

FY 2018 Annual Contract Evaluation and Recommendation for Continuation Funding

Part II

Contract Activities Through August 1	Comments/Explanations should reflect best practices and plans to improve	Max Pts	Pts Awarded	Rater Initials																																																																																																																																														
<p><b>I. Service Level Achievement:</b></p> <p><i>(# of participants served are in compliance with # contracted to serve)</i></p>	<p>Performance on each contracted outcome is scored separately and summed.</p> <table border="1" data-bbox="596 334 1535 829"> <thead> <tr> <th rowspan="2">Service Level</th> <th colspan="10"># of Outcomes</th> </tr> <tr> <th>1</th> <th>2</th> <th>3</th> <th>4</th> <th>5</th> <th>6</th> <th>7</th> <th>8</th> <th>9</th> <th>10</th> </tr> </thead> <tbody> <tr> <td>95%-100% of target</td> <td>12</td> <td>6</td> <td>4.0</td> <td>3.0</td> <td>2.4</td> <td>2.0</td> <td>1.7</td> <td>1.5</td> <td>1.3</td> <td>1.2</td> </tr> <tr> <td>93%-94% of target</td> <td>10</td> <td>5</td> <td>3.3</td> <td>2.5</td> <td>2.0</td> <td>1.7</td> <td>1.4</td> <td>1.3</td> <td>1.1</td> <td>1.0</td> </tr> <tr> <td>91%-92% of target</td> <td>8</td> <td>4</td> <td>2.7</td> <td>2.0</td> <td>1.6</td> <td>1.3</td> <td>1.1</td> <td>1.0</td> <td>0.9</td> <td>0.8</td> </tr> <tr> <td>89%-90% of target</td> <td>6</td> <td>3</td> <td>2.0</td> <td>1.5</td> <td>1.2</td> <td>1.0</td> <td>0.9</td> <td>0.8</td> <td>0.7</td> <td>0.6</td> </tr> <tr> <td>87%-88% of target</td> <td>4</td> <td>2</td> <td>1.3</td> <td>1.0</td> <td>0.8</td> <td>0.7</td> <td>0.6</td> <td>0.5</td> <td>0.4</td> <td>0.4</td> </tr> <tr> <td>85%-86% of target</td> <td>2</td> <td>1</td> <td>0.7</td> <td>.5</td> <td>0.4</td> <td>0.3</td> <td>0.3</td> <td>0.3</td> <td>0.2</td> <td>0.2</td> </tr> <tr> <td>Below 85% of target</td> <td>0</td> <td>0</td> <td>0.0</td> <td>0.0</td> <td>0.0</td> <td>0.0</td> <td>0.0</td> <td>0.0</td> <td>0.0</td> <td>0.0</td> </tr> </tbody> </table> <p><i>Enter Comments Here:</i></p>	Service Level	# of Outcomes										1	2	3	4	5	6	7	8	9	10	95%-100% of target	12	6	4.0	3.0	2.4	2.0	1.7	1.5	1.3	1.2	93%-94% of target	10	5	3.3	2.5	2.0	1.7	1.4	1.3	1.1	1.0	91%-92% of target	8	4	2.7	2.0	1.6	1.3	1.1	1.0	0.9	0.8	89%-90% of target	6	3	2.0	1.5	1.2	1.0	0.9	0.8	0.7	0.6	87%-88% of target	4	2	1.3	1.0	0.8	0.7	0.6	0.5	0.4	0.4	85%-86% of target	2	1	0.7	.5	0.4	0.3	0.3	0.3	0.2	0.2	Below 85% of target	0	0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	<p><b>12</b></p>	<p><b>Prelim</b> <b>(Prorated Q1-Q3)</b>  =  <b>Final</b>  =</p>																																													
Service Level	# of Outcomes																																																																																																																																																	
	1	2	3	4	5	6	7	8	9	10																																																																																																																																								
95%-100% of target	12	6	4.0	3.0	2.4	2.0	1.7	1.5	1.3	1.2																																																																																																																																								
93%-94% of target	10	5	3.3	2.5	2.0	1.7	1.4	1.3	1.1	1.0																																																																																																																																								
91%-92% of target	8	4	2.7	2.0	1.6	1.3	1.1	1.0	0.9	0.8																																																																																																																																								
89%-90% of target	6	3	2.0	1.5	1.2	1.0	0.9	0.8	0.7	0.6																																																																																																																																								
87%-88% of target	4	2	1.3	1.0	0.8	0.7	0.6	0.5	0.4	0.4																																																																																																																																								
85%-86% of target	2	1	0.7	.5	0.4	0.3	0.3	0.3	0.2	0.2																																																																																																																																								
Below 85% of target	0	0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0																																																																																																																																								
<p><b>2. Outcomes or Contract Deliverables:</b></p> <p><i>(% of contracted outcome results achieved)</i></p> <p>Check here if baseline data <input type="checkbox"/></p>	<p>Performance on each contracted outcome is scored separately and summed.</p> <table border="1" data-bbox="596 927 1514 1442"> <thead> <tr> <th rowspan="2">Outcome Level</th> <th colspan="10"># of Outcomes</th> </tr> <tr> <th>1</th> <th>2</th> <th>3</th> <th>4</th> <th>5</th> <th>6</th> <th>7</th> <th>8</th> <th>9</th> <th>10</th> </tr> </thead> <tbody> <tr> <td>95%-100% of target</td> <td>26</td> <td>13</td> <td>8.67</td> <td>6.5</td> <td>5.2</td> <td>4.33</td> <td>3.71</td> <td>3.25</td> <td>2.89</td> <td>2.6</td> </tr> <tr> <td>93%-94% of target</td> <td>23.4</td> <td>11.7</td> <td>7.8</td> <td>5.85</td> <td>4.68</td> <td>3.9</td> <td>3.34</td> <td>2.93</td> <td>2.6</td> <td>2.34</td> </tr> <tr> <td>92% of target</td> <td>20.8</td> <td>10.4</td> <td>6.93</td> <td>5.2</td> <td>4.16</td> <td>3.47</td> <td>2.97</td> <td>2.6</td> <td>2.31</td> <td>2.08</td> </tr> <tr> <td>91% of target</td> <td>18.2</td> <td>9.1</td> <td>6.07</td> <td>4.55</td> <td>4.55</td> <td>3.03</td> <td>2.6</td> <td>2.28</td> <td>2.02</td> <td>1.82</td> </tr> <tr> <td>90% of target</td> <td>15.6</td> <td>7.8</td> <td>5.2</td> <td>3.9</td> <td>3.12</td> <td>2.6</td> <td>2.23</td> <td>1.95</td> <td>1.73</td> <td>1.56</td> </tr> <tr> <td>89% of target</td> <td>13</td> <td>6.5</td> <td>4.33</td> <td>3.25</td> <td>2.6</td> <td>2.17</td> <td>1.86</td> <td>1.63</td> <td>1.44</td> <td>1.3</td> </tr> <tr> <td>88% of target</td> <td>10.4</td> <td>5.2</td> <td>3.47</td> <td>2.6</td> <td>2.08</td> <td>1.73</td> <td>1.49</td> <td>1.3</td> <td>1.16</td> <td>1.04</td> </tr> <tr> <td>87% of target</td> <td>7.8</td> <td>3.9</td> <td>2.6</td> <td>1.95</td> <td>1.56</td> <td>1.3</td> <td>1.11</td> <td>0.98</td> <td>0.87</td> <td>0.78</td> </tr> <tr> <td>86% of target</td> <td>5.2</td> <td>2.6</td> <td>1.73</td> <td>1.3</td> <td>1.04</td> <td>0.87</td> <td>0.74</td> <td>0.65</td> <td>0.58</td> <td>0.52</td> </tr> <tr> <td>85% of target</td> <td>2.6</td> <td>1.3</td> <td>0.87</td> <td>0.65</td> <td>0.52</td> <td>0.43</td> <td>0.37</td> <td>0.33</td> <td>0.29</td> <td>0.26</td> </tr> <tr> <td>Below 85% of target</td> <td>0.0</td> <td>0.0</td> <td>0.0</td> <td>0.0</td> <td>0.0</td> <td>0.0</td> <td>0.0</td> <td>0.0</td> <td>0.0</td> <td>0.0</td> </tr> </tbody> </table> <p><i>Enter Comments Here:</i></p>	Outcome Level	# of Outcomes										1	2	3	4	5	6	7	8	9	10	95%-100% of target	26	13	8.67	6.5	5.2	4.33	3.71	3.25	2.89	2.6	93%-94% of target	23.4	11.7	7.8	5.85	4.68	3.9	3.34	2.93	2.6	2.34	92% of target	20.8	10.4	6.93	5.2	4.16	3.47	2.97	2.6	2.31	2.08	91% of target	18.2	9.1	6.07	4.55	4.55	3.03	2.6	2.28	2.02	1.82	90% of target	15.6	7.8	5.2	3.9	3.12	2.6	2.23	1.95	1.73	1.56	89% of target	13	6.5	4.33	3.25	2.6	2.17	1.86	1.63	1.44	1.3	88% of target	10.4	5.2	3.47	2.6	2.08	1.73	1.49	1.3	1.16	1.04	87% of target	7.8	3.9	2.6	1.95	1.56	1.3	1.11	0.98	0.87	0.78	86% of target	5.2	2.6	1.73	1.3	1.04	0.87	0.74	0.65	0.58	0.52	85% of target	2.6	1.3	0.87	0.65	0.52	0.43	0.37	0.33	0.29	0.26	Below 85% of target	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	<p><b>26</b></p>	<p><b>Final</b>  =</p>	
Outcome Level	# of Outcomes																																																																																																																																																	
	1	2	3	4	5	6	7	8	9	10																																																																																																																																								
95%-100% of target	26	13	8.67	6.5	5.2	4.33	3.71	3.25	2.89	2.6																																																																																																																																								
93%-94% of target	23.4	11.7	7.8	5.85	4.68	3.9	3.34	2.93	2.6	2.34																																																																																																																																								
92% of target	20.8	10.4	6.93	5.2	4.16	3.47	2.97	2.6	2.31	2.08																																																																																																																																								
91% of target	18.2	9.1	6.07	4.55	4.55	3.03	2.6	2.28	2.02	1.82																																																																																																																																								
90% of target	15.6	7.8	5.2	3.9	3.12	2.6	2.23	1.95	1.73	1.56																																																																																																																																								
89% of target	13	6.5	4.33	3.25	2.6	2.17	1.86	1.63	1.44	1.3																																																																																																																																								
88% of target	10.4	5.2	3.47	2.6	2.08	1.73	1.49	1.3	1.16	1.04																																																																																																																																								
87% of target	7.8	3.9	2.6	1.95	1.56	1.3	1.11	0.98	0.87	0.78																																																																																																																																								
86% of target	5.2	2.6	1.73	1.3	1.04	0.87	0.74	0.65	0.58	0.52																																																																																																																																								
85% of target	2.6	1.3	0.87	0.65	0.52	0.43	0.37	0.33	0.29	0.26																																																																																																																																								
Below 85% of target	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0																																																																																																																																								

FY 2018 Annual Contract Evaluation and Recommendation for Continuation Funding

**Part II**

Contract Activities Through August 1	Comments/Explanations should reflect best practices and plans to improve	Max Pts	Pts Awarded	Rater Initials
<p>3. Accuracy of Data/Appropriate Administration of Measurement Instruments:</p> <p>Check here if data was corrected <input type="checkbox"/></p> <p>Date:</p>	<p><b>Check One:</b></p> <p>___ 95% - 100% accuracy (12 points)</p> <p>___ 90% -94% accuracy (8 points)</p> <p>___ Less than 90% accuracy (0 points)</p> <p><b>Score 1 point for each:</b></p> <p>___ Administration of all measures follows measurement tool protocol/guidelines or program evaluation procedures (1 point)</p> <p>___ Completed measures contain all necessary information for participant identification (1 point)</p> <p>___ Completed measures contain all necessary information including documentation for accurate scoring (1 point)</p> <p><i>Enter Comments Here:</i></p>	15		
<p>4. Q1, Q2, Q3 Fiscal Reporting and Reimbursements</p> <p><i>(Deduct from total points allowable the % of those reimbursement forms and budget to actual reports received without accurate information and budget to actual reports not received on time by total number of reports received).</i></p>	<p>___ Reimbursement requests contain accurate information. 0, 1, 2 or 3 points</p> <p>___ Budget to actual reports were received by the deadline. 0, 1 or 2 points</p> <p>___ Budget to actual reports contain accurate information. 0, 1 or 2 points</p> <p><i>Enter Comments Here:</i></p>	7		
<p>5. Compliance with General Terms and Conditions</p>	<p>___ Evidence of a sustainability or strategic action plan that outlines organizational goals which includes monitoring guidelines (1 point).</p> <p>___ CBHC prior approval obtained for budget modifications/changes (0, 1, 2 or 3 points).</p> <p>___ CBHC obtained contract notifications or pre-approved contract changes (0, 1, 2 or 3 points).</p> <p>___ Most current agency audit submitted on time (1 point).</p> <p><i>Enter Comments Here:</i></p>	8		
<p>6. Revenue Maximization:</p>	<p><b>Score 0 or 2 points:</b></p> <p>___ <b>Program or Agency</b> applied for or secured new funding outside CBHC.</p> <p><i>Enter Comments Here:</i></p>	2		
<p><b>Preliminary Points Part II</b></p>	<p><i>Special Note: Omit Section 2 when scoring.</i></p>	44		

**FY 2018 Annual Contract Evaluation and Recommendation for Continuation Funding**

**Part II**

<b>Contract Activities Through August 1</b>	<b>Comments/Explanations should reflect best practices and plans to improve</b>	<b>Max Pts</b>	<b>Pts Awarded</b>	<b>Rater Initials</b>
	<i>Enter Additional Comments Here:</i>			
<b>Total Score from Part I</b>	<i>Part I Score</i>	<b>30</b>		
<b>Total Preliminary Score</b>	<i>Part I + Preliminary Part II</i>	<b>74</b>		
<b>Final Points Part II</b>	<i>Enter Additional Comments Here:</i>	<b>70</b>		
<b>Total Final Score</b>	<i>Part I + Part II</i>	<b>100</b>		

***Preliminary Recommendation***

- Continue funding effective October 1 (*Total score result is 64 points or higher*)
- Continue funding effective October 1 with a contract modification (s) as necessary (*Total score is between 53 and 63 points*)
- Continue funding effective October 1 with a documented Provider Improvement Plan (*Total score is less than 53 points*)

***Final Recommendation***

- Continue funding effective October 1 (*Total score result is 85 points or higher*)
- Continue funding effective October 1 with a contract modification (s) as necessary (*Total score is between 70 and 84 points*)
- Continue funding effective October 1 with a documented Provider Improvement Plan (*Total score is less than 70 points*)

FY 2018 Annual Contract Evaluation and Recommendation for Continuation Funding

**Part II**

<p><b>NOT SCORED</b> <b>CBHC Review by 11/15</b></p>	<p><b>Comments/Explanations should reflect best practices and plans to improve</b></p>
<p>7. Agency Audit (for direct contracts and lead agencies only)</p>	<p><b>Check one:</b>  <input type="checkbox"/> Unmodified opinion with no comments or findings  <input type="checkbox"/> Unmodified opinion with comments  <input type="checkbox"/> Unmodified opinion with findings  <input type="checkbox"/> Qualified opinion</p>
<p>8. ASO Provider Monitoring                       Check here if <i>not</i> applicable <input type="checkbox"/></p>	<p><b>Indicate "yes" or "no" for each item:</b>  <input type="checkbox"/> Adherence to ASO Policies and Procedures  <input type="checkbox"/> Service or support tied back to a family support plan. Indicate % _____  <input type="checkbox"/> Documentation found in client file to substantiate ASO expenditures  <input type="checkbox"/> Funds returned if any. Indicate \$ amount _____                      If any of these objectives were not met please briefly describe:  <i>Enter Comments Here:</i></p>
<p>9. Provider Improvement Plan</p>	<p><b>Check one:</b>  <input type="checkbox"/> Not Applicable  <input type="checkbox"/> Completed Successfully  <input type="checkbox"/> Not completed successfully  <input type="checkbox"/> In progress, continuing into next fiscal year</p>

**Did Agency Audit, ASO or Provider Improvement Plan result change continuation funding recommendation?**  Yes  No

- Continue funding effective October 1
- Continue funding effective October 1 with a contract modification (s) as necessary
- Continue funding effective October 1 with a Provider Improvement Plan
- Other Determination

*Enter Comments Here:*

**FY 2018 Annual Contract Evaluation and Recommendation for Continuation Funding**

**Part II**  
**Projected Funding Allocation**

---

FY 2018 Contract Amount: \$ \_\_\_\_\_

ASO Allocation: \$ \_\_\_\_\_

\*FY 2019 Continuation Contract Amount: \$ \_\_\_\_\_

ASO Allocation: \$ \_\_\_\_\_

Explain any amount difference including impact to program or if contract is ending (i.e. changes to service levels, outcomes and/or ASO allocations)

*Enter Comments Here:*

**Type of Contract:**  Investment (more than 600K)     Uniting (75K – \$599,999)     Leading (5K - \$74,999)     Match

Note funding platform changes:

In FY 2018 the Uniting Grant funding platform is 75K - \$599,000)

In FY 2019 Investment Grant funding platform will be \$600,000 or more.

*Contract Manager Signature and Date:* \_\_\_\_\_

*Director of Programs Signature and Date:* \_\_\_\_\_

**\*Grants with September 30, 2018 term end date:** FY 2019 funding is subject to reapplication, if applicable, through a competitive review process and Board approval of recommended proposers.

FY 2018 Annual Contract Evaluation and Recommendation for Continuation Funding

**Part II**

Contract Activities through September 30	For Lead Agent with funded sub-contracts only (calculate separately from final score):			
Collaborative functioning / Lead Agent Compliance  Check here if <i>not</i> applicable <input type="checkbox"/>	<p><b>Score 0 or 1 for each: Programmatic: ___</b>                      ___ Cooperation – Evidence that partnership improves service delivery.  <i>Enter Example Here:</i>                      ___ Coordination – Combined resources to maximize operational efficiencies.  <i>Enter Example Here:</i>                      ___ Collaboration – Collectively applying a pool of seamless resources to meet family outcomes (including but not limited to collaborative staff training).  <i>Enter Example Here:</i>                      ___ Sharing staff across partnership to meet program needs and goals.  <i>Enter Example Here:</i>                      ___ Subcontractor personnel included in CBHC contract negotiations.  <b>Score 5 if yes for ALL items, 0 if not. Place “X” if done. Contractual: ___</b>                      ___ Lead agent notifies subcontractors of CBHC notifications, information requests, and/or meeting announcements.                      ___ Lead agent and subcontractor representatives attend training and/or programmatic meetings held by CBHC.                      ___ Subcontract agreements were executed and included all applicable special conditions and CBHC General Terms and Conditions as an attachment.                      ___ Subcontract agreements were submitted to CBHC within 30 days of CBHC contract execution.                      ___ Lead agent completed sub-contractor(s) fiscal site visits.  <i>Enter Comments Here:</i></p>	<b>Max 10</b>	<b>Pts Awarded</b>	<b>Rater Initial</b>

Maintain Lead Agency Status:  YES  NO

Maintain All Sub-Contract Status:  YES  NO

**If no, for either item above explain reason for changes:**

*Enter Comments Here:*

\_\_\_ Score of 7 -10 indicates good standing

\_\_\_ Score of 6 or below indicates need to address areas of improvement with a collaborative action plan