



**Annual Evaluation of the DCF
Lead Administrative Coordinator
FISCAL YEAR 2014-2015**

Department of Children and Families
Contracted Client Services

September 2015

Mike Carroll
Secretary

Rick Scott
Governor

2014-2015 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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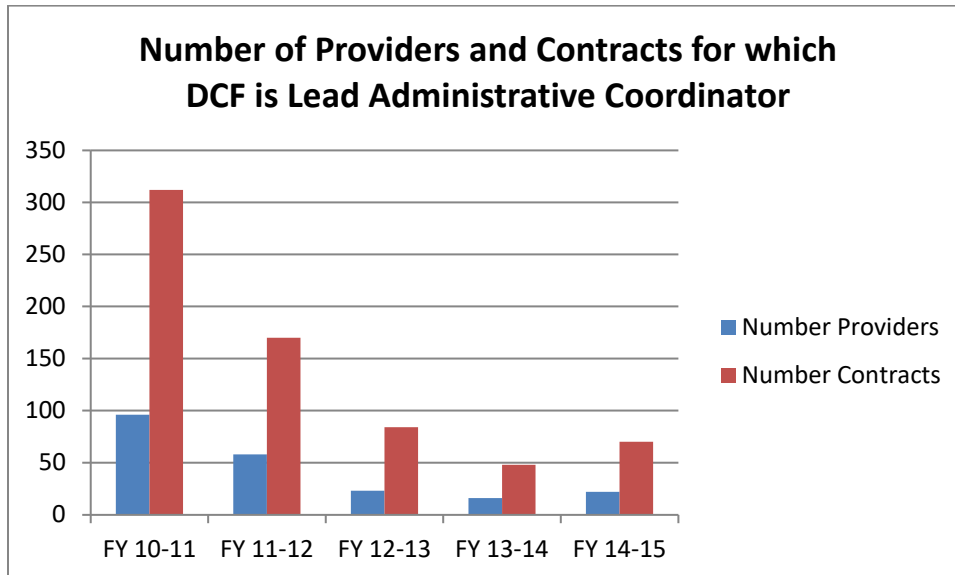
Background

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 decreased due to the Department's transition to Managing Entity contracts for Mental Health and Substance Abuse services, but is now stabilizing.



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

Provider Name	Contract Number	Agency	FY 14-15 Amount
BROWARD COUNTY BOCC	JP001	DCF	\$71,429
BROWARD COUNTY BOCC	JPZ21	DCF	\$60,903
BROWARD COUNTY BOCC	BW327	DOH	\$150,000
BROWARD COUNTY BOCC	COH6Y	DOH	\$29,089
BROWARD COUNTY BOCC	COHB4	DOH	\$45,253
BROWARD COUNTY BOCC	CPS10	DOH	\$1,307,597
BROWARD COUNTY SHERIFF'S OFFICE	IJ704	DCF	\$289,664
BROWARD COUNTY SHERIFF'S OFFICE	JJZ03	DCF	\$15,293,297
CATHOLIC CHARITIES ARCHDIOCESE MIAMI	KPZ15	DCF	\$35,000
CATHOLIC CHARITIES ARCHDIOCESE MIAMI	XK006	DCF	\$1,845,576
CATHOLIC CHARITIES ARCHDIOCESE MIAMI	Y4028	DOEA	\$34,356
CATHOLIC CHARITIES BUREAU	LK148	DCF	\$72,220
CATHOLIC CHARITIES BUREAU	LK159	DCF	\$511,686
CATHOLIC CHARITIES BUREAU	LK189	DCF	\$154,807
CATHOLIC CHARITIES, DIOCESE OF VENICE	LF913	DCF	\$78,736
CATHOLIC CHARITIES, DIOCESE OF VENICE	LK174	DCF	\$590,111
CATHOLIC CHARITIES, DIOCESE OF VENICE	XK023	DCF	\$376,500
CATHOLIC CHARITIES, DIOCESE OF VENICE	XK034	DCF	\$263,610
CHURCH WORLD SERVICE INC.	LK175	DCF	\$419,794
CHURCH WORLD SERVICE INC.	XK024	DCF	\$54,336
CITRUS HEALTH NETWORK INC	KH227	DCF	\$750,000
CITRUS HEALTH NETWORK INC	XK008	DCF	\$1,103,835
EMERGENCY SERVICES HOMELESS ST JOHNS	NP001	DCF	\$71,429
EMERGENCY SERVICES HOMELESS ST JOHNS	NPZ21	DCF	\$54,657
EMERGENCY SERVICES HOMELESS ST JOHNS	NPZ34	DCF	\$32,000
EMERGENCY SERVICES HOMELESS ST JOHNS	NPZ41	DCF	\$76,598
EMERGENCY SERVICES HOMELESS ST JOHNS	NPZ48	DCF	\$228,564
FLAGLER ECUMENICAL SOCIAL SVC	NPZ24	DCF	\$54,657
FLAGLER ECUMENICAL SOCIAL SVC	NPZ43	DCF	\$76,598
FLORIDA STATE UNIVERSITY	BJW01	DCF	\$85,050
FLORIDA STATE UNIVERSITY	COH6Q	DOH	\$79,678
GEO CARE, INC.	LI704	DCF	\$22,965,565
GEO CARE, INC.	LI702	DCF	\$27,391,841
GEO CARE, INC.	LI801	DCF	\$35,515,777
GULF COAST JEWISH FAMILY	LK167	DCF	\$509,594
GULF COAST JEWISH FAMILY	LK169	DCF	\$310,993
GULF COAST JEWISH FAMILY	XK032	DCF	\$74,220
GULF COAST JEWISH FAMILY	XK038	DCF	\$572,780

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

Provider Name	Contract Number	Agency	FY 14-15 Amount
KIDS CENTRAL INC	LJ948	DCF	\$328,069
KIDS CENTRAL INC	PJL04	DCF	\$47,516,430
LUTHERAN SERVICES FLORIDA, INC.	EH003	DCF	\$94,097,971
LUTHERAN SERVICES FLORIDA, INC.	LK145	DCF	\$108,014
LUTHERAN SERVICES FLORIDA, INC.	LK156	DCF	\$756,925
LUTHERAN SERVICES FLORIDA, INC.	LK172	DCF	\$963,248
LUTHERAN SERVICES FLORIDA, INC.	CSAPN	DOH	\$35,000
LUTHERAN SOCIAL SERVICES OF NORTH FL	LK144	DCF	\$14,581
LUTHERAN SOCIAL SERVICES OF NORTH FL	LK168	DCF	\$595,759
LUTHERAN SOCIAL SERVICES OF NORTH FL	LK173	DCF	\$943,749
LUTHERAN SOCIAL SERVICES OF NORTH FL	LK187	DCF	\$183,369
MIAMI DADE COUNTY FLORIDA	KG067	DCF	\$207,260
MIAMI DADE COUNTY FLORIDA	KP001	DCF	\$71,429
MIAMI DADE COUNTY FLORIDA	KPZ20	DCF	\$70,000
MIAMI DADE COUNTY FLORIDA	KPZ28	DCF	\$300,000
MONROE COUNTY BOCC	KG069	DCF	\$40,867
MONROE COUNTY BOCC	KPZ14	DCF	\$76,598
PEACEFUL PATHS	CPZ17	DCF	\$39,651
PEACEFUL PATHS	CPZ33	DCF	\$76,598
SCHOOL BOARD HILLSBOROUGH	LC914	DCF	\$161,782
SCHOOL BOARD HILLSBOROUGH	LK170	DCF	\$642,457
SCHOOL BOARD HILLSBOROUGH	LK179	DCF	\$1,888,812
ST THOMAS UNIVERSITY	XK026	DCF	\$110,588
ST THOMAS UNIVERSITY	XK027	DCF	\$28,900
ST THOMAS UNIVERSITY	XK028	DCF	\$41,675
ST. FRANCIS HOUSE INC.	CPZ19	DCF	\$29,657
ST. FRANCIS HOUSE INC.	CPZ31	DCF	\$106,598
UNITED WAY OF SUWANNEE VALLEY	CP001	DCF	\$71,429
UNITED WAY OF SUWANNEE VALLEY	CPZ21	DCF	\$76,598
UNITED WAY OF SUWANNEE VALLEY	CPZ24	DCF	\$44,000
UNITED WAY OF SUWANNEE VALLEY	CPZ26	DCF	\$76,598
UNITED WAY OF SUWANNEE VALLEY	CPZ34	DCF	\$87,595

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.
- Ms. Dusenbury 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.
- Ms. Dusenbury 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 2014-2015.