



**Annual Evaluation of the DCF  
Lead Administrative Coordinator  
FISCAL YEAR 2015-2016**

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

*December 2016*

Mike Carroll  
Secretary

Rick Scott  
Governor

2015-2016 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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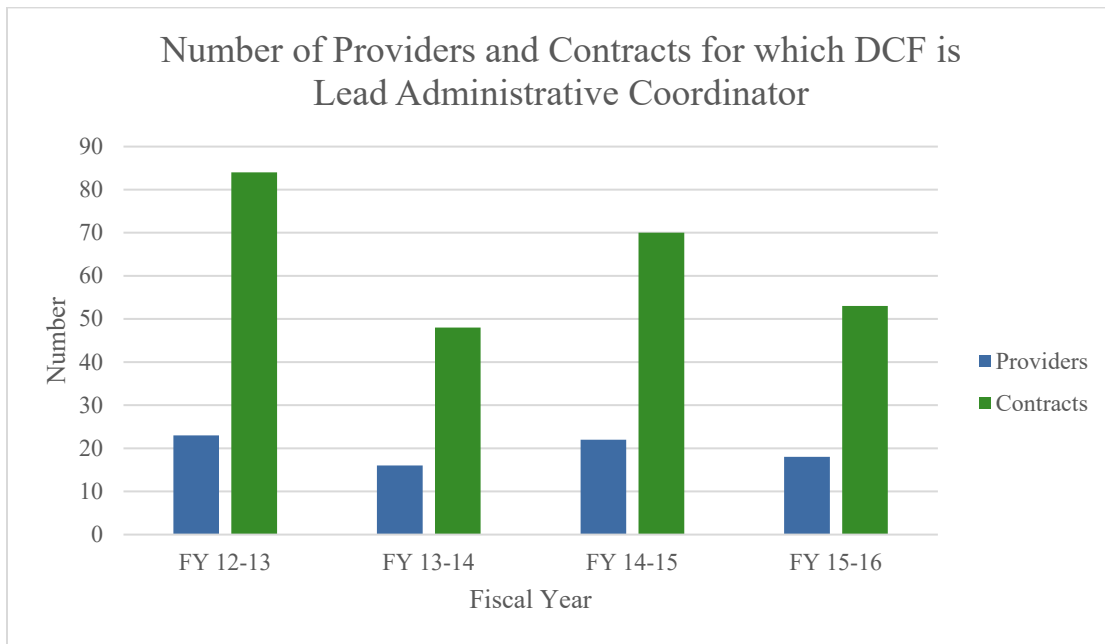
**Background**

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.



2015-2016 Annual Evaluation of DCF Lead Administrative Coordinator

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

Provider Name	Contract Number	Agency	FY 15-16 Amount
BROWARD COUNTY BOARD OF COUNTY COMMISSIONERS	CPX10	DOH	\$1,289,101.32
	JC206	DCF	\$456,638.66
	BW357	DOH	\$127,727.56
	JP001	DCF	\$73,280.07
	COHB4	DOH	\$20,181.00
	COH6Y	DOH	\$812.08
CATHOLIC CHARITIES OF THE ARCHDIOCESE OF MIAMI, INC.	XK006	DCF	\$812,428.43
	Y6028	DOEA	\$33,242.00
	Y4028	DOEA	\$7,580.43
	CODLO	DOH	\$5,876.00
CATHOLIC CHARITIES BUREAU, INC.	LK159	DCF	\$515,737.87
	LK189	DCF	\$222,066.55
CHILDNET, INC.	JJ212	DCF	\$131,283,743.67
	IJ706	DCF	\$73,155,108.72
	IJ707	DCF	\$129,274.83
CITRUS HEALTH NETWORK, INC.	KH227	DCF	\$748,333.75
	XK008	DCF	\$247,269.25
CORRECT CARE, LLC	LI801	DCF	\$50,148,595.01
	LI702	DCF	\$24,540,866.24
	LI704	DCF	\$23,931,183.16
EMERGENCY SERVICES AND HOMELESS COALITION OF ST JOHNS COUNTY, INC.	NP001	DCF	\$73,280.07
	NPZ48	DCF	\$17,435.20
FAMILY SUPPORT SERVICES OF NORTH FLORIDA, INC.	DJ038	DCF	\$82,636,247.58
	DJZ01	DCF	\$181,072.20
GULF COAST JEWISH FAMILY AND COMMUNITY SERVICES, INC.	XK038	DCF	\$383,604.10
	LK167	DCF	\$284,156.92
	LK169	DCF	\$170,672.96
KIDS CENTRAL, INC.	PJL04	DCF	\$69,312,493.87
	LJ948	DCF	\$393,313.00
	PJ501	DCF	\$106,332.60
LUTHERAN SERVICES FLORIDA, INC.	EH003	DCF	\$125,056,026.25
	LK172	DCF	\$929,672.16
	LK156	DCF	\$746,745.00
	CODKX	DOH	\$319,895.96
	CSAPN	DOH	\$35,000.00

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

Provider Name	Contract Number	Agency	FY 15-16 Amount
LUTHERAN SOCIAL SERVICES NORTHEAST FLORIDA, INC.	LK173	DCF	\$892,422.98
	LK168	DCF	\$416,596.34
	LK187	DCF	\$222,623.02
MIAMI DADE COUNTY FLORIDA	KP001	DCF	\$72,665.73
	KPZ20	DCF	\$70,000.00
OUNCE OF PREVENTION FUND OF FLORIDA, INC.	LJ959	DCF	\$33,446,212.81
	COHE9	DOH	\$1,720,628.71
	LJ924	DCF	\$772,452.85
PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS	IPZ05	DCF	\$78,926.68
	IPZ04	DCF	\$55,474.61
THE SCHOOL BOARD OF HILLSBOROUGH COUNTY, FLORIDA	LK179	DCF	\$1,673,279.83
	LK193	DCF	\$423,255.96
	LC937	DCF	\$214,199.36
	LK170	DCF	\$147,446.75
UNIVERSITY OF FLORIDA, DEPARTMENT OF PSYCHIATRY	CP001	DCF	\$73,280.07
	CPZ34	DCF	\$53,550.86
UNITED WAY OF SUWANNEE VALLEY	LJ913	DCF	\$98,737.56
	DI412	DCF	\$14,148.00

## **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 2015-2016.