a performance measure. Which mean you can create a performance measure without a deliverable, but you can not create a deliverable without a performance measure.

You must select a measure for each type (input, output, etc) and each type may have several measures. The example below is output:

1. **The year:** is the budget year or period driven by the contract
2. **The trend:** How do you want the measure to perform? Do you wish it to go up, down and/or maintain the same?
3. **The frequency:** How often the measure is going to be reported on in terms of how often you are going to come back in and update the value of the measure itself. Currently the choices are monthly, quarterly semi annually and annually. It is up to the CA or CM how often they choose the measure they select.
4. **Measure:** What is the measure doing?
5. **Baseline Value:** Determined by the information that you have gathered to help generate the measure. Example, if over 3 years, the contractor on average provides CSBG services to 500 clients a year...that would be your baseline measure. The baseline measure usually does not change once it is established. However, your target will continue to change.
6. **Target Value:** Usually this is the initial baseline value, but based on performance will change over time. Example, if target keeps being reached, it will change based on the performance or actual.
7. **Actual Value:** Fill out when you come back in to update the progress of the measure
8. **Data Source:** Where is the information coming from for this measure (8, 9, and 10 all work together and relate to the data source)?
9. **Collection Process and Frequency:** How did you collect the data for the data source?
10. **Data Limitation:** Limitations that may impact the data

The second tab under Performance is titled, "Deliverables." This is for use only when you are tying your Contractor's Budget and Reimbursement to the Deliverables achieved in the contract. Please speak to your Contracts Team Leader or the Contracts Manager prior to using Deliverables in your contract as it has additional implications.

Once all the Performance Measures are in the system, you are ready to move on to the Counties served.

COUNTIES

Click the blue word Counties. This takes you to the Counties screen.

Click on the box next to each North Carolina County that is served by this contract to put a ✓ in the box.

To select all Counties, simply click the Select All button at the bottom of the screen.

To unselect all Counties, click the Un-Select All button at the bottom of the screen.

Click the Save button on the right to save the Counties served.

Editing Counties for Contract: 00025500 Young Moms Connect

Modified By: , Modified Date:

<input type="checkbox"/> Alamance	<input type="checkbox"/> Buncombe	<input type="checkbox"/> Chowan	<input type="checkbox"/> Duplin	<input type="checkbox"/> Guilford	<input type="checkbox"/> Johnston	<input type="checkbox"/> Mitchell	<input type="checkbox"/> Pender	<input type="checkbox"/> Rutherford	<input type="checkbox"/> Vance
<input type="checkbox"/> Alexander	<input type="checkbox"/> Burke	<input type="checkbox"/> Clay	<input type="checkbox"/> Durham	<input type="checkbox"/> Halifax	<input type="checkbox"/> Jones	<input type="checkbox"/> Montgomery	<input type="checkbox"/> Perquimans	<input type="checkbox"/> Sampson	<input type="checkbox"/> Wake
<input type="checkbox"/> Alleghany	<input type="checkbox"/> Cabarrus	<input type="checkbox"/> Cleveland	<input type="checkbox"/> Edgecombe	<input type="checkbox"/> Harnett	<input type="checkbox"/> Lee	<input type="checkbox"/> Moore	<input type="checkbox"/> Person	<input type="checkbox"/> Scotland	<input type="checkbox"/> Warren
<input type="checkbox"/> Anson	<input type="checkbox"/> Caldwell	<input type="checkbox"/> Columbus	<input type="checkbox"/> Forsyth	<input type="checkbox"/> Haywood	<input type="checkbox"/> Lenoir	<input type="checkbox"/> Nash	<input type="checkbox"/> Pitt	<input type="checkbox"/> Stanly	<input type="checkbox"/> Washington
<input type="checkbox"/> Ashe	<input type="checkbox"/> Camden	<input type="checkbox"/> Craven	<input type="checkbox"/> Franklin	<input type="checkbox"/> Henderson	<input type="checkbox"/> Lincoln	<input type="checkbox"/> New Hanover	<input type="checkbox"/> Polk	<input type="checkbox"/> Stokes	<input type="checkbox"/> Watauga
<input type="checkbox"/> Avery	<input type="checkbox"/> Carteret	<input type="checkbox"/> Cumberland	<input type="checkbox"/> Gaston	<input type="checkbox"/> Hertford	<input type="checkbox"/> Macon	<input type="checkbox"/> Northampton	<input type="checkbox"/> Randolph	<input type="checkbox"/> Surry	<input checked="" type="checkbox"/> Wayne
<input type="checkbox"/> Beaufort	<input type="checkbox"/> Caswell	<input type="checkbox"/> Currituck	<input type="checkbox"/> Gates	<input type="checkbox"/> Hoke	<input type="checkbox"/> Madison	<input type="checkbox"/> Onslow	<input type="checkbox"/> Richmond	<input type="checkbox"/> Swain	<input type="checkbox"/> Wilkes
<input type="checkbox"/> Bertie	<input type="checkbox"/> Catawba	<input type="checkbox"/> Dare	<input type="checkbox"/> Graham	<input type="checkbox"/> Hyde	<input type="checkbox"/> Martin	<input type="checkbox"/> Orange	<input type="checkbox"/> Robeson	<input type="checkbox"/> Transylvania	<input type="checkbox"/> Wilson
<input type="checkbox"/> Bladen	<input type="checkbox"/> Chatham	<input type="checkbox"/> Davidson	<input type="checkbox"/> Granville	<input type="checkbox"/> Iredell	<input type="checkbox"/> McDowell	<input type="checkbox"/> Pamlico	<input type="checkbox"/> Rockingham	<input type="checkbox"/> Tyrrell	<input type="checkbox"/> Yadkin
<input type="checkbox"/> Brunswick	<input type="checkbox"/> Cherokee	<input type="checkbox"/> Davie	<input type="checkbox"/> Greene	<input type="checkbox"/> Jackson	<input type="checkbox"/> Mecklenburg	<input type="checkbox"/> Pasquotank	<input type="checkbox"/> Rowan	<input type="checkbox"/> Union	<input type="checkbox"/> Yancey

1. Click the box next to the County served.

2. Click Save

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[DHHS Open Window Writing Style Guide](#)
Version : 2.4.0.07102011 - Fiscal Year : 2011

Once the Counties served by this contract have been saved, you are ready to move on to the Scope of Work.

SCOPE OF WORK

While Personal Services contracts, IMOAs, and MOAs may have abridged Scopes of Work, most General Contracts will have the following Scope of Work sections:

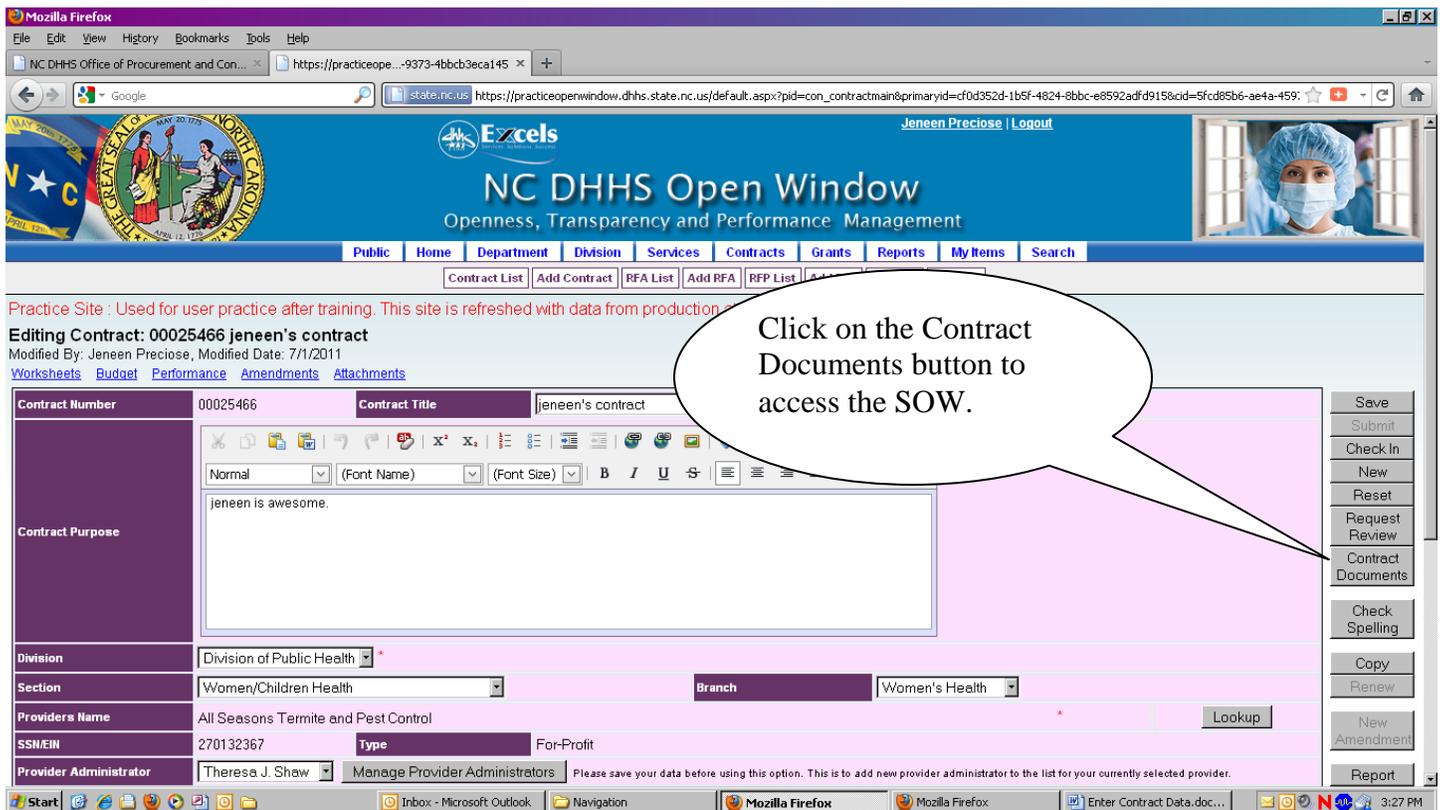
Background
Contract Purpose
Counties Served
Project Scope
Performance Requirements / Standards
Performance Monitoring / Quality Assurance Plan
Reimbursement

Please reference the Contract Unit's Open Window Scope of Work Override Worksheet to assist you with what information goes where in this area. The Override form (once all instructions have been deleted), is what the user will upload into Open Window.

To access the Scope of Work (SOW), you must get to the Main Screen of the contract. From any of the blue tabs (Worksheets, Budget, Performance), click on the blue Contract Number and Contract Title "breadcrumb trail" to get back to the contract's Main Screen.

The screenshot shows a web browser window displaying the 'Excels' website. The page title is 'Editing Performance for Contract: 00025466 jeneen's contract'. A callout bubble with the text 'Click on the blue Contract Number / Title' points to the breadcrumb trail '00025466 jeneen's contract'. The page includes navigation tabs for 'Worksheets', 'Budget', and 'Performance'. Below the breadcrumb trail, there are fields for 'Budget Year' (set to 1), 'Measure Type', 'Preferred Trend', and 'Frequency'. The 'Measure Definition' field is highlighted in pink. On the right side, there are buttons for 'Save New', 'Update', 'Reset', and 'Check Spelling'. The browser's address bar shows the URL: 'https://practiceopenwindow.dhhs.state.nc.us/default.aspx?pid=...4-8bbc-e8592afd9158cid=5fcd85b6-ae1a-4597-9373-4bbc33eca145'.

From the Main Screen, click on the Contract Documents button (on the right side).



This will bring you to the screen where the contract documents can be entered and edited (Edit) or uploaded (Override).

DPH has decided, as a Division, to use the Override Scope of Work document. Users should not attempt to enter or Edit the Scope of Work – but rather develop the document in Word using the most current form (details below) and upload it into Open Window.

All users should use the “Override” feature in the Scope of Work, which allows the user to upload a Scope of Work that has been formatted in Word. Please use the Contracts Unit Scope of Work Override Form, found on the [Contracts Unit Forms website](#), under the “Open Window Worksheets” folder.

Editing Documents for Contract: 00026028 Perinatal Substance Use Project

Build Contract Document

Edit	Form Display Name	Form Type	Auto Attached	Edited	Final Package
Edit	IMOA	Form	Yes	No	Yes
Edit Override	IMOA Scope of Work	Form	Yes	Yes	Yes
	Measures	Inserted	Yes	N/A	Yes

Click on the word Override, that is next to Scope of Work.

Click the word Override.
You will be taken to the following screen:

Form Override for Contract: 00022633 Teen Pregnancy Prevention Initiatives

Upload File

File Browse... *

Title *

Description Characters remaining: 250 *

Attached File

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 Version : 2.7.5.11102011 - Fiscal Year : 2011

Click Browse to find the final, correct Scope of Work file that you wish to attach.
When you find the file, click Open.
Enter the Title of the document: 22633 Scope of Work
Enter a Description of the document: (same as title is fine).
Click Upload File.

1. Click Browse to find the correct file.

2. Enter the title Scope of Work

3. Enter the description of the file.

4. Click Upload File.

If it has successfully been uploaded, you will see the file added at the bottom of the table. Now, you must follow the breadcrumb trail back to the contract's Main Screen. From the Override/Upload screen, click the blue heading Contract Title to return to the Contract Documents page.

Click the blue Contract Title to return to the Contract Documents page.

Then, click on the blue Contract Number and Contract Title again to get back to the contract's Main Screen. From here, we will move on to entering the Contractor's Budget.

ENTER THE CONTRACTOR'S BUDGET

The Contractor's Budget is what we used to call "the Budget". But, it is now the Contractor's Budget to distinguish it from the contract's funding information.

Open Window was built the long-term goal of Contractor access in mind. Ultimately, Contractors will have access to the system to upload their legal documentation, enter the Contractor's Budget, and accept or edit the Scope of Work. However, at this time, Open Window does not allow for Contractor access. It is the Program's responsibility to act as the Contractor by entering the Contractor's Budget.

Before you try to enter the Contractor's Budget, be sure you have a budget document you can reference. This document may be an older version of the budget or the new Contract's Unit Open Window Budget Worksheet (which mimics all the available line items in Open Window). It can be found on the [Contracts Unit Forms website](#) under the folder "Open Window Worksheets". Regardless, the information you enter must be verified and correct.

To access the Contractor's Budget you must get to the Main Screen of the contract. Scroll down to the second half of the screen. Under the Contractor Selection and Details, on the left in purple, you will see the words Contractor Budget. Click the button **Manage Contractor Budget**.

The screenshot shows the 'Contractor Selection and Details' section of the system. The 'Contractor Budget' field is highlighted with a callout bubble that says "Click the button Manage Contractor Budget." The form includes fields for Contractors Name, Tax ID, Contractor Administrator, Contractor Authorized Signature, Contractor Budget Amount, and View Contractor Record. The Contractor Budget Amount is \$342,592. The View Contractor Record link is "View the details of contractor Child and Parent Support Services, Inc."

This will take you to the budget list. Click the blue words, Enter Budget to access the budget.

The screenshot shows the 'Editing Contractor Budget for Contract: 00027440 NC Home Visiting' page. The page header includes the NC DHHS Open Window logo and navigation links. The main content area shows a table of budgets. A callout bubble points to the 'Enter Budget' link in the first row of the table.

Budgets by Contract/Amendment/Activity						
	Division	Type	Contract/Amendment Number	Title	Item Name	Item Description
Enter Budget	Division of Public Health	Contract	27440	NC Home Visiting program	NC Home Visiting program	This contract shall provide 1) implementation of the Healthy Families America home visiting model with fidelity for approximately forty-five (45) at ...

ENTERING CONTRACTOR SALARY & FRINGE

Open Windows was updated in May, 2012 and it completely changed the way we enter the Contractor's salary and fringe – in a good way. The fringe can now be entered in the same screen as the salary for each staff member on the contract. It is still easy to make a mistake, however. So, be careful and ensure the calculations are correct prior to entering in the system.

To access the Contractor's Salary and Fringe Settings, click on the blue word Edit (right of Salary/Wages).

Editing Budget for Contractor: [All Seasons Termite and Pest Control](#) Check In

This budget is for Contract: 00027631 Jeneen's Fake Contract

Budget Year 1

Line Item Budget Detail	Amount	Detail Worksheet	Actions
Human Resources			
Salary/Wages	0	Edit	
Narrative			
Fringe Benefits	0		
Narrative			

Buttons: Save, Reset, Clear Budget, Check In

This takes you to the Salary Worksheet – which now includes Fringe:

Editing Salary Worksheet: [All Seasons Termite and Pest Control](#) Check In

Hourly Rate: 0 Number of Hours: 0 The default is 2080, which is 40 hrs a week times 52 weeks.

Salary Calculation: If their Hourly Rate is used, then the Annual Salary is automatically calculated from the Hourly Rate and the Number of Hours. The maximum hourly rate is \$50.00, above that review and approval is required.

Annual Salary: 0 Months: 0

Number of Persons: 0 Position or Title: * Percent of time worked: 0 % *

Fringe Amount: 0 Fringe Percentage: 0 % Calculate Numeric Value by % Time Worked: No

Page 1 of 0 (0 items)

#	Position or Title	Hourly Rate	# Of Hours	Annual Salary	Mths	% Worked	Total Salary Cost	Fringe Amount	Fringe %	Fringe Fixed Value	Fringe Modified	Calculated Fringe Amount	Calculated Fringe % Amount	Calculated Total Cost
No data to display														

HOURLY RATE VERSUS SALARY

If the person is paid hourly, enter amount paid per hour in the Hourly Rate box.

Enter the Number of Hours worked in the corresponding box to calculate the total Annual Salary. You may enter up to 4 digits past the decimal in this field. But, the Annual Salary will round to 2 digits past the decimal and the Calculated total will round to a whole dollar.

Note: The Salary is automatically calculated from the Hourly Rate. 2,080 hours / year (40 hours per week), which is the maximum time allowed. The maximum hourly rate is \$50.00, above that review and approval is required.

When you use hourly rate, the system will not allow you to enter number of months or percent of time worked. Fill out the remaining data and Click SAVE.

Hourly rate - Number of Hours = 4 decimals

Annual Salary = 2 decimals

Calculated Total = whole dollar

	Mths	% Worked	Total Salary Cost	Fringe Amount	Fringe %	Fringe Fixed Value	Fringe Modified	Calculated Fringe Amount	Calculated Total Cost
Hourly Legal		100.0000%	\$311.00	\$0.00	0.0000%	\$0.00	No	\$0.00	\$311.00
			\$311.16	\$0.00		\$0.00		\$0.00	\$311.00

If the person receives a salary, enter nothing in the Hourly Rate box and enter the total salary received by this individual in the Annual Salary Box.

Enter the Number of Months that the person will be working on the project funded by this contract.

Enter the Number of Persons: Often, the entry to this will be 1, because there is only one person who will be working at that same rate / salary, in the same position, for the same length of time (months), the same percent of time, and receiving the exact same fringe benefit rates.

You are probably asking yourself, "Why would I need to enter the number of persons, if the answer is usually 1?" The answer to that question is: Because there are contracts where, for example, there might be 3 people in the position "Social Worker" who all make the same salary (e.g. \$30,000), work the same length of time (12 months) on the project, spend the same percentage of their time (100), and have the same Fringe Benefits. Instead of entering each of them separately, you can enter them all at once.

Enter the Position or Title: Do not enter the names of the individuals here. You will enter the names in the narrative on the main budget screen. Only enter the name of the position, e.g. Executive Director, or Social Worker II.

Enter the percent of time worked: how much of that 12 months (for example) is the Executive Director working? Is it 100 percent or 5 percent? Enter the number without the percent symbol.

Fringe Amount and Fringe Percent: It is likely you will enter data in both of these fields. Fringe Percent refers to the total percent of the staff's salary used to calculate their fringe benefits. Fringe Amount refers to the total dollars in fringe benefits calculated in a way not using a percent of the staff's salary.

For example, if Joe has the following fringe benefits:

- FICA at 7.65%
- Retirement/401K at 8%
- Health Insurance at \$6,000 annually
- Unemployment at 0.2%
- Disability at 1.4878%

Joe's total Fringe Percent is $7.65 + 8 + 0.2 + 1.4878 = 17.1578\%$.

Joe's total Fringe Amount is \$6,000.

Enter \$6000 in the Fringe Amount field and 17.1578 in the Fringe Percent field.

You may only enter whole dollars in the Fringe Amount field.

You may enter up to 4 digits past the decimal in the Fringe Percent field. But, the Annual Salary will round to 2 digits past the decimal and the Calculated total will round to a whole dollar.

Calculate Numeric Value by % Time Worked – If you Select YES, this will PRORATE the dollar amount entered as a Fringe Amount by the percent of time worked – but NOT by the number of months worked. If you select NO, the Fringe Amount will be calculated into the total as entered.

Click SAVE.

NOTE: There may be differences in the rounding your Contractor used and the rounding that Open Window uses that may throw your total budget off. Please watch for this and be prepared to correct it in Open Window if necessary.

 \$30,000.00 | | | \$30,000.00 | \$6,000.00 | | \$0.00 | | \$6,000.00 | \$5,147.00 | \$41,147.00 |

 At the bottom of the page, there is a footer with the text 'DHHS Open Window Disclaimer and Privacy Information' and 'To report issues, suggest enhancements or to provide feedback in regards to Open Window, please email Open Window Support'."/>

If you need to edit a Position entered, click the edit button, make your corrections and click Update. (Do NOT click Save again or you will create a duplicate entry.)

If you need to delete a Position entered, click the delete button. A dialog box will open for you to confirm (OK) or cancel your choice to delete.

Once all positions are entered and correct, click the blue heading "breadcrumb trail" to get back to the line item budget.

SALARY AND FRINGE NARRATIVE

You must give detailed descriptions of jobs in the Salary narrative, including NAMES of the staff who are working on the contract. The narrative should indicate if the staff is part-time (otherwise, the assumption is that they are full time positions). In the case of Universities, it should also indicate which positions are students and/or the classification of the positions (e.g., EPA / SPA in the case of UNC schools).

In the Fringe Narrative, you must give detailed breakdowns of annual fringe amounts by position, if different, and show complete calculations by position. E.g.:

Executive Director Annual Fringe: FICA 7.65% * \$50,000 = \$3,825. Retirement: 8.25% * \$50,000 = \$4,125. Health/Medical \$5,500, flat rate per individual. Worker's Comp 1% * \$50,000 = \$500. Total Annual Fringe = \$13,950.

BUDGET LINE ITEMS

The budget screen designates click boxes for:

Save – saves the latest entry.

Reset – resets the budget to the last time it was saved.

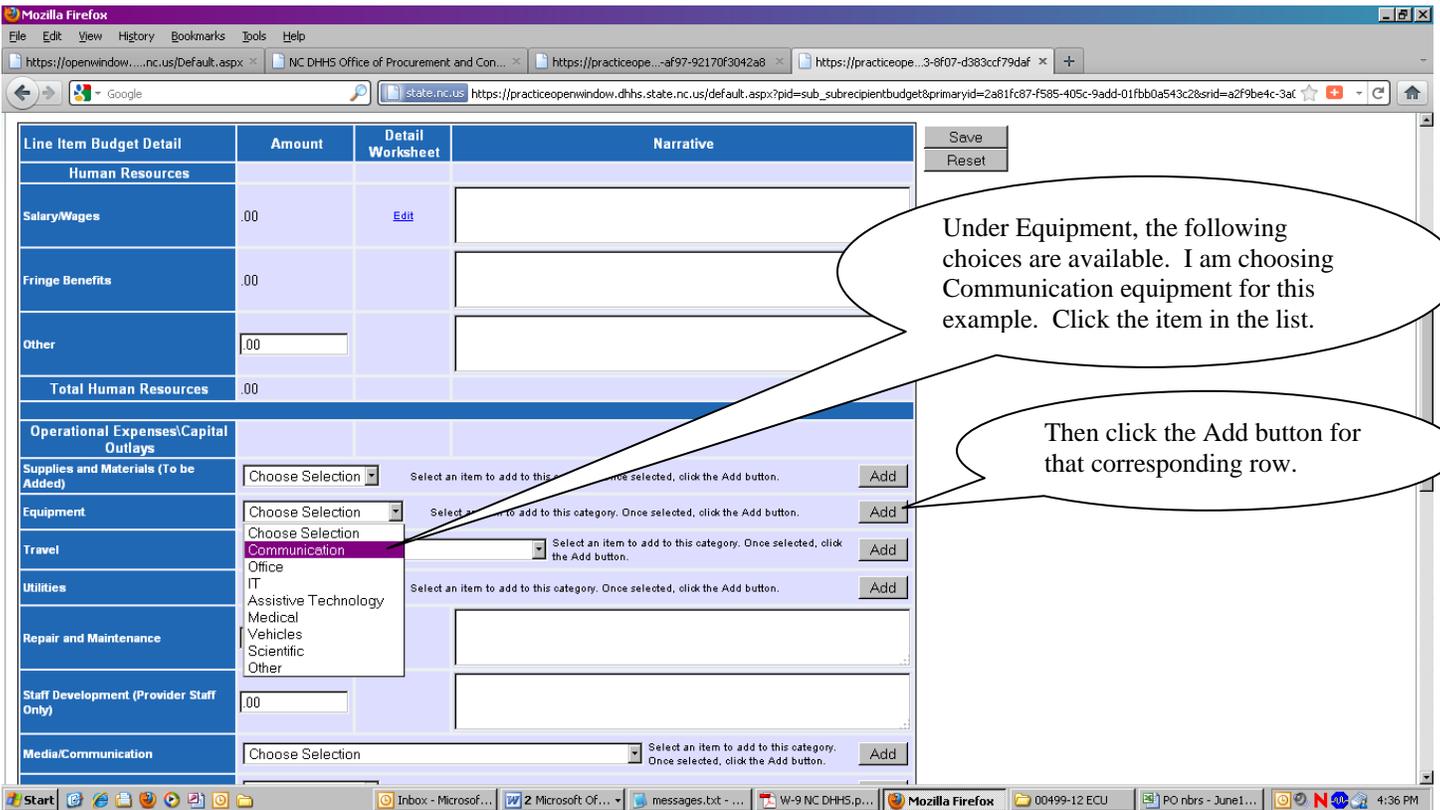
Clear Budget – deletes the entire budget, narrative and all.

Certain line items are clearly defined and you will see an entry box to the immediate right. Simply enter the amount and narrative for that item. You will periodically want to click the Save button as you enter data.

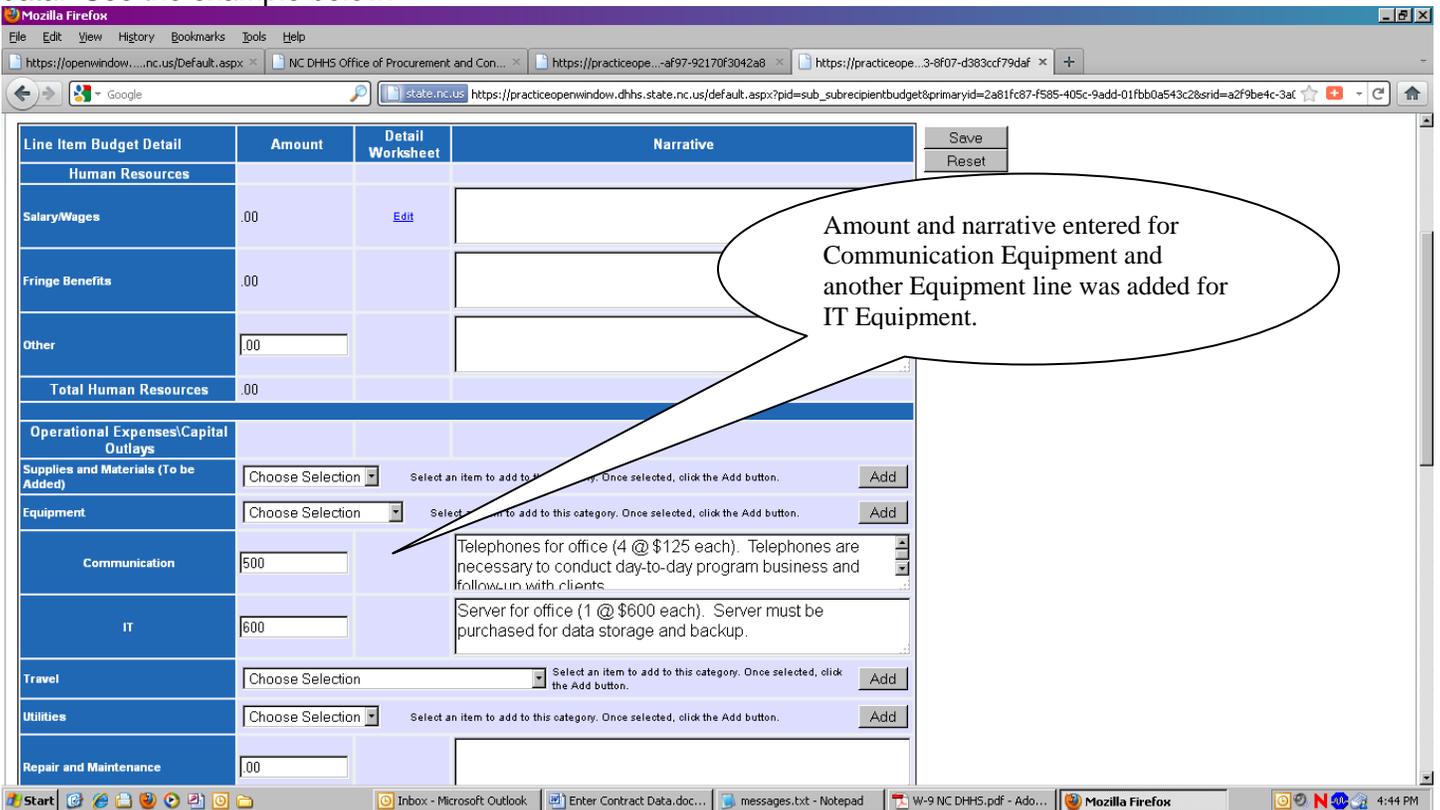
Note: The rules for what is required in the Budget Narrative have not changed.

- Contract budgets shall correlate with the scope of work.
- Budget narratives must break out all calculations and explain and justify all costs.
- Activities should not be described in the Budget Narrative – that detail belongs in the SOW.
- Allowable Expenditures must follow the rules of the grant/legislation and RFA (if applicable).
- Each line item must have a cost justification.
- Arithmetic must be checked by Contract Administrator to eliminate errors before submitting to COE or Contracts Office.
- If your budget includes gift cards, travel vouchers, etc. tracking language must be included in SOW Performance Requirements.
- Do NOT use any of the following "hot" words: catering, celebrations, consultants, flowers, honorariums, parties, rallies, holidays, etc.

Certain line items have drop down menus where you choose the subcategory where your item best fits. To enter the drop down line items, choose the item you want from the list. Click the Add button for that corresponding row.



Enter the dollar amount for that item and the narrative for that item. You can continue to Add items under the line item category as required for your budget. Remember to periodically click the Save button as you enter data. See the example below.



Note: You will notice that the budget subtotals and totals calculate one entry in arrears. That is, if you enter amounts for 3 items, the subtotals and totals will only reflect the combined amounts of the first 2 entries. Not until you enter the 4th entry will the 3rd entry be calculated. For example:

Operational Expenses/Capital Outlays		
Supplies and Materials (To be Added)	Choose Selection	Select an item to add to this category. Once selected, click the Add button.
Equipment	Choose Selection	Select an item to add to this category. Once selected, click the Add button.
Communication	500	Telephones for office (4 @ \$125 each). Telephones are necessary to conduct day-to-day program business and follow-up with clients.
IT	600	Server for office (1 @ \$600 each). Server must be purchased for data storage and backup.
Travel	Choose Selection	Select an item to add to this category. Once selected, click the Add button.
Utilities	Choose Selection	Select an item to add to this category. Once selected, click the Add button.
Telephone	720	Telephone usage estimated at \$60 per month for 12 months.
Repair and Maintenance	0	
Staff Development (Provider Staff Only)	0.00	
Media/Communication	Choose Selection	Select an item to add to this category. Once selected, click the Add button.
Rent	Choose Selection	Select an item to add to this category. Once selected, click the Add button.
Professional Services	Choose Selection	Select an item to add to this category. Once selected, click the Add button.
Dues and Subscriptions	0.00	
Other	Choose Selection	Select an item to add to this category. Once selected, click the Add button.
Total Operational Expenses/Capital Outlays	1,100.00	

I entered \$500 in Communication Equipment (1st), then \$600 in IT Equipment (2nd), then \$720 in Telephone Utilities.

Notice that only items 1&2 (\$500+\$600) calculate in the subtotal for Total Operational Expenses. When I enter the 4th item, the subtotal will calculate items 1-3 and will display \$1,820.

Be sure to click Save before moving on to the Subcontractor Budget!

ENTERING THE SUBCONTRACTOR BUDGET

If the Contractor's Budget contains Subcontractors, you must click on the blue word Edit, in the row titled Subcontracting and Grants, under the column Detail Worksheet to enter the information.

The Subcontractor detail worksheet mimics the line items and format of the main budget. For Subcontractor salary and fringe, simply enter the total salary amount and the total fringe amount, then give detailed explanation in the narrative.

You must enter the total applicable line items for all subcontractors and explain the breakdown in the narrative. This will be easy if you only have one Subcontractor. If however, you have multiple Subcontractors, this means that you will have to add all the similar line items together and break down the amounts per Subcontractor in the narrative.

Operational Expenses/Capital Outlays		
Supplies and Materials (To be Added)	Choose Selection	Select an item to add to this category. Once selected, click the Add button.
Equipment	Choose Selection	Select an item to add to this category. Once selected, click the Add button.
Travel	Choose Selection	Select an item to add to this category. Once selected, click the Add button.
Utilities	Choose Selection	Select an item to add to this category. Once selected, click the Add button.
Repair and Maintenance	2,500	ABC Cleaning provides medical cleaning at the rate of \$83.33/mo. for 12 mos. = \$1000. XYZ Computer Repair provides technical repair at \$125/mo for 12 mos. = \$1500.
Staff Development (Provider Staff Only)	0.00	
Media/Communication	Choose Selection	Select an item to add to this category. Once selected, click the Add button.
Rent	Choose Selection	Select an item to add to this category. Once selected, click the Add button.
Professional Services	Choose Selection	Select an item to add to this category. Once selected, click the Add button.
Accounting	2,400	LMN Accounting will provide accounting services at the prorated rate of \$200 per month for 12 months.
Dues and Subscriptions	0.00	
Other	Choose Selection	Select an item to add to this category. Once selected, click the Add button.
Total Operational Expenses/Capital Outlays	1,000.00	
Total Budgeted Expenditures	35,345.78	

Two subcontractors are listed in the narrative for Repair & Maintenance. Total amount reflects the 2 added together (1000+1500=2500). But, narrative breaks it down per rate, per subcontractor.

A third subcontractor is listed under the Professional Services Accounting category.

When the Subcontractor Budget has been entered, click the Save button on the Subcontractor budget screen.

Then, click the blue link (breadcrumb trail) next to the words Viewing Secondary Budget (they should be the name of your main Contractor) to get back to the main Contractor's Budget screen.

The screenshot shows the 'Viewing Secondary Budget for Provider: The Partnership for Children of Wayne County Inc.' screen. The page header includes the 'Excels' logo and the text 'NC DHHS Open Window: Openness, Transparency and Performance Management'. A navigation menu contains links for Public, Home, Department, Division, Services, Contracts, Grants, Reports, My Items, and Search. Below the menu are buttons for Contract List, Add Contract, RFA List, Add RFA, RFP List, Add RFP, RFQ List, and Add RFQ. The main content area displays the budget details for the provider, with a 'Save' button and a 'Reset' button. The budget table is as follows:

Line Item Budget Detail	Amount	Detail Worksheet	Narrative
Human Resources			
Salary/Wages	0.00	Edit	
Fringe Benefits	34,345.78		
Other	0.00		
Total Human Resources	34,345.78		
Operational Expenses/Capital Outlays			
Supplies and Materials (To be Added)	Choose Selection	Select an item to add to this category. Once selected, click the Add button.	Add
Equipment	Choose Selection	Select an item to add to this category. Once selected, click the Add button.	Add
Travel	Choose Selection	Select an item to add to this category. Once selected, click the Add button.	Add
Utilities	Choose Selection	Select an item to add to this category. Once selected, click the Add button.	Add

INDIRECT COST, FEDERAL SHARE, AND CONTRACTOR MATCH

When you scroll down to the bottom of the main Contractor's Budget screen, just under the Total Operational Expenses Subtotal, you will see the following items:

Indirect Cost

Federal Share

Contractor Match

The screenshot shows the budget screen with a callout bubble pointing to the 'Indirect Cost', 'Federal Share', and 'Contractor Match' rows. The budget table is as follows:

Incentives and Participants	7,469		Car seats for 20 prenatal education class participants @ \$55 ea. = \$1,100. Wal-Mart cards valued at \$10 each for a minimum of 300 participants who meet goals. keep
Total Operational Expenses/Capital Outlays	12,152.00		
Subcontracting and Grants	35,665.20	Edit	
Indirect Cost	0.00		
Federal Share	0.00		
Provider Match	0.00		
Total Budgeted Expenditures	106,794.70		

The cost per service line item is separate from total budgeted expenditures and is used when creating a deliverable based contract and

Indirect Cost

If your Contractor has included Indirect Cost in their budget, you must first insure that it is allowable per your RFA, Grant, and DPH Policy. If it is, the Contractor must submit an up-to-date Indirect Cost Letter, which is

forwarded to the Contracts Unit for processing. Regardless of the rate their letter indicates, DPH Policy states that no more than 10% Indirect Cost will be reimbursed. DPH Policy also states that Indirect Costs will not be reimbursed on contracts for Direct Medical Services.

Enter the total amount (dollars) of Indirect Cost. Once this entry is saved, you will not be allowed to build the contract document unless the current Indirect Cost letter is on file. Contact your Contracts Team Leader and forward them the Contractor's Indirect Cost Letter.

Federal Share

If your contract is funded with any Federal dollars, you must enter the total of all Federal dollars in this box.

For example, if your \$10,000 contract is funded as follows:

\$3,000 is State Appropriations,

\$5,000 is Federal Maternal Health Block Grant funds, and

\$2,000 is Federal Centers for Disease Control funds,

then you would enter 7000 in the Federal Share box (5000 + 2000).

Contractor Match

If your contract is funded with any matching Contractor funds, and you designated these funds in the Funding screen of the contract, the amount will be pre-loaded for you and cannot be altered unless you go back and edit the funding entry.

For example, if your \$74,000 contract is funded as follows:

\$60,000 is State Appropriations, and

\$14,000 is Contractor Match,

then would be entered 14,000 in the Contractor Match box if you designated it in the Funding screen.

Click the Save button. Then, click the blue link and follow the breadcrumb trail back to the Main Screen.

Total Cost Per Service: The cost per service line item is separate from total budgeted expenditures and is used when creating a deliverable based contract and no other detail is required for the line item budget. Do NOT use this function without first speaking with your Contracts Team Leader or the Contracts Manager.

USING AN ACTIVITY BUDGET

Activity Budgets are only applicable if activities are restricted by fund, which requires separate contractor budgets to track each activity by fund. Work with your Contracts Team Leader to determine if activities are restricted. (Note: DPH has already determined which of its existing contracts require Activity Budgets and Contract Administrators have been notified.)

If your contract has been Budget approved for an Activity Budget, click the blue Funding Tab link.

Then, click the 2nd tab, Funding Settings. Answer YES to the item "Activity Based Contractor Budget" and Click Save.

Contract List | Add Contract | Amendment List | RFA List | Add RFA | RFP List | Add RFP | RFQ List | Add RFQ

Editing Funding for Contract: 00027631 Jeneen's Fake Contract
Modified By: , Modified Date: Check In

[Worksheets](#) [Funding](#) [Performance](#) [Counties](#) [Amendments](#) [Attachments](#)

[Funding Summary](#) **Funding Settings** [Funding](#) [All Funding Sources](#)

The options on this tab must be set prior to making other entries in regards to funding. Once the options have been chosen, additional tabs will be activated.

Funding Configuration	Funding by Budget Year <input type="text"/> - This selection is used to denote the reporting period (by fiscal year or by Fiscal Year. This choice is normally made by the contractor when creating the contract.	Save
Funds Status	Choose Selection <input type="text"/> - This selection is used by budget officers to denote funds status and to assist with the approval routing system.	
Activity Based Contractor Budget	<input checked="" type="checkbox"/> Yes - Only applicable if activities are restricted by fund, which requires separate contractor budgets to track each activity by fund. Work with your budget officer to determine if activities are restricted.	
Contractor Budget Amount	\$0 Manage Contractor Budget	

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The screen will refresh with a new (5th tab) under Funding, named "Activities."

For each Activity, there will be a separate budget.
 Click on the 5th funding tab, Activities
 Enter the Activity Name,
 Select YES for Requires Provider Budget,
 Enter the Activity Description and
 Save New.

For example, DPH's School Health Center contracts split out budgets by each health center:

Openness, Transparency and Performance Management

Public Home Department Division Services Contracts Grants Reports My Items Search

Contract List Add Contract Amendment List RFA List Add RFA RFP List Add RFP RFQ List Add RFQ

Editing Funding for Contract: 00026591 Morehead Memorial Hospital Check In
 Modified By: Rebecca Miller, Modified Date: 6/14/2012

[Worksheets](#) [Funding](#) [Performance](#) [Counties](#) [Amendments](#) [Attachments](#)

Funding Summary Funding Settings Funding All Funding Sources **Activities**

Activity Name: Reidsville High School * Requires Provider Budget: Yes *
 Activity Description: Reidsville High School will serve as a school health center.

Save New Update Reset Check Spelling

Page 1 of 0 (0 items) < >
 Drag a column header here to group by that column

Activities				
Activity Name	Activity Description	Requires Provider Budget	Modified By	Modified
No data to display				

Data 1 of 0 (0 items) [?] [x]

Continue entering and saving until all Activities are entered:

NC DHHS Open Window
 Openness, Transparency and Performance Management

Public Home Department Division Services Contracts Grants Reports My Items Search

Contract List Add Contract Amendment List RFA List Add RFA RFP List Add RFP RFQ List Add RFQ

Editing Funding for Contract: 00026591 Morehead Memorial Hospital Check In
 Modified By: Rebecca Miller, Modified Date: 6/14/2012

[Worksheets](#) [Funding](#) [Performance](#) [Counties](#) [Amendments](#) [Attachments](#)

Funding Summary Funding Settings Funding All Funding Sources **Activities**

Activity Name: Rockingham County High School * Requires Provider Budget: Yes *
 Activity Description: Rockingham County High School will serve as a school health center.

Save New Update Reset Check Spelling

Page 1 of 1 (3 items) < [1] >
 Drag a column header here to group by that column

Activities				
Activity Name	Activity Description	Requires Provider Budget	Modified By	Modified
McMichael High School	McMichael High School will serve as a school health center.	Yes	Jeneen Preciose	Edit Delete 08/23/2012
Morehead High School	Morehead High School will serve as a school health center.	Yes	Jeneen Preciose	Edit Delete 08/23/2012
Reidsville High School	Reidsville High School will serve as a school health center.	Yes	Jeneen Preciose	Edit Delete 08/23/2012

Then, follow the breadcrumb trail back to the contract Main Screen.

Click Manage Contractor Budget.

You will see that each Activity saved now has its own budget in the list which you will have to enter and save individually.

Click Enter Budget for the first Activity.

The Budget for each Activity is EXACTLY like a regular budget, with detail required for Salary & Fringe and Subcontractors; and line items that can be added or entered.

Be sure you are familiar with how to enter budgets as detailed earlier in this guide.

Enter and Save each budget, then click on the blue link (breadcrumb trail) to get back to the listing of Activity budgets to enter.

Work your way through the list until all Activity budgets are entered and saved. Then, follow the breadcrumb trail back to the Main Screen.

USING THE MAIN SCREEN TO VERIFY TOTALS

The Main Screen has been updated to now show both the amount entered in the Funding tab (award amount) and the total amount calculated in the last saved version of the Contractor Budget.

You can verify that the Contractor Budget saved in the system matches the award amount by looking here:

If either amount is incorrect OR if they don't match, then there are issues with the contract that need to be corrected before it can be submitted to the next step for approval.

BUILDING THE CONTRACT DOCUMENT

From the Main Screen, click on Contract Documents.

The screenshot shows the 'NC DHHS Open Window' interface. At the top, there are logos for the state and 'Excels' services. The main header reads 'NC DHHS Open Window' with the tagline 'Openness, Transparency and Performance Management'. Below this is a navigation bar with tabs for 'Public', 'Home', 'Department', 'Division', 'Services', 'Contracts', 'Grants', 'Reports', 'My Items', and 'Search'. The 'Contracts' tab is active. A secondary menu below the navigation bar includes 'Contract List', 'Add Contract', 'Amendment List', 'RFA List', 'Add RFA', 'RFP List', 'Add RFP', 'RFQ List', and 'Add RFQ'. The main content area is titled 'Editing Contract: 00027593 Northeastern Baby Love Plus Program'. It shows the contract number '00027593' and title 'Northeastern Baby Love Plus'. A text editor is open with the following text: 'Haliwa Saponi Indian Tribe intends to provide outreach, support, and educational services to African American and American Indian women of childbearing age under the auspices of the Northeastern Baby Love Plus Program.' On the right side, there is a sidebar with buttons: 'Save', 'Check In', 'New', 'Reset', 'Contract Documents', 'Check Spelling', 'Copy', 'Renew', and 'New Amendment'. A callout bubble with the text 'Click Contract Documents' points to the 'Contract Documents' button.

Here, you will see all of the items that will go into your built document. It is split into two units: Documents and Required Contractor Documents. You must verify that all the documents are in place.

Documents:

- General Contract Cover (system generated)
- Terms & Conditions (system generated; exception: UNC)
- Scope of Work (where words are a blue link – which means you've uploaded your SOW document)
- Performance Measures Chart (you've entered measures)
- The Line Item Budget
- The Line Item Budget Narrative (uploading an override budget document is not mandatory)

If The Line Item Budget is missing from the list, but, you know you've entered your budget, then you will have to Reload the Contract Documents (see section below).

OW does NOT stop you from building the contract if a Document element is missing. So, you must check this screen carefully and check your built document to ensure that all entries are complete.

Required Contractor Documents:

These are the forms that the Department requires for all Contractors, depending on their type and the elements of the contract, itself.

The Contracts Office gathers these documents from DPH Contractors annually and uploads them into Open Window. (Note: other Divisions are also uploading documents.)

If a Required Contractor Document shows "Missing" from the list, you must alert your Contracts Team Leader immediately so the document can be uploaded.

OW STOPS you from building the contract if one of the Required Contractor Documents is missing.

All Documents Contract Documents Contractor Documents **Reload Documents**

Build Contract Document

Page 1 of 1 (6 items) < [1] >

Documents					
Edit	Form Display Name	Form Type	Auto Attached	Edited	Final Package
Edit	General Contract Cover	Form	Yes	No	Yes
	TC_2_PrivateSector	Inserted	Yes	N/A	Yes
Edit Override	Scope of Work	Form	Yes	No	Yes
	Performance Measures Chart	Inserted	Yes	N/A	Yes
	The Line Item Budget	Inserted	Yes	N/A	Yes
Override	The Line Item Budget Narrative	Inserted	Yes	N/A	Yes

Page 1 of 1 (6 items) < [1] >

Page 1 of 1 (1 items) < [1] >

Required Contractor Documents		
Form Name	Document Status	Calendar Year
Federal Certifications	On File	2012

Page 1 of 1 (1 items) < [1] >

All the Documents are in the list. But, if the budget was missing, then you need to Reload Contract Documents.

Required Contractor Document shows "On File". But, if it read "missing" you must notify Contracts TL ASAP.

RELOAD DOCUMENTS

On the Contractor Documents Screen, there are choices on the right hand side and a button that reads "Reload Documents." These options give the users control to update the record with all the latest information entered and/or now applicable if changes were made to other areas of the contract that changes the nature (e.g. Audit Determination, the addition of Federal funds, etc.) of the contract.

- All Documents means all the documents (Documents and Required Contractor Documents) shown on this page.
- Contract Documents means all the documents under the heading Documents (SOW, Budget, etc.).
- Contractor Documents means all the documents under the heading Required Contractor Documents.

Click in the circle to the left of the option you want and Click Reload Documents.

Note: Reloading All Documents and Reloading Contract Documents will delete all uploaded files (e.g. Scope of Work override). Once you reload, you will need to click Override next to Scope of Work and upload the final version of the SOW again. So, before you click Reload, be sure you've got the latest version of all override documents saved on your computer/drive.

NEXT STEPS

At the time of writing this document, the Automatic Approval Process is not yet activated in Open Window. This means, that a paper CAF must be generated and routed in an orange folder. Please use the Contract Unit's revised Open Window CAF for this purpose. This document can be found on the [Contracts website](#) under the heading "Open Window Worksheets". Click the (+) sign next to Open Window Worksheets to expand the selection and open/save the appropriate form(s).

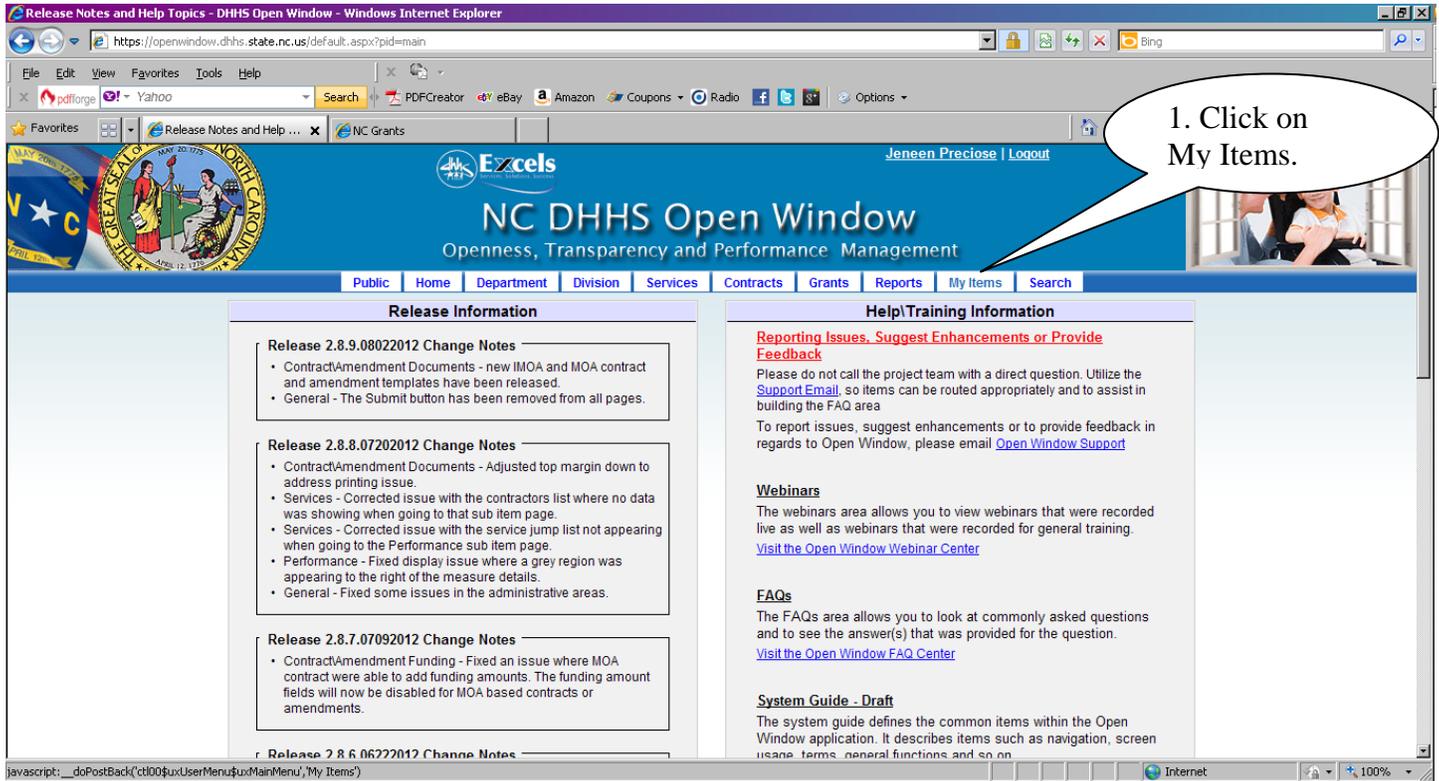
If your contract is funded with federal dollars, a Federal Award Worksheet, also found on the [Contracts website](#) under the heading "Open Window Worksheets". must also be routed in the orange folder.

Soft copies of both the CAF, Federal Award Worksheet and Contractor's Budget (if applicable) must be emailed to your Contract Unit Team Leader.

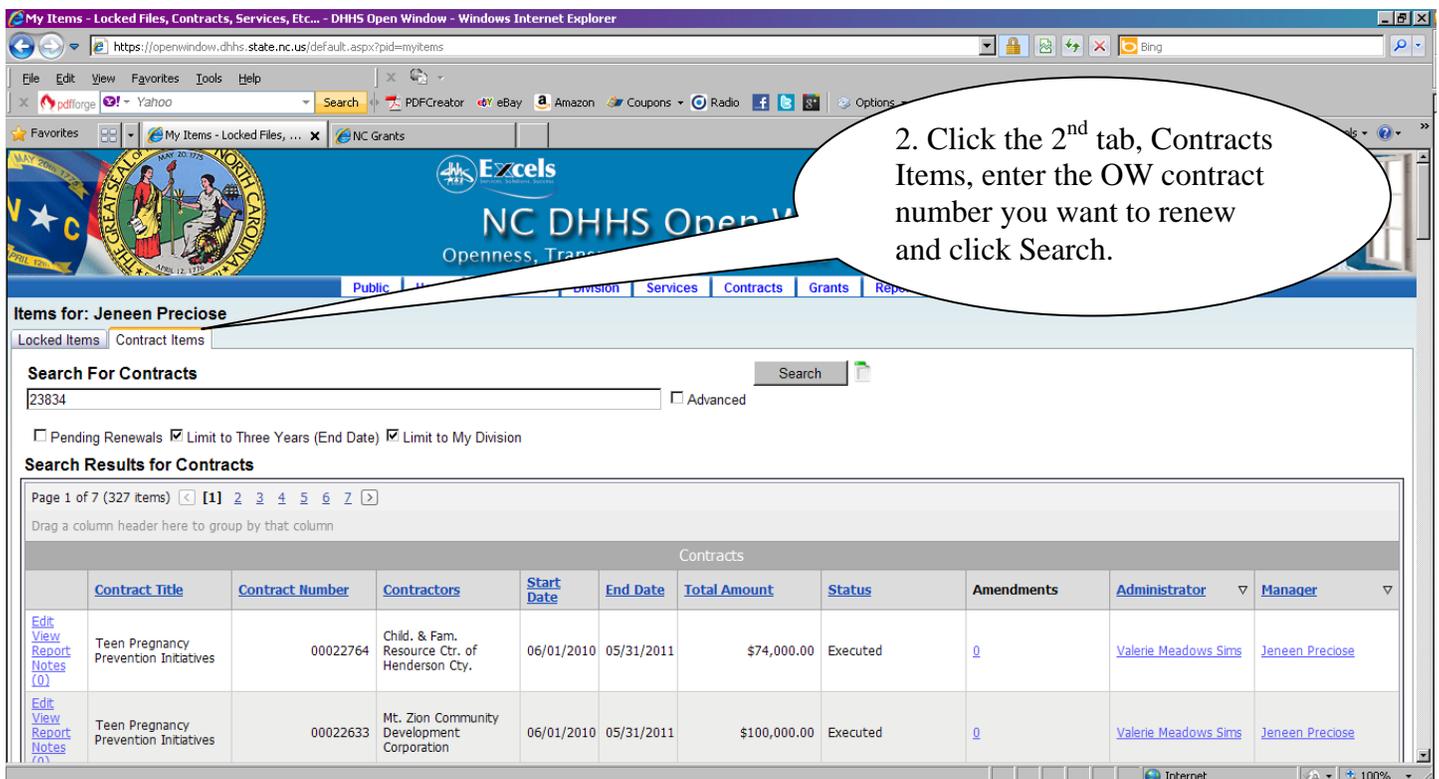
AMENDING A CONTRACT

To amend a contract with the Contractor for a service, the contract you wish to amend must be Executed. Additionally, the amendment must have the same Audit Determination status (Financial Assistance (FA) or Purchase of Service (POS)) as the original contract.

To amend a contract:



1. Click on My Items.



2. Click the 2nd tab, Contracts Items, enter the OW contract number you want to renew and click Search.

Items for: Jeneen Preciose

Locked Items | Contract Items

Search For Contracts

23834 Advanced

Pending Renewals Limit to Three Years (End Date) Limit to My Division

Search Results for Contracts

Page 1 of 7 (327 Items) [1] 2 3 4 5 6 7

Drag a column header here to group by that column

Contracts										
	Contract Title	Contract Number	Contractors	Start Date	End Date	Total Amount	Status	Amendments	Administrator	Manager
Edit View Report Notes (0)	Teen Pregnancy Prevention Initiatives	00022764	Child. & Fam. Resource Ctr. of Henderson Cty.	06/01/2010	05/31/2011	\$74,000.00	Executed	0	Valerie Meadows Sims	Jeneen Preciose
Edit View Report Notes (0)	Teen Pregnancy Prevention Initiatives	00022633	Mt. Zion Community Development Corporation	06/01/2010	05/31/2011	\$100,000.00	Executed	0	Valerie Meadows Sims	Jeneen Preciose

When you find the contract you want to amend, click the word Edit.

Locked	Contract Number	Division	Providers	Start Date	End Date	Total Amount	Status	Amendments
Edit	00023634	Division of Public Health	UNC-CH	09/30/2010	09/29/2011	\$74,519.00	Executed	

The status of the contract must be "Executed" in order to amend it.

Once you click Edit, that means you have Checked Out the record. Before you logout of Open Window, you must Check In or Unlock (same thing) the old contract.

When the contract opens, check the data carefully and be certain that this is the contract you want to amend. Because once you hit New Amendment, there is no way to undo it.

When you are certain that this is the contract you want to amend, hit the New Amendment button.

Editing Contract: 00023634 Injury&Violence (Youth Suicide Prevention Project Evaluat)
 Modified By: sharon johnson, Modified Date: 6/27/2011

Contract Number: 00023634 Contract Title: Injury&Violence (Youth Suicide Prevention Project Evaluat)

Contract Purpose: UNC-CH's Injury Prevention Research Center will provide evaluation of the state's suicide prevention grant activities which will include evaluation of training workshops.

Division: Division of Public Health
 Section: Chronic Disease and Injury Prevention
 Providers Name: UNC-CH
 Provider Administrator: University of North Carolina Syst

How Procured: Waiver Contract Selection: UNC Audit Determination: Purchase of Service
 Contract Status: Executed Renewal: 00023634 - Youth Suicide Prevention Project Evaluat Request
 Start Date: 09/30/2010 End Date: 09/29/2011 Issue Date: 9/17/2010
 Total Amount: \$74,519.00 Amended End Date: Amendment Total: \$ 0.00 Amendment Count: 4

This will take you to your amendment contract, where you must start entering required data.

AMENDMENT MAIN SCREEN

Amendment Title: Carries over from the original contract. Do not change unless the amendment is for an entirely different purpose (in which case, you probably shouldn't be amending – talk to your Contracts TL).

Enter the Amendment Purpose

Enter the Amendment Start Date

Enter the Amendment End Date.

Note: If you are extending the contract, you must check the box next to Contract End Date Modified.

The Contractor contact details will carry over from the original contract.

Click the Save button.

Editing Amendment: 1 PREPare for Success - Contract: 00026567 PREPare for Success
Modified By: Jeneen Preciose, Modified Date: 8/15/2012
[Worksheets](#) [Funding](#) [Performance](#) [Counties](#)

Amendment | Amendment List

Amendment Number	1	Amendment Title	PREPare for Success		
Amendment Purpose	Changes to the Scope of Work are needed to ensure implementation of Making Proud Choices! curriculum with fidelity and to realign the budget.				
Amendment Status	In-Process	Total Amount	\$0.00		
Amendment Start Date	09/01/2012	Amendment End Date	06/30/2013	Amendment Execution Date	
Contract End Date Modified	<input type="checkbox"/>	Contract End Date			
Funding Configuration	Funding by Budget Year * This selection is used to determine the entry of funding data, either by Budget Year (prorated for reporting by fiscal year) or by Fiscal Year. This choice has to be made prior to entering funding, performance or contractor budget data.				

Contractor Details
If you need to change the contractor you will need to develop a new contract. Legal name changes are managed centrally for each contractor. The other buttons are available to update any information that has changed for the contractor.

Contractors Name	Appalachian State University				Lookup
Tax ID	561176030	Contractors Type	University of North Carolina System		
Select Authorized Signature	Charna Howson	Authorized Signature	Manage Contractor Authorized Signatures		
Contractor Budget	Manage Contractor Budget		Contractor Documents	Manage Contractor Documents	
Contractor Budget Amount	\$0				
View Contractor Record	View the details of contractor Appalachian State University				

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From here, you can enter the data using the regular contract entry guide, noting that this record is called “Amendment” instead of “Contract.” E.g., instead of clicking the “Contract” Documents button to get to the Scope of Work, you will click on the “Amendment” Documents button.

Note: In the Worksheets tab, there is no Audit Determination Questionnaire tab. This is because the amendment must have the same FA/POS status as the original contract.

AMENDMENT PERFORMANCE MEASURES

Entering measures for the amendment can be tricky. Only enter/update/copy measures into the amendment that are changed by the amendment. In addition to the original measure definition that was given, a full statement must be added so that the original and amended requirement and expectation are clear to the contractor and the measures chart can stand alone. For the target value, only the amount related to the amendment should be entered (not the total).

Similar to when you Renew a contract, the measures from the original contract are brought over and appear under the “Associated Measures” tab. Follow the directions earlier in this guide for Updating and Copying Measures.

Be sure you are familiar with how to enter, save and edit measures, as outlined earlier in this guide.

In the example below, the original contract was for \$77,500 and the amendment was for \$34,203. It also has additional requirements. Several measures must be entered and updated (Input, Outputs, Efficiency). If the new Outputs lead to an Outcome that was different than the ones entered in the original, then a new Outcome measure should be added for the amendment.

For example, Input:

Copy the input measure over from the original. Change the word “Contract” in “Contract not to exceed amount” to “Amendment” and add the language needed to make it clear to the Contractor and anyone else who reads it what the expectation is. Be sure to use the word “Contractor” and not provider in the future.

The original measure was: *Contract not to exceed amount.*

For the amendment, it was changed to : *Amendment not to exceed amount.*

And the following language was added to make it clear what the expectation and results are:

The amendment not to exceed amount is \$34,203. This is in addition to the original contract not to exceed amount of \$77,500. Total for the contract and amendment is \$111,703.

Note that the Target Value shows ONLY the amount of the amendment.

The screenshot shows a web application interface for 'Openness, Transparency and Performance Management'. The main content area is titled 'Viewing Performance for Amendment: 1 Healthcare Provider Trainings - Contract: 00025126 Healthcare Provider Trainings'. Below the title, there are tabs for 'Worksheets', 'Funding', 'Performance', and 'Counties'. The 'Performance' tab is active, showing 'Add/Update Measure', 'Current Measures', 'Associated Measures', and 'Deliverables'. The 'Current Measures' section displays a table of measure data:

Measure Data: Click here to hide the value set(s)			
Measure Type	Input	Reporting Frequency	Annual
Measure	Amendment not to exceed amount. The amendment not to exceed amount is \$34,203. This is in addition to the original contract not to exceed amount of \$77,500. Total for the contract and amendment is \$111,703.		
Explanatory Notes on Measures			
Modified By	Jeneen Preciose	Modified	1/27/2012

Below the measure data, there is a section for 'Value Set(s) for measure' with the following data:

Year	2012	Preferred Trend	Maintain
Baseline Value	\$34,203		
Target Value	\$34,203		
Actual Value			
Data Source	Executed contract.		
Collection Process and Calculation	Federal funders provide a Notice of Grant Award and contracts are awarded.		
Collection Frequency	Annual		
Data Limitations	Provider may not spend all money awarded. Funds could be increased, decreased, or terminated.		
Modified By	Jeneen Preciose	Modified	1/27/2012

Follow the same process for all the remaining measures to be changed/added for the amendment.

If you are adding a brand new measure for an amendment, please add the language, *This is a new XXX measure for the amendment.* in the Measure Definition.

Be sure to go to My Items and unlock both the original contract and the amendment when you are finished with them.

ACCESSING AN AMENDMENT

To access an amendment once it's been checked back in or unlocked, the process is a bit different than for a regular contract.

Click My Items, then Click the 2nd tab Contract Items and enter the OW Contract number and click Search.

Do NOT click on "Edit" or "View" at this point – as they will take you to the original contract – not the amendment.

To access the Amendment, click the Amendment Number (e.g. 1, 2, etc.) in the list:

The screenshot shows the 'My Items' page for user Jeneen Preciose. The 'Contract Items' tab is selected. A search for contract number 26567 has been performed, resulting in one contract: 'PREPare for Success' (Contract Number: 00026567, Start Date: 07/01/2012, End Date: 06/30/2013, Total Amount: \$352,712.00, Status: Executed). The 'Amendments' column for this contract shows the number '1'. A callout bubble with the text 'Click on the "1" to access Amendment 1 for the contract.' points to this number. Below the table are 'Previous Tab' and 'Next Tab' buttons, and footer information including a disclaimer and version number (2.8.9.08022012 - Fiscal Year: 2012).

The page will refresh to display the Amendment only. Then, you may click on Edit or View.

Viewing Amendment: 0 - Contract: - DHHS Open Window - Windows Internet Explorer

https://openwindow.dhhs.state.nc.us/default.aspx?pid=con_ContractAmendment&contractid=86f98941-9a9f-49a4-add7-fc44a25621ed&caid=00000000

File Edit View Favorites Tools Help

PDFCreator eBay Amazon Coupons Radio f t Options

Viewing Amendment: 0 - ... My Items - Locked Files, Con... Editing Documents for Contr...

Excels
NC DHHS Open Window
Openness, Transparency and Performance

Jeneen Preciose | Logout

Public Home Department Division Services

Contract List Add Contract Amendment List RFA List

Viewing Amendment: 0 - Contract:
Worksheets Funding Performance Counties

Amendment Amendment List

Type search details here Advanced Search

Search Results for Contract Amendments

Page 1 of 1 (1 items) [1]

Drag a column header here to group by

	Created By	Amendment Title	CA#	Division	Purpose	Contractors	Start Date	End Date	Total Amount	Status
Edit View Report Notes (0)	Jeneen Preciose	PREPare for Success	1	Division of Public Health	Changes to the Scope of Work are needed to ensure implementation of Making Proud Choiceest curriculum with fidelity and to realign the budget.	Appalachian State University	09/01/2012	06/30/2013	\$0.00	In-Process

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When the page refreshes and shows Search Results for Amendments, you may click Edit or View to get inside the amendment.

HOW TO FIND “MISSING” CONTRACTS

If you have created a contract in Open Window and you cannot find it, it may be a result of the Division not having been entered, your name not being entered as either the Contract Administrator or the Contract Delegate of the End Date not having been entered or entered incorrectly. It can also happen as a result of a known glitch in Open Window (see last page of this document for details).

If you cannot find your missing contract, it does not mean that it doesn't exist. Please contact your Contracts Team Leader BEFORE you create another one.

Contracts created in error in Open Window in error CANNOT be deleted. The only alternative is to give them a “Void” status. Please contact your Contracts Team Leader to alert him/her of any contracts that were created in error and need to be voided in the system.

USING THE SEARCH FEATURE TO FIND “MISSING” CONTRACTS

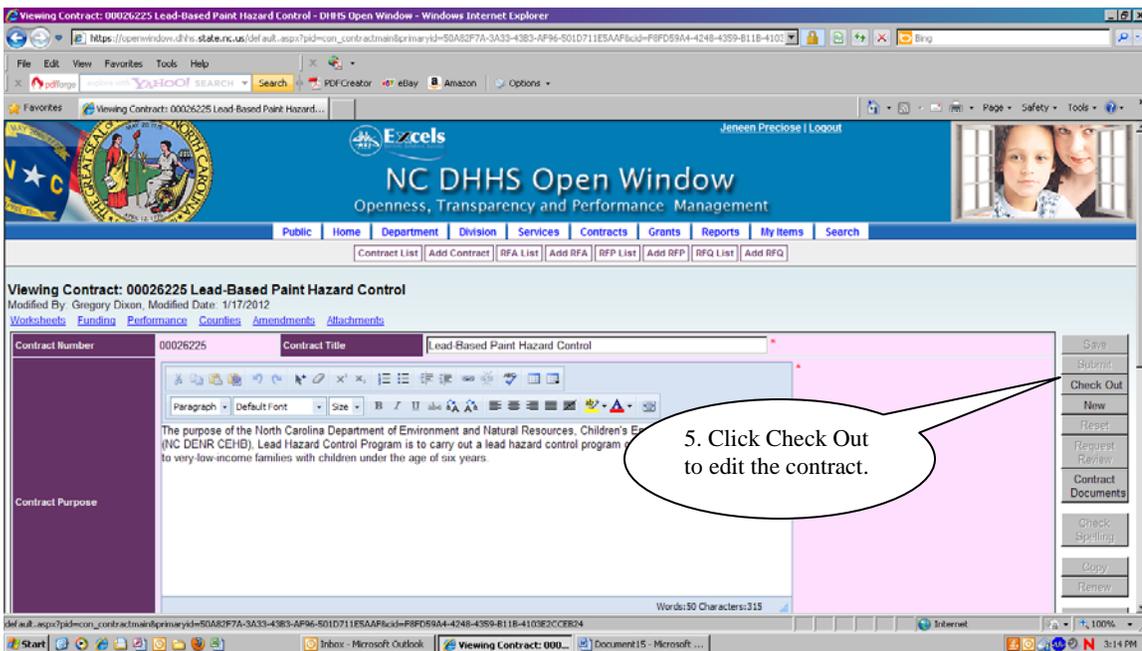
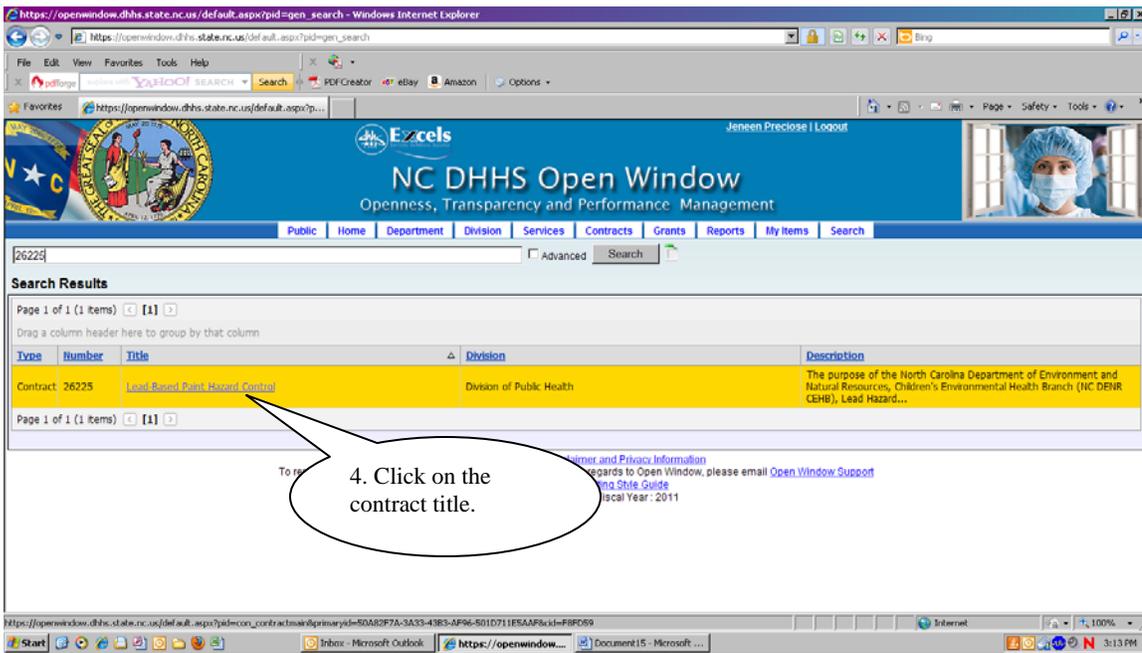
Use the Search feature to find your missing contract BEFORE you create another one.

Clicking on a contract through the Search feature automatically enters you in “View” mode. Once you're in the contract, you must click the Check Out button to Edit and Save information.

The first screenshot shows the NC DHHS Open Window homepage. A callout bubble points to the 'Search' button in the top navigation bar, with the text: "1. Click the blue word Search."

The second screenshot shows the search results page. A callout bubble points to the search input field, with the text: "2. Enter the contract number." Another callout bubble points to the 'Search' button, with the text: "3. Click Search."

Type	Number	Title	Division	Description
Service		Nurse Aide Registry	Division of Health Service Regulation	Registry maintains training and competency information on Nurse Aides. Employers must assess the Registry prior to employment to assure person is l...
Contract	12332	#106 Pathology Consultation Services	Division of Mental Health, Developmental Disabilities and Substance Abuse Services	To provide peer review procedures and methodologies, review quality control data, conduct continuing education seminars and monitor laboratory perfor...
Contract Amend	2 : 18373	(Alabama) W/C State Agency Model Project	Division of Public Health	The purpose of this amendment is to provide additional funding for the extended project duration in accordance with the terms and agreements with the...



There are also Advanced Search options under this feature, but the field is much more limited than the one under the My Items page. See instructions below for using Advanced Search as the steps are the same.

USING MY ITEMS TO FIND "MISSING" CONTRACTS

This method will only work if the contract has been saved with your name entered as the Contract Administrator/Manager/Delegate.

Click My Items.

Click on the 2nd tab Contract Items.

Click on the checked box that reads Limit to Three Years (End Date) to uncheck it.

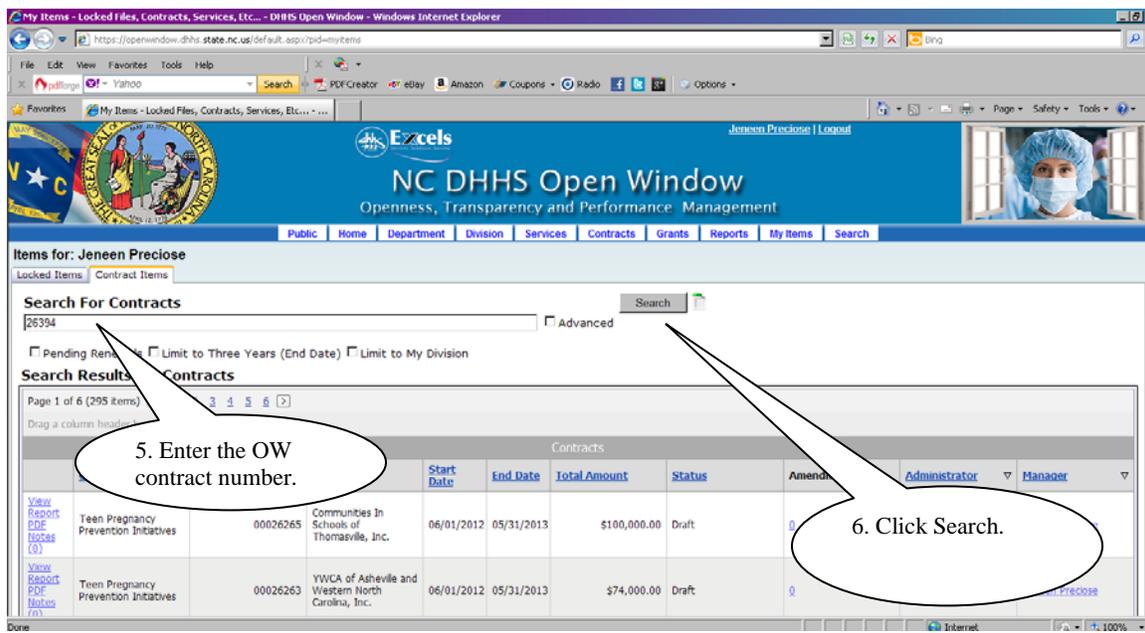
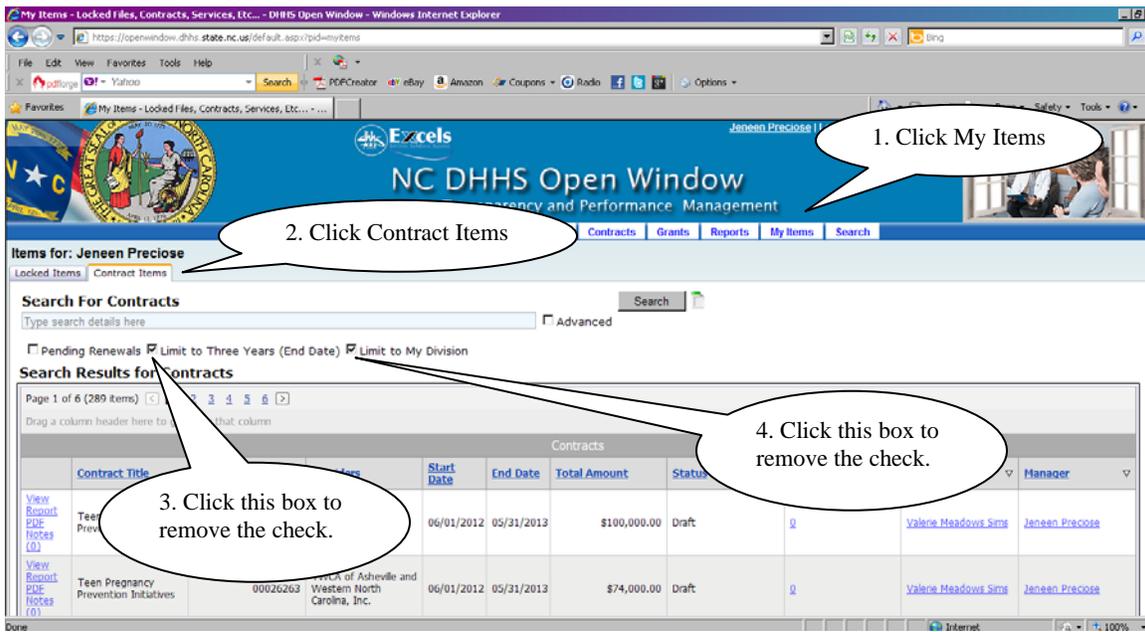
Wait for screen to refresh.

Click on the checked box that reads Limit to My Division to uncheck it.

Wait for screen to refresh.

Enter the OW contract number.

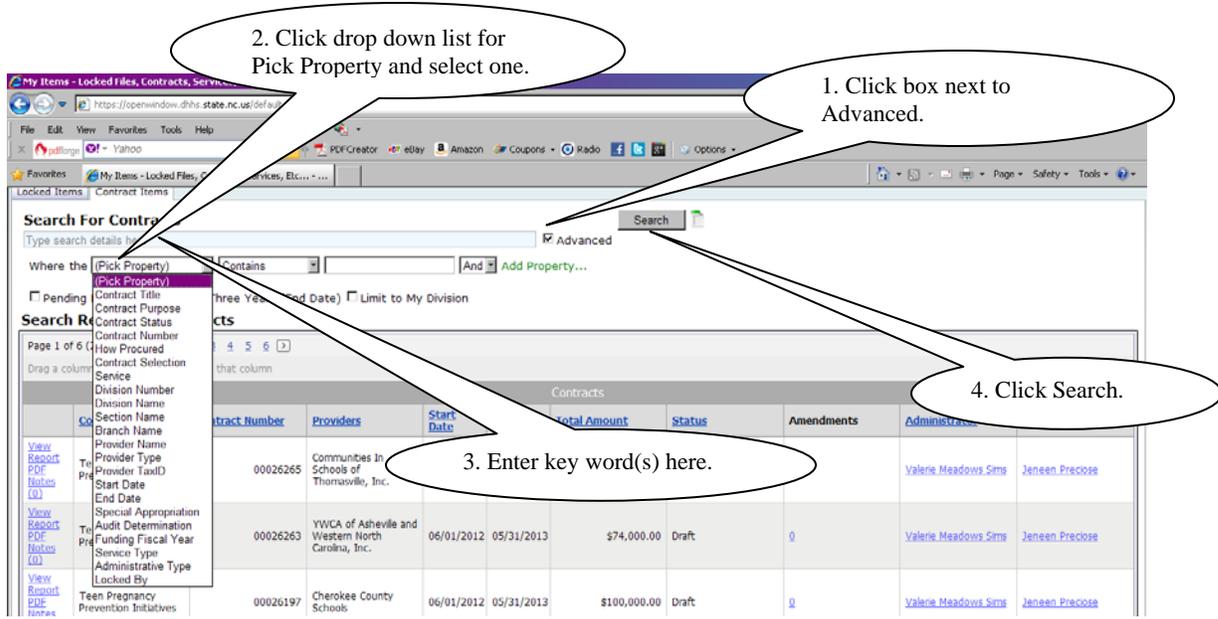
Click Search.



If you don't know the OW contract number, you can use the Advanced Search option to track it down using an element that you do know.

To use the Advanced Search, click the box next to Advanced (puts a check in the box) and click Pick Property to get a list of elements to choose from. E.g. Provider Name, Provider Tax ID, Contract Title.

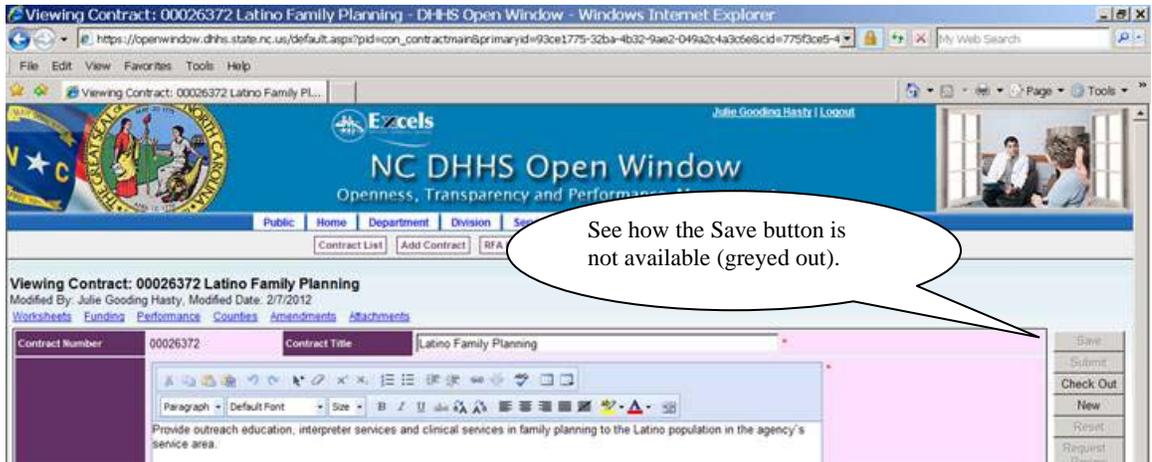
Click the element you want, then enter the key word(s) in the empty box after "Contains". Click Search.



SAVE BUTTON NOT WORKING WHEN RENEWING A CONTRACT

Sometimes when a contract is renewed, the Save button is not available to the user. This is a known glitch and has been reported to OW.

It looks like this:



When renewing a contract, please look to see if the Save button is available (i.e. text is black and button can be clicked).

If it is not, do the following steps:

1. Click the Check In button and wait for screen to refresh.
2. Click the Check Out button and wait for screen to refresh.
3. At this point, the Save button should be available for you to click.
4. If it is not, please report it immediately to your Team Leader so it can be reported to the Open Window Service Team.