

**SUBCONTRACT BETWEEN**

**CENTRAL FLORIDA CARES HEALTH SYSTEM, INC.**

**AND**

**THE CHILDREN'S HOME SOCIETY OF FLORIDA, INC.**

**Subcontract Number: CHS21**

**Subcontract Amount: \$13,807,410.00**

**Local Match Requirement: \$ 132,465.00**

**Begin and End Dates: 7/1/2016 – 6/30/2021**

**Administrative Rate: 8.7%**

THIS CONTRACT is entered into by and between **CENTRAL FLORIDA CARES HEALTH SYSTEM, INC.**, hereinafter referred to as the "Contractor" and **THE CHILDREN'S HOME SOCIETY OF FLORIDA, INC.**, hereinafter referred to as the "Subcontractor", for the provision of Substance Abuse and Mental Health services in accordance with those conditions specified in this subcontract and the Master Contract number GHME1 or any of its subsequent renewals or amendments between Central Florida Cares Health System, Inc. and the Florida Department of Children and Families, Central Region.

FOR AND IN CONSIDERATION of the mutual undertakings and agreements hereinafter set forth, the Contractor and the Subcontractor agree as follows:

A. Services to be Provided

1. The Subcontractor is responsible for the administration and provision of programs and services in the following counties: Brevard, Orange, Osceola and Seminole.
2. Specific Subcontractor obligations under this subcontract require that the Subcontractor:
3. Comply with the provisions and conditions specified in the Master Contract, which is incorporated herein by reference and may be located at: <http://www.myflfamilies.com/service-programs/substance-abuse/managing-entities/contracts> (Master Contract, includes the standard contract, its' attachments, any exhibits referenced in said attachments, any documents incorporated by reference, and any subsequent renewals and amendments). The Subcontractor shall provide services in accordance with the terms and conditions specified in the Master Contract including all attachments, exhibits, and documents incorporated by reference which constitutes the contract document. Any reference to the Department of Children and Families in the Master Contract documents is equivalent to the Contractor in relation to the Subcontractor, unless otherwise noted.

4. Secure and maintain all necessary authority and licenses to provide the services allowable within the cost centers for which the Contractor shall be invoiced and to provide those services for the rates specified in their CFCHS approved Funding Detail, hereby incorporated by reference.
5. Ensure Contractor access to the documentation necessary for ensuring compliance to the conditions of this subcontract.
6. Ensure that all persons served under this subcontract are eligible, that services provided are allowable and that documentation is consistent with and maintained in accordance with the conditions of the Master Contract, including, where applicable, verification that the services provided cannot be paid for through Medicaid.
7. Subcontractor and staff shall comply with the staffing qualifications and requirements of this subcontract and as required by applicable law, rule or regulations, including without limitation, the regulations of the Department of Children and Families. The Subcontractor shall enroll in the E-Verify program to initiate verification of employment eligibility prior to hiring. The Subcontractor will ensure that the standards for mental health personnel are used for Level II screening as set forth in Chapter 435 and s. 408.809, F.S., and, except as otherwise specified in ss. 394.4572(1)(b)-(d), and 394.4572(3), F.S. Additionally, the Subcontractor shall provide employment screening for substance abuse personnel using the standards set forth in Chapter 397, F.S.
8. Each party shall comply with all confidentiality and non-disclosure requirements contained in the Master Contract or required by applicable law, rule or regulation. Further, each party shall not use or disclose to any unauthorized person any information relating to the business or affairs of the other party or of any qualified individual, except pursuant to the express written consent of the other party or the qualified individual, as applicable, court order, or as required by law, rule or regulation. This provision shall survive the termination or expiration of the subcontract.
9. Subcontractor shall provide deliverables, including reports and data as specified in the included Attachments and Exhibits, in accordance with the stated standard terms and conditions of the contract. The failure to comply is considered a breach of contract as specified in the Master Contract and could result in denial of payment until acceptable deliverables are received.
10. Contractor shall not be required to pay Subcontractors or other vendors if Contractor does not receive payment for the corresponding services and materials from its payment source. This shall not mean that Contractor is excused from payment unless Contractor is not paid due to no fault of its own. Contractor may make partial payments to the extent it receives partial funding. In the event the acts or omissions of a Subcontractor are a cause, in whole or in part, of a payment source's failure to pay Contractor, then Contractor may elect to apportion any payment received among Subcontractors or vendors whose acts are not a cause for non-payment. Subcontractors and vendors shall

not be subject to non-payment for reasons other than Contractor's failure to receive its funding, unless the Subcontractor or vendor has failed to comply with a corrective action plan and has received notice that its failure shall lead to non-payment as the next step of subcontract enforcement. Pursuant to s. 287.0582, F.S. the State of Florida's performance and obligation to pay under this subcontract is contingent upon an annual appropriation by the Legislature.

11. Subcontractor agrees to participate in the Contractor's quality assurance and quality management activities, including: peer reviews, critical incident reporting, evaluations, reviews of both individuals served and administrative records, and compliance with contract management requirements. The Subcontractor shall grant staff of the Contractor access to programmatic files, fiscal files and individual served records for monitoring purposes. The purpose of the quality assurance monitoring shall be to objectively and systematically monitor and evaluate the appropriateness and quality of client care, to ensure that services are rendered consistent with reasonable, prevailing professional standards and to resolve identified problems. In addition, the Subcontractor shall grant access for the purpose of monitoring compliance with corrective action.
12. The Subcontractor shall deliver services and system improvements as identified within their CFCHS approved Program Descriptions. The Subcontractor shall describe through their Program Description how consumers shall have access to care at each level of service delivery and how the care shall be coordinated to allow for seamless transition from one level of care to another. The Subcontractor shall also describe how the services shall be integrated to offer a total comprehensive array of services to accommodate the co-occurring population.
13. The Subcontractor shall protect data in the CFCHS data system(s) from accidental or intentional unauthorized disclosure, modification, or destruction by persons by insuring that each user possesses a unique personal identifier and password known only to the user. Further, Subcontractors shall follow all guidelines, as specified by CFCHS, concerning required trainings and forms to be completed for staff with access to CFCHS data system(s).
14. The Subcontractor shall maintain continuous adequate liability insurance during the existence of this subcontract and any renewal(s) and extension(s) of it. Each insurer must have a minimum rating of "A" by A.M. Best or an equivalent rating by a similar insurance rating firm, and shall name both Central Florida Cares Health System, Inc. and the Department of Children and Families as an additional insured under the policies. The Subcontractor accepts full responsibility for determining and identifying the type(s) and extent of liability insurance necessary to Subcontractor that provides reasonable financial protections for the Subcontractor and the clients. Upon execution of this subcontract the Subcontractor shall furnish the Contractor's verification supporting the determination and existence of such insurance coverage. The Contractor reserves to right to require additional insurance coverage as specified in the subcontract.

15. If requested, the Subcontractor shall submit to the Contractor an actual expense report for every month of the subcontract period. The due date for the report is the 10<sup>th</sup> of the month following the end of the month. The Contractor shall provide the format of the report and shall determine the extent of cost analysis after reviewing the report.
16. The Subcontractor shall make available and communicate all plans, policies, procedures, and manuals to the Contractor's staff, Subcontractor's staff, and to clients/ stakeholders if applicable.
17. The Subcontractor agrees that all payments made for services will be based solely on data submitted to and accepted by Contractor or Contractor's data system. Any payments subsequently determined by the Contractor to not be in full compliance with subcontract requirements shall be deemed overpayments.

**B. Method of Payment**

1. This is a fee-for-service rate contract.
2. Contractor shall pay the Subcontractor for units of service, delivered in accordance with the terms and conditions of this subcontract at the unit price listed on their CFCHS approved Funding Detail hereby incorporated by reference, subject to the availability of funding. In the event that (i) Contractor has funds remaining after paying the Subcontractor the total amount outlined in the table below, and (ii) the Subcontractor has delivered additional units of service in accordance with the terms and conditions of this subcontract for which the Subcontractor has not been paid, Contractor may, in its sole discretion pay the Subcontractor for some or all of the additional units of service invoiced by Subcontractor.
3. Pursuant to s. 394.76(3), Florida Statutes (F.S.), the Subcontractor agrees to provide local matching funds as outlined in the table below for each fiscal year of the subcontract.
4. At the beginning of each fiscal year, the total subcontract amount in **Table 1** will be adjusted accordingly.

<b>Table 1 – Subcontract Funding and Local Match Requirement</b>		
<b>State Fiscal Year</b>	<b>Subcontract Amount</b>	<b>Local Match Requirement</b>
2016-2017	\$2,761,482.00	\$26,493.00
2017-2018	\$2,761,482.00	\$26,493.00
2018-2019	\$2,761,482.00	\$26,493.00

2019-2020	\$2,761,482.00	\$26,493.00
2020-2021	\$2,761,482.00	\$26,493.00
<b>Total</b>	<b>\$13,807,410.00</b>	<b>\$132,465.00</b>

5. Subcontractor shall approve reverse invoices generated by data submitted for services delivered according to the following schedule:

Month of Service	Data Due	Reverse Invoice Generated	Approval of Reverse Invoice Due
July	August 10	August 12	August 15
August	September 10	September 12	September 15
September	October 10	October 12	October 15
October	November 10	November 12	November 15
November	December 10	December 12	December 15
December	January 10	January 12	January 15
January	February 10	February 12	February 15
February	March 10	March 12	March 15
March	April 10	April 12	April 15
April	May 10	May 12	May 15
May	June 10	June 12	June 15
June	July 10	July 12	July 15

6. At its sole discretion, the Contractor may approve the release of more than the monthly prorated amount when the Subcontractor submits a written request justifying the release of additional funds, if funds are available and services have been provided.
7. Subcontractor shall follow all requirements outlined in 65E-14, F.A.C. in the governance of funds paid through this subcontract.
8. Name and address of Payee:

The Children's Home Society of Florida, Inc.  
1485 S. Semoran Boulevard, Suite 1448  
Winter Park, FL 32792

C. Venue

Venue for any court action pertaining to this Subcontract or Contract shall be in the courts of Orange County, Florida. The name and address of the Subcontractor representative designated to receive all legal notices pertaining to this subcontract is:

Contractor Representative  
Steven McFarland, Contract Manager  
707 Mendham Blvd. Suite 201  
Orlando, FL 32825

Subcontractor Representative  
Tara Hormell, Executive Director  
1485 S. Semoran Blvd, Suite 1448  
Winter Park, FL 32792

D. Compliance with Standard Federal Provisions

1. Subcontractor agrees to comply with 2 C.F.R. Part 200. Requirements include but are not limited to:
2. Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended—If this subcontract is of amounts in excess of \$150,000, Subcontractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
3. Debarment and Suspension (Executive Orders 12549 and 12689)—Subcontractor agrees that they are not listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.
4. Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Subcontractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.
5. In accordance with 45 C.F.R. s. 96.131(b), providers that serve injection drug users must publicize the following notice: “This program receives federal Substance Abuse Prevention and Treatment Block Grant funds and serves people who inject drugs. This program is therefore federally required to give preference in admitting people into treatment as follows: 1. Pregnant injecting drug users; 2. Pregnant drug users; 3. People who inject drugs; and 4. All others.” According to 45 C.F.R. s. 96.131, this may be done by means of street outreach programs, ongoing public service announcements (radio/television), regular advertisements in local/regional print media, posters placed in targeted areas, and frequent notification of availability of such treatment distributed to the network of community based organizations, health care providers, and social service agencies.

E. Compliance with Standard State Provisions

1. Subcontractor agrees to comply with any and all provisions applicable to Subcontractor as set out in the Master Contract and Exhibits as subsequently modified by amendments, which are incorporated into this subcontract. Provision headings in the Master Contract include but are not limited to:
  - a. Inspections and Corrective Action Plan
  - b. HIPAA
  - c. Data Security
  - d. Unauthorized Aliens
  - e. Civil Rights Requirements
  - f. Public Entity Crime and Discriminatory Contractors
  - g. Whistleblower's Act Requirements
  - h. Client Risk and Prevention
2. Subcontractor agrees that none of the funds provided under the following grants may be used to pay the salary of an individual at a rate in excess of Level II of the Executive Schedule: Block Grants for Community Mental Health Services, Substance Abuse Prevention and Treatment Block Grant, Projects for Assistance in Transition from Homelessness, Project Launch, Florida Youth Transition to Adulthood; and Florida Children's Mental Health System of Care Expansion Implementation Project. Executive pay schedules can be obtained from the U.S. Office of Personnel Management.

F. Hold Harmless

1. Subcontractor shall defend, hold harmless and indemnify the Contractor from any and all liability, loss, claims, damages, costs, attorney's fees and expenses Contractor may sustain, incur or be required to pay either by reason of the loss or improper use of any moneys disbursed or to be disbursed hereunder to fraud, defalcation or dishonesty on the part of any person represented or employed by the Subcontractor or its agents, representatives and/or employees.
2. Contractor shall defend, hold harmless and indemnify the Subcontractor from any and all liability, loss, claims, damages, costs, attorney's fees and expenses Subcontractor may sustain, incur or be required to pay either by reason of the loss or improper use of any moneys disbursed or to be disbursed hereunder to fraud, defalcation or dishonesty on the part of any person represented or employed by the Contractor or its agents, representatives and/or employees.

G. Assignments and Subcontractors

Subcontractor may not assign the responsibility of the subcontract to another party or subcontract any of the work contemplated under this subcontract, unless so specified in an

attachment, or unless the Subcontractor obtains the prior written approval of Contractor. No such approval shall obligate the Contractor for more than the total dollar amount stated in this subcontract. All such assignments and subcontracts shall be subject to the conditions of this subcontract and to any conditions Contractor deems necessary.

H. Financial Penalties for Failure to Take Corrective Action.

1. In accordance with the provisions of subsection 402.73(1), F.S., and Rule 65-29.001, Florida Administrative Code (F.A.C.), corrective action plans may be required for noncompliance, nonperformance, or unacceptable performance under this subcontract. Penalties may be imposed for failures to implement or to make acceptable progress on such corrective action plans.
2. The increments of penalty imposition that shall apply, unless the Contractor determines that extenuating circumstances exist, shall be based upon the severity of the noncompliance, nonperformance, or unacceptable performance that generated the need for corrective action plan. The penalty, if imposed, shall not exceed ten percent (10%) of the total contract payments during the period in which the corrective action plan has not been implemented or in which acceptable progress toward implementation has not been made. Noncompliance that is determined to have a direct effect on client health and safety shall result in the imposition of a ten percent (10%) penalty of the total contract payments during the period in which the corrective action plan has not been implemented or in which acceptable progress toward implementation has not been made.
3. Noncompliance involving the provision of service not having a direct effect on client health and safety shall result in the imposition of a five percent (5%) penalty. Noncompliance as a result of unacceptable performance of administrative tasks shall result in the imposition of a two percent (2%) penalty.
4. The deadline for payment shall be as stated in the Order imposing the financial penalties. In the event of nonpayment the Contractor may deduct the amount of the penalty from invoices submitted by the Subcontractor.

I. Termination.

Conditions governing the termination of this subcontract include:

1. Termination at Will.

Either party providing thirty (30) days written notification, unless a lesser time is mutually agreed upon in writing, shall accomplish termination of this subcontract, at the will of the Contractor or the Subcontractor, without cause. That notification shall be delivered by certified mail, return receipt requested.



2. Termination for Lack of Funds.

Termination for lack of funds, when such termination has been affected on the Contractor by Department of Children & Families for the Master Contract, shall be accomplished by the Contractor with no less than twenty-four (24) hour notice in writing delivered to the Subcontractor by certified mail, return receipt requested.

3. Termination for Cause.

Termination for cause, breach or non-performance may be accomplished by the Contractor with no less than twenty-four (24) hour notice delivered to the Subcontractor by certified mail, return receipt requested. The determination of cause, breach or non-performance of subcontract shall be made by the Contractor's Board of Directors. Termination for cause may include any of the following events:

- a. If Subcontractor is suspended or becomes disqualified from providing the services, found to be negligent or to have caused harm to a qualified individual, or otherwise is subject to disciplinary action which materially adversely affects the Subcontractor's ability to perform the services under this subcontract.
- b. If Subcontractor (or its officers or directors) is convicted of or pleads guilty, no contest or otherwise admits to any crime involving a morally corrupt act or practice or any felony offense.
- c. If the Subcontractor makes an assignment for the benefit of creditors, files a voluntary petition in bankruptcy, is adjudicated bankrupt or insolvent or has entered against it an order for any relief in any bankruptcy or insolvency proceeding or has an involuntary petition in bankruptcy or similar proceeding filed against it which has not been dismissed with 120 days after the commencement thereof.
- d. If Contractor, after exhausting appellate review, is enjoined by a court of competent jurisdiction from entering into, or continuing, this subcontract. A termination for cause under this subsection shall not be subject to a Board of Directors' determination.

J. Continuation of Services.

The Contractor shall work with the current Subcontractor prior to cancellation date to ensure all consumer needs are identified and appropriate placements and transportation needs, as applicable, have been arranged. The Subcontractor shall maintain communication with the Contractor on the process of transferring consumers until all consumers are placed.

K. Curative Clause

Any disputes concerning performance of this subcontract that cannot be resolved informally shall be reduced to writing and delivered to the President of the Contractor's Board of Directors requesting resolution through Board action. When the Board action fails to resolve the dispute as described, the Contractor and Subcontractor agree to seek independent mediation and to accept and abide by the findings of the mediator as the final recourse.

L. Conflicting Documents.

In the event of a conflict between the provisions of referenced documents and this subcontract, the documents shall be interpreted in the following order of precedence:

1. This subcontract;
2. Any documents incorporated into this subcontract by reference;
3. Master Contract GHME1 or any of its subsequent renewals or amendments;
4. Any documents incorporated by reference into Master Contract GHME1 or any of its subsequent renewals or amendments.

M. Effective and Ending Dates

This is a multi-year subcontract for 60 months, with an effective date of July 1, 2016. It shall end at midnight, local time in Orlando, Florida, on June 30, 2021.

N. Renewals

Upon mutual agreement, the Subcontractor and the Contractor may renew the subcontract, in whole or in part, for a period that may not exceed 3 years or the term of the subcontract, whichever period is longer. The renewal must be in writing and signed by both parties, and is contingent upon satisfactory performance evaluations and subject to availability of funds.

O. Entire Agreement

The following Attachments, Exhibits, Incorporated by Reference Documents, or the latest revisions thereof, are incorporated herein and made a part of the subcontract.

**Attachment I**, Special Provisions

**Attachment II**, Audit Attachment

**Attachment III**, Certificate Regarding Lobbying

**Exhibit A**, Target Population and Performance Measures

**Exhibit B, Required Reports**

**Incorporated by Reference Document 1, Master Contract**

**Incorporated by Reference Document 2, Program Description(s)**

**Incorporated by Reference Document 3, Funding Detail**

**Incorporated by Reference Document 4, Outreach Procedure**

**Incorporated by Reference Document 5, Incidentals Procedure**

Signature Page

By signing the subcontract, the parties agree that they have read and agree to the entire subcontract.

THE PARTIES HERETO by and through their dually authorized representatives, whose signatures appear below, has caused this 28 page subcontract to be executed on the date and year below.

**CONTRACTOR**

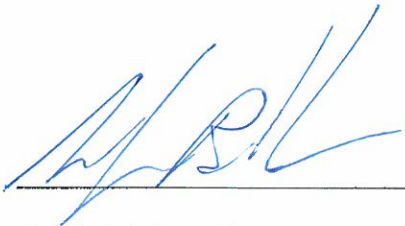
Central Florida Cares Health System, Inc.

**SUBCONTRACTOR**

The Children's Home Society of Florida, Inc.


FEIN: 59-0192430

DUNS: 084188895



Maria Bledsoe, CEO

Date: 4/27/16

  
Name/Title: Tara Harmell, Ex Dir  
Date: 6/27/16

## ATTACHMENT I SPECIAL PROVISIONS

### A) Complaints and Grievances

- a. Each subcontractor is responsible for processing, monitoring, and documenting complaints and grievances received, subsequent investigations of the complaint or grievance, and for responding to complainants in a timely manner.
- b. Annual QA monitoring will confirm that contact information for CFCHS and DCF are posted in areas accessible to individuals receiving services and their family members.
- c. All subcontractors are required to include in their policies and procedures, client handbooks, brochures, posters and website CFCHS contact information for Fraud, Waste and Abuse (FWA) [Compliance@cfchs.org](mailto:Compliance@cfchs.org) and phone number (407)985-3578, as well as CFCHS phone number for Complaints and Grievances (407)985-3568.

### B) Federal Health and Human Services (HHS) Requirements

All subcontractors shall develop a plan for the provision of Auxiliary Aid services for individuals who are deaf or hard of hearing, or who have Limited English Proficiency (LEP). Such plan shall also have an Auxiliary Aids monitoring component to ensure that all programs are in compliance with the requirements of the DCF-HHS Settlement Agreement and the DCF CFOP 60-10 Chapters 3 and 4.

### C) Training and Quality

- a. Subcontractor shall provide the managing entity with their full accreditation and licensing reports upon request.
- b. Subcontractor agrees to participate in network training events.
- c. Subcontractor agrees to follow the procedures outlined in the managing entity's sub-contractors manual or similar document which outlines network procedures and policies.

### D) Finance and Accounting

- a. Forty-five (45) days after the execution of this contract and on August 15 each year thereafter, Subcontractor shall submit an Other Cost Accumulator (OCA) Report to CFCHS. This report shall include a narrative describing how Subcontractor's eligibility process and services meet the criteria for the OCAs to which their cost/services are being charged. Whenever possible, Subcontractor should detail specific programs and locations.
- b. Prior to execution of this contract and on by June 30 each year thereafter, Subcontractor shall submit and approve a completed Funding Detail to CFCHS. The Funding Detail

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shall be completed using the Financial Module at cfchsdata.org and reflect current year negotiated contracted dollars and services.

- c. Thirty (30) days after the execution of this contract and on July 30 each year thereafter, Subcontractor shall submit a final Cost Allocation Plan to CFCHS. This plan, submitted with the provider's fiscal reports as part of the proposal package, will be utilized in the analysis of that proposal package. If the Provider's Cost Allocation Plan changes during the contract period, Subcontractor shall provide CFCHS an updated copy of said no later than thirty (30) days after its implementation by Subcontractor.
- d. Subcontractor understands that there are limits to the administrative costs that can be allocated to its CFCHS funded activities. Subcontractor is required to comply with certain maximum administrative costs percentage for its CFCHS funding. Within the definitions of its Cost Allocation Plan, Subcontractor is required to allocate administrative costs to its CFCHS funded activities such that said costs do not exceed ten percent (10%).
- e. Each month, Subcontractor is required to review and approve the reverse invoice generated by CFCHS by returning the reverse paper invoice to CFCHS with an original signature by mail. Upon implementation of the automated invoicing system, signature will occur via the web-based system. During the transition from a paper invoicing system to an automated one, alternative invoice methods may be used as instructed by CFCHS.
- f. Subcontractor shall analyze at minimum quarterly and notify CFCHS immediately upon discovery when the needs of the community require a change in programming and/or funding. Subcontractor is at risk of having allocated funds removed from this contract if utilization does not meet each quarter's target spending rate.
- g. Subcontractor shall including TANF eligibility screening in its financial screening process for all clients seeking services that are eligible to be reimbursed by TANF.

**E) Client Satisfaction Survey**

As required by DCF PAM 155-2 Chapter 13, Subcontractors are required to administer the CFCHS-DCF Consumer Satisfaction Survey (CSS) in each of the following four program areas:

- Group 1: Adult Mental Health (AMH)
- Group 2: Adult Substance Abuse (ASA)
- Group 3: Children Mental Health (CMH)
- Group 4: Children Substance Abuse (CSA).

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Subcontractors shall administer the CSS on an ongoing basis. Subcontractors who are required to submit 12 or more CSS during the fiscal year are expected to submit surveys to CFCHS at least monthly for processing. The deadline for quarterly submissions is the 17<sup>th</sup> calendar day of the last month of the quarter (September 17, December 17, March 17, and June 17). Subcontractors who have not complied with the minimum quarterly submission will be subjected to financial consequences as specified in the contract.

**F) Data Systems**

Subcontractors shall use the following data systems including any future enhancements or modifications to those data systems. Subcontractors are responsible for maintaining the capacity and training to use the data systems.

<b>Data System</b>	<b>Owner</b>	<b>Purpose</b>	<b>Clients whose services are paid in whole or in part by:</b>	<b>Technical Assistance Contact</b>
a. IRMS	CFCHS	Reporting unusual incidents in accordance with CFCHS policy	CFCHS	Bayshore Interactive helpdesk, Geovanna Dominguez
b. IRAS	DCF	Reporting unusual incidents in accordance with CFOP 215-6	all funders other than CFCHS	DCF helpdesk, Geovanna Dominguez
c. SANDR	DCF	Reporting seclusion and restraint in accordance with DCF PAM 155-2 Ch. 14	CFCHS and all other funders	DCF helpdesk, Geovanna Dominguez
d. SIPP	CFCHS	Web-based submission of application packets for SIPP	Medicaid Managed Care	Bayshore Interactive helpdesk, Stephanie Smith
e. FIS	CFCHS	Web-based submission of FIS Referrals	All funders	Bayshore Interactive helpdesk, Nikaury Munoz
f. FSFN	DCF	Submission of FIS client progress updates	All funders	DCF helpdesk, Nikaury Munoz
g. cfchsdata.org	CFCHS	Web-based submission of: 1) Service and client data in accordance with PAM 155-2 2) Daily CSU and	1) CFCHS  2) All funders	Five Points helpdesk, Mike Lupton, CFCHS Contract Manager

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		<p>Detox Bed Count in accordance with the User Manual</p> <p>3) Weekly Substance Abuse bed count in accordance with the User Manual</p> <p>4) Wait List data in accordance with DCF PAM155-2 Ch. 12 and CFCHS policy "Access to Care, Waiting List and Capacity Management".</p> <p>5) Contract Financial Management in accordance with the User Manual</p> <p>6) Document Management in accordance with the User Manual</p> <p>7) Final service and client data submission for fiscal year end by July 31.</p>	<p>3) All funders, Disclose PHI only for CFCHS funded clients</p> <p>4) N/A</p> <p>5) CFCHS and Local Match</p> <p>6) N/A</p> <p>7) CFCHS</p>	
h. 2-1-1 Community Resource Directory	2-1-1 Brevard and 2-1-1 Heart of Florida United Way	Resource to provide the community with the mental health and substance abuse services available.	N/A	2-1-1 Brevard, 2-1-1 Heart of Florida United Way, CFCHS Contract Manager

**G) Health Insurance Portability and Accountability Act (HIPAA)**

Subcontractors shall complete, at least annually, a Risk Analysis in accordance with the requirements of the HIPAA Security Rule (45 C.F.R. n § 164.308(a)(1)(ii)(A)). Further, in accordance with the Breach Notification Rule (45 CFR §§ 164.400-414), subcontractors shall complete a Risk Assessment following a breach, in addition to following all notification requirements under both HIPAA and section 817.5681, F.S.



## ATTACHMENT I SPECIAL PROVISIONS

Additionally, Subcontractors shall comply with the requirements of the Master Contract regarding breaches and/or potential breaches of confidentiality, which are more stringent than the Federal requirements.

Final guidance from Office of Civil Rights (OCR) on the Risk Analysis requirement can be found at:

<http://www.hhs.gov/ocr/privacy/hipaa/administrative/securityrule/rafinalguidancepdf.pdf>

### **H) National Voter Registration Act (NVRA) of 1993**

All Network Subcontractors shall comply with, the National Voter Registration Act (NVRA) of 1993, Pub. L. 103-31 (1993), sections 97.021 and .058, F.S., and ch. 2.048, F.A.C., in accordance with the Master Contract.

As a Voter Registration Agency (VRA) Subcontractors must provide people with an opportunity to register to vote or update their voter registration at the time of admission or change of address. Compliance with this requirement shall include, but not be limited to the following:

- a. Designation of a Voting Registration Activities Coordinator, and notification thereof to CFCHS.
- b. The use of DS-DE77, incorporated herein by reference and available at: <http://election.dos.state.fl.us/NVRA/index.shtml>. This form shall be used at admission and change of address.
- c. The use of DS-DE131, incorporated herein by reference and available at: <http://election.dos.state.fl.us/NVRA/index.shtml>. This form shall be used to report the aggregate quarterly activities to CFCHS as specified in Exhibit B, Required Reports.
- d. Assist clients with the registration application with the same level of assistance as the Subcontractor would for completing their own forms.
- e. Submit the voter registration forms to the Supervisor of Elections.

## ATTACHMENT II

The administration of resources awarded by the Department of Children & Families to the provider may be subject to audits as described in this attachment.

### MONITORING

In addition to reviews of audits conducted in accordance with OMB Uniform Guidance: Cost Principles, Audit, and Administrative Requirements for Federal Awards (also known as the OMB Uniform Guidance), Section 200.500- 200.521 and Section 215.97, F.S., as revised, the Department may monitor or conduct oversight reviews to evaluate compliance with contract, management and programmatic requirements. Such monitoring or other oversight procedures may include, but not be limited to, on-site visits by Department staff, limited scope audits as defined by OMB Uniform Guidance, Section 200.331, as revised, or other procedures. By entering into this agreement, the recipient agrees to comply and cooperate with any monitoring procedures deemed appropriate by the Department. In the event the Department determines that a limited scope audit of the recipient is appropriate, the recipient agrees to comply with any additional instructions provided by the Department regarding such audit. The recipient further agrees to comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by the Department's inspector general, the state's Chief Financial Officer or the Auditor General.

### AUDITS

#### **PART I: FEDERAL REQUIREMENTS**

This part is applicable if the recipient is a State or local government or a non-profit organization as defined in OMB Uniform Guidance, Section 200.500-200.521, as revised.

In the event the recipient expends \$500,000 (*\$750,000 for fiscal years beginning on or after December 26, 2014*) or more in Federal awards during its fiscal year, the recipient must have a single or program-specific audit conducted in accordance with the provisions of OMB 133 Uniform Guidance, Section 200.500-200.521, as revised. The recipient agrees to provide a copy of the single audit to the Department's Single Audit Unit and its contract manager. In the event the recipient expends less than \$500,000 in Federal awards during its fiscal year, the recipient agrees to provide certification to the Department's Single Audit Unit and its contract manager that a single audit was not required. In determining the Federal awards expended during its fiscal year, the recipient shall consider all sources of Federal awards, including Federal resources received from the Department of Children & Families, Federal government (direct), other state agencies, and other non-state entities. The determination of amounts of Federal awards expended should be in accordance with guidelines established by OMB Uniform Guidance, Section 200.500-200.521, as revised. An audit of the recipient conducted by the Auditor General in accordance with the provisions of OMB Uniform Guidance, Section 200.500-200.521, as revised, will meet the requirements of this part. In connection with the above audit requirements, the recipient shall fulfill the requirements relative to auditee responsibilities as provided in Section 200.508 of OMB Uniform Guidance, as revised.

The schedule of expenditures should disclose the expenditures by contract number for each contract with the Department in effect during the audit period. The financial statements should disclose whether or not the matching requirement was met for each applicable contract. All questioned costs and liabilities due

the Department shall be fully disclosed in the audit report package with reference to the specific contract number.

## **PART II: STATE REQUIREMENTS**

This part is applicable if the recipient is a nonstate entity as defined by Section 215.97(2), Florida Statutes.

In the event the recipient expends \$500,000 or more in state financial assistance during its fiscal year, the recipient must have a State single or project-specific audit conducted in accordance with Section 215.97, Florida Statutes; applicable rules of the Department of Financial Services; and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General. The recipient agrees to provide a copy of the single audit to the Department's Single Audit Unit and its contract manager. In the event the recipient expends less than \$500,000 in State financial assistance during its fiscal year, the recipient agrees to provide certification to the Department's Single Audit Unit and its contract manager that a single audit was not required. In determining the state financial assistance expended during its fiscal year, the recipient shall consider all sources of state financial assistance, including state financial assistance received from the Department of Children & Families, other state agencies, and other nonstate entities. State financial assistance does not include Federal direct or pass-through awards and resources received by a nonstate entity for Federal program matching requirements.

In connection with the audit requirements addressed in the preceding paragraph, the recipient shall ensure that the audit complies with the requirements of Section 215.97(8), Florida Statutes. This includes submission of a financial reporting package as defined by Section 215.97(2), Florida Statutes, and Chapters 10.550 or 10.650, Rules of the Auditor General.

The schedule of expenditures should disclose the expenditures by contract number for each contract with the Department in effect during the audit period. The financial statements should disclose whether or not the matching requirement was met for each applicable contract. All questioned costs and liabilities due the Department shall be fully disclosed in the audit report package with reference to the specific contract number.

## **PART III: REPORT SUBMISSION**

Any reports, management letters, or other information required to be submitted to the Department pursuant to this agreement shall be submitted within 180 days after the end of the provider's fiscal year or within 30 days of the recipient's receipt of the audit report, whichever occurs first, directly to each of the following unless otherwise required by Florida Statutes:

- A.** Contract manager for this contract (1 copy)
- B.** Department of Children & Families ( 1 electronic copy and management letter, if issued )

Office of the Inspector General  
Single Audit Unit  
Building 5, Room 237

1317 Winewood Boulevard  
Tallahassee, FL 32399-0700

Email address: [single.audit@myflfamilies.com](mailto:single.audit@myflfamilies.com)

C. Reporting packages for audits conducted in accordance with Uniform Guidance, Section 200.500-200.521, as revised, and required by Part I of this agreement shall be submitted, when required by Section 200.512 (d), OMB Uniform Guidance, as revised, by or on behalf of the recipient directly to the Federal Audit Clearinghouse using the Federal Audit Clearinghouse's Internet Data Entry System at:

<http://harvester.census.gov/fac/collect/ddeindex.html>

and other Federal agencies and pass-through entities in accordance with Section 200.512 (e), OMB Uniform Guidance, as revised.

D. Copies of reporting packages required by Part II of this agreement shall be submitted by or on behalf of the recipient directly to the following address:

Auditor General  
Local Government Audits/342  
Claude Pepper Building, Room 401  
111 West Madison Street  
Tallahassee, Florida 32399-1450

Email address: [flaudgen\\_localgovt@aud.state.fl.us](mailto:flaudgen_localgovt@aud.state.fl.us)

Providers, when submitting audit report packages to the Department for audits done in accordance with OMB Uniform Guidance, Section 200.500-200.521, or Chapters 10.550 (local governmental entities) or 10.650 (nonprofit or for-profit organizations), Rules of the Auditor General, should include, when available, correspondence from the auditor indicating the date the audit report package was delivered to them. When such correspondence is not available, the date that the audit report package was delivered by the auditor to the provider must be indicated in correspondence submitted to the Department in accordance with Chapter 10.558(3) or Chapter 10.657(2), Rules of the Auditor General.

#### **PART IV: RECORD RETENTION**

The recipient shall retain sufficient records demonstrating its compliance with the terms of this agreement for a period of six years from the date the audit report is issued and shall allow the Department or its designee, Chief Financial Officer or Auditor General access to such records upon request. The recipient shall ensure that audit working papers are made available to the Department or its designee, Chief Financial Officer or Auditor General upon request for a period of three years from the date the audit report is issued, unless extended in writing by the Department.

ATTACHMENT III  
CERTIFICATION REGARDING LOBBYING

**CERTIFICATION FOR CONTRACTS, GRANTS, LOANS AND COOPERATIVE AGREEMENTS**


The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or an employee of any agency, a member of congress, an officer or employee of congress, or an employee of a member of congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of congress, an officer or employee of congress, or an employee of a member of congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signature:  Date: 6/27/16

Application or Contract ID Number: CHS21

Name of Authorized Individual Application or Contractor: The Children's Home Society of Florida, Inc.

Address of Organization: 1485 S Semoran Blvd., Suite 1448, Winter Park, FL 32792

**EXHIBIT A  
TARGET POPULATIONS AND  
PERFORMANCE MEASURES**

**A. Target Population**

To be eligible to receive substance abuse and mental health services funded by this subcontract, an individual must be a member of at least one of the target populations approved by the Legislature. The Subcontractor agrees that funds provided in this contract will not be used to serve persons outside the target population(s) specified in the table below:

<b>Adult Mental Health</b>	
<input checked="" type="checkbox"/>	Adults with severe and persistent mental illness
<input type="checkbox"/>	Adults with serious mental illness
<input checked="" type="checkbox"/>	Adults with mental health problems
<input type="checkbox"/>	Adults in mental health crisis
<b>Children's Mental Health</b>	
<input checked="" type="checkbox"/>	Children with serious emotional disturbances
<input checked="" type="checkbox"/>	Children with emotional disturbances
<input checked="" type="checkbox"/>	Children at risk of emotional disturbances
<b>Substance Abuse</b>	
<input type="checkbox"/>	Adults at risk or with substance abuse
<input type="checkbox"/>	Children at risk or with substance abuse
<b>Prevention</b>	
<input type="checkbox"/>	Adult Substance Abuse – client specific
<input type="checkbox"/>	Children's Substance Abuse – client specific
<input type="checkbox"/>	Adult or Child Substance Abuse – non-client specific

**B. Client/Participant Determination**

Determination of client eligibility is exclusively the responsibility of the Subcontractor.

**C. Performance Measures**

For more information regarding a measure, refer to the DCF Performance Outcomes Measurement Manual at the following link:

<http://www.dcf.state.fl.us/programs/samh/ME/2014/IncDocs/Incorporated%20Document%2019%20-%20Performance%20Outcomes%20Measurement%20Manual.docx>

Number to be served includes persons whose services will be paid for in whole or in part by CFCHS funding or local match only. DO NOT include Medicaid funded services.

<b>Target Population and Measure Description</b>			<b>Subcontractor Target</b>
<b>Adults Community Mental Health</b>			
<b>MH003</b>	<b>a.</b>	Average annual days worked for pay for adults with severe and persistent mental illness	40
<b>MH703</b>	<b>b.</b>	Percent of adults with serious mental illness who are competitively employed	N/A
<b>MH742</b>	<b>c.</b>	Percent of adults with severe and persistent mental illnesses who live in stable housing environment	90%

**EXHIBIT A  
TARGET POPULATIONS AND  
PERFORMANCE MEASURES**

<b>MH743</b>	<b>d.</b>	Percent of adults in forensic involvement who live in stable housing environment	N/A
<b>MH744</b>	<b>e.</b>	Percent of adults in mental health crisis who live in stable housing environment	N/A
<b>M0016 MH016</b>	<b>f.</b>	Number of adults with a serious and persistent mental illness in the community served	10
<b>M0017 MH017</b>	<b>g.</b>	Number of adults in mental health crisis served	0
<b>M0018 MH018</b>	<b>h.</b>	Number of adults with forensic involvement served	0
<b>Children's Mental Health</b>			
<b>MH012</b>	<b>a.</b>	Percent of school days seriously emotionally disturbed (SED) children attended	86%
<b>MH377</b>	<b>b.</b>	Percent of children with emotional disturbances (ED) who improve their level of functioning	64%
<b>MH378</b>	<b>c.</b>	Percent of children with serious emotional disturbances (SED) who improve their level of functioning	65%
<b>MH778</b>	<b>d.</b>	Percent of children with emotional disturbance (ED) who live in a stable housing environment	95%
<b>MH779</b>	<b>e.</b>	Percent of children with serious emotional disturbance (SED) who live in a stable housing environment	93%
<b>MH780</b>	<b>f.</b>	Percent of children at risk of emotional disturbance (ED) who live in a stable housing environment	96%
<b>M0031</b>	<b>g.</b>	Number of SED children to be served	<b>504</b>
		Community FSPT and other:	384
		Delinquent FSPT:	120
<b>M0032</b>	<b>h.</b>	Number of ED children to be served	<b>143</b>
		Community FSPT and other:	109
		Delinquent FSPT:	34
<b>M0033</b>	<b>i.</b>	Number of at-risk children to be served	<b>119</b>
		Community FSPT and other:	91
		Delinquent FSPT:	28

**EXHIBIT B  
REQUIRED REPORTS**

**NOTE: All reports (unless otherwise specified) shall be submitted to the Document Management module of cfchsdata.org. Emailed reports will not be accepted.**

Annual Reports Required:	Due Date:  (Number of days are in calendar days unless otherwise specified)	Applicable?
1. Program Description <i>includes:</i> a. Organizational Profile b. and Service Activity Description <i>65E-14.021(5)(e)1, FAC</i>	Proposal copy: 120 days before contract expiration.  Final negotiated copy: July 30 each year of the contract period.	YES  YES
2. Fiscal Reports <i>includes:</i> a. Personnel Detail Record b. Projected Cost Center Operating & Capital Budget c. Agency Capacity Report <i>65E-14.021(5)(e)1, FAC</i>	Proposal copy: 120 days before contract expiration.  Final negotiated copy: July 30 each year of the contract period.	YES  YES
3. Cost Allocation Plan  <i>65E-14.021(5)(b), FAC</i>	Proposal copy: 120 days before contract expiration.  Final negotiated copy: July 30 each year of the contract period.	YES  YES
4. OCA Report <i>CFCHS specific</i>	Within 45 days of contract execution and within 45 days of any funding changes	YES
5. Local Match Form  <i>Incorporated Document 30</i>	Within 30 days of contract execution (projection) and July 30 annually thereafter (actual)	YES
6. Sliding Fee Scale (reflecting the uniform schedule of discounts referenced in Rule 65E-14.018, Florida Administrative Code) <i>65E-14.018, FAC</i>	Within 30 days of contract execution and July 30 annually thereafter	YES
7. Civil Rights Compliance Checklist (for providers with 15 or more employees)  <i>45 CFR, Part 80; CFOP 60-16</i>	Within 30 days of contract execution and July 30 annually thereafter	YES
8. Effective Communication Attestation for direct service employees (for providers with 15 or more employees)  <i>Section 504; the ADA; and CFOP 60-10</i>	Within 30 days of contract execution and July 30 annually thereafter	YES
9. Attestation of completion of Auxiliary Aids Service and Monitoring Plan  <i>Section 504; the ADA; and CFOP 60-10</i>	Within 30 days of contract execution and July 30 annually thereafter	YES



**EXHIBIT B  
REQUIRED REPORTS**

10. Attestation of completion of Risk Analysis as per HIPAA Security Rule <i>45 CFR § 164.308(a)(1)(ii)(A)</i>	Within 30 days of contract execution and July 30 annually thereafter	YES
11. Emergency Preparedness Plan Attestation including Staff Training on the plan and/or updates to the plan <i>CFCHS specific</i>	Within 30 days of contract execution and July 30 annually thereafter	YES
12. Security Agreement Forms and Training Certificates for staff that touch CFCHS data systems <i>CFOP 50-2</i>	Within 30 days of contract execution and July 30 annually thereafter	YES
13. Current license(s) and licensure report <i>65E-14.021, FAC</i>	Within 30 days of contract execution and July 30 annually thereafter	YES
14. Proof of Liability Insurance <i>GHME1 Section D.4.</i>	Within 30 days of contract execution and as renewed	YES
15. PATH Annual Report <i>Incorporated Document 14</i>	March of each year during the contract period	NO
16. Aggregate Payor Class Report  <i>394.461(4), F.S.</i>	Within 90 days following the provider's fiscal year end  <b>** Submit to:</b> <a href="http://flfam.qualtrics.com/SE/?SID=SV_b2yQo7Sa2YbnbHS">http://flfam.qualtrics.com/SE/?SID=SV_b2yQo7Sa2YbnbHS</a>	NO
17. Independent Financial Audit  <i>65E-14.003, FAC</i>	Within 30 days of contract execution and annually thereafter within 180 days of end of fiscal year.  <b>**Submit to Document Management AND in accordance with Attachment II</b>	YES
18. Audit Schedules <i>may include:</i> a. Schedule of State Earnings b. Schedule of Related Party Transaction Adjustments c. Program/Cost Center Actual Expenses & Revenues Schedule d. Schedule of Bed-Day Availability Payments <i>65E-14.003, FAC</i>	With Independent Financial Audit. Or within 45 days of end of provider fiscal year if no Independent Financial Audit required.	YES
19. Form F990 <i>CFCHS specific</i>	March 31 of each year during the contract period	YES
20. BNET Statement of Program Costs <i>Incorporated Document 12</i>	September 1 of each year of the contract period	NO
21. Narrative for Block Grant Report <i>Incorporated Document 35</i>	Upon Request, usually each May during the contract period	YES

**EXHIBIT B  
REQUIRED REPORTS**

22. Contract Provider Property Inventory Form. <i>Incorporated Document 21</i>	Within 30 days of contract execution and July 30 annually thereafter.	YES
23. Final data submission for fiscal year end.	July 31 of each year of the contract period.	YES
24. CFCHS Network Code of Ethics and Conduct.	Within 30 days of contract execution and July 30 annually thereafter	YES
25. EOG/OPB Return on Investment Projected Estimates. <i>GHME1 Section C2-3.2.1</i>	July 20 of each year of the contract period.	NO
26. Attestation received and read CFCHS <i>Reintegrating Discharge-Ready Individuals Plan</i> . <i>GHME1 Section C-1.1.7</i>	July 31 of each year of the contract period.	NO
27. Assisted Living Facilities with Limited Mental Health licensure report to include: a. Training Schedule b. Training Agenda c. Training Rosters <i>GHME1 Sections A-1.1 and C-1.3.2</i>	November 15 of each year of the contract period.	NO
<b>Semi-Annual Reports Required:</b>	<b>Due Date:</b>  (Number of days are in calendar days unless otherwise specified)	<b>Applicable?</b>
28. Data for Block Grant Report <i>Incorporated Document 34</i>	Upon Request, usually each February and August during the contract period	YES
<b>Quarterly Reports Required:</b>	<b>Due Date:</b>  (Number of days are in calendar days unless otherwise specified)	<b>Applicable?</b>
29. Report of aggregate quarterly NVRA activities (form DS-DE131) <i>Incorporated Document 20</i>	Quarterly by October 5, January 5, April 5, July 5	YES
30. Representative Payee accounting documentation <i>1 CFR § 305.91-3</i>	Quarterly by October 10, January 10, April 10, July 10	NO
31. FACT Quarterly Reports <i>Incorporated Document 15</i>	Quarterly by October 10, January 10, April 10, July 10	NO
32. Board Meeting Minutes <i>CFCHS Specific</i>	Quarterly upon approval from Board	YES
33. EOG/OPB Actual Return on Investment Report. <i>GHME1 Section C2-3.2.2</i>	Quarterly by October 20, January 20, April 20, July 20	NO
<b>Monthly Reports Required:</b>	<b>Due Date:</b>  (Number of days are in calendar days unless otherwise specified)	<b>Applicable?</b>

**EXHIBIT B  
REQUIRED REPORTS**

<p>34. Auxiliary Aid Service Record (for providers with 15 or more employees)</p> <p align="center"><i>Section 504; the ADA; and CFOP 60-10</i></p>	<p>Monthly by the fifth (5<sup>th</sup>) business day of the month</p> <p><b>**Submit to: HHS Compliance Database AND submit copy of confirmation of submission to Document Management</b></p>	<p align="center">YES</p>
<p>35. Adult Mental Health State Hospital Reports includes:</p> <ul style="list-style-type: none"> <li>a. Civil Client Information report</li> <li>b. Forensic Pre-Post Commitment Diversion Tracking report</li> <li>c. Forensic Individuals Waiting to Return report</li> <li>d. Forensic Conditional Release report</li> </ul> <p align="center"><i>Incorporated Document 6</i></p>	<p>Monthly by the fifth (5<sup>th</sup>) business day of the month</p>	<p align="center">NO</p>
<p>36. FACT Monthly Report</p> <p align="center"><i>Incorporated Document 15</i></p>	<p>Monthly by the fifth (5<sup>th</sup>) business day of the month</p>	<p align="center">NO</p>
<p>37. Monthly Data</p> <p align="center"><i>PAM 155-2</i></p>	<p>Monthly by the tenth (10<sup>th</sup>) calendar day following the month of services</p> <p><b>**Submit to: cfchsdata.org. Do not submit to Document Management.</b></p>	<p align="center">YES</p>
<p>38. BNET Alternative Services Provision - Pharmaceutical and Non-pharmaceutical</p> <p align="center"><i>Incorporated Document 12</i></p>	<p>Monthly by the tenth (10<sup>th</sup>) calendar following the month of services</p>	<p align="center">NO</p>
<p>39. Pregnant Woman Expansion Grant Monthly Report.</p> <p align="center">GHME1, Attachment I B.1.a.(5)(n)</p>	<p>Monthly by the fifth (5<sup>th</sup>) calendar day following the month of services.</p>	<p align="center">NO</p>
<p>40. Outreach Activity Monthly Report</p> <p align="center"><i>CFCHS Specific</i></p>	<p>Monthly by the fifth (5<sup>th</sup>) calendar day following the month of services.</p>	<p align="center">YES</p>
<p>41. FIS Data into FIS tracking system.</p> <p align="center"><i>CFCHS Specific</i></p>	<p>Monthly by the fifth (5<sup>th</sup>) day of the month</p>	<p align="center">NO</p>
<p>42. Family Intensive Treatment Team Services (FIT) Exhibit A</p> <p align="center"><i>Incorporated Document 32</i></p>	<p>Monthly by the twentieth (20<sup>th</sup>) calendar day following the month of services.</p>	<p align="center">NO</p>
<p>43. Family Intensive Treatment Team Services (FIT) CF-MH1040 actual expenditures report.</p> <p align="center"><i>65E-14.020, FAC</i></p>	<p>Monthly by the fifteenth (15<sup>th</sup>) calendar day following the month of services.</p>	<p align="center">NO</p>

**EXHIBIT B  
REQUIRED REPORTS**

<b>Weekly Reports Required:</b>	<b>Due Date:</b> <i>(Number of days are in calendar days unless otherwise specified)</i>	<b>Applicable?</b>
44. FACT weekly census to include waitlist.	Monday following the week of enrollment.	NO
<b>Ad Hoc Reports Required:</b>	<b>Due Date:</b> <i>(Number of days are in calendar days unless otherwise specified)</i>	<b>Applicable?</b>
45. Response to Monitoring Reports and Corrective Action Plans <i>402.7306, F.S.</i>	Within 30 days after receipt of report	YES
46. Incident Report – Report only those incidents that involve clients that are funded partially or in whole by CFCHS or local match <i>CFOP 215-6</i>	Within 1 business day of occurrence  <b>** Submit to: Incident Reporting &amp; Management System (IRMS)</b>	YES
47. Risk Assessment as per Breach Notification Rule <i>45 CFR §§ 164.400-414</i>	Within 5 business days following a breach	YES
48. Invoice Review Supporting Documentation	As Requested	YES
49. Other Reports as Requested	As Requested	YES