FY 14 Unit of Service
Shell Agreement
New in Fiscal Year 2014

- Exhibit A Agreement Specifications
  - Facts at a glance
- Increases of up to 10%
  - Faster reallocation
- Performance related invoice reductions
  - Must attain outcome measures
- Limits on back-billing
  - Accurate invoices and records prevent losses

New contracts are effective October 1, 2014
The Work Authorization will contain some of the information; some will be in the Handbook instead. The Work Authorization will also be the agent for most changes that once required amendments. The Work Authorization is executed by the Human Services Director – our opportunity to change faster.
### Old Scopes
- Target Population/# to be Served
- Project Description
- Standards
- Service Name/Taxonomy/Description
- Unit Definition
- Unit Cost
- Staffing Requirements/Credentials
- Number of Units/$ Amounts
- Other Requirements
- Cultural Competence
- Organizational Profile
- 1-800-96Abuse
- CSA Co-pay Requirements
- Outcomes
- Monitoring Standards
- Report Instructions
- Required Reports List

### Agreement Specs
- Maximum Dollar Amounts (Full Agreement)

### New Scopes
- Target Population/# to be Served
- Project Description
- Service Name/Taxonomy/
- Unit Cost
- Required Credentials
- Outcomes
- Required Reports List

### Work Authorization
- Standards (abridged)
- Other Requirements
- Staffing Requirements
- Unit Definition
- Maximum Units/$ Amounts by Program

### Handbook
- Cultural Competence
- Organizational Profile
- 1-800-96Abuse
- CSA Co-pay Requirements
- Monitoring Standards
- Report Instructions
- Standards Details (System of Care, Evidence Based Practices, etc.)
Funding and Method of Payment

- Corrected invoices and submission schedule
- Utilization of funds
- Performance and invoice payments
- Sample templates/Instructions: Invoice and Required Services Documentation (E-2)
Provider Handbook
What is the Provider Handbook?

Contracted Provider website (http://www.broward.org/HumanServices/CommunityPartnerships/Pages/Default.aspx)

Registration: AccessBROWARD (https://access.broward.org/About.aspx)

Notification of Updates/Revisions/Other will be sent through AccessBROWARD e-subscriptions system.
Check mark “Community Partnerships Contracted Provider” and click “Save Changes” to apply your subscription.
New agreements, the type of coverage required, such as general liability and workers’ compensation, is indicated in Exhibit A.

Information about the amount of coverage, per claim limits, additional insured, and other details is in Paragraph G of the General Information Section of Chapter 1 of the Handbook, and eSubscribers are notified of changes as soon as they are posted.

Prior agreements, insurance requirements were specific and based on the County’s policy at that point in time.

Providers and Contract Managers did not know about requirement changes in advance of executing contract amendments.
Insurance

Exhibit A

Agreement Specifications

I. Administering Division:

II. Beginning and Ending Dates:
   A. Initial Term: $  
   B. Option Period 1: $  
   C. Option Period 2: $  

III. Maximum Funding Amounts:
   A. Initial Term: $  
   B. Option Period 1: $  
   C. Option Period 2: $  
   D. Extension: Equal to a prorata amount of the then existing annual funding amount.

IV. Second Party’s Representative:

V. Official Payee:
   Address Line 1
   Address Line 2
   Address Line 3
   Telephone number

VI. Official Notification Designations:
   A. For COUNTY:
      Director, Division Name
      Address Line 1
      Address Line 2
      Address Line 3
   B. For SECOND:
      Address Line 1
      Address Line 2
      Address Line 3
      Telephone number

VII. Waive [ ] Required [ ] Not Required

VIII. Check [ ] Required [ ] Not Required because enter reason not required.

Insurance Coverage (non-governmental entities only):

A. Commercial or General Liability: [ ] Required [ ] Waived
B. Business Automobile Liability: [ ] Required [ ] Waived
C. Professional Liability: [ ] Required [ ] Waived
D. Workers’ Compensation & Employer’s Liability: [ ] Required [ ] Waived
E. Other: enter type [ ] Required
F. [ ] Enter number Date: Enter Date Title: Enter Title

Broward County
Florida
Outcome Reports are used to measure effectiveness of County funded programs, strategic planning, as well as determining funding priorities and awarding of contracted County dollars.

- Outcome and Demographic Report Forms for FY 14 have been revised.
- Outcome/Invoice Forms containing prepopulated contract specific information will be emailed to agencies by their assigned Contract Manager at the beginning of the contract year.
- All reports and invoices should be carefully reviewed for accuracy before submission.
- Agencies failing to meet any of their outcome indicators will be subject to a reduction of 3%.
Focus Areas

* Behavioral Health – System of Care
* Special Needs – System of Care
  * Independent Living
  * Child Care
* Deep-end Acting-out Youth
Income Eligibility

* Up to 400% of Federal Poverty Level
* Based on household income
  * Income from all sources for all persons living in household and child support payments from non-custodial parents
  * Re-certify at least once each year

Co-Pay

* Based on income: $0, $2, $4
* Waivers/Scholarships
* Co-Pay Information Form
Evidence-Based Practices

* Required for Mental Health/Substance Abuse Counseling
* Aligned with RFP
* Referenced in Work Authorization
* Must be provided as defined in Handbook (Appendix)
* Variations considered if proposal included supporting information from research literature
Provider Handbook

Health Care Services (HCS)

- Health program funding
- Goal – Achieving self-sufficiency
- Clients (and families) limited eligibility
- National Standards for Culturally and Linguistically Appropriate Services (CLAS) in Health Care
Requirements for homeless contracted providers:

* Be an active participant in the CoC
* Comply with HUD, DCF, and County rules, regulations ordinance(s), & requirements
* Engage in planning and coordination efforts with “A Way Home,” TYP to End Homelessness
* Adhere to the Broward County Standards of Care
* Comply with the data standards approved by the HIP Advisory Board.
Client Eligibility for Services

*) Unless otherwise indicated, Client eligibility is limited to persons experiencing homelessness under Categories 1 and 4 as defined by the HEARTH Act.

Recordkeeping Requirements

*) All Providers are required to ensure that documentation of homeless eligibility are maintained in accordance with 24 CFR 578.103.
In efforts to develop an online FAQ we will be accepting additional post session questions via email at, communitypartnerships@broward.org.

Questions will be accepted until Tuesday, September 2nd, cob.

The FAQ will be posted on the CPD Contracted Providers website.