



**Annual Evaluation of the DCF  
Lead Administrative Coordinator  
FISCAL YEAR 2011-2012**

Department of Children and Families  
Contracted Client Services

*January 2013*

David E. Wilkins  
Secretary

Rick Scott  
Governor

2012 Annual Evaluation of DCF 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 contract with a given provider. The DCF Chief of Contract Oversight is the Department’s Lead Administrative Coordinator, and continues to meet expectations identified in statute.

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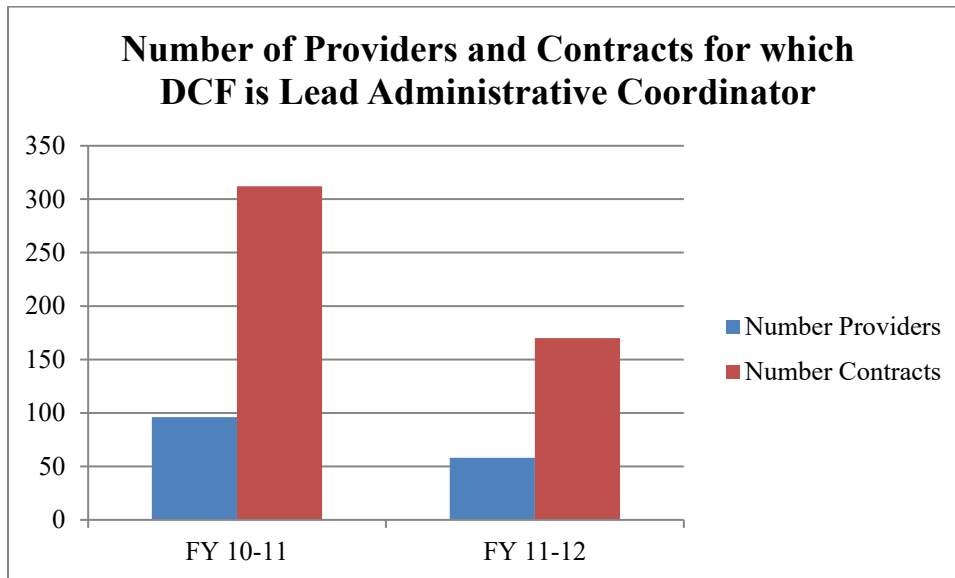
## Background

In 2010, s. 287.0575, F.S., was created. 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 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. Under interagency agreement, DCF provides the same contract monitoring services for APD contracts. This centralization created an environment within DCF and APD where provider monitoring for both agencies was already coordinated for providers with more than one contract.

The DCF Chief of Contract Oversight continues to serve as the department's Lead Administrative Coordinator. This individual also fulfills the Lead Administrative Coordinator responsibilities for APD.

In fiscal year 2010-2011, DCF was the designated Lead Administrative Coordinator for 312 contracts. In fiscal year 2011-2012, DCF was the designated Lead Administrative Coordinator for 170 contracts.



2012 Annual Evaluation of DCF Lead Administrative Coordinator

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

Provider Name	Contract	Agency	FY 11-12 Amount
211 PALM BEACH/TREASURE COAST	IH597	DCF	\$133,797
211 PALM BEACH/TREASURE COAST	ZHL19	DCF	\$96,463
ACHIEVEMENT AND REHABILITATION	JL247	APD	\$75,370
ACHIEVEMENT AND REHABILITATION	JH320	DCF	\$43,009
ACHIEVEMENT AND REHABILITATION	Y1137	DOEA	\$0
ALACHUA COUNTY COALITION FOR HOMELESS	CFZR1	DCF	\$527,824
ALACHUA COUNTY COALITION FOR HOMELESS	CF900	DCF	\$12,347
APALACHEE CENTER, INC.	BHW03	DCF	\$10,307,825
APALACHEE CENTER, INC.	CH109	DCF	\$676,952
APALACHEE CENTER, INC.	BHU03	DCF	\$0
ARC GATEWAY INCORPORATED	AL872	APD	\$71,578
ARC GATEWAY INCORPORATED	AL874	APD	\$42,000
ARC GATEWAY INCORPORATED	AL876	APD	\$29,200
BROWARD COUNTY BOCC	JD245	DCF	\$3,427,953
BROWARD COUNTY BOCC	JC204	DCF	\$359,558
BROWARD COUNTY BOCC	LD928	DCF	\$136,667
BROWARD COUNTY BOCC	JF209	DCF	\$11,850
BROWARD COUNTY BOCC	COH6A	DOH	\$3,580
BROWARD COUNTY SHERIFFS OFFICE	JJZ03	DCF	\$12,839,363
BROWARD COUNTY SHERIFFS OFFICE	JD256	DCF	\$985,928
BROWARD COUNTY SHERIFFS OFFICE	IJ703	DCF	\$289,664
BROWARD HOUSE INC	JD252	DCF	\$569,636
BROWARD HOUSE INC	CODAK	DOH	\$98,000
CAMELOT COMMUNITY CARE, INC.	JH317	DCF	\$175,802
CAMELOT COMMUNITY CARE, INC.	IH596	DCF	\$122,497
CATHOLIC CHARITIES ARCHDIOCESE OF MIAMI	LD933	DCF	\$190,000
CATHOLIC CHARITIES ARCHDIOCESE OF MIAMI	Y1028	DOEA	\$19,150
CERTIFIED RECORDS MANAGEMENT	GEL01	DCF	\$180,000
CERTIFIED RECORDS MANAGEMENT	WQE0R	DCF	\$131,521
CHARLOTTE COUNTY HOMELESS COALITION	HFZ01	DCF	\$239,092
CHARLOTTE COUNTY HOMELESS COALITION	HF01R	DCF	\$12,348
CHILD GUIDANCE CENTER INC	DH675	DCF	\$357,980
CHILD GUIDANCE CENTER INC	DH674	DCF	\$56,466
CLAY BEHAVIORAL HEALTH CENTER	DH666	DCF	\$2,347,585
CLAY BEHAVIORAL HEALTH CENTER	DDZ02	DCF	\$110,088

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List of Providers and Contracts for which DCF is Lead Administrative Coordinator  
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Provider Name	Contract	Agency	FY 11-12 Amount
COMMUNITY COORDINATED CARE FOR CHILDREN	LK916	DCF	\$259,980
COMMUNITY COORDINATED CARE FOR CHILDREN	LC905	DCF	\$80,032
COMMUNITY COORDINATED CARE FOR CHILDREN	LK914	DCF	\$29,000
COMPREHENSIVE ALCHOLISM REHAB PROGRAM	ID093	DCF	\$2,998,947
COMPREHENSIVE ALCHOLISM REHAB PROGRAM	ZDK58	DCF	\$267,611
DANIEL MEMORIAL INC	LJ912	DCF	\$203,718
DANIEL MEMORIAL INC	SDH28	DCF	\$99,458
DISC VILLAGE, INC.	BDV03	DCF	\$3,169,599
DISC VILLAGE, INC.	CD107	DCF	\$313,906
DISC VILLAGE, INC.	BDZ01	DCF	\$150,000
DRUG ABUSE FOUNDATION OF PALM BEACH	ID099	DCF	\$2,780,878
DRUG ABUSE FOUNDATION OF PALM BEACH	IDZ03	DCF	\$72,622
DRUG ABUSE TREATMENT ASSOCIATION	ZDK55	DCF	\$1,607,315
DRUG ABUSE TREATMENT ASSOCIATION	IDZ01	DCF	\$150,000
DRUG ABUSE TREATMENT ASSOCIATION	ZDZ01	DCF	\$120,000
ECKERD YOUTH ALTERNATIVES, INC.	SPDH1	DCF	\$384,300
ECKERD YOUTH ALTERNATIVES, INC.	GDZ05	DCF	\$120,000
ECKERD YOUTH ALTERNATIVES, INC.	PDZ01	DCF	\$120,000
FATHER FLANAGAN'S BOYS TOWN	IH591	DCF	\$733,217
FATHER FLANAGAN'S BOYS TOWN	IH592	DCF	\$342,495
FLORIDA ATLANTIC UNIVERSITY	LJ911	DCF	\$1,195,000
FLORIDA ATLANTIC UNIVERSITY	9KW11	DOH	\$748,046
FLORIDA INTERNATIONAL UNIVERSITY	9BN06	DOH	\$375,000
FLORIDA INTERNATIONAL UNIVERSITY	1KN12	DOH	\$260,584
FLORIDA INTERNATIONAL UNIVERSITY	LJ818	DCF	\$125,561
FLORIDA STATE UNIVERSITY	LC900	DCF	\$977,840
FLORIDA STATE UNIVERSITY	LD829	DCF	\$450,000
FLORIDA STATE UNIVERSITY	LJ902	DCF	\$136,309
FLORIDA STATE UNIVERSITY	COH6Q	DOH	\$100,546
FLORIDA STATE UNIVERSITY	BJW01	DCF	\$70,050
GATEWAY COMMUNITY SERVICES, INC	DD032	DCF	\$6,520,744
GATEWAY COMMUNITY SERVICES, INC	DDZ03	DCF	\$50,690
GEO CARE, INC.	LI801	DCF	\$35,341,106
GEO CARE, INC.	LI702	DCF	\$24,707,431
GEO CARE, INC.	LI704	DCF	\$23,339,653

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Provider Name	Contract	Agency	FY 11-12 Amount
GULF COAST JEWISH FAMILY	XK001	DCF	\$782,000
GULF COAST JEWISH FAMILY	LK981	DCF	\$434,369
GULF COAST JEWISH FAMILY	LK906	DCF	\$195,000
GULF COAST JEWISH FAMILY	THL27	DCF	\$179,003
GULF COAST JEWISH FAMILY	NH208	DCF	\$165,202
GULF COAST JEWISH FAMILY	CH909	DCF	\$160,021
HANLEY CENTER, INC.	IDZ02	DCF	\$334,000
HANLEY CENTER, INC.	NDZ01	DCF	\$95,377
HANLEY CENTER, INC.	LD924	DCF	\$25,000
HENDERSON MENTAL HEALTH CENTER	IH595	DCF	\$1,254,399
HENDERSON MENTAL HEALTH CENTER	JH306	DCF	\$1,254,397
HENDERSON MENTAL HEALTH CENTER	JH307	DCF	\$0
HORIZONS OF OKALOOSA COUNTY	AL877	APD	\$29,200
HORIZONS OF OKALOOSA COUNTY	AL875	APD	\$10,000
HOUSE NEXT DOOR	ND040	DCF	\$625,285
HOUSE NEXT DOOR	NDZ02	DCF	\$75,826
HUMAN SERVICES ASSOCIATES INC	GHK16	DCF	\$6,305,289
HUMAN SERVICES ASSOCIATES INC	GHK19	DCF	\$1,535,000
HUMAN SERVICES ASSOCIATES INC	TDL04	DCF	\$514,040
HUMAN SERVICES ASSOCIATES INC	ZDJ53	DCF	\$130,377
LAKEVIEW CENTER INC	AJ481	DCF	\$39,126,868
LAKEVIEW CENTER INC	AH394	DCF	\$15,840,679
LAKEVIEW CENTER INC	AH404	DCF	\$1,254,395
LAKEVIEW CENTER INC	AH395	DCF	\$500,000
LAKEVIEW CENTER INC	KLJ81	APD	\$261,792
LAKEVIEW CENTER INC	LD942	DCF	\$150,000
LAKEVIEW CENTER INC	COH6Z	DOH	\$48,406
LAKEVIEW CENTER INC	COH5Z	DOH	\$14,250
LAKEVIEW CENTER INC	AH405	DCF	\$0
LEON ADVOCACY & RESOURCE CENTER	BLW02	APD	\$60,000
LEON ADVOCACY & RESOURCE CENTER	BLW01	APD	\$58,612
LIFE MANAGEMENT CENTER OF N.W.F	BHW02	DCF	\$5,615,312
LIFE MANAGEMENT CENTER OF N.W.F	BHV03	DCF	\$144,000
LIFESTREAM BEHAVIORAL CENTER	PHJ10	DCF	\$1,254,386
LIFESTREAM BEHAVIORAL CENTER	PDZK1	DCF	\$122,618
LIFESTREAM BEHAVIORAL CENTER	PHJ16	DCF	\$0

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Provider Name	Contract	Agency	FY 11-12 Amount
LUTHERAN SOCIAL SERVICES OF NORTHEAST FL	LK917	DCF	\$884,939
LUTHERAN SOCIAL SERVICES OF NORTHEAST FL	LK101	DCF	\$457,016
LUTHERAN SOCIAL SERVICES OF NORTHEAST FL	DH673	DCF	\$304,738
LUTHERAN SOCIAL SERVICES OF NORTHEAST FL	LK117	DCF	\$20,276
MENTAL HEALTH ASSN OF VOLUSIA FLAGLER	NH207	DCF	\$174,059
MENTAL HEALTH ASSN OF VOLUSIA FLAGLER	NH212	DCF	\$0
MENTAL HEALTH RESOURCE CENTER	DH669	DCF	\$8,077,605
MENTAL HEALTH RESOURCE CENTER	DH680	DCF	\$1,289,396
MENTAL HEALTH RESOURCE CENTER	ZHL51	DCF	\$1,254,400
MENTAL HEALTH RESOURCE CENTER	THJ06	DCF	\$1,254,396
MENTAL HEALTH RESOURCE CENTER	GHK38	DCF	\$1,254,396
MENTAL HEALTH RESOURCE CENTER	GHL42	DCF	\$1,254,396
MENTAL HEALTH RESOURCE CENTER	DH672	DCF	\$1,244,396
MIAMI DADE COLLEGE	XK010	DCF	\$3,977,000
MIAMI DADE COLLEGE	LC909	DCF	\$211,812
MIAMI DADE COUNTY FLORIDA	KG063	DCF	\$207,260
MIAMI DADE COUNTY FLORIDA	Y1010	DOEA	\$69,250
NASSAU COUNTY MENTAL HEALTH	DH667	DCF	\$1,469,149
NASSAU COUNTY MENTAL HEALTH	DDZ01	DCF	\$108,328
NEW HORIZONS OF THE TREASURE COAST	ZHJ40	DCF	\$11,050,140
NEW HORIZONS OF THE TREASURE COAST	ZHK47	DCF	\$1,254,400
NEW HORIZONS OF THE TREASURE COAST	ZDZL2	DCF	\$90,595
NEW HORIZONS OF THE TREASURE COAST	ZJK47	DCF	\$0
OUNCE OF PREVENTION FUND OF FL	LJ910	DCF	\$18,114,329
OUNCE OF PREVENTION FUND OF FL	COH5C	DOH	\$1,900,000
OUNCE OF PREVENTION FUND OF FL	LJ903	DCF	\$491,065
OUNCE OF PREVENTION FUND OF FL	LA908	DCF	\$230,875
OUNCE OF PREVENTION FUND OF FL	LJ720	DCF	\$211,500
PEACE RIVER CENTER	THJ28	DCF	\$9,015,668
PEACE RIVER CENTER	THF30	DCF	\$1,254,394
PEACE RIVER CENTER	COH7B	DOH	\$28,259
PEACE RIVER CENTER	COH5W	DOH	\$22,500
PREVENT! OF BREVARD, INC	GDK06	DCF	\$466,549
PREVENT! OF BREVARD, INC	GDZ01	DCF	\$120,000
RIVER REGION HUMAN SERVICES	DD033	DCF	\$1,507,560
RIVER REGION HUMAN SERVICES	COD11	DOH	\$244,000
RIVER REGION HUMAN SERVICES	DV057	DOH	\$104,000

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Provider Name	Contract	Agency	FY 11-12 Amount
SCHOOL BOARD HILLSBOROUGH	HB245	DOH	\$485,802
SCHOOL BOARD HILLSBOROUGH	HB246	DOH	\$422,772
SCHOOL BOARD HILLSBOROUGH	LC914	DCF	\$160,942
SECOND HARVEST FOOD BANK OF CENTRAL FL	LF903	DCF	\$224,423
SECOND HARVEST FOOD BANK OF CENTRAL FL	A1548	DOH	\$27,500
SOUTH BROWARD HOSPITAL DISTRICT	JDZ01	DCF	\$75,000
SOUTH BROWARD HOSPITAL DISTRICT	BW113	DOH	\$37,500
SPECIAL COMMUNICATIONS	CM100	APD	\$551,000
SPECIAL COMMUNICATIONS	CM110	APD	\$245,362
SPECIAL COMMUNICATIONS	CM114	APD	\$237,600
ST JOHNS COUNTY BOCC	NJ204	DCF	\$4,874,716
ST JOHNS COUNTY BOCC	NH210	DCF	\$1,846,410
THE CENTER FOR DRUG FREE LIVING	GDK02	DCF	\$9,229,578
THE CENTER FOR DRUG FREE LIVING	GDZ03	DCF	\$120,000
THE CENTER FOR DRUG FREE LIVING	GDZ04	DCF	\$120,000
THE CENTER FOR DRUG FREE LIVING	LD932	DCF	\$61,667
THE CENTER FOR FAMILY SERVICES	ID097	DCF	\$330,000
THE CENTER FOR FAMILY SERVICES	CSAPB	DOH	\$6,000
THE JEROME GOLDEN CENTER	IH590	DCF	\$9,097,492
THE JEROME GOLDEN CENTER	COH6T	DOH	\$26,828
THE JEROME GOLDEN CENTER	IH588	DCF	\$0
VOLUNTEERS OF AMERICA OF FL INC	THJ03	DCF	\$671,399
VOLUNTEERS OF AMERICA OF FL INC	DH668	DCF	\$234,950
VOLUNTEERS OF AMERICA OF FL INC	JH316	DCF	\$78,000
WINTER HAVEN HOSPITAL INC	THJ29	DCF	\$1,338,808
WINTER HAVEN HOSPITAL INC	THJ23	DCF	\$211,000
WINTER HAVEN HOSPITAL INC	CSAWH	DOH	\$30,000



## 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. This year, she provided information to reduce the impact turnover had on the Lead Administrative Coordinator's role in those agencies.
- She maintains 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.
- She has 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.
- Additionally, she does not require providers who DCF does not share with DOH or DOEA to produce documents annually, thus improving efficiency. Providers only have to produce documents in a year when that provider is monitored on-site by DCF.
- 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 2011-2012.