



**Annual Evaluation of the DCF
Lead Administrative Coordinator
FISCAL YEAR 2013-2014**

Department of Children and Families
Contracted Client Services

September 2014

Mike Carroll
Interim Secretary

Rick Scott
Governor

2013-2014 Annual Evaluation of DCF Lead Administrative Coordinator

Executive Summary

Section 287.0575, F.S., requires health and human services agencies that have contracts with common providers of service to coordinate monitoring activities and improve efficiency of monitoring as a result. In addition, it requires coordination within each agency when the agency has more than one contract with a given provider. The DCF Chief of Contract Oversight is the Department’s Lead Administrative Coordinator, and continues to meet expectations identified in statute.

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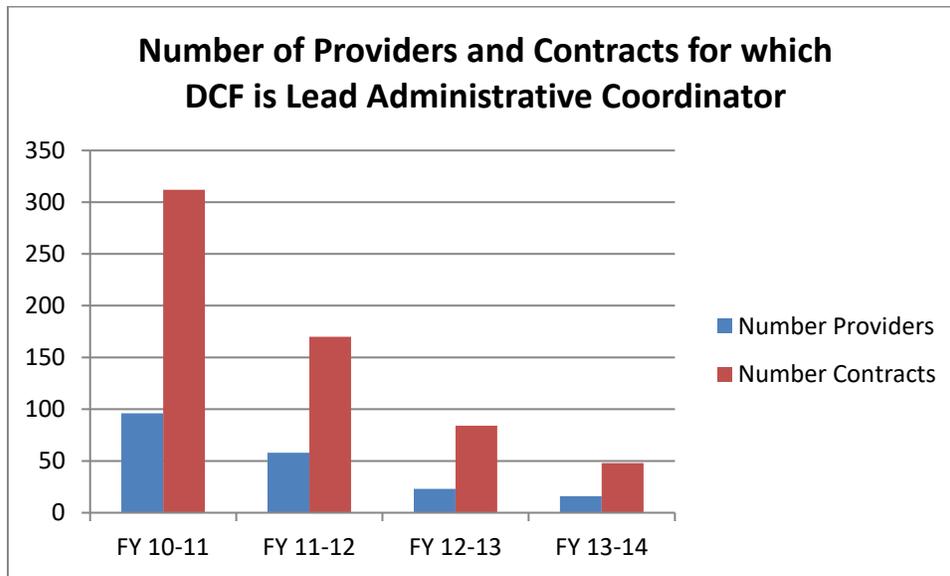
Background

In 2010, s. 287.0575, F.S., was created. It requires a variety of actions to coordinate monitoring activities among health and human services agencies that have contracts with common providers of service, and improves efficiency of monitoring as a result. In addition, it requires coordination within each agency when the agency has more than one contract with a given provider.

DCF established a centralized contract monitoring function in 2005. It performs administrative, programmatic, and fiscal monitoring for all DCF contracts. This centralization created an environment within DCF where provider monitoring was already coordinated for providers with more than one contract.

The DCF Chief of Contract Oversight continues to serve as the department’s Lead Administrative Coordinator.

The number of providers and contracts for which DCF serves as the Lead Administrative Coordinator has been decreasing steadily over time. This is largely due to the Department’s transition to Managing Entity contracts for Mental Health and Substance Abuse services.



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List of Providers and Contracts for which DCF is Lead Administrative Coordinator

Provider Name	Contract Number	Agency	FY 13-14 Amount
BROWARD COUNTY BOCC	COH6Y	DOH	\$29,089
BROWARD COUNTY BOCC	JH331	DCF	\$0
BROWARD COUNTY BOCC	JD264	DCF	\$0
BROWARD COUNTY SHERIFFS OFFICE	JJZ03	DCF	\$14,839,363
BROWARD COUNTY SHERIFFS OFFICE	IJ704	DCF	\$289,664
CATHOLIC CHARITIES BUREAU	LK159	DCF	\$395,966
CATHOLIC CHARITIES BUREAU	LK148	DCF	\$246,392
CATHOLIC CHARITIES BUREAU	NPZ11	DCF	\$104,500
CATHOLIC CHARITIES BUREAU	NPZ10	DCF	\$104,500
CATHOLIC CHARITIES, DIOCESE OF VENICE	XK023	DCF	\$613,783
CATHOLIC CHARITIES, DIOCESE OF VENICE	LK174	DCF	\$569,821
CATHOLIC CHARITIES, DIOCESE OF VENICE	XK034	DCF	\$362,403
CATHOLIC CHARITIES, DIOCESE OF VENICE	LF913	DCF	\$77,765
CHURCH WORLD SERVICE INC.	XK024	DCF	\$1,058,938
CHURCH WORLD SERVICE INC.	LK175	DCF	\$519,427
EMERGENCY SERVICES ST JOHNS	NPZ19	DCF	\$86,672
EMERGENCY SERVICES ST JOHNS	NP001	DCF	\$71,429
FLORIDA STATE UNIVERSITY	LC900	DCF	\$783,852
FLORIDA STATE UNIVERSITY	COH6Q	DOH	\$101,766
FLORIDA STATE UNIVERSITY	BJW01	DCF	\$70,050
GEO CARE, INC.	LI801	DCF	\$34,715,778
GEO CARE, INC.	LI702	DCF	\$23,936,139
GULF COAST JEWISH FAMILY	QG2AR	DCF	\$349,373
GULF COAST JEWISH FAMILY	JH326	DCF	\$0
LUTHERAN SERVICES FLORIDA, INC.	EH003	DCF	\$92,519,633
LUTHERAN SERVICES FLORIDA, INC.	LK172	DCF	\$918,647
LUTHERAN SERVICES FLORIDA, INC.	LK156	DCF	\$800,975
LUTHERAN SERVICES FLORIDA, INC.	LK145	DCF	\$466,814
LUTHERAN SERVICES FLORIDA, INC.	LK154	DCF	\$320,370
LUTHERAN SERVICES FLORIDA, INC.	CSAPN	DOH	\$35,000
LUTHERAN SOCIAL SERVICES OF NORTH FL	LK173	DCF	\$723,964
LUTHERAN SOCIAL SERVICES OF NORTH FL	LK168	DCF	\$646,005
LUTHERAN SOCIAL SERVICES OF NORTH FL	LK144	DCF	\$306,242
MIAMI DADE COLLEGE	XK019	DCF	\$2,590,424
MIAMI DADE COLLEGE	LC909	DCF	\$213,492

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List of Providers and Contracts for which DCF is Lead Administrative Coordinator
(Continued)

Provider Name	Contract Number	Agency	FY 13-14 Amount
MIAMI DADE COUNTY FLORIDA	KG067	DCF	\$207,260
MIAMI DADE COUNTY FLORIDA	Y3010	DOEA	\$0
SCHOOL BOARD HILLSBOROUGH	LK179	DCF	\$1,549,000
SCHOOL BOARD HILLSBOROUGH	LK170	DCF	\$974,332
SCHOOL BOARD HILLSBOROUGH	HB308	DOH	\$485,802
SCHOOL BOARD HILLSBOROUGH	HB309	DOH	\$422,772
SCHOOL BOARD HILLSBOROUGH	LK163	DCF	\$384,000
SCHOOL BOARD HILLSBOROUGH	LC914	DCF	\$161,782
ST JOHNS COUNTY BOCC	NJ204	DCF	\$5,034,022
ST JOHNS COUNTY BOCC	NPZ09	DCF	\$104,500
ST THOMAS UNIVERSITY	XK026	DCF	\$1,452,197
ST THOMAS UNIVERSITY	XK028	DCF	\$340,990
ST THOMAS UNIVERSITY	XK027	DCF	\$303,630

Annual Evaluation

The DCF Lead Administrative Coordinator has met expectations in establishing coordinated systems, improving efficiency, and reducing redundant monitoring activities for state agencies and service providers.

- Ms. Dusenbury continues to build relationships with her colleagues in other agencies. This year, she continued to provide information to reduce the impact turnover had on the Lead Administrative Coordinator's role in those agencies.
- She maintains electronic tracking of the eligible providers and can quickly provide reliable information about the providers she is responsible for. All information is maintained in electronic format so it can easily be shared within DCF and with other agencies via email.
- She has deployed information to all monitoring staff within DCF and regularly monitors the schedule to ensure coordinated systems are used for the applicable providers.
- Ms. Dusenbury advocated for reducing, to the greatest extent possible, the burden on providers by identifying the most relevant documents to be required by the specific agencies who share a particular provider; instead of applying a generic list of all possible documents for every provider.
- Ms. Dusenbury is flexible in allowing providers to submit information and documents in any manner that the provider finds most convenient. Providers have been allowed to submit documents by email, mail, and by providing web links.
- Documents provided to DCF have been used by DCF and have been shared when requested by other involved agencies. DCF has requested documents from other agencies when that agency houses the responsible Lead Administrative Coordinator.
- Ms. Dusenbury continues to utilize email to the greatest extent possible to reduce mailing costs.

Overall, Ms. Dusenbury has continued to meet expectations in her performance as the DCF Designated Lead Administrative Coordinator in fiscal year 2013-2014.