



**Annual Evaluation of the DCF  
Lead Administrative Coordinator  
FISCAL YEAR 2017-2018**

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

*August 2018*

Mike Carroll  
Secretary

Rick Scott  
Governor

# 2017-2018 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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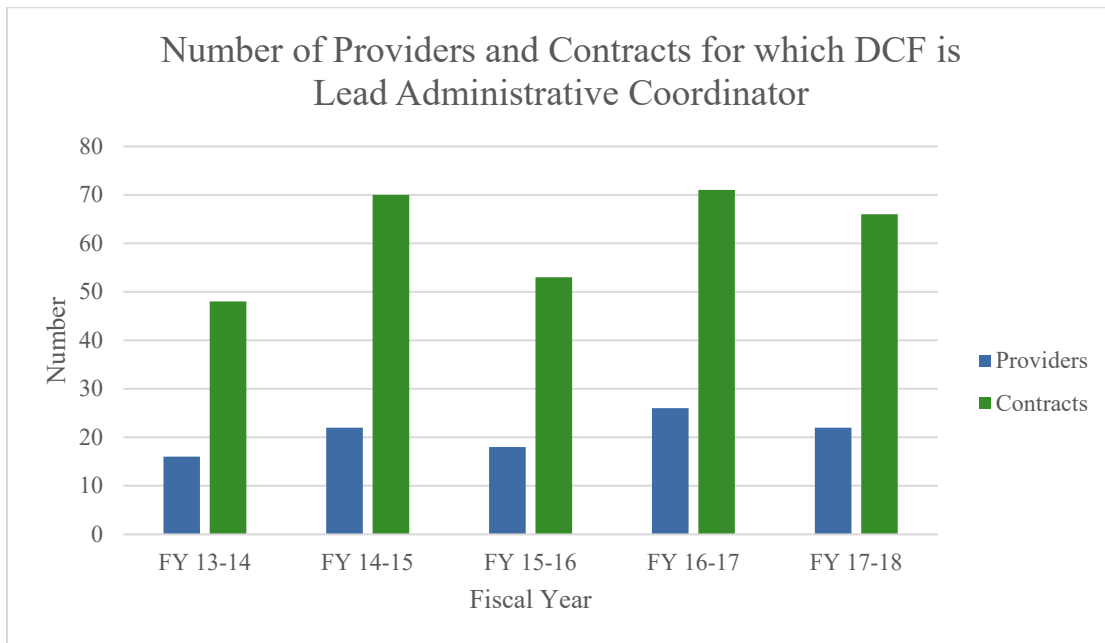
## Background

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 17-18 Amount
Apalachee Center	LH284	DCF	\$270,737
	LH288	DCF	\$238,080
	Y6029	DOEA	\$80,176
Broward County Board of County Commissioners	CPX10	DOH	\$1,397,150
	JC206	DCF	\$715,986
Catholic Charities Archdiocese of Miami	Y6028	DOEA	\$32,535
	CODLO	DOH	\$3,837
Catholic Charities Bureau	LK189	DCF	\$192,244
	LK159	DCF	\$113,456
ChildNet, Inc.	JJ212	DCF	\$145,743,740
	IJ706	DCF	\$83,010,131
	IJ707	DCF	\$205,781
Community Based Care of Central Florida	GJL57	DCF	\$132,150,172
	LJ951	DCF	\$380,019
	LJ973	DCF	\$319,239
Community Partnership for Children	NJ205	DCF	\$67,554,826
	NJZ02	DCF	\$205,781
Correct Care, LLC	LI801	DCF	\$60,127,373
	LI702	DCF	\$26,498,855
	LI704	DCF	\$18,238,930
Family Support Services of North Florida	DJ038	DCF	\$100,888,727
	DJZ01	DCF	\$205,781
Florida Baptist Children's Homes	LJ971	DCF	\$400,000
	TJ504	DCF	\$200,000
Florida Certification Board	LJ965	DCF	\$767,405
	LH290	DCF	\$657,869

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Provider Name	Contract Number	Agency	FY 17-18 Amount
Florida State University	LC939	DCF	\$1,509,884
	7ZK02	DOH	\$342,660
	7ZK06	DOH	\$256,353
	COHL1	DOH	\$225,000
	DJ041	DCF	\$223,159
	LJ957	DCF	\$169,396
	7ZK16	DOH	\$119,568
	COHI9	DOH	\$114,167
	BJW10	DCF	\$112,591
	6AZ09	DOH	\$50,374
	BI205	DCF	\$18,826
	6AZ11	DOH	\$17,464
	Guidance / Care Center	LHZ53	DCF
Y6118		DEA	\$4,904
Home Again St Johns	NPZ66	DCF	\$240,553
	NP003	DCF	\$30,134
	NPZ67	DCF	\$0
Kids Central Inc	PJL04	DCF	\$92,200,431
	LJ948	DCF	\$306,634
	PJ501	DCF	\$203,308
Lutheran Services Florida	EH003	DCF	\$137,060,920
	LK172	DCF	\$758,249
	LK156	DCF	\$185,000
Lutheran Social Services of Northeast Florida	LK173	DCF	\$843,314
	LK187	DCF	\$182,985
	LK195	DCF	\$151,432

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Provider Name	Contract Number	Agency	FY 17-18 Amount
Meridian Behavioral Healthcare	DH701	DCF	\$375,000
	LHZ48	DCF	\$248,750
Ounce of Prevention	LJ959	DCF	\$44,945,710
	COHE9	DOH	\$1,575,956
	LJ968	DCF	\$904,109
	XQ015	DOEA	\$59,192
School Board of Hillsborough	LK179	DCF	\$564,338
	LK193	DCF	\$533,685
	LC937	DCF	\$266,610
Southeast Florida Behavioral Health Network	IH611	DCF	\$72,081,967
	LHZ57	DCF	\$233,333
University of Florida Department of Psychiatry	LJ974	DCF	\$236,998
	LJ962	DCF	\$100,002
	DI412	DCF	\$27,288

## 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 2017-2018.