



**Annual Evaluation of the DCF  
Lead Administrative Coordinator  
FISCAL YEAR 2016-2017**

Department of Children and Families  
Office of Administrative Services  
Office of Contracted Client Services

*March 2018*

Mike Carroll  
Secretary

Rick Scott  
Governor

# 2016-2017 Annual Evaluation of Department of Children and Families 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 (1) contract with a given provider. The Department of Children and Families (DCF) Chief of Contract Oversight is the Department's Lead Administrative Coordinator, and continues to meet expectations identified in statute.

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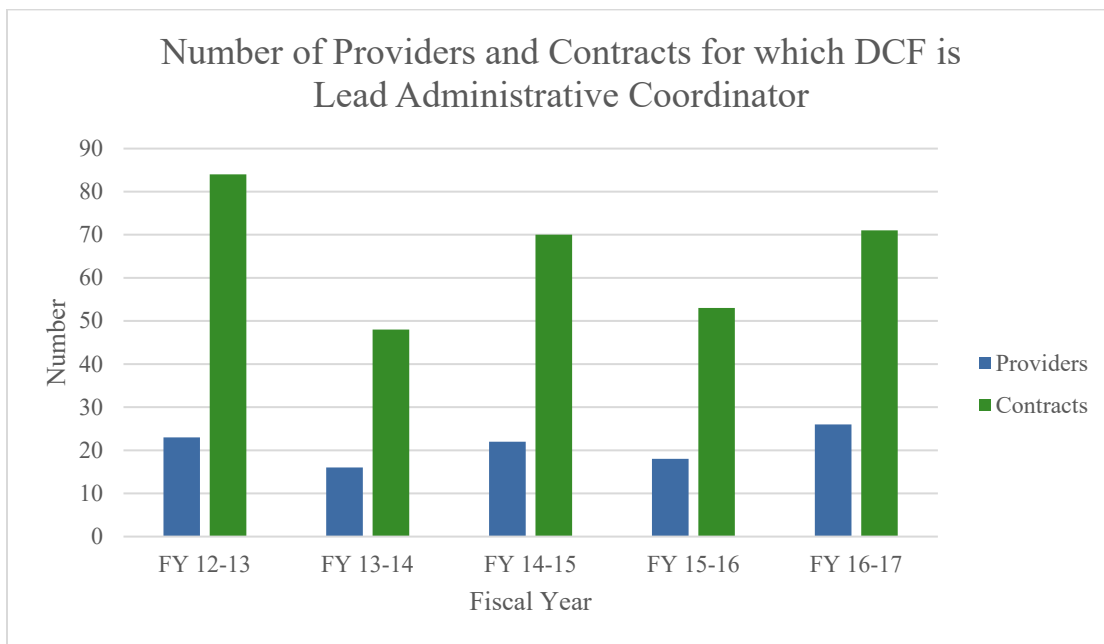
## Background

In 2010, s. 287.0575, F.S., was enacted into law. 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 (1) 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 DCF Lead Administrative Coordinator.

The number of providers and contracts for which DCF serves as the Lead Administrative Coordinator decreased after the initial implementation of the law in 2010, due to the Department's transition to Managing Entity contracts for Mental Health and Substance Abuse services. In recent years, the number is more stable.



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

Provider Name	Contract Number	Agency	FY 16-17 Amount
Alachua County Coalition for the Homeless and Hungry	CP002	DCF	\$107,143
	CPZ54	DCF	\$29,518
Apalachee Center	LH284	DCF	\$1,593,853
	LH288	DCF	\$1,305,982
	Y6029	DOEA	\$93,986
Broward County Board of County Commissioners	CPX10	DOH	\$1,348,720
	JC206	DCF	\$583,354
	BW357	DOH	\$134,814
Catholic Charities Archdiocese of Miami	Y6028	DOEA	\$46,761
	CODLO	DOH	\$34,411
Catholic Charities Bureau	LK159	DCF	\$546,451
	LK189	DCF	\$232,182
ChildNet, Inc.	JJ212	DCF	\$138,773,193
	IJ706	DCF	\$85,089,659
	IJ707	DCF	\$209,739
Community Based Care of Central Florida	GJL57	DCF	\$129,628,514
	GJ501	DCF	\$6,005,805
	LJ951	DCF	\$557,856
Community Partnership for Children	NJ205	DCF	\$67,331,176
	NJZ02	DCF	\$209,324
Correct Care, LLC	LI801	DCF	\$60,571,762
	LI702	DCF	\$26,115,948
	LI704	DCF	\$24,346,275
Family Support Services of North Florida	DJ038	DCF	\$106,244,277
	DJZ01	DCF	\$207,265
Florida State University	LC939	DCF	\$1,476,193
	DJ037	DCF	\$218,371
	LJ957	DCF	\$188,274
	COHI9	DOH	\$125,000
	6AZ09	DOH	\$71,429
	BJW01	DCF	\$59,867
Guidance / Care Center	LHZ53	DCF	\$149,033
	Y6118	DEA	\$10,854
Home Again St Johns	NPZ66	DCF	\$184,030
	NP003	DCF	\$106,071
	NPZ67	DCF	\$29,000

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Provider Name	Contract Number	Agency	FY 16-17 Amount
Kids Central Inc	PJL04	DCF	\$94,496,518
	LJ948	DCF	\$384,164
	PJ501	DCF	\$210,728
Lutheran Services Florida	EH003	DCF	\$145,610,289
	LK172	DCF	\$844,649
	LK156	DCF	\$734,070
Lutheran Social Services of Northeast Florida	LK173	DCF	\$968,351
	LK187	DCF	\$232,708
	LK195	DCF	\$58,597
Meridian Behavioral Healthcare	DH701	DCF	\$687,500
	LHZ48	DCF	\$125,000
Miami Dade County	KPZ38	DCF	\$149,520
	KPZ41	DCF	\$117,826
	KP004	DCF	\$107,143
	KPZ43	DCF	\$32,551
Monroe Homeless Services	KPZ42	DCF	\$276,709
	KP005	DCF	\$107,143
Ounce of Prevention	LJ959	DCF	\$49,493,823
	COHE9	DOH	\$2,173,731
School Board of Hillsborough	LK179	DCF	\$1,364,703
	LK193	DCF	\$562,111
	LC937	DCF	\$275,745
Southeast Florida Behavioral Health Network	IH611	DCF	\$74,165,935
	LHZ57	DCF	\$166,667
University of Florida Dept of Psychiatry	LJ962	DCF	\$253,570
	DI412	DCF	\$10,350
United Way of Suwannee Valley	CPZ50	DCF	\$208,109
	CP001	DCF	\$88,273
	CPZ55	DCF	\$42,500
University of Central Florida	LJ960	DCF	\$958,517
	COHK2	DOH	\$124,057
	LJ956	DCF	\$71,729
Volusia/Flagler County Coalition for Homeless	NPZ65	DCF	\$216,454
	NP002	DCF	\$107,143
	NPZ68	DCF	\$50,843

## 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 conducts 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 2016-2017.