



**Annual Evaluation of The Department of  
Children and Families  
Lead Administrative Coordinator**

**FISCAL YEAR 2023-2024**

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

***September 2024***

Shevaun L. Harris  
Secretary

Ron DeSantis  
Governor

2023-2024 Annual Evaluation of The Department of Children and Families  
Lead Administrative Coordinator

**Executive Summary**

Section 287.0575, Florida Statutes (F.S.), requires Health and Human Services (HHS) 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 DCF's Lead Administrative Coordinator and continues to meet expectations identified in statute.

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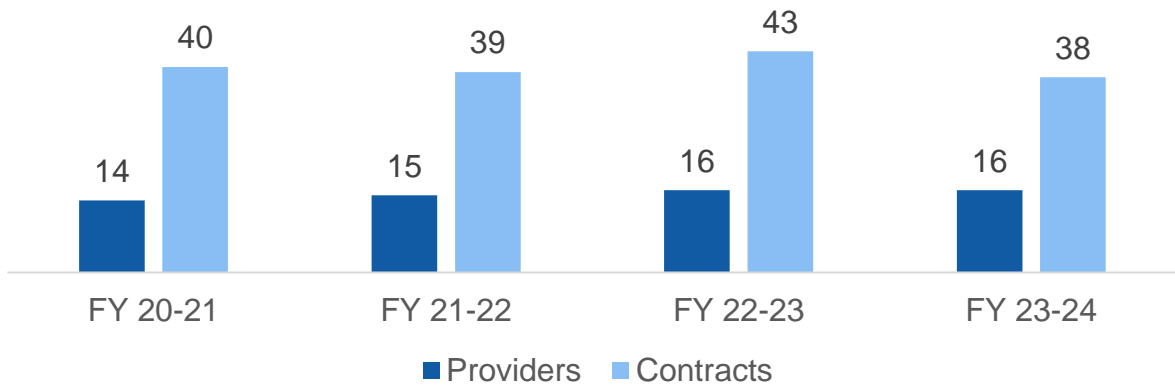
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**Background**

In 2010, s. 287.0575, F.S., was enacted into law, requiring the coordination of monitoring activities among HHS agencies that contract with common service providers, including the Department of Health (DOH), the Department of Elder Affairs (DOEA), and the Agency for Persons with Disabilities (APD). DCF established a centralized contract monitoring function in 2005 and designated the Chief of Contract Oversight as the DCF Lead Administrative Coordinator in 2010.

The number of service providers and contracts for which the DCF Chief of Contract Oversight serves as the Lead Administrative Coordinator is shown in the following chart. The below data represents normal variation over time.

Number of Providers and Number of Contracts with DCF Chief of Contract Oversight as Lead Administrative Coordinator



When service providers are shared by more than one HHS agency, the contracting agencies consider financial obligation of the contracts and come to a consensus on the assignment of the Lead Administrative Coordinator. As a result, when looking at the contracts with the DCF Chief of Contract Oversight as the Lead Administrative Coordinator, the payments made by the other HHS agencies tend to be smaller, and contracts are fewer in number compared to the DCF contracts.

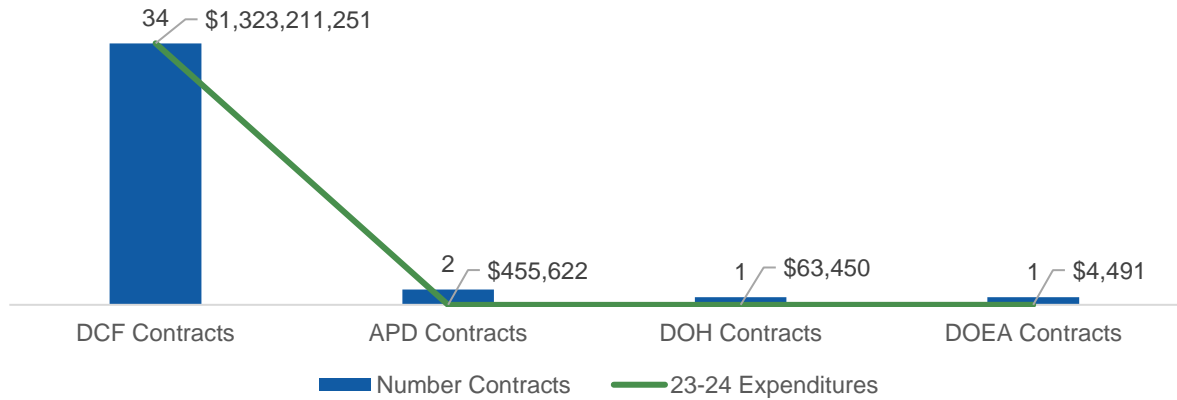
Of sixteen service providers with DCF as the Lead Administrative Coordinator in Fiscal Year (FY) 2023-2024, fourteen providers held contracts with only DCF.



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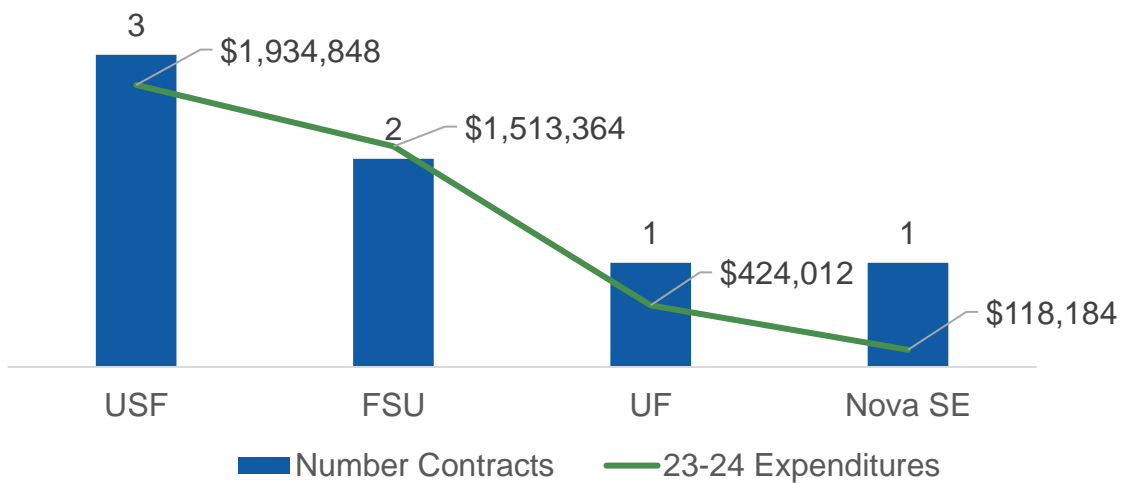
The following chart shows the 38 contracts for which DCF served as Lead Administrative Coordinator and the total contract payments made by the various HHS agencies in FY 2023-2024 for these contracts.

Number Contracts and FY 2023-2024 Expenditures by Agency with DCF Chief of Contract Oversight as Lead Administrative Coordinator



The following chart shows information about the DCF contracts for which another agency serves as the Lead Administrative Coordinator. DOH is the only other agency serving this role for DCF, and all the DCF contracts for which DOH is Lead Administrative Coordinator are with universities.

DCF Contracts and FY 2023-2024 Expenditures with DOH Staff as Lead Administrative Coordinator



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

Provider Name	Contract Number	Contract Agency	FY 23-24 HHS Payments
Big Bend Community Based Care, Inc. (d.b.a. NWF Health Network)	AHME1	DCF	\$153,790,132
	AJ500	DCF	\$146,903,458
	BJ102	DCF	\$96,607,474
	LJ233	DCF	\$801,517
Embrace Families Community Based Care	GJL58	DCF	\$139,181,690
	GJ511	DCF	\$478,351
Family Support Services of North Florida	DJ038	DCF	\$139,895,893
	EJ003	DCF	\$344,699
Florida Baptist Children's Homes (d.b.a. One More Child)	TJ507	DCF	\$549,774
	LJ202	DCF	\$425,000
Florida Certification Board	LJ204	DCF	\$737,523
	LH829	DCF	\$30,000
Guidance / Care Center	CODPZ	DOH	\$63,450
	Y6118	DEA	\$4,491
Gulf Coast Jewish Family and Community Services	LJ228	DCF	\$397,918
	LN273	DCF	\$59,397
Hanley Center Foundation, Inc.	LH840	DCF	\$500,000
	LH841	DCF	\$398,000
Kids Central Inc	PJ503	DCF	\$130,539,522
	LJ997	DCF	\$32,104
Lakeview Center	OCF14	APD	\$260,337
	WCR02	APD	\$195,285
Lutheran Services Florida	EH003	DCF	\$291,732,730
	LK205	DCF	\$8,183,239
	LK208	DCF	\$5,847,624
	LH844	DCF	\$1,287,929



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Provider Name	Contract Number	Contract Agency	FY 23-24 HHS Payments
	LHZ86	DCF	\$0
Man Up and Go Corporation	QJ011	DCF	\$499,200
	LJ229	DCF	\$499,074
Miami-Dade College	XK059	DCF	\$7,013,946
	LC933	DCF	\$228,630
Ounce of Prevention Fund of Florida	LJ959	DCF	\$46,973,110
	LJ210	DCF	\$4,200,000
	LJ976	DCF	\$937,093
Southeast Florida Behavioral Health Network	IH611	DCF	\$142,220,473
	LH825	DCF	\$397,945
The Crisis Center of Tampa Bay, Inc.	LD994	DCF	\$1,080,304
	LH837	DCF	\$437,500

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

Provider Name	Contract Number	Lead Admin Coord Agency	FY 23-24 DCF Payments
University of South Florida	LH344	DOH	\$899,890
	LJ016		\$534,958
	LH816		\$500,000
Florida State University	LC939	DOH	\$1,348,981
	DJ041		\$164,383
University of Florida	LJ211	DOH	\$424,012
Nova Southeastern University	LC932	DOH	\$118,184

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

The DCF Chief of Contract Oversight, in her role as Lead Administrative Coordinator for the Department, has met expectations in establishing coordinated systems, improving efficiency, and reducing redundant monitoring activities for State agencies and service providers.

- The Chief of Contract Oversight conducted electronic tracking of the eligible service providers and quickly provided reliable information about service providers for which she is responsible. All information is maintained in electronic format so it can easily be shared within DCF and with other agencies via email.
- The Chief of Contract Oversight deployed information to all monitoring staff within DCF and regularly monitored the schedule to ensure coordinated measures are used for the applicable service providers.
- The Chief of Contract Oversight 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.
- The Chief of Contract Oversight was flexible in allowing service providers to submit information and documents in any manner that the service provider finds most convenient, providing the manner met security protocol.
- Documents provided to DCF have been used and shared when requested by other involved agencies. DCF has requested documents from other agencies when that agency houses the responsible Lead Administrative Coordinator.
- The Chief of Contract Oversight used email to the greatest extent possible to reduce shipping costs.

Overall, the Chief of Contract Oversight has continued to meet expectations in her performance as the DCF Designated Lead Administrative Coordinator for Fiscal Year 2023-2024.