

FY 2019 Annual Contract Evaluation and Recommendation for Continuation Funding

Part II

Agency: _____

Program: _____

Contract Manager: _____

Contract is a Lead Agency with Collaborative Subcontractors Yes No

Contract Activities Through August 15	Comments/Explanations should reflect best practices and plans to improve	Max Pts	Pts Awarded	Rater Initials																																																																																																			
<p>I. Service Level Achievement: (# of participants served are in compliance with # contracted to serve)</p>	<p>Performance on each contracted outcome is scored separately and summed.</p> <table border="1" data-bbox="590 488 1520 1084"> <thead> <tr> <th data-bbox="590 488 743 529">Service Level</th> <th colspan="10" data-bbox="743 488 1520 529"># of Outcomes</th> </tr> <tr> <td data-bbox="590 529 743 570"></td> <th data-bbox="743 529 821 570">1</th> <th data-bbox="821 529 898 570">2</th> <th data-bbox="898 529 976 570">3</th> <th data-bbox="976 529 1054 570">4</th> <th data-bbox="1054 529 1131 570">5</th> <th data-bbox="1131 529 1209 570">6</th> <th data-bbox="1209 529 1287 570">7</th> <th data-bbox="1287 529 1365 570">8</th> <th data-bbox="1365 529 1442 570">9</th> <th data-bbox="1442 529 1520 570">10</th> </tr> </thead> <tbody> <tr> <td data-bbox="590 570 743 643">95%-100% of target</td> <td data-bbox="743 570 821 643">12.0</td> <td data-bbox="821 570 898 643">6.0</td> <td data-bbox="898 570 976 643">4.0</td> <td data-bbox="976 570 1054 643">3.0</td> <td data-bbox="1054 570 1131 643">2.4</td> <td data-bbox="1131 570 1209 643">2.0</td> <td data-bbox="1209 570 1287 643">1.7</td> <td data-bbox="1287 570 1365 643">1.5</td> <td data-bbox="1365 570 1442 643">1.3</td> <td data-bbox="1442 570 1520 643">1.2</td> </tr> <tr> <td data-bbox="590 643 743 716">93%-94% of target</td> <td data-bbox="743 643 821 716">10</td> <td data-bbox="821 643 898 716">5</td> <td data-bbox="898 643 976 716">3.3</td> <td data-bbox="976 643 1054 716">2.5</td> <td data-bbox="1054 643 1131 716">2.0</td> <td data-bbox="1131 643 1209 716">1.7</td> <td data-bbox="1209 643 1287 716">1.4</td> <td data-bbox="1287 643 1365 716">1.3</td> <td data-bbox="1365 643 1442 716">1.1</td> <td data-bbox="1442 643 1520 716">1.0</td> </tr> <tr> <td data-bbox="590 716 743 789">91%-92% of target</td> <td data-bbox="743 716 821 789">8.0</td> <td data-bbox="821 716 898 789">4.0</td> <td data-bbox="898 716 976 789">2.7</td> <td data-bbox="976 716 1054 789">2.0</td> <td data-bbox="1054 716 1131 789">1.6</td> <td data-bbox="1131 716 1209 789">1.3</td> <td data-bbox="1209 716 1287 789">1.1</td> <td data-bbox="1287 716 1365 789">1.0</td> <td data-bbox="1365 716 1442 789">0.9</td> <td data-bbox="1442 716 1520 789">0.8</td> </tr> <tr> <td data-bbox="590 789 743 862">89%-90% of target</td> <td data-bbox="743 789 821 862">6.0</td> <td data-bbox="821 789 898 862">3.0</td> <td data-bbox="898 789 976 862">2.0</td> <td data-bbox="976 789 1054 862">1.5</td> <td data-bbox="1054 789 1131 862">1.2</td> <td data-bbox="1131 789 1209 862">1.0</td> <td data-bbox="1209 789 1287 862">0.9</td> <td data-bbox="1287 789 1365 862">0.8</td> <td data-bbox="1365 789 1442 862">0.7</td> <td data-bbox="1442 789 1520 862">0.6</td> </tr> <tr> <td data-bbox="590 862 743 935">87%-88% of target</td> <td data-bbox="743 862 821 935">4.0</td> <td data-bbox="821 862 898 935">2.0</td> <td data-bbox="898 862 976 935">1.3</td> <td data-bbox="976 862 1054 935">1.0</td> <td data-bbox="1054 862 1131 935">0.8</td> <td data-bbox="1131 862 1209 935">0.7</td> <td data-bbox="1209 862 1287 935">0.6</td> <td data-bbox="1287 862 1365 935">0.5</td> <td data-bbox="1365 862 1442 935">0.4</td> <td data-bbox="1442 862 1520 935">0.4</td> </tr> <tr> <td data-bbox="590 935 743 1008">85%-86% of target</td> <td data-bbox="743 935 821 1008">2.0</td> <td data-bbox="821 935 898 1008">1.0</td> <td data-bbox="898 935 976 1008">0.7</td> <td data-bbox="976 935 1054 1008">0.5</td> <td data-bbox="1054 935 1131 1008">0.4</td> <td data-bbox="1131 935 1209 1008">0.3</td> <td data-bbox="1209 935 1287 1008">0.3</td> <td data-bbox="1287 935 1365 1008">0.3</td> <td data-bbox="1365 935 1442 1008">0.2</td> <td data-bbox="1442 935 1520 1008">0.2</td> </tr> <tr> <td data-bbox="590 1008 743 1084">Below 85% of target</td> <td data-bbox="743 1008 821 1084">0.0</td> <td data-bbox="821 1008 898 1084">0.0</td> <td data-bbox="898 1008 976 1084">0.0</td> <td data-bbox="976 1008 1054 1084">0.0</td> <td data-bbox="1054 1008 1131 1084">0.0</td> <td data-bbox="1131 1008 1209 1084">0.0</td> <td data-bbox="1209 1008 1287 1084">0.0</td> <td data-bbox="1287 1008 1365 1084">0.0</td> <td data-bbox="1365 1008 1442 1084">0.0</td> <td data-bbox="1442 1008 1520 1084">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	12.0	6.0	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	8.0	4.0	2.7	2.0	1.6	1.3	1.1	1.0	0.9	0.8	89%-90% of target	6.0	3.0	2.0	1.5	1.2	1.0	0.9	0.8	0.7	0.6	87%-88% of target	4.0	2.0	1.3	1.0	0.8	0.7	0.6	0.5	0.4	0.4	85%-86% of target	2.0	1.0	0.7	0.5	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	0.0	<p>12</p>	<p>Prelim (Prorated Q1-Q3) = Final =</p>	
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<p>2. Outcomes or Contract Deliverables:</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="590 358 1520 1252"> <thead> <tr> <th data-bbox="590 358 743 399">Service Level</th> <th colspan="10" data-bbox="743 358 1520 399"># of Outcomes</th> </tr> <tr> <th data-bbox="590 399 743 440"></th> <th data-bbox="743 399 821 440">1</th> <th data-bbox="821 399 898 440">2</th> <th data-bbox="898 399 976 440">3</th> <th data-bbox="976 399 1054 440">4</th> <th data-bbox="1054 399 1131 440">5</th> <th data-bbox="1131 399 1209 440">6</th> <th data-bbox="1209 399 1287 440">7</th> <th data-bbox="1287 399 1365 440">8</th> <th data-bbox="1365 399 1442 440">9</th> <th data-bbox="1442 399 1520 440">10</th> </tr> </thead> <tbody> <tr> <td data-bbox="590 440 743 513">95%-100% of target</td> <td data-bbox="743 440 821 513">26</td> <td data-bbox="821 440 898 513">13</td> <td data-bbox="898 440 976 513">8.67</td> <td data-bbox="976 440 1054 513">6.5</td> <td data-bbox="1054 440 1131 513">5.2</td> <td data-bbox="1131 440 1209 513">4.33</td> <td data-bbox="1209 440 1287 513">3.71</td> <td data-bbox="1287 440 1365 513">3.25</td> <td data-bbox="1365 440 1442 513">2.89</td> <td data-bbox="1442 440 1520 513">2.6</td> </tr> <tr> <td data-bbox="590 513 743 586">93%-94% of target</td> <td data-bbox="743 513 821 586">23.4</td> <td data-bbox="821 513 898 586">11.7</td> <td data-bbox="898 513 976 586">7.8</td> <td data-bbox="976 513 1054 586">5.85</td> <td data-bbox="1054 513 1131 586">4.68</td> <td data-bbox="1131 513 1209 586">3.9</td> <td data-bbox="1209 513 1287 586">3.34</td> <td data-bbox="1287 513 1365 586">2.93</td> <td data-bbox="1365 513 1442 586">2.6</td> <td data-bbox="1442 513 1520 586">2.34</td> </tr> <tr> <td data-bbox="590 586 743 659">92% of target</td> <td data-bbox="743 586 821 659">20.8</td> <td data-bbox="821 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805">7.8</td> <td data-bbox="898 732 976 805">5.2</td> <td data-bbox="976 732 1054 805">3.9</td> <td data-bbox="1054 732 1131 805">3.12</td> <td data-bbox="1131 732 1209 805">2.6</td> <td data-bbox="1209 732 1287 805">2.23</td> <td data-bbox="1287 732 1365 805">1.95</td> <td data-bbox="1365 732 1442 805">1.73</td> <td data-bbox="1442 732 1520 805">1.56</td> </tr> <tr> <td data-bbox="590 805 743 878">89% of target</td> <td data-bbox="743 805 821 878">13</td> <td data-bbox="821 805 898 878">6.5</td> <td data-bbox="898 805 976 878">4.33</td> <td data-bbox="976 805 1054 878">3.25</td> <td data-bbox="1054 805 1131 878">2.6</td> <td data-bbox="1131 805 1209 878">2.17</td> <td data-bbox="1209 805 1287 878">1.86</td> <td data-bbox="1287 805 1365 878">1.63</td> <td data-bbox="1365 805 1442 878">1.44</td> <td data-bbox="1442 805 1520 878">1.3</td> </tr> <tr> <td data-bbox="590 878 743 951">88% of target</td> <td data-bbox="743 878 821 951">10.4</td> <td data-bbox="821 878 898 951">5.2</td> <td 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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>26</p>	<p>Final</p> <p>=</p>	
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<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>Check One: (Accuracy of Sample = # Correct Data Elements/Total # Data Elements)</p> <p>___ 95% - 100% accuracy (12 points)</p> <p>___ 90% -94% accuracy (8 points)</p> <p>___ Less than 90% accuracy (0 points)</p> <p>Score 1 point for each:</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>	<p>15</p>		
<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 or 1 point)</p> <p>___ Budget to actual reports contain accurate information. (0 or 1 point)</p> <p>___ Next FY budget was submitted for contract by deadline. (0, 1 or 2 points)</p> <p>___ Next FY budget submitted in accordance with instructions and without major revisions. (0, 1 or 2 points)</p> <p><i>Enter Comments Here:</i></p>	<p>9</p>		
<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 for spending outside of the budget (0, 1, or 2 points).</p> <p>___ CBHC obtained contract notifications or pre-approved contract changes (0, 1, or 2 points).</p> <p>___ Most current agency audit submitted on time (1 point).</p> <p><i>Enter Comments Here:</i></p>	<p>6</p>		
<p>6. Revenue Maximization:</p>	<p>Score 0 or 2 points:</p> <p>___ Program or Agency applied for or secured new funding outside CBHC.</p> <p><i>Enter Comments Here:</i></p>	<p>2</p>		

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Part II

Contract Activities Through August 15	Comments/Explanations should reflect best practices and plans to improve	Max Pts	Pts Awarded	Rater Initials
Preliminary Points Part II	<i>Special Note: Omit Section 2 when scoring. Enter Additional Comments Here:</i>	44		
Total Score from Part I	<i>Part I Score</i>	30		
Total Preliminary Score	<i>Part I + Preliminary Part II</i>	74		
Final Points Part II	<i>Enter Additional Comments Here:</i>	70		
Total Final Score	<i>Part I + Part II</i>	100		

*** FY 2019 Annual Contract Evaluation and Recommendation tool has been modified from previous years:*

Section 4 now includes (2) additional items (Next FY budget) and points have been reduced for both Budget to Actual items. Total points in this section have increased from 7 to 9 points. Section 5 has (2) items (budget and contract changes) with reduced points and total points in this section has decreased from 8 to 6 points.

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 2019 Annual Contract Evaluation and Recommendation for Continuation Funding

Part II

<p>NOT SCORED CBHC Review by 11/15</p>	<p>Comments/Explanations should reflect best practices and plans to improve</p>
<p>7. Agency Audit (for direct contracts and lead agencies only)</p>	<p>Check one: <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>Indicate "yes" or "no" for each item: <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>Check one: <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:

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Part II
Projected Funding Allocation

FY 2019 Contract Amount: \$ _____

ASO Allocation: \$ _____

FY 2020 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 \$600,000)

Uniting (\$75,000 – \$599,999)

Leading (\$5,000 - \$74,999)

Contract Manager Signature and Date: _____

Director of Finance Signature and Date: _____

Director of Programs Signature and Date: _____

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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 not applicable <input type="checkbox"/>	<p>Score 0 or 1 for each: Programmatic: ___ ___ 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. Score 5 if yes for ALL items, 0 if not. Place "X" if done. Contractual: ___ ___ 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>	<p>Max 10</p>	<p>Pts Awarded</p>	<p>Rater Initial</p>

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