

FY 2018 Annual Contract Evaluation and Recommendation for Continuation Funding

Part II

Agency: _____

Program: _____

Contract Activities Through August 1	Comments/Explanations should reflect best practices and plans to improve	Max Pts	Pts Awarded	Rater Initials																																																																																																			
<p>I. Service Level Achievement: <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="590 402 1522 998"> <thead> <tr> <th data-bbox="590 402 745 440">Service Level</th> <th colspan="10" data-bbox="745 402 1522 440"># of Outcomes</th> </tr> <tr> <td data-bbox="590 440 745 483"></td> <th data-bbox="745 440 821 483">1</th> <th data-bbox="821 440 896 483">2</th> <th data-bbox="896 440 972 483">3</th> <th data-bbox="972 440 1047 483">4</th> <th data-bbox="1047 440 1123 483">5</th> <th data-bbox="1123 440 1199 483">6</th> <th data-bbox="1199 440 1274 483">7</th> <th data-bbox="1274 440 1350 483">8</th> <th data-bbox="1350 440 1425 483">9</th> <th data-bbox="1425 440 1522 483">10</th> </tr> </thead> <tbody> <tr> <td data-bbox="590 483 745 557">95%-100% of target</td> <td data-bbox="745 483 821 557">12.0</td> <td data-bbox="821 483 896 557">6.0</td> <td data-bbox="896 483 972 557">4.0</td> <td data-bbox="972 483 1047 557">3.0</td> <td data-bbox="1047 483 1123 557">2.4</td> <td data-bbox="1123 483 1199 557">2.0</td> <td data-bbox="1199 483 1274 557">1.7</td> <td data-bbox="1274 483 1350 557">1.5</td> <td data-bbox="1350 483 1425 557">1.3</td> <td data-bbox="1425 483 1522 557">1.2</td> </tr> <tr> <td data-bbox="590 557 745 630">93%-94% of target</td> <td data-bbox="745 557 821 630">10</td> <td data-bbox="821 557 896 630">5</td> <td data-bbox="896 557 972 630">3.3</td> <td data-bbox="972 557 1047 630">2.5</td> <td data-bbox="1047 557 1123 630">2.0</td> <td data-bbox="1123 557 1199 630">1.7</td> <td data-bbox="1199 557 1274 630">1.4</td> <td data-bbox="1274 557 1350 630">1.3</td> <td data-bbox="1350 557 1425 630">1.1</td> <td data-bbox="1425 557 1522 630">1.0</td> </tr> <tr> <td data-bbox="590 630 745 703">91%-92% of target</td> <td data-bbox="745 630 821 703">8.0</td> <td data-bbox="821 630 896 703">4.0</td> <td data-bbox="896 630 972 703">2.7</td> <td data-bbox="972 630 1047 703">2.0</td> <td data-bbox="1047 630 1123 703">1.6</td> <td data-bbox="1123 630 1199 703">1.3</td> <td data-bbox="1199 630 1274 703">1.1</td> <td data-bbox="1274 630 1350 703">1.0</td> <td data-bbox="1350 630 1425 703">0.9</td> <td data-bbox="1425 630 1522 703">0.8</td> </tr> <tr> <td data-bbox="590 703 745 776">89%-90% of target</td> <td data-bbox="745 703 821 776">6.0</td> <td data-bbox="821 703 896 776">3.0</td> <td data-bbox="896 703 972 776">2.0</td> <td data-bbox="972 703 1047 776">1.5</td> <td data-bbox="1047 703 1123 776">1.2</td> <td data-bbox="1123 703 1199 776">1.0</td> <td data-bbox="1199 703 1274 776">0.9</td> <td data-bbox="1274 703 1350 776">0.8</td> <td data-bbox="1350 703 1425 776">0.7</td> <td data-bbox="1425 703 1522 776">0.6</td> </tr> <tr> <td data-bbox="590 776 745 849">87%-88% of target</td> <td data-bbox="745 776 821 849">4.0</td> <td data-bbox="821 776 896 849">2.0</td> <td data-bbox="896 776 972 849">1.3</td> <td data-bbox="972 776 1047 849">1.0</td> <td data-bbox="1047 776 1123 849">0.8</td> <td data-bbox="1123 776 1199 849">0.7</td> <td data-bbox="1199 776 1274 849">0.6</td> <td data-bbox="1274 776 1350 849">0.5</td> <td data-bbox="1350 776 1425 849">0.4</td> <td data-bbox="1425 776 1522 849">0.4</td> </tr> <tr> <td data-bbox="590 849 745 922">85%-86% of target</td> <td data-bbox="745 849 821 922">2.0</td> <td data-bbox="821 849 896 922">1.0</td> <td data-bbox="896 849 972 922">0.7</td> <td data-bbox="972 849 1047 922">0.5</td> <td data-bbox="1047 849 1123 922">0.4</td> <td data-bbox="1123 849 1199 922">0.3</td> <td data-bbox="1199 849 1274 922">0.3</td> <td data-bbox="1274 849 1350 922">0.3</td> <td data-bbox="1350 849 1425 922">0.2</td> <td data-bbox="1425 849 1522 922">0.2</td> </tr> <tr> <td data-bbox="590 922 745 998">Below 85% of target</td> <td data-bbox="745 922 821 998">0.0</td> <td data-bbox="821 922 896 998">0.0</td> <td data-bbox="896 922 972 998">0.0</td> <td data-bbox="972 922 1047 998">0.0</td> <td data-bbox="1047 922 1123 998">0.0</td> <td data-bbox="1123 922 1199 998">0.0</td> <td data-bbox="1199 922 1274 998">0.0</td> <td data-bbox="1274 922 1350 998">0.0</td> <td data-bbox="1350 922 1425 998">0.0</td> <td data-bbox="1425 922 1522 998">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>	
Service Level	# of Outcomes																																																																																																						
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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="590 435 1522 1328"> <thead> <tr> <th data-bbox="590 435 747 472">Service Level</th> <th colspan="10" data-bbox="747 435 1522 472"># of Outcomes</th> </tr> <tr> <th data-bbox="590 472 747 509"></th> <th data-bbox="747 472 821 509">1</th> <th data-bbox="821 472 894 509">2</th> <th data-bbox="894 472 968 509">3</th> <th data-bbox="968 472 1041 509">4</th> <th data-bbox="1041 472 1115 509">5</th> <th data-bbox="1115 472 1188 509">6</th> <th data-bbox="1188 472 1262 509">7</th> <th data-bbox="1262 472 1335 509">8</th> <th data-bbox="1335 472 1409 509">9</th> <th data-bbox="1409 472 1522 509">10</th> </tr> </thead> <tbody> <tr> <td data-bbox="590 509 747 586">95%-100% of target</td> <td data-bbox="747 509 821 586">26</td> <td data-bbox="821 509 894 586">13</td> <td data-bbox="894 509 968 586">8.67</td> <td data-bbox="968 509 1041 586">6.5</td> <td data-bbox="1041 509 1115 586">5.2</td> <td data-bbox="1115 509 1188 586">4.33</td> <td data-bbox="1188 509 1262 586">3.71</td> <td data-bbox="1262 509 1335 586">3.25</td> <td data-bbox="1335 509 1409 586">2.89</td> <td data-bbox="1409 509 1522 586">2.6</td> </tr> <tr> <td data-bbox="590 586 747 662">93%-94% of target</td> <td data-bbox="747 586 821 662">23.4</td> <td data-bbox="821 586 894 662">11.7</td> <td data-bbox="894 586 968 662">7.8</td> <td data-bbox="968 586 1041 662">5.85</td> <td data-bbox="1041 586 1115 662">4.68</td> <td data-bbox="1115 586 1188 662">3.9</td> <td data-bbox="1188 586 1262 662">3.34</td> <td data-bbox="1262 586 1335 662">2.93</td> <td data-bbox="1335 586 1409 662">2.6</td> <td data-bbox="1409 586 1522 662">2.34</td> </tr> <tr> <td data-bbox="590 662 747 738">92% of target</td> <td data-bbox="747 662 821 738">20.8</td> <td data-bbox="821 662 894 738">10.4</td> <td data-bbox="894 662 968 738">6.93</td> <td data-bbox="968 662 1041 738">5.2</td> <td data-bbox="1041 662 1115 738">4.16</td> <td data-bbox="1115 662 1188 738">3.47</td> <td data-bbox="1188 662 1262 738">2.97</td> <td data-bbox="1262 662 1335 738">2.6</td> <td data-bbox="1335 662 1409 738">2.31</td> <td data-bbox="1409 662 1522 738">2.08</td> </tr> <tr> <td data-bbox="590 738 747 815">91% of target</td> <td data-bbox="747 738 821 815">18.2</td> <td data-bbox="821 738 894 815">9.1</td> <td data-bbox="894 738 968 815">6.07</td> <td data-bbox="968 738 1041 815">4.55</td> <td data-bbox="1041 738 1115 815">4.55</td> <td data-bbox="1115 738 1188 815">3.03</td> <td data-bbox="1188 738 1262 815">2.6</td> <td data-bbox="1262 738 1335 815">2.28</td> <td data-bbox="1335 738 1409 815">2.02</td> <td data-bbox="1409 738 1522 815">1.82</td> </tr> <tr> <td data-bbox="590 815 747 891">90% of target</td> <td data-bbox="747 815 821 891">15.6</td> <td data-bbox="821 815 894 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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><u>Check One:</u></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, 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>	<p>7</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 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>	<p>8</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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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		

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>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:

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 <i>Check here if not applicable</i> <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>	Max 10	Pts Awarded	Rater Initial

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