

Children’s Board of Hillsborough County

Provider Timeline to Fiscal Year (FY) 2018 Contract

- Approval of all FY 2018 Provider contracts are subject to successful completion of an FY 2017 evaluation or reapplication, availability of funds and Board approval in September of 2017.
- Dates and tasks are subject to change, follow directives from CBHC notifications or Contract Managers.

Scheduled Due Date	Task	√
4/2017	“201” CATS training for Providers (April 19, 20, 25, and 26)	
5/1/2017	Quarter 2 Provider Contract Report, Budget to Actual & EE Matrix Update	
5/17/2017	Provider Forum	
5/25/2017	Regular Board Meeting	
5/30/2017	CBHC Contract Managers will complete Provider Evaluation Form Part 1	
June 2017	Contract Development Training <ul style="list-style-type: none"> • Newly Awarded for 2018: 6/7 • Investment and contracts with deliverables: 6/14 	
6/22/2017	Regular Board Meeting – Tentative Agenda Items: <ul style="list-style-type: none"> • <i>Vote on Preliminary FY 2018 Budget</i> • <i>Update on FY 2017 Provider Outcomes and Evaluation Status</i> 	
6/26/2017	CBHC initiates notifications of Provider specific preliminary contract amount	
May / June	CBHC conducts Provider Integrity Checks and ASO Case Monitoring	
7/3/2017	Final date to submit Budget Modification Requests	
7/14/2017	DIRECT CONTRACTS - submit draft matrix and budget to CBHC Contract Manager	
7/17-7/28	CBHC Budget reviews and Provider feedback for corrections	
7/14/2017	SUBCONTRACTS - submit matrix information as requested and budget to Lead Agent	
7/21/2017	LEAD AGENTS - submit draft matrix and budget to CBHC Contract Manager	
July 2017	Data Collection System training for CBHC staff and Providers: Date TBD	
8/1/2017	Quarter 3 Provider Contract Report, Budget to Actual, Data and Matrix Update	
8/1/2017	CBHC Contract Managers will complete Provider Evaluation Form Part 2	
8/11/2017	Providers submit ALL FINAL information required/requested by CBHC Contract Managers for preparation of FY 2018 contract	
8/24/2017	Budget Workshop/Board Meeting – Tentative Agenda Items: <ul style="list-style-type: none"> • <i>Final Approval of FY 18 Budget and Continuation Contracts (pending TRIM)</i> 	
9/14/2017	Provider Forum	
9/18/2017	CBHC FY 2018 Contracts mailed for Provider signature and due back 9/29/17	
9/28/2017	Regular Board Meeting – Tentative Agenda Items: <ul style="list-style-type: none"> • <i>Final TRIM Meeting and Vote on Budget</i> 	
9/30/2017	CBHC Contract Managers Provider Evaluation Part 4 completed	
9/2017	CATS training for New Providers	
10/1/2017	Start of Fiscal Year 2018	
11/13/2017	CBHC Contract Managers will complete Provider Evaluation Form Part 3	
11/15/2017	Quarter 4/Final Year to Date Provider Contract Report, Budget to Actual, Data and Matrix Update due	
11/15/2017	Final FY 2017 Reimbursements Due – No extensions	
11/16/2017	Regular Board Meeting	