

FY 2022 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: <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="590 467 1522 1063"> <thead> <tr> <th data-bbox="590 467 745 505">Service Level</th> <th colspan="10" data-bbox="745 467 1522 505"># of Outcomes</th> </tr> <tr> <td data-bbox="590 505 745 542"></td> <th data-bbox="745 505 821 542">1</th> <th data-bbox="821 505 896 542">2</th> <th data-bbox="896 505 972 542">3</th> <th data-bbox="972 505 1047 542">4</th> <th data-bbox="1047 505 1123 542">5</th> <th data-bbox="1123 505 1199 542">6</th> <th data-bbox="1199 505 1274 542">7</th> <th data-bbox="1274 505 1350 542">8</th> <th data-bbox="1350 505 1425 542">9</th> <th data-bbox="1425 505 1522 542">10</th> </tr> </thead> <tbody> <tr> <td data-bbox="590 542 745 618">95%-100% of target</td> <td data-bbox="745 542 821 618">12.0</td> <td data-bbox="821 542 896 618">6.0</td> <td data-bbox="896 542 972 618">4.0</td> <td data-bbox="972 542 1047 618">3.0</td> <td data-bbox="1047 542 1123 618">2.4</td> <td data-bbox="1123 542 1199 618">2.0</td> <td data-bbox="1199 542 1274 618">1.7</td> <td data-bbox="1274 542 1350 618">1.5</td> <td data-bbox="1350 542 1425 618">1.3</td> <td data-bbox="1425 542 1522 618">1.2</td> </tr> <tr> <td data-bbox="590 618 745 695">93%-94% of target</td> <td data-bbox="745 618 821 695">10</td> <td data-bbox="821 618 896 695">5</td> <td data-bbox="896 618 972 695">3.3</td> <td data-bbox="972 618 1047 695">2.5</td> <td data-bbox="1047 618 1123 695">2.0</td> <td data-bbox="1123 618 1199 695">1.7</td> <td data-bbox="1199 618 1274 695">1.4</td> <td data-bbox="1274 618 1350 695">1.3</td> <td data-bbox="1350 618 1425 695">1.1</td> <td data-bbox="1425 618 1522 695">1.0</td> </tr> <tr> <td data-bbox="590 695 745 771">91%-92% of target</td> <td data-bbox="745 695 821 771">8.0</td> <td data-bbox="821 695 896 771">4.0</td> <td data-bbox="896 695 972 771">2.7</td> <td data-bbox="972 695 1047 771">2.0</td> <td data-bbox="1047 695 1123 771">1.6</td> <td data-bbox="1123 695 1199 771">1.3</td> <td data-bbox="1199 695 1274 771">1.1</td> <td data-bbox="1274 695 1350 771">1.0</td> <td data-bbox="1350 695 1425 771">0.9</td> <td data-bbox="1425 695 1522 771">0.8</td> </tr> <tr> <td data-bbox="590 771 745 847">89%-90% of target</td> <td data-bbox="745 771 821 847">6.0</td> <td data-bbox="821 771 896 847">3.0</td> <td data-bbox="896 771 972 847">2.0</td> <td data-bbox="972 771 1047 847">1.5</td> <td data-bbox="1047 771 1123 847">1.2</td> <td data-bbox="1123 771 1199 847">1.0</td> <td data-bbox="1199 771 1274 847">0.9</td> <td data-bbox="1274 771 1350 847">0.8</td> <td data-bbox="1350 771 1425 847">0.7</td> <td data-bbox="1425 771 1522 847">0.6</td> </tr> <tr> <td data-bbox="590 847 745 924">87%-88% of target</td> <td data-bbox="745 847 821 924">4.0</td> <td data-bbox="821 847 896 924">2.0</td> <td data-bbox="896 847 972 924">1.3</td> <td data-bbox="972 847 1047 924">1.0</td> <td data-bbox="1047 847 1123 924">0.8</td> <td data-bbox="1123 847 1199 924">0.7</td> <td data-bbox="1199 847 1274 924">0.6</td> <td data-bbox="1274 847 1350 924">0.5</td> <td data-bbox="1350 847 1425 924">0.4</td> <td data-bbox="1425 847 1522 924">0.4</td> </tr> <tr> <td data-bbox="590 924 745 1000">85%-86% of target</td> <td data-bbox="745 924 821 1000">2.0</td> <td data-bbox="821 924 896 1000">1.0</td> <td data-bbox="896 924 972 1000">0.7</td> <td data-bbox="972 924 1047 1000">0.5</td> <td data-bbox="1047 924 1123 1000">0.4</td> <td data-bbox="1123 924 1199 1000">0.3</td> <td data-bbox="1199 924 1274 1000">0.3</td> <td data-bbox="1274 924 1350 1000">0.3</td> <td data-bbox="1350 924 1425 1000">0.2</td> <td data-bbox="1425 924 1522 1000">0.2</td> </tr> <tr> <td data-bbox="590 1000 745 1063">Below 85% of target</td> <td data-bbox="745 1000 821 1063">0.0</td> <td data-bbox="821 1000 896 1063">0.0</td> <td data-bbox="896 1000 972 1063">0.0</td> <td data-bbox="972 1000 1047 1063">0.0</td> <td data-bbox="1047 1000 1123 1063">0.0</td> <td data-bbox="1123 1000 1199 1063">0.0</td> <td data-bbox="1199 1000 1274 1063">0.0</td> <td data-bbox="1274 1000 1350 1063">0.0</td> <td data-bbox="1350 1000 1425 1063">0.0</td> <td data-bbox="1425 1000 1522 1063">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>	
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																																																																																													

FY 2022 Annual Contract Evaluation and Recommendation for Continuation Funding

Part II

Contract Activities	Comments/Explanations should reflect best practices and plans to improve	Max Pts	Pts Awarded	Rater Initials																																																																																																																																															
<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 1260"> <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="747 407 825 444">1</th> <th data-bbox="825 407 903 444">2</th> <th data-bbox="903 407 980 444">3</th> <th data-bbox="980 407 1058 444">4</th> <th data-bbox="1058 407 1136 444">5</th> <th data-bbox="1136 407 1213 444">6</th> <th data-bbox="1213 407 1291 444">7</th> <th data-bbox="1291 407 1369 444">8</th> <th data-bbox="1369 407 1446 444">9</th> <th data-bbox="1446 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 1260">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>	
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																																																																																																																																									

FY 2022 Annual Contract Evaluation and Recommendation for Continuation Funding

Part II

Contract Activities	Comments/Explanations should reflect best practices and plans to improve	Max Pts	Pts Awarded	Rater Initials
<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>	<p>15</p>		
<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><u>N/A</u> Next FY budget was submitted for contract by deadline. (0, 1 or 2 points)</p> <p><u>N/A</u> Next FY budget submitted in accordance with instructions and without major revisions. (0, 1 or 2 points)</p> <p><i>Enter Comments Here: N/A – Contract ended 9/30/2022</i></p>	<p>5</p>		
<p>5. Compliance with General Terms and Conditions (activities through 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>	<p>6</p>		

FY 2022 Annual Contract Evaluation and Recommendation for Continuation Funding

Part II

Contract Activities	Comments/Explanations should reflect best practices and plans to improve	Max Pts	Pts Awarded	Rater Initials
6. The provider submits reimbursement requests on a monthly basis and in a timely fashion. (activities through July 31 st):**	<p>___ The provider is consistently more than one month behind in submitting reimbursement requests. (0 points)</p> <p>or</p> <p>___ The provider consistently submits a reimbursement request for a given month by the last day of the following month. (1 point)</p> <p>or</p> <p>___ The provider consistently submits a reimbursement request for a given month by the 15th day of the following month. (2 points)</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: Contract ended 9/30/2022.</i>	40		
Total Score from Part I	<i>Part I Score</i>	30		
Total Preliminary Score	<i>Part I + Preliminary Part II Scores based on maximum score of 70</i>	70		
Final Points Part II	<i>Enter Additional Comments Here: Scores based on Max Pts of 66</i>	66		
Total Final Score	<i>Part I + Part II Scores based on maximum score of 96</i>	96		

** FY2022 Annual Contract Evaluation and Recommendation tool has been modified from previous years:

Scoring for Section 6 is on consistency and timeliness of reimbursement requests (previously funding diversification). No change in total points in this section.

Preliminary Recommendation (points adjusted to reflect maximum score of 70 points)

- ___ Continue funding effective October 1 (Total score result is 60 points or higher)
- ___ Continue funding effective October 1 with a contract modification (s) as necessary (Total score is between 50 and 59 points)
- ___ Continue funding effective October 1 with a documented Provider Improvement Plan (Total score is less than 49 points)

FY 2022 Annual Contract Evaluation and Recommendation for Continuation Funding

Part II

Final Recommendation (points adjusted to reflect maximum score of 96 points)

- Continue funding effective October 1 (*Total score result is 81 points or higher*)
 - Continue funding effective October 1 with a contract modification (s) as necessary (*Total score is between 66 and 80 points*)
 - Continue funding effective October 1 with a documented Provider Improvement Plan (*Total score is less than 66 points*)
-

FY 2022 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 applicable</i> <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 2022 Annual Contract Evaluation and Recommendation for Continuation Funding

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: _____

FY 2022 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 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 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