

# Children's Board of Hillsborough County

## Provider Timeline to Fiscal Year (FY) 2017 Contract

- All FY 2017 Provider contracts are subject to the successful completion of an FY 2016 evaluation, availability of funds and Board approval on September 22, 2016.
- September 30, 2017 is the end date for ALL Leading & Uniting grants unless otherwise specified.
- Reporting mechanisms may be adapted as CATS is currently under development.
- All dates are subject to change, please follow directives from CBHC Contract Managers.

Scheduled Date	Task	Completion Date
3/10/2016	<b>PROVIDER FORUM</b>	
Jan - April	Providers participate and follow up as necessary with CBHC fiscal site visits.	
4/22/2016	Providers will report lapse projections to their Contract Manager.	
5/1/2016	<b>Provider Quarter 2 data, budget to actual, report and matrix update due.</b>	
5/30/2016	CBHC Contract Managers complete FY 2016 Provider Evaluation Form Part 1 of 4.	
May 2016	ASO Providers will submit their <b>projected FY 2017</b> ASO allocation.	
5/26/2016	<b>Regular Board Meeting</b> - Tentative Agenda Item: <ul style="list-style-type: none"> <li>• <i>Approval of Preliminary FY2017 Funding Recommendations.</i></li> </ul>	
Mar - June	ASO Providers participate and follow up as necessary to ASO Monitoring visits.	
May - June	CBHC conducts Provider Data Integrity Checks and ASO Monitoring.	
6/9/2016	<b>PROVIDER FORUM</b>	
6/15/2016	CBHC Mandatory Provider Training on FY17 Budget and Contract Development.	
<b>6/23/2016</b>	<b>Regular Board Meeting</b> – Tentative Agenda Items: <ul style="list-style-type: none"> <li>• <i>Vote on Preliminary FY 2017 Budget</i></li> <li>• <i>Update on FY 2016 Provider Outcomes and Evaluation Status.</i></li> </ul>	
6/27/2016	CBHC notifies Providers of preliminary contract amount and & contract development process begins.	
7/1/2016	Final date to submit Budget Modification Requests (optional).	
7/15/2016	SUBCONTRACTOR 2017 budgets due to Lead Agents.	
7/15/2016	DIRECT Contracts submit DRAFT 2017 budget to CBHC Contract Manager.	
7/22/2016	LEAD Agents submit DRAFT 2017 Budgets to CBHC Contract Manager.	
7/22/2016	All Contracts submit DRAFT 2017 Matrix Workplans to Contract Manager.	
8/1/2016	<b>Provider Quarter 3 data, budget to actual, report and matrix update due.</b>	
<b>8/12/2016</b>	<b>Providers must submit ALL FINAL information required/requested by CBHC Contract Managers for preparation of FY 2017 contract.</b>	
8/15/2016	CBHC Contract Managers complete FY 2016 Provider Evaluation Form Part 2 of 4.	
8/25/2016	<b>Budget Workshop/Board Meeting</b> – Tentative Agenda Items: <ul style="list-style-type: none"> <li>• <i>Final Approval of FY17 Budget and Continuation Contracts (pending TRIM)</i></li> </ul>	
9/7/2016	<b>PROVIDER FORUM</b>	
<b>9/22/2016</b>	<b>Regular Board Meeting</b> – Tentative Agenda Items: <ul style="list-style-type: none"> <li>• <i>Final TRIM Meeting and Vote on FY17 Budget</i></li> </ul>	
9/26/2016	CBHC Contracts mailed for Provider signature.	
9/30/2016	<b>END OF FY 2016 CONTRACT YEAR</b>	
<b>11/15/2016</b>	<b>Final Year to Date FY 2016 Data, Contract Report, Matrix, Budget to Actual and Reimbursements Requests Due!</b>	
11/18/2016	CBHC Contract Managers complete FY 2016 Provider Evaluation Form Part 3 & 4.	

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