

How to Guide for Program Letter of Agreements (PLA)

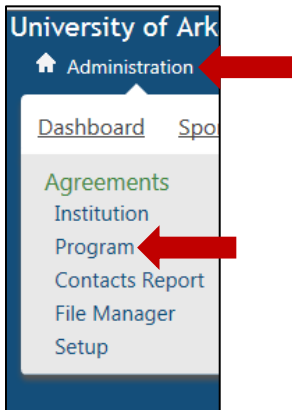
Use the standardized fillable PLA template found in your PD or PC [SharePoint](#) Sites.

Complete the template and obtain all signatures/dates.

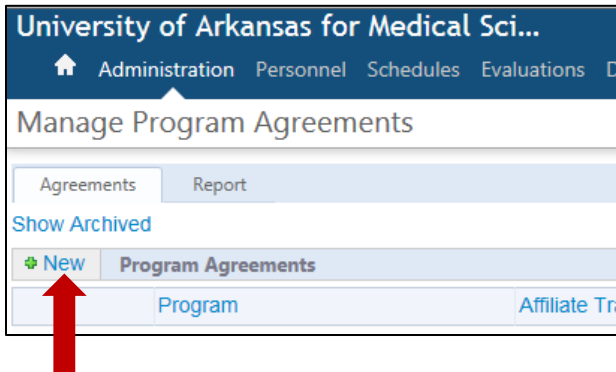
Save a copy of your signed PLA as a PDF. You will be uploading this document into New Innovations using directions below.

Create your PLA in New Innovations

1. Login to New Innovations.
2. Click the **Administration** tab located in the top left corner.
3. Under the Agreements column, click **Program**.



4. Click on **New** in the top left of the page.



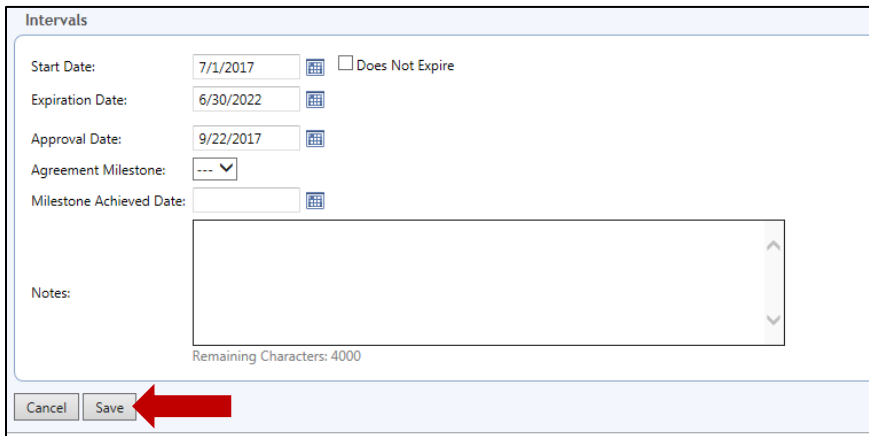
5. Fill in the request information for your PLA.

NOTE: Affiliate Training Location is the Participating Site listed in the PLA.

A screenshot of the 'Create Program Agreements' form. The 'Participants' section is visible. The 'Programs' dropdown menu is set to 'Pediatrics'. There is a checkbox for 'Include programs not eligible for IRIS reimbursement'. The 'Affiliate Training Location' dropdown menu is set to 'Arkansas Children's Hospital' and is highlighted with a red box. A link for 'View Agreement Contact Information' is next to it. Below this, there are options for 'All', 'None', and 'Invert'. The 'Agreement Type' dropdown menu is set to 'PLA' and is highlighted with a red box. A '1 Selected:' indicator is visible at the bottom.

6. Click the **Save** button.

NOTE: You do not need to complete information about Agreement Milestone, Milestone Achieved Date, or Notes if you do not have that information.



The screenshot shows a form titled "Intervals" with the following fields: Start Date (7/1/2017), Expiration Date (6/30/2022), Approval Date (9/22/2017), Agreement Milestone (dropdown), and Milestone Achieved Date. There is a "Notes" section with a text area and a "Remaining Characters: 4000" indicator. At the bottom, there are "Cancel" and "Save" buttons, with a red arrow pointing to the "Save" button.

Upload a PDF of your PLA into New Innovations

Once you save the above information it will take you back to Manage Program Agreements (if not, navigate to Administrations > Agreements > Program) and you should see your PLA listed.

1. Click on **Edit** located to the left of the information about your PLA.

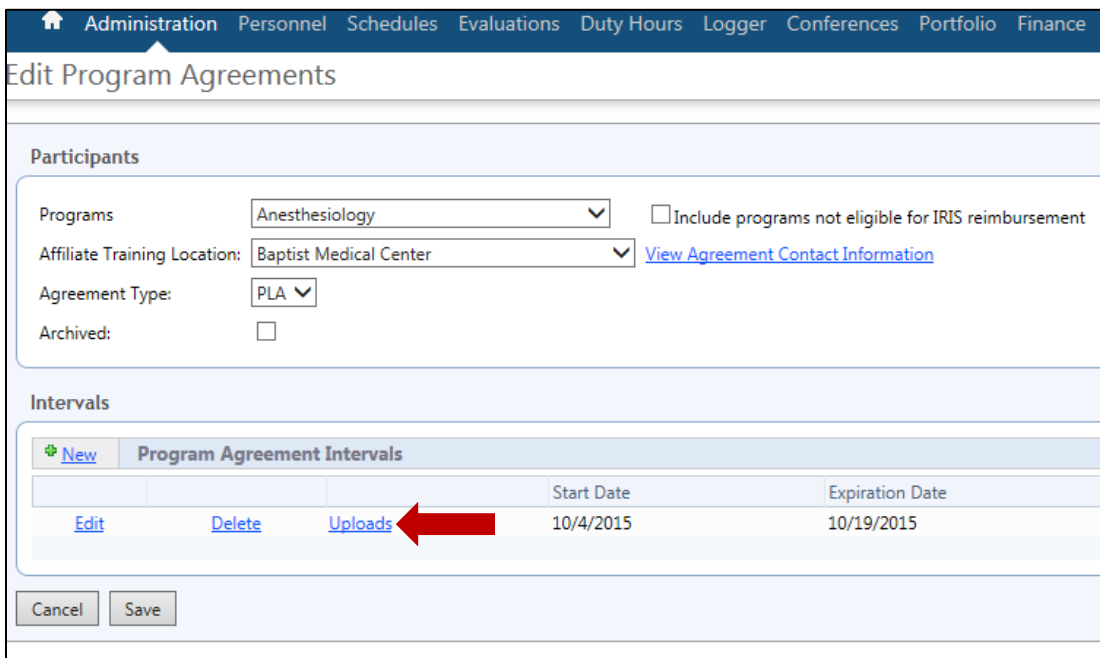


The screenshot shows a table with the following data:

Show Archived	
Program Agreements	
Program	Affiliate Training Location
Edit Delete Anesthesiology	Baptist Medical Center

A red arrow points to the "Edit" link in the first row of the table.

2. Click on **Uploads**.



The screenshot shows the "Edit Program Agreements" page with the following sections:

- Participants**: Programs (Anesthesiology), Affiliate Training Location (Baptist Medical Center), Agreement Type (PLA), Archived (checkbox).
- Intervals**: A table with columns for Start Date and Expiration Date. The first row shows Start Date: 10/4/2015 and Expiration Date: 10/19/2015. There are "Edit", "Delete", and "Uploads" buttons for each row. A red arrow points to the "Uploads" button.

At the bottom, there are "Cancel" and "Save" buttons.

3. Click the **Select** button and find the PDF of your PLA from its location on your computer.

Program Agreement Interval Upload

Agreement Interval Uploads

[Return to Program Agreements Listing](#)

/

Add New Items

[Create New Folder](#)

Select

[Upload File](#)

4. Click **Upload File**

Add New Items

[Create New Folder](#)

Upload File

5. Once file has been uploaded. Click **Return to Program Agreements Listing**.

Program Agreement Interval Upload

Agreement Interval Uploads

[Return to Program Agreements Listing](#)

/

Add New Items

[Create New Folder](#)

[Upload File](#)

<input type="checkbox"/>	2017-18Program Ltr of Agr TemplateforFillableForm-jk.pdf
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