

FY 2023 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 1062"> <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 1062">Below 85% of target</td> <td data-bbox="745 1000 821 1062">0.0</td> <td data-bbox="821 1000 896 1062">0.0</td> <td data-bbox="896 1000 972 1062">0.0</td> <td data-bbox="972 1000 1047 1062">0.0</td> <td data-bbox="1047 1000 1123 1062">0.0</td> <td data-bbox="1123 1000 1199 1062">0.0</td> <td data-bbox="1199 1000 1274 1062">0.0</td> <td data-bbox="1274 1000 1350 1062">0.0</td> <td data-bbox="1350 1000 1425 1062">0.0</td> <td data-bbox="1425 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 1520 1260"> <thead> <tr> <th data-bbox="590 370 743 407">Service Level</th> <th colspan="10" data-bbox="743 370 1520 407"># of Outcomes</th> </tr> <tr> <td data-bbox="590 407 743 451"></td> <th data-bbox="743 407 821 451">1</th> <th data-bbox="821 407 898 451">2</th> <th data-bbox="898 407 976 451">3</th> <th data-bbox="976 407 1054 451">4</th> <th data-bbox="1054 407 1131 451">5</th> <th data-bbox="1131 407 1209 451">6</th> <th data-bbox="1209 407 1287 451">7</th> <th data-bbox="1287 407 1365 451">8</th> <th data-bbox="1365 407 1442 451">9</th> <th data-bbox="1442 407 1520 451">10</th> </tr> </thead> <tbody> <tr> <td data-bbox="590 451 743 521">95%-100% of target</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 (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>	<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>___ 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. Fiscal Compliance with General Terms and Conditions (activities through July 31st):**</p>	<p>___ Timely notification of loss of other Program funds. (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>		

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<p>6. The provider submits reimbursement requests on a monthly basis and in a timely fashion. (activities through July 31st):</p>	<p>___ The provider is consistently more than one month behind in submitting reimbursement requests. (0 points) or ___ The provider consistently submits a reimbursement request for a given month by the last day of the following month. (1 point) or ___ The provider consistently submits a reimbursement request for a given month by the 15th day of the following month. (2 points) <i>Enter Comments Here:</i></p>	<p>2</p>		

FY 2023 Annual Contract Evaluation and Recommendation for Continuation Funding

Part II

Score Summary	Additional Comments	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	Part I Score	30		
Total Preliminary Score	Part I + Preliminary Part II	74		
Final Points Part II	<i>Enter Additional Comments Here:</i>	70		
Total Final Score	Part I + Part II	100		

*** FY2023 Annual Contract Evaluation and Recommendation tool has been modified from previous years:*

Scoring for the first item in Section 5 is on the timeliness of notifications of loss of program funds (previously sustainability/strategic action plan). No change in total points in this section.

Preliminary Recommendation

- Continue funding effective October 1 *(Total score result is 64 points or higher)*
- Continue funding effective October 1 – may include a contract modification(s) *(Total score is between 53 and 63 points)*
- Continue funding effective October 1 – may include Provider Improvement Plan process *(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 – may include contract modification(s) *(Total score is between 70 and 84 points)*
- Continue funding effective October 1 – may include Provider Improvement Plan process *(Total score is less than 70 points)*
- Other Determination

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<p>NOT SCORED CBHC Review by 9/30</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><u>Check one (If opinion status not selected, comments required):</u> <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 <i>Enter Comments Here:</i></p>
<p>8. ASO Provider Monitoring <i>Check here if not applicable</i> <input type="checkbox"/></p>	<p><u>Indicate “yes” or “no” for each item:</u> <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><u>Check one:</u> <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 results change continuation funding recommendation? Yes No

- Continue funding effective October 1
- Continue funding effective October 1 – may include contract modification(s)
- Continue funding effective October 1 – may include Provider Improvement Plan process
- Other Determination

Enter Comments Here:

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Projected Funding Allocation

FY 2024 Contract Amount: \$

ASO Allocation: \$

FY 2024 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 (\$150,000 – \$599,999)

Leading (\$10,000 - \$149,999)

Contract Manager Signature and Date: _____

Director of Finance Signature and Date: _____

Director of Programs Signature and Date: _____

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Contract Activities through 9/30	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