



**Annual Evaluation of the DCF  
Lead Administrative Coordinator  
FISCAL YEAR 2018-2019**

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

*October 2019*

Chad Poppell  
Secretary

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Governor

# 2018-2019 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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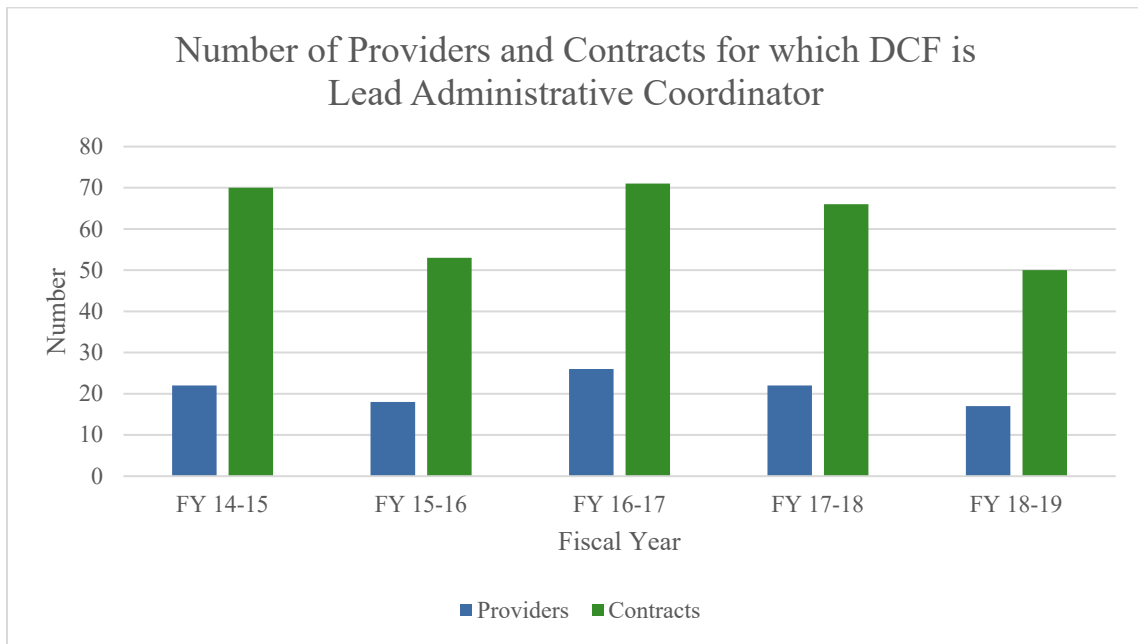
## Background

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.

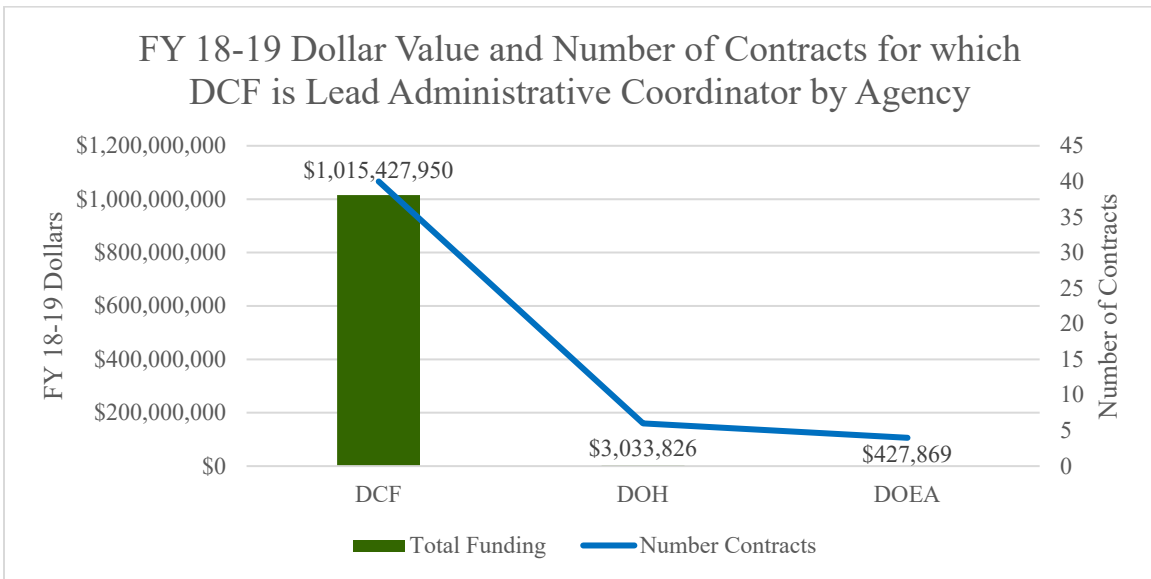
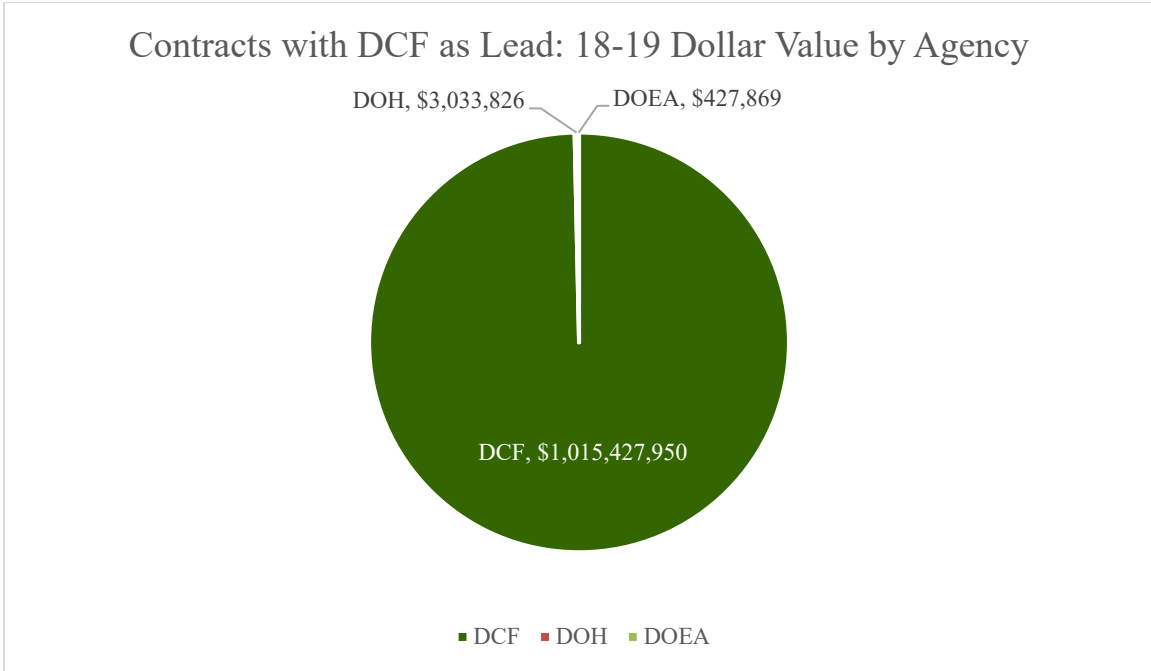
DCF established a centralized contract monitoring function in 2005. It performs administrative, programmatic, and fiscal monitoring for all DCF contracts. This centralization created an environment within DCF where provider monitoring was already coordinated for Department providers with more than one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

The DCF Chief of Contract Oversight was initially designated and 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 since the initial implementation of the law in 2010, due to the Department's continuing transition to Lead Agency contracts, such as the Managing Entity contracts for Mental Health and Substance Abuse services. More recently, the Department implemented a lead agency model for Homelessness services.



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In FY 18-19, thirteen of the providers with DCF was the Lead Administrative Coordinator held only DCF contracts, but four providers also held Department of Health and/or Department of Elder Affairs contracts. When providers are shared by more than one agency, the agencies consider the dollar amounts of the contracts when coming to agreement about the assignment of the Lead Administrative Coordinator. As a result, the dollar amounts and number of the other agency contracts with DCF as Lead tend to be much smaller and fewer than the DCF contracts.

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

Provider Name	Contract Number	Agency	FY 18-19 Amount
Broward County Board of County Commissioners	CPX10	DOH	\$1,289,101
	JC206	DCF	\$880,198
ChildNet, Inc.	JJ212	DCF	\$181,410,231
	IJ706	DCF	\$106,992,371
	IJ707	DCF	\$260,689
Community Partnership for Children	NJ205	DCF	\$90,534,384
	NJZ02	DCF	\$244,365
Embrace Families Community Based Care (formerly Community Based Care of Central Florida)	GJL57	DCF	\$72,561,141
	LJ973	DCF	\$798,043
Family Support Services of North Florida	DJ038	DCF	\$131,216,949
	DJZ01	DCF	\$242,881
Florida Baptist Children's Homes	LJ971	DCF	\$100,000
	TJ504	DCF	\$200,000
Florida Certification Board	LJ977	DCF	\$420,493
	LH290	DCF	\$958,386
Guidance / Care Center	LHZ53	DCF	\$352,316
	CODPZ	DOH	\$23,102
	Y6118	DOEA	\$7,705
Kids Central Inc	PJL04	DCF	\$124,643,467
	LJ948	DCF	\$100,828
	PJ501	DCF	\$244,365

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

Provider Name	Contract Number	Agency	FY 18-19 Amount
Lutheran Services Florida	EH003	DCF	\$198,530,704
	LK191	DCF	\$1,791,456
	LK183	DCF	\$1,461,833
	CODLS	DOH	\$1,189,626
	LK188	DCF	\$460,143
	CODMB	DOH	\$393,224
	LHZ76	DCF	\$365,385
	XK055	DCF	\$307,560
	X9238	DOEA	\$260,229
	X9208	DOEA	\$137,989
	LK172	DCF	\$67,044
	CSBPN	DOH	\$35,000
Lutheran Social Services of Northeast Florida	LK173	DCF	\$424,414
	LK195	DCF	\$116,662
	LK187	DCF	\$38,086
Meridian Behavioral Healthcare	LHZ48	DCF	\$490,000
	LHZ75	DCF	\$74,500
Miami Dade College	XK059	DCF	\$3,377,523
	LC933	DCF	\$202,253
Polk County	LHZ55	DCF	\$232,333
	LHZ77	DCF	\$199,000
	C7053	DOH	\$103,773
	Y6128	DOEA	\$21,946

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

Provider Name	Contract Number	Agency	FY 18-19 Amount
School Board of Hillsborough	LC937	DCF	\$167,480
	LK193	DCF	\$99,127
Southeast Florida Behavioral Health Network	IH611	DCF	\$94,012,702
	LHZ57	DCF	\$221,333
University of Florida Department of Psychiatry	LJ974	DCF	\$573,282
	DI412	DCF	\$54,023

## 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 2018-2019.