



**Annual Evaluation of the DCF
Lead Administrative Coordinator
FISCAL YEAR 2012-2013**

Department of Children and Families
Contracted Client Services

September 2013

Esther Jacobo
Interim Secretary

Rick Scott
Governor

2012-2013 Annual Evaluation of DCF 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 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

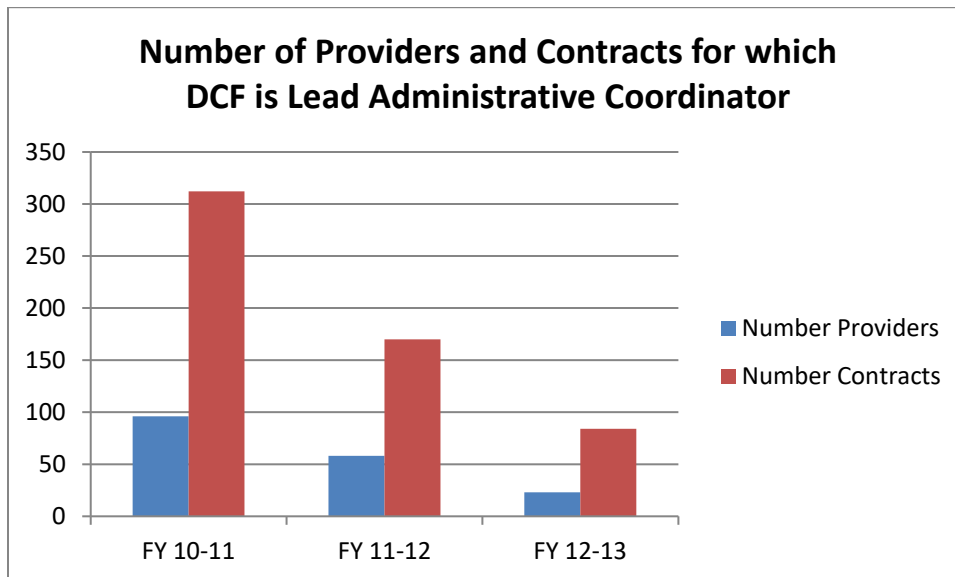
In 2010, s. 287.0575, F.S., was created. It requires a variety of actions to coordinate monitoring activities among health and human services agencies that have contracts with common providers of service, and improves efficiency of monitoring as a result. In addition, it requires coordination within each agency when the agency has more than one 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 department's Lead Administrative Coordinator.

Under interagency agreement, DCF provided contract monitoring services for the Agency for Persons with Disabilities (APD) during FY 2012-2013, but this service ended at the conclusion of the fiscal year. In prior years, there were more shared providers between the two agencies, but changes in DCF to move Substance Abuse and Mental Health contracts to Managing Entities resulted in fewer shared providers.

In fiscal year 2010-2011, DCF was the designated Lead Administrative Coordinator for 312 contracts. In fiscal year 2011-2012, DCF was the designated Lead Administrative Coordinator for 170 contracts. In fiscal year 2012-2013, DCF was the designated Lead Administrative Coordinator for 84 contracts.



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

Provider Name	Contract	Agency	FY 12-13 Amount
APALACHEE CENTER, INC.	BHW03	DCF	\$7,769,850
APALACHEE CENTER, INC.	BHU03	DCF	\$0
ARC GATEWAY INCORPORATED	AL874	APD	\$42,000
ARC GATEWAY INCORPORATED	AL876	APD	\$29,200
BROWARD COUNTY BOCC	JD264	DCF	\$1,678,700
BROWARD COUNTY BOCC	CPU10	DOH	\$603,000
BROWARD COUNTY BOCC	JH331	DCF	\$134,900
BROWARD COUNTY BOCC	COH6Y	DOH	\$33,750
BROWARD COUNTY SHERIFFS OFFICE	JJZ03	DCF	\$12,840,000
BROWARD COUNTY SHERIFFS OFFICE	IJ704	DCF	\$290,000
BROWARD COUNTY SHERIFFS OFFICE	KJ118	DCF	\$250,000
BROWARD COUNTY SHERIFFS OFFICE	JD256	DCF	\$0
CATHOLIC CHARITIES BUREAU	LK159	DCF	\$434,050
CATHOLIC CHARITIES BUREAU	LK148	DCF	\$230,650
CATHOLIC CHARITIES OF NORTHWEST FL	LK147	DCF	\$186,400
CATHOLIC CHARITIES OF NORTHWEST FL	BPZ02	DCF	\$100,000
CATHOLIC CHARITIES, DIOCESE OF VENICE	XK023	DCF	\$502,300
CATHOLIC CHARITIES, DIOCESE OF VENICE	LK174	DCF	\$412,600
CATHOLIC CHARITIES, DIOCESE OF VENICE	XK034	DCF	\$304,600
CATHOLIC CHARITIES, DIOCESE OF VENICE	LF913	DCF	\$43,700
CHURCH WORLD SERVICE INC.	XK024	DCF	\$1,040,200
CHURCH WORLD SERVICE INC.	LK175	DCF	\$296,700
CHURCH WORLD SERVICE INC.	LK962	DCF	\$91,050
FLORIDA STATE UNIVERSITY	LC900	DCF	\$823,700
FLORIDA STATE UNIVERSITY	1KN07	DOH	\$96,700
FLORIDA STATE UNIVERSITY	COH6Q	DOH	\$93,800
FLORIDA STATE UNIVERSITY	BJW01	DCF	\$70,000
GEO CARE, INC.	LI801	DCF	\$34,750,000
GEO CARE, INC.	LI702	DCF	\$24,750,000
GEO CARE, INC.	LI704	DCF	\$22,600,000
GULF COAST JEWISH FAMILY	JH326	DCF	\$2,121,750
GULF COAST JEWISH FAMILY	QG2AR	DCF	\$332,750
GULF COAST JEWISH FAMILY	XK031	DCF	\$149,600
GULF COAST JEWISH FAMILY	LK128	DCF	\$121,300
GULF COAST JEWISH FAMILY	LK981	DCF	\$83,250
GULF COAST JEWISH FAMILY	LK127	DCF	\$77,850

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

Provider Name	Contract	Agency	FY 12-13 Amount
HORIZONS OF OKALOOSA COUNTY, INC	AL877	APD	\$29,200
HORIZONS OF OKALOOSA COUNTY, INC	AL875	APD	\$10,000
LAKEVIEW CENTER INC	AJ481	DCF	\$39,658,500
LAKEVIEW CENTER INC	AH394	DCF	\$11,109,500
LAKEVIEW CENTER INC	AH404	DCF	\$626,300
LAKEVIEW CENTER INC	AH395	DCF	\$260,750
LAKEVIEW CENTER INC	KLJ81	APD	\$252,000
LAKEVIEW CENTER INC	COH6Z	DOH	\$66,100
LEON ADVOCACY & RESOURCE	BLW02	APD	\$60,000
LEON ADVOCACY & RESOURCE	BLW01	APD	\$0
LUTHERAN SERVICES FLORIDA, INC.	EH003	DCF	\$89,796,800
LUTHERAN SERVICES FLORIDA, INC.	LK154	DCF	\$1,268,100
LUTHERAN SERVICES FLORIDA, INC.	LK156	DCF	\$766,700
LUTHERAN SERVICES FLORIDA, INC.	CODGS	DOH	\$641,400
LUTHERAN SERVICES FLORIDA, INC.	LK172	DCF	\$505,300
LUTHERAN SERVICES FLORIDA, INC.	LK145	DCF	\$456,750
LUTHERAN SERVICES FLORIDA, INC.	CODGO	DOH	\$315,100
LUTHERAN SERVICES FLORIDA, INC.	LK905	DCF	\$178,800
LUTHERAN SERVICES FLORIDA, INC.	CODDM	DOH	\$103,000
LUTHERAN SERVICES FLORIDA, INC.	XK017	DCF	\$100,000
LUTHERAN SERVICES FLORIDA, INC.	LK134	DCF	\$36,600
LUTHERAN SERVICES FLORIDA, INC.	CSAPN	DOH	\$33,750
LUTHERAN SERVICES FLORIDA, INC.	LK135	DCF	\$31,000
LUTHERAN SOCIAL SERVICES OF NW FL	LK173	DCF	\$667,300
LUTHERAN SOCIAL SERVICES OF NW FL	LK168	DCF	\$543,000
LUTHERAN SOCIAL SERVICES OF NW FL	LK144	DCF	\$258,500
MIAMI DADE COLLEGE	XK019	DCF	\$5,908,600
MIAMI DADE COLLEGE	LC909	DCF	\$222,050
MIAMI DADE COUNTY FLORIDA	Y3010	DOEA	\$267,000
MIAMI DADE COUNTY FLORIDA	KG067	DCF	\$207,250
SALVATION ARMY	DPZ02	DCF	\$87,500
SALVATION ARMY	DPZ01	DCF	\$87,500
SALVATION ARMY	NPZ02	DCF	\$33,700

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(Continued)

Provider Name	Contract	Agency	FY 12-13 Amount
SCHOOL BOARD HILLSBOROUGH	LK163	DCF	\$1,300,000
SCHOOL BOARD HILLSBOROUGH	LK920	DCF	\$286,000
SCHOOL BOARD HILLSBOROUGH	LC914	DCF	\$113,300
SCHOOL BOARD HILLSBOROUGH	HB246	DOH	\$0
SCHOOL BOARD HILLSBOROUGH	HB245	DOH	\$0
SOUTH BROWARD HOSPITAL DISTRICT	COQQM	DOH	\$283,500
SOUTH BROWARD HOSPITAL DISTRICT	JH325	DCF	\$240,000
SOUTH BROWARD HOSPITAL DISTRICT	BW160	DOH	\$150,000
SOUTH BROWARD HOSPITAL DISTRICT	BW152	DOH	\$70,000
SOUTH BROWARD HOSPITAL DISTRICT	COQNS	DOH	\$27,700
SPECIAL COMMUNICATIONS, LLC	CM110	APD	\$551,000
SPECIAL COMMUNICATIONS, LLC	CM114	APD	\$100,000
ST THOMAS UNIVERSITY	XK026	DCF	\$1,635,350
ST THOMAS UNIVERSITY	XK028	DCF	\$535,950
ST THOMAS UNIVERSITY	XK027	DCF	\$348,600

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. This year, she continued to provide information to reduce the impact turnover had on the Lead Administrative Coordinator's role in those agencies.
- She maintains 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.
- She has 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 2012-2013.