

General Guidelines for the Out of Home Contractor Report Tracking Files

This list was created from the Contracts and Operations Manual, searching words: report / provide / submit / etc.

The 4 areas: To be submitted upon contract signing, 12/1/09, or by 1/1/10.

Monthly

Quarterly

Annually

Additional - data gathered from N-FOCUS relates to safety measures and penalties in the contracts.

Three items listed as DHHS providing.

- 1 One file will be created / maintained per Service Area per Contractor (example: ESA-KVC; SESA-KVC; ESA-Visinet; SESA-Visinet).
- 2 Reports / documentation will reside on Lotus Notes for DHHS.
- 3 Public documents / reports generated from this information will be posted on the DHHS CFS CQI Web page.
- 4 The first person to receive information should enter it as soon as possible.
- 5 Reports / documentation received by CQI-CO will be entered for each Service Area & Contractor.
- 6 Reports will be generated from this data on an as needed, monthly, quarterly, and annual basis.

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DHHS, CFS

General Guidelines for the Out of Home Contractor Report Tracking Files

	What:	Submit to & Reference:	Due date / Rationale / Approval:	Date Received:	Notes:
Initial / Upon Execution, up to January 1, 2010:					
1	Protocol for reporting suspected abuse and neglect	Hotline; Contract, III.11.b.	Upon execution of contract. Approval by SA.		
2	Copies of certificates of insurance	SACL; Contract, IV.8.e.	Within 30 days of execution. On file.		
3	Accreditation / renewal	Department (SACL?); Contract, III., B.1.f.	full accreditation documentation by January 1, 2010; or documentation to be fully accredited by July 1, 2012. Tracking by SA.		
4	Contractor Report - Disaster Plan	SAA, SACL, CQI-CO; CQI Activity Matrix / Required Reports	Initial Plan due no later than 12/1/09. Quarterly Reports are due the 15th of the month following the end of the quarter. Any quarterly revisions require a revised plan to be submitted no later than June 15 of each year of the Contract. Approval by SA.		
5	Contractor Report - Foster Parent Recruitment Plan and Quarterly Progress	SAA, SACL, CQI-CO; CQI Activity Matrix / Required Reports	Initial Plan due no later than 12/1/09. Quarterly Reports are due the 15th of the month following the end of the quarter. Any quarterly revisions require a revised plan to be submitted no later than June 15 of each year of the Contract. Approval by SA. Approval by SA.		
6	Contractor Report - CFSP and APSR	SAA, SACL, CQI-CO; CQI Activity Matrix / Required Reports	Initial Plan due no later than 12/1/09. Quarterly Reports are due the 15th of the month following the end of the quarter. Any quarterly revisions require a revised plan to be submitted no later than June 15 of each year of the Contract.		
7	Contractor Report - Chafee Foster Care Independence Plan	SAA, SACL, CQI-CO; CQI Activity Matrix / Required Reports	Initial Plan due no later than 12/1/09. Quarterly Reports are due the 15th of the month following the end of the quarter. Any quarterly revisions require a revised plan to be submitted no later than June 15 of each year of the Contract.		

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8	Contractor Report - Training Plan - Service Coordinators	SAA, SACL, CQI-CO; CQI Activity Matrix / Required Reports	Initial Plan due no later than 12/1/09. Quarterly Reports are due the 15th of the month following the end of the quarter. Any quarterly revisions require a revised plan to be submitted no later than June 15 of each year of the Contract.		
9	EBP/PP Quick Indicator (QI)	SAA, SACL, CQI-CO; CQI-EBP; CQI Activity Matrix / Required Reports	Initial report by 12-1-09. Submit quarterly updates if there are any model/program changes no later than the 15th of the month following the end of the quarter. Approved within the SA.		EBP forms
10	Foster Care Rates & Adoption / Guardianship Subsidy Structures	Department (SACL?); Ops 18.	Process, structure, rates. Approved within the SA.		
Per Occurrence:					
1	Any and all complaints received.	SACL; Contract, III.4.c.	Within one working day. Tracked by SA.		
2	Incident Reports	SACL; Contract, III.5.	immediately (verbally ok). Tracked by SA.		
3	Critical Incident Report	SACL; Contract, III.5.a.	immediately (verbally ok). Tracked by SA, and Director.		
4	Cancellation of any insurance policies; replacement coverage, showing no break in service	SACL; Contract, IV.8.e.	If cancelled. Tracked by SA, no lapse in coverage.		
5	Change of Program"	SAA, SACL, CQI-CO; CQI-EBP; Required Reports Matrix	Introduction of new programs during the quarters. Before the initiation of the program. Approved within the SA.		
6	Quick Indicator" Report	SAA, SACL, CQI-CO; CQI-EBP; Required Reports Matrix	Introduction of new programs during the quarters. Before the initiation of the program. Approved within the SA.		
7	Service Coordinator Training Waiver	Department (SACL?) Ops 12.A.3.	Waiver request. Approved within the SA.		
8	Subcontractor change	NSA, CSA, ESA, SACL; Ops NSA B.2., CSA B.; ESA. F.; NSA. B.	Change of subcontractor. Approved within the SA.		

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9	Training	SESA SACL; Ops SESA 4.	Training. Informational.		
10	EBP/PP Training	SACL; CQI-CO; CQI-EBP; Department (SACL?) Ops (CQI 11.J.);	Initial and ongoing education on EBP/PP. Tracked and approved within the SA.		
11	Background requests for an exception	SACL; NSA only - 23-15; L; SAA	In writing, include name and background information, supporting documentation from the Contractor as to why they believe that such person does not pose a threat to children or families. Approved by the NSAA.		
Monthly					
1	Monthly Billing	Department (SACL?); Contract, II.D.	90 days after month end. Finance group will determine this.		
2 & 3 - Operations Manual, Performance Outcome Measurements, Contractor reports:					
2	B.2. - 100% Families receive services within 2 hours.	Department (SACL?; CQI-CO)	Monthly measure, Contractor reports. Tracked within the SA, CQI-CO. Posted to Web. Penalties assessed by ___(determined by Financial work group).		
3	L.1. - Youth release from detention placed within 2 days.	Department (SACL?; CQI-CO)	Monthly measure, Contractor reports. Tracked within the SA, CQI-CO. Posted to Web. Penalties assessed by ___(determined by Financial work group).		

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Quarterly:					
1	Federal and State expenditures, including administrative costs	Department (SACL?); Contract, II. I; CQI Activity Matrix / Required Reports	Quarterly Reports are due the 15 th of the month following the end of the quarter. Federal funding IV-B. (determined by Financial work group).		
2	Quarterly Report State * Contractor Employment Information * Foster Parent Recruitment and Retention Plan Update * Child and Family Services Plan Update * Disaster Plan Update * Chafee Foster Care Independence Plan Update * Training Plan Update * EBP/PP Quick Indicator (QI) Report * Non-EBP/PP Quick Indicator Report * Licensing Waivers	SAA, SACL, CQI-CO; Required Reports Matrix	Quarterly Reports are due the 15 th of the month following the end of the quarter. *Exception Another 4th Qtr report is due June 15th containing April and May information to meet the IV-B plan requirements. (determined by Financial work group). Use required report format document (Word with embedded Excel worksheets).		
Annual:					
1	CPA Audit or Audit Report	Department (SACL?); Contract, Audit Requirement	30 days after receipt of the auditor's report(s), or nine months after the end of the audit period. (Approval / use to be determined by Financial work group).		
2	Circular A-133 package	Department (SACL?); Contract, Audit Requirement	30 days after receipt of the auditor's report(s), or nine months after the end of the audit period; or notify when electronically available. Federal requirement.		
3	Federal and State expenditures, including administrative costs	Department (SACL?); Contract, II. I	Annually (match Report Req.) (Approval / use to be determined by Financial work group).		

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4	Annual QI Model/ Program Reports	SAA, SACL, CQI-CO; Required Reports Matrix	August 15 th of each year to include the information for a State Fiscal Year –July 1 through June 30. Approved within SA.		

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	N-FOCUS Reports, Operations Manual, Performance Outcome Measurements (Financial Ramifications)		CQI-CO will post to Web. Penalties assessed through Central Office.		
A.1.	98% Families face-to-face contact w/in 1 business day.	N-FOCUS Pull	Monthly measure, reported quarterly, N-FOCUS raw numbers.		
B.1.	95% Children no abuse 180 days.	N-FOCUS Pull	Monthly report, rolling year, N-FOCUS pull.		
B.3.	99.68% Children no abuse 12 months.	N-FOCUS Pull	Monthly report, rolling year, N-FOCUS pull.		
B.4.	___% Direct Commit youth not ordered to YRTC during PUR.	N-FOCUS Pull	Monthly report, rolling year, N-FOCUS pull.		
B.5.	80% YRTC discharge not return within 12 months.	N-FOCUS Pull	Monthly report, rolling year, N-FOCUS pull.		
C.1.	___ % Children served in family home.	N-FOCUS Pull	Monthly report, rolling year, N-FOCUS pull.		
D.1.	67-75% Children reunified within 12 months.	N-FOCUS Pull	Monthly report, rolling year, N-FOCUS pull.		
D.2.	8%+ or less reunified children re-enter out of home within 12 months of discharge.	N-FOCUS Pull	Monthly report, rolling year, N-FOCUS pull.		
E.1.	36% Children adopted within 24 months of removal.	N-FOCUS Pull	Monthly report, rolling year, N-FOCUS pull.		
E.2.	61-75% Children adopted within 12 months of legally free.	N-FOCUS Pull	Monthly report, rolling year, N-FOCUS pull.		
F.1.	35-44% Youth 24 months consecutive; permanent by 18th birthday.	N-FOCUS Pull	Monthly report, rolling year, N-FOCUS pull.		
F.2.	15-23% or less age out of foster care.	N-FOCUS Pull	Monthly report, rolling year, N-FOCUS pull.		

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G.1. 83-87% new & legacy cases in care less than 12 months have 2 or less foster care placements.	N-FOCUS Pull	Monthly report, rolling year, N-FOCUS pull.		
G.2. 51-61% new & legacy cases in care 12-24 mo. Have 2 or fewer foster care placements.	N-FOCUS Pull	Monthly report, rolling year, N-FOCUS pull.		
G.3. 19-33% new & legacy cases in care for 24 months or more have 2 or fewer foster care placements.	N-FOCUS Pull	Monthly report, rolling year, N-FOCUS pull.		
G.4. 37-48% new & legacy cases children placed with relatives or families known.	N-FOCUS Pull	Monthly report, rolling year, N-FOCUS pull.		
H.1. 75-87% new & legacy cases family like out of home care setting.	N-FOCUS Pull	Monthly report, rolling year, N-FOCUS pull.		
I.1. 92% children placed with siblings.	N-FOCUS Pull	CFSR criteria. N-FOCUS data.		
J.1. 90% needs assessment completed on child, parent, foster involved.	N-FOCUS Pull	CFSR criteria. N-FOCUS data.		
J.2. 90% custodial, non-custodial, youth involved in case planning.	N-FOCUS Pull	CFSR criteria. N-FOCUS data.		
J.3. 90% youth 15+ documented ILP.	N-FOCUS Pull	CFSR criteria. N-FOCUS data.		
K.1. 90% children face to face w/service coord. Monthly while out of home.	N-FOCUS Pull	Monthly report, rolling year, N-FOCUS pull.		
DHHS to Contractor:				
What: MEPA training outline & materials	Reference: Contract, III, 17.d.	Due: Complete.		
Subcontractor approval/refusal	Ops CSA B.; ESA F.; NSA B.	Within 3 days of receipt.		
Background requests for an exception.	NSA; 21-6; L; SAA	10 days from receipt.		