



**Annual Evaluation of the Department of Children  
and Families  
Lead Administrative Coordinator  
FISCAL YEAR 2019-2020**

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

*September 2020*

Chad Poppell  
Secretary

Ron DeSantis  
Governor

# 2019-2020 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 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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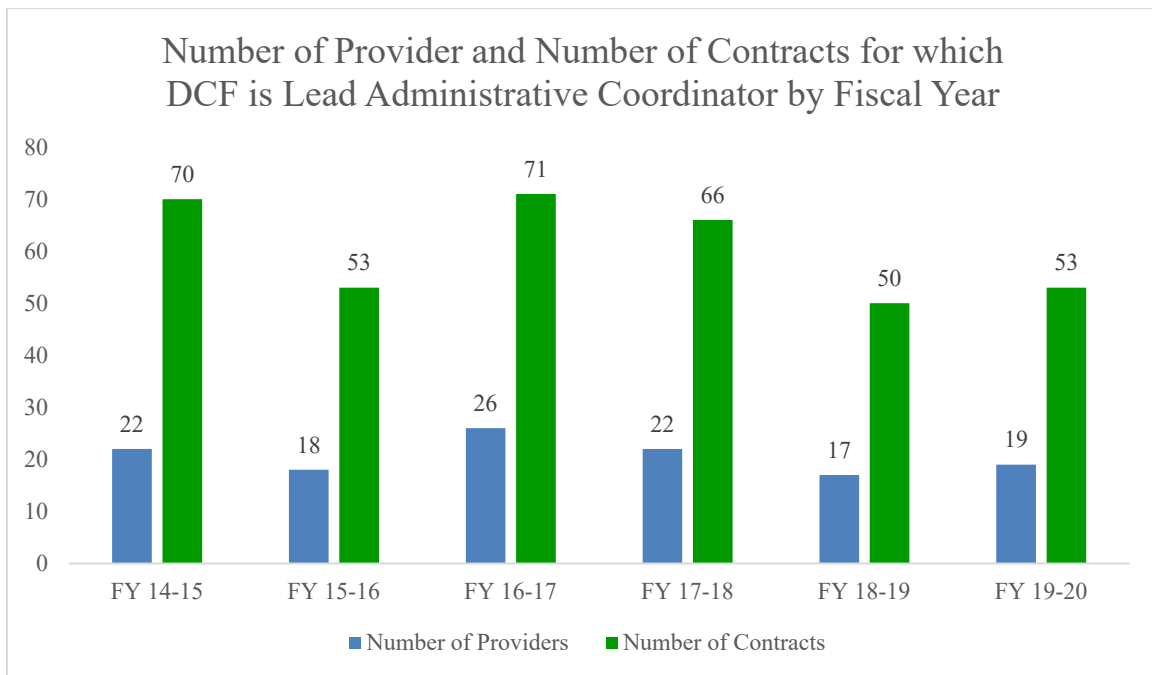
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## Background

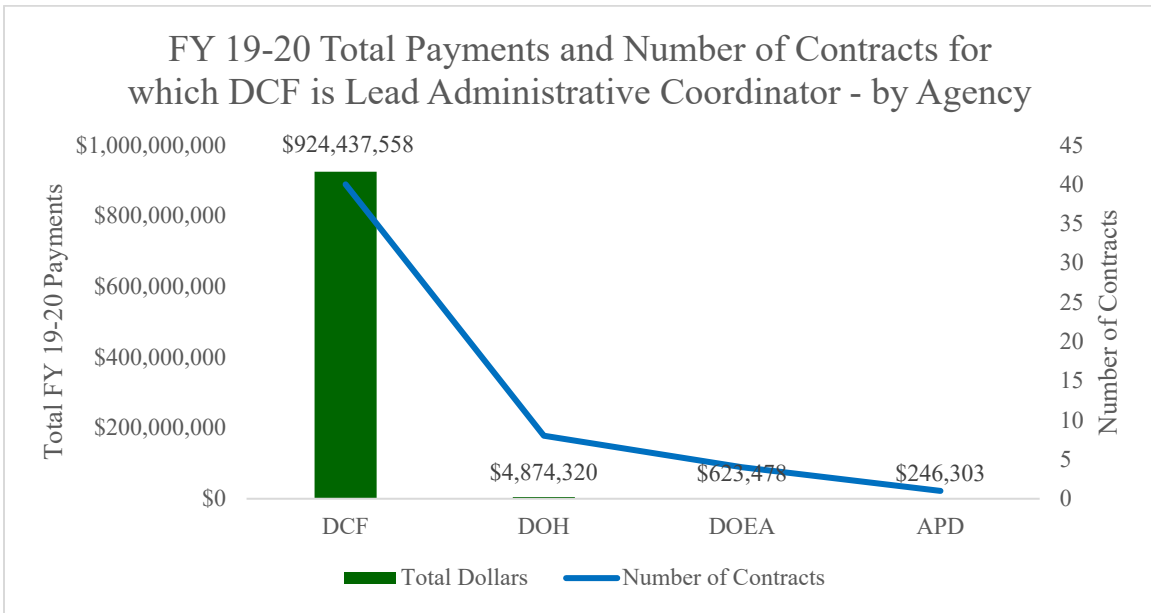
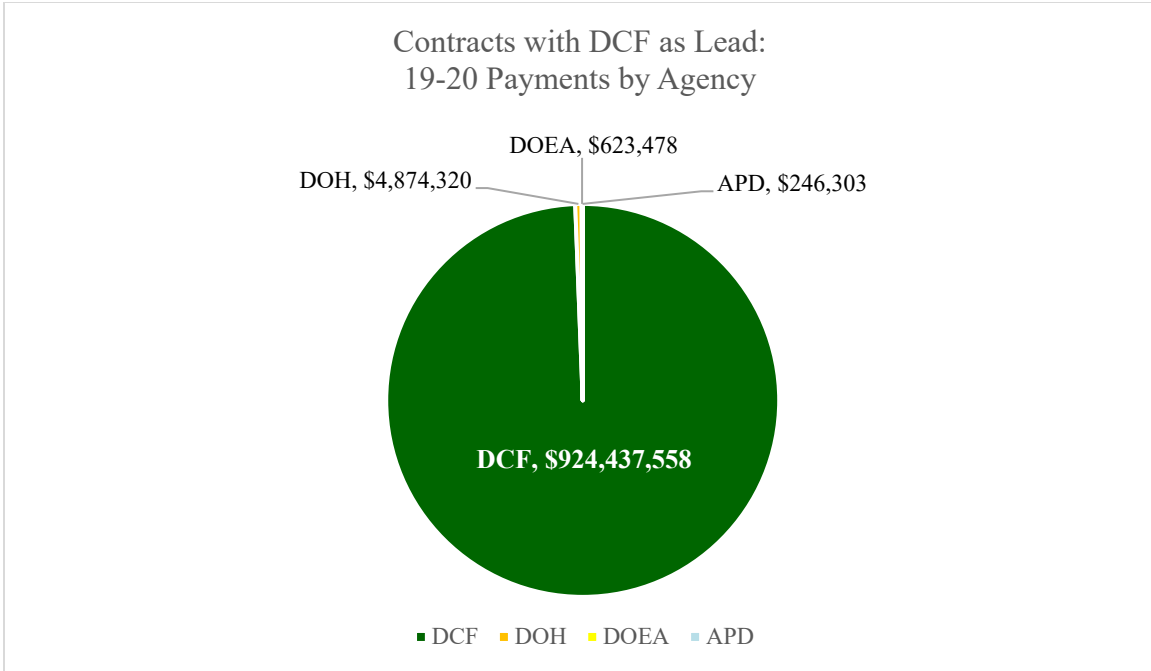
In 2010, s. 287.0575, F.S., was enacted into law, requiring the coordination of monitoring activities among health and human services agencies that contract with common service providers. DCF established a centralized contract monitoring function in 2005 and designated the Chief of Contract Oversight as the DCF Lead Administrative Coordinator in 2010.

This effort in centralization created an environment within DCF where monitoring was coordinated for service providers with more than one contract, allowing DCF to more efficiently perform elements of administrative, programmatic, and fiscal monitoring for all DCF contracts.

The number of service providers and contracts for which DCF serves as the Lead Administrative Coordinator decreased since the initial implementation of the law in 2010, due to continued transition to Lead Agency contracts, such as the Managing Entity contracts for Mental Health and Substance Abuse services. The below data represents normal variation over time.



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In Fiscal Year 19-20, for service providers with DCF as the Lead Administrative Coordinator, twelve held contracts exclusively with DCF, while seven providers also held contracts with the Department of Health, Department of Elder Affairs, or Agency for Persons with Disabilities. When service providers are shared by more than one agency, the contracting agencies consider financial obligation of the contracts when determining assignment of the Lead Administrative Coordinator. As a result, the financial obligation of the other agency contracts with DCF as Lead tend to be much smaller and fewer in number than those associated with 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 19-20 Payments
Broward County Board of County Commissioners	CPX10	DOH	\$1,379,163
	JC206	DCF	\$751,297
Centerstone of Florida, Inc.	LHZ80	DCF	\$59,022
	LHZ84	DCF	\$0
ChildNet	IJ706	DCF	\$104,507,307
	IJ707	DCF	\$89,040
Community Partnership for Children	NJ205	DCF	\$90,502,172
	NJZ02	DCF	\$89,040
Family Support Services of North Florida	DJ038	DCF	\$128,009,411
	DJZ01	DCF	\$141,536
Florida Baptist Children's Homes	LJ971	DCF	\$196,000
	TJ504	DCF	\$100,000
Florida Certification Board	LJ977	DCF	\$1,045,107
	LH290	DCF	\$789,823
Guidance / Care Center	LHZ53	DCF	\$126,355
	CODPZ	DOH	\$63,490
	Y6118	DOEA	\$9,386
Kids Central Inc	PJL04	DCF	\$117,718,871
	PJ501	DCF	\$159,049
Lakeview Center	AJ495	DCF	\$120,675,245
	AI102	DCF	\$5,835,837
	KCF12	APD	\$246,303
	AJ492	DCF	\$89,040
Lutheran Services Florida (Continued on next page)	EH003	DCF	\$191,386,937
	LK191	DCF	\$1,085,382
	CODLS	DOH	\$1,038,927

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List of Providers and Contracts (Continued)

Provider Name	Contract Number	Agency	FY 19-20 Payments
Lutheran Services Florida (Continued from previous page)	CODMB	DOH	\$493,822
	LHZ76	DCF	\$399,131
	X9238	DOEA	\$366,487
	LK183	DCF	\$263,856
	X9208	DOEA	\$231,293
	LK188	DCF	\$121,262
	XK055	DCF	\$95,280
	CSBPN	DOH	\$35,000
Managed Access to Child Health	LHZ82	DCF	\$294,000
	COQZU	DOH	\$58,517
Miami Dade College	XK059	DCF	\$3,610,845
	LC933	DCF	\$201,806
Miami Dade County Florida	KP009	DCF	\$484,669
	KH231	DCF	\$61,815
Orange County Board of County Commissioners	GJ506	DCF	\$3,488,352
	LHZ51	DCF	\$97,000
Ounce of Prevention Fund of Florida	LJ959	DCF	\$55,911,662
	COHS4	DOH	\$1,805,401
	LJ976	DCF	\$1,124,995
Polk County	LHZ55	DCF	\$132,333
	LHZ77	DCF	\$65,667
	Y6128	DOEA	\$16,312
	C7053	DOH	\$0
Southeast Florida Behavioral Health Network	IH611	DCF	\$94,206,323
	LHZ57	DCF	\$30,333
UF Dept of Psychiatry	LJ974	DCF	\$429,409
	DI412	DCF	\$62,350

**Annual Evaluation, pursuant to s. 287.0575(7), F.S.**

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 foster relationships with her colleagues in other agencies.
- Ms. Dusenbury conducts electronic tracking of the eligible service providers and can quickly provide reliable information about service 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 measures are used for the applicable service providers.
- Ms. Dusenbury advocated for reducing, to the greatest extent possible, the burden on service providers by identifying the most relevant documents to be required by the specific agencies who share a particular service provider; instead of applying a generic list of all possible documents for every service provider.
- Ms. Dusenbury is flexible in allowing service providers to submit information and documents in any manner that the service provider finds most convenient, providing the manner meets security protocol.
- 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 shipping costs.

Overall, Ms. Dusenbury has continued to meet expectations in her performance as the DCF Designated Lead Administrative Coordinator for Fiscal Year 2019-2020.