

FY 2021 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	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="590 467 1522 1062"> <thead> <tr> <th data-bbox="590 467 743 505">Service Level</th> <th colspan="10" data-bbox="743 467 1522 505"># of Outcomes</th> </tr> <tr> <td data-bbox="590 505 743 542"></td> <th data-bbox="743 505 821 542">1</th> <th data-bbox="821 505 898 542">2</th> <th data-bbox="898 505 976 542">3</th> <th data-bbox="976 505 1054 542">4</th> <th data-bbox="1054 505 1131 542">5</th> <th data-bbox="1131 505 1209 542">6</th> <th data-bbox="1209 505 1287 542">7</th> <th data-bbox="1287 505 1365 542">8</th> <th data-bbox="1365 505 1442 542">9</th> <th data-bbox="1442 505 1522 542">10</th> </tr> </thead> <tbody> <tr> <td data-bbox="590 542 743 618">95%-100% of target</td> <td data-bbox="743 542 821 618">12.0</td> <td data-bbox="821 542 898 618">6.0</td> <td data-bbox="898 542 976 618">4.0</td> <td data-bbox="976 542 1054 618">3.0</td> <td data-bbox="1054 542 1131 618">2.4</td> <td data-bbox="1131 542 1209 618">2.0</td> <td data-bbox="1209 542 1287 618">1.7</td> <td data-bbox="1287 542 1365 618">1.5</td> <td data-bbox="1365 542 1442 618">1.3</td> <td data-bbox="1442 542 1522 618">1.2</td> </tr> <tr> <td data-bbox="590 618 743 695">93%-94% of target</td> <td data-bbox="743 618 821 695">10</td> <td data-bbox="821 618 898 695">5</td> <td data-bbox="898 618 976 695">3.3</td> <td data-bbox="976 618 1054 695">2.5</td> <td data-bbox="1054 618 1131 695">2.0</td> <td data-bbox="1131 618 1209 695">1.7</td> <td data-bbox="1209 618 1287 695">1.4</td> <td data-bbox="1287 618 1365 695">1.3</td> <td data-bbox="1365 618 1442 695">1.1</td> <td data-bbox="1442 618 1522 695">1.0</td> </tr> <tr> <td data-bbox="590 695 743 771">91%-92% of target</td> <td data-bbox="743 695 821 771">8.0</td> <td data-bbox="821 695 898 771">4.0</td> <td data-bbox="898 695 976 771">2.7</td> <td data-bbox="976 695 1054 771">2.0</td> <td data-bbox="1054 695 1131 771">1.6</td> <td data-bbox="1131 695 1209 771">1.3</td> <td data-bbox="1209 695 1287 771">1.1</td> <td data-bbox="1287 695 1365 771">1.0</td> <td data-bbox="1365 695 1442 771">0.9</td> <td data-bbox="1442 695 1522 771">0.8</td> </tr> <tr> <td data-bbox="590 771 743 847">89%-90% of target</td> <td data-bbox="743 771 821 847">6.0</td> <td data-bbox="821 771 898 847">3.0</td> <td data-bbox="898 771 976 847">2.0</td> <td data-bbox="976 771 1054 847">1.5</td> <td data-bbox="1054 771 1131 847">1.2</td> <td data-bbox="1131 771 1209 847">1.0</td> <td data-bbox="1209 771 1287 847">0.9</td> <td data-bbox="1287 771 1365 847">0.8</td> <td data-bbox="1365 771 1442 847">0.7</td> <td data-bbox="1442 771 1522 847">0.6</td> </tr> <tr> <td data-bbox="590 847 743 924">87%-88% of target</td> <td data-bbox="743 847 821 924">4.0</td> <td data-bbox="821 847 898 924">2.0</td> <td data-bbox="898 847 976 924">1.3</td> <td data-bbox="976 847 1054 924">1.0</td> <td data-bbox="1054 847 1131 924">0.8</td> <td data-bbox="1131 847 1209 924">0.7</td> <td data-bbox="1209 847 1287 924">0.6</td> <td data-bbox="1287 847 1365 924">0.5</td> <td data-bbox="1365 847 1442 924">0.4</td> <td data-bbox="1442 847 1522 924">0.4</td> </tr> <tr> <td data-bbox="590 924 743 1000">85%-86% of target</td> <td data-bbox="743 924 821 1000">2.0</td> <td data-bbox="821 924 898 1000">1.0</td> <td data-bbox="898 924 976 1000">0.7</td> <td data-bbox="976 924 1054 1000">0.5</td> <td data-bbox="1054 924 1131 1000">0.4</td> <td data-bbox="1131 924 1209 1000">0.3</td> <td data-bbox="1209 924 1287 1000">0.3</td> <td data-bbox="1287 924 1365 1000">0.3</td> <td data-bbox="1365 924 1442 1000">0.2</td> <td data-bbox="1442 924 1522 1000">0.2</td> </tr> <tr> <td data-bbox="590 1000 743 1062">Below 85% of target</td> <td data-bbox="743 1000 821 1062">0.0</td> <td data-bbox="821 1000 898 1062">0.0</td> <td data-bbox="898 1000 976 1062">0.0</td> <td data-bbox="976 1000 1054 1062">0.0</td> <td data-bbox="1054 1000 1131 1062">0.0</td> <td data-bbox="1131 1000 1209 1062">0.0</td> <td data-bbox="1209 1000 1287 1062">0.0</td> <td data-bbox="1287 1000 1365 1062">0.0</td> <td data-bbox="1365 1000 1442 1062">0.0</td> <td data-bbox="1442 1000 1522 1062">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 (Q1-Q4) =</p>	
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<p>2. Outcomes or Contract Deliverables:</p> <p><i>(% of contracted outcome results achieved)</i></p> <p>Number of outcomes used to score:</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="590 370 1522 1258"> <thead> <tr> <th data-bbox="590 370 747 407">Service Level</th> <th colspan="10" data-bbox="747 370 1522 407"># of Outcomes</th> </tr> <tr> <td></td> <th data-bbox="747 407 821 444">1</th> <th data-bbox="821 407 894 444">2</th> <th data-bbox="894 407 968 444">3</th> <th data-bbox="968 407 1041 444">4</th> <th data-bbox="1041 407 1115 444">5</th> <th data-bbox="1115 407 1188 444">6</th> <th data-bbox="1188 407 1262 444">7</th> <th data-bbox="1262 407 1335 444">8</th> <th data-bbox="1335 407 1409 444">9</th> <th data-bbox="1409 407 1522 444">10</th> </tr> </thead> <tbody> <tr> <td data-bbox="590 444 747 521">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 data-bbox="590 521 747 597">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 data-bbox="590 597 747 673">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 data-bbox="590 673 747 750">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 data-bbox="590 750 747 826">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 data-bbox="590 826 747 902">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 data-bbox="590 902 747 979">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 data-bbox="590 979 747 1055">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 data-bbox="590 1055 747 1131">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 data-bbox="590 1131 747 1208">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 data-bbox="590 1208 747 1258">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>	Service 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>26</p>	<p>Final (Q1-Q4)</p> <p>=</p>	
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<p>3. Data Integrity Check</p> <p>Check here if data was corrected <input type="checkbox"/></p> <p>Date:</p>	<p><u>Check One:</u> (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>	15		
<p>4. Fiscal Reporting and Reimbursements (through Q3): (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).</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>	9		
<p>5. Compliance with General Terms and Conditions (by July 31st):</p>	<p>___ Evidence of a sustainability or strategic action plan Next FY that outlines organizational goals which includes funding diversification 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>	6		

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Contract Activities	Comments/Explanations should reflect best practices and plans to improve	Max Pts	Pts Awarded	Rater Initials
6. Funding Diversification during Contract Year (by July 31 st):	<p><input type="checkbox"/> No evidence of financial sustainability as outlined in General Terms and Conditions (0 points).</p> <p><input type="checkbox"/> Evidence of new financial sustainability efforts applied for (do not include activities being renewed) for agency or program (1 point).</p> <p><input type="checkbox"/> Successfully secured diversified funds (not already reported in budget revenue and submitted sustainability or strategic action plan (2 points- comments required below)</p> <p><i>Enter Comments Here:</i></p>	2		

Score Summary	Additional Comments	Max Pts	Pts Awarded	Rater Initials
Preliminary Points Part II	<i>Special Note: Omit Section 2 when scoring.</i> <i>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*)

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<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 2021 Contract Amount: \$

ASO Allocation: \$

FY 2022 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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Contract Activities through September 30	For Lead Agent with funded sub-contracts only (calculate separately from final score):			
Collaborative functioning / Lead Agent Compliance: Check 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 informs subcontractors of CBHC notifications, requests or meeting notices. ___ Lead agent and subcontractor representatives attend CBHC training and/or meetings. ___ Subcontract agreements were executed and included all applicable special conditions and CBHC General Terms and Conditions as an attachment. ___ Subcontract agreements submitted to CBHC within 30 days of 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 if no, explain:

Maintain All Sub-Contract Status: YES NO if no, explain:

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