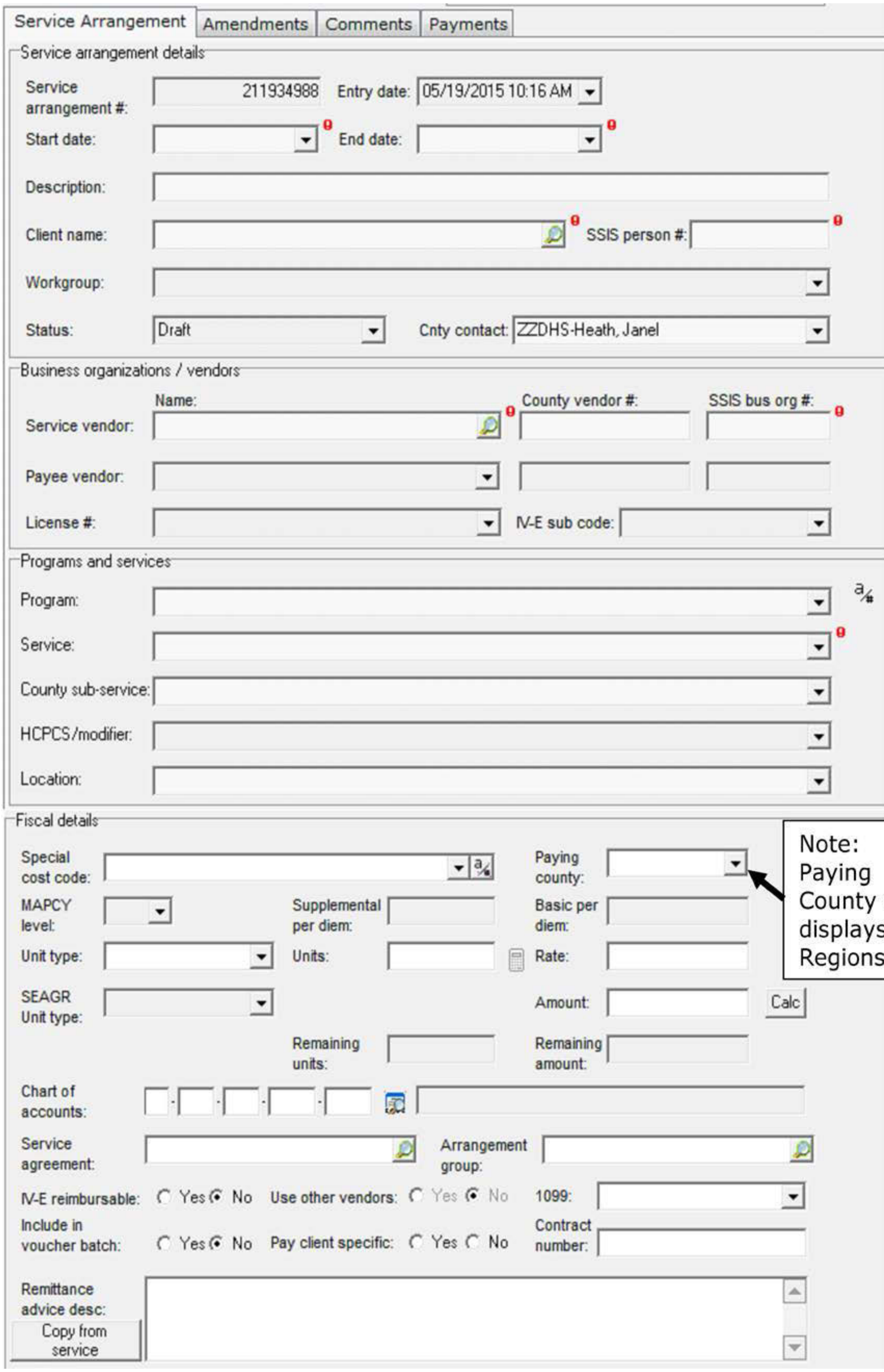
# New Service Arrangement




Note: Paying County only displays for Regions

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

**To create a New Service Arrangement:**

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

*Best Practice: Select the Workgroup to sort reports and grids by primary worker.*

6. Change **Cnty contact** if applicable.
    - Cnty contact defaults to the user creating the Service Arrangement.
7. Search for and select a **Service vendor**, enter **County vendor #** or **SSIS bus org #**.
8. **Payee vendor** auto fills from selected **Service vendor**.
    - Highlight the **Payee vendor** and press **Delete** to pay the Service vendor directly if applicable.
9. Select the **LNDX Link** or the **License** from **License #** assigned to the service vendor if applicable.
    - License information is required for IV-E and Northstar claiming purposes.
10. Select **IV-E sub code** if applicable.
    - IV-E sub code is used for IV-E and is only available for group providers.
11. Select **Program**.
    - Program is a further breakdown of the BRASS Program defined within SSIS for state reporting.
12. Select **Service**.
    - If 180/181 is selected, a process runs to verify a valid placement is entered for the child and verifies the dates of service and Service Vendor match the Placement.

13. Select the **County sub-service** if applicable.
    - County sub-services are determined and set up by each individual agency.
    - Use County sub-services to track expenditures for grants, identify Payments and Time Records for Healthcare Claiming purposes or other tracking requirements.
14. Select **HCPCS/modifier** if applicable.
    - HCPCS/modifier is required on all Payments for Healthcare Claiming.
15. Select a **Location**, mandatory if **HCPCS/Modifier** is selected.
16. Select a **Special cost code** if applicable.
    - Use Special cost code to identify special costs related to a BRASS Service or to pay a rate other than the Basic per diem and Supplemental per diem for Services 180/181.

*Reference: Refer to the Special Cost Code for Payments and Reporting handout on the SSIS Fiscal Documentation webpage.*

17. Select **Paying county** if applicable.
    - Visible only in regions.

*Hint: Information for steps 18-21 and 23 auto fills if Service 180 (Treatment Foster Care) or 181 (Child Family Foster Care) is selected. This information is not editable, unless a Special cost code is used, and certain restrictions still apply depending on the Special cost code selected.*

18. **MAPCY level**
    - If Service 180/181 is selected, **MAPCY level** or **DOC points** display based on the placement classification for the client and service dates selected.
    - If other services are selected, MAPCY level is the default and is not editable.
19. **Supplemental per diem** auto fills if Service 180/181 is selected based on the MAPCY or DOC assessment for the client.
    - If other services are selected, this field remains blank and is not editable.
20. **Basic per diem** auto fills based on the child’s age if Service 180/181 is selected.
    - If other services are selected, this field remains blank and is not editable.

21. Select **Unit type** if applicable.
    - This field auto fills for some services based on the Service selected and may or may not be editable.
22. Click the **Calculator** icon next to the **Units** field to have SSIS calculate the number of units, or manually enter the number of units.
23. Enter **Rate** if applicable.
    - This field is calculated and not editable if Service 180/181 is selected and no Special cost code is selected.
24. Select the **SEAGR Unit type** if applicable.
25. Click the **Calc** button next to the **Amount** field to have SSIS calculate the Amount, or manually enter then the Amount.
26. Search for and select a **Chart of accounts**, or manually enter it.
27. Search and select a **Service agreement** if applicable.
28. Search and select an **Arrangement group** if applicable.
29. Select **Yes** or **No** for **IV-E reimbursable**.

*Best Practice: Select Yes for Service Arrangements related to foster care services, unless you know the client is not IV-E Eligible.*

30. Select **Yes** or **No** for **Use other vendors** if applicable.
    - This field is only editable for client specific Service Arrangements.
31. Select a **1099** option if applicable.
    - Defaults from the Service Vendor record.
32. Select **Yes** or **No** for **Include in voucher batch**.

*Best Practice: Select Yes if your agency sends out Pre-Printed Vouchers.*

33. Select **Yes** or **No** for **Pay client specific** if applicable.
    - Select Yes if the Payment requires client information.
34. Enter a **Contract number** if applicable.
35. Click the **Copy from service** button on the **Remittance advice desc**. Field to use the description of the **Service**, or enter text.
36. **Save**.
37. Access **Action** and select **Send for Approval, Approve Service Information or Approve for Payment,** depending on your agency's approval process.
    - Approval information is added to the Comments tab once the Service Arrangement is approved or denied.