
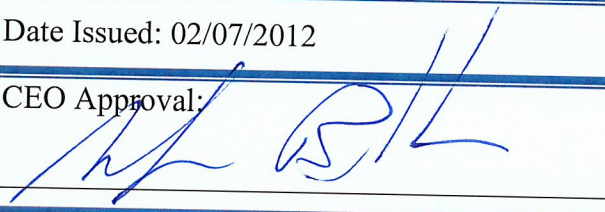


Policy Title: Subcontractor Risk Assessment		
Date Issued: 02/07/2012	Revised Date: 02/24/2016 Review Date: 02/24/2016	
CEO Approval: 	Effective Date: 10/24/2016	

**POLICY:**

It is the policy of Central Florida Cares Health System, Inc. (CFCHS) to assess each Subcontractor annually to determine the level of risk. The level of risk assessed will be utilized in the development of the subcontracted Subcontractor monitoring schedule. This risk determination will be made utilizing a risk assessment tool developed by the CFCHS staff.

**RELATED POLICIES:** Subcontractor Monitoring

**PURPOSE:**

The purpose of this policy is to describe the procedures used by CFCHS to assess the level of risk associated with each subcontract for client services.

**PROCEDURE:**

1. Risk Assessments of all Subcontractors will be conducted annually in the first quarter of each fiscal year.
2. Risk Assessments are conducted by the Contract Managers by populating the Subcontractor Risk Assessment tool with the most recent data available for each Subcontractor.
3. The Subcontractor Risk Assessment will automatically calculate and assign a risk level to each provider based on the data entered. The categories under each factor are assigned a score. Each factor has a rank or weight among the factors. Each service is scored on each factor (points) and the points are multiplied based upon the rank/weight points of the factor. The results of these calculations are then added together, resulting in the final score.
4. CFCHS management may override a risk level at any time, documenting the justification in the subcontract file.
5. When annual monitoring is required by the contract, the risk assessment score will be used to assist in determining the number of files to be reviewed and the date of the review.
6. The Risk Assessment may include but not be limited to:
  - a. Dollar value of the subcontract
  - b. Financial Ratios calculated from latest Independent Audit
  - c. Nature of the services (type and intensity)
  - d. Change in management
  - e. Past monitoring results
  - f. Data Submission
  - g. Critical Incidents