



**State of Florida  
Department of Children and Families**

**Rick Scott**  
*Governor*

**David E. Wilkins**  
*Secretary*

October 23, 2012

Ms. Christina Smith  
Florida Department of Financial Services  
Division of Accounting and Auditing  
200 East Gaines Street  
Tallahassee, Florida 32399-0353

Dear Ms. Smith:

Please find enclosed a Corrective Action Plan in response to the findings and recommendations of your review of the Department of Children and Families' Substance Abuse and Mental Health (SAMH) contract/grant agreements dated September 5, 2012.

The Department strives to promote and improve the behavioral health for the people of Florida through effective contracting for substance abuse and mental health services. The enclosed Corrective Action Plan will ensure a proper contracting process and value to the State.

If you have any questions regarding our response or require additional information, please contact Ms. Michele Staffieri, Chief, SAMH Contract Management Unit at (850) 717-4354.

Sincerely,



David E. Wilkins  
Secretary

cc: Mark Merry, Chief, Bureau of Auditing, DFS  
Malone Smith, Director, SAMH Performance Support Services  
Stephenie Colston, Director, SAMH Program Office

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OCT 31 2012

Director's Office  
Division of Accounting  
and Auditing  
Chief Financial Officer

1317 Winewood Boulevard, Tallahassee, Florida 32399-0700

Mission: Protect the Vulnerable, Promote Strong and Economically Self-Sufficient Families, and Advance Personal and Family Recovery and Resiliency



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**Corrective Action Plan**  
Substance Abuse & Mental Health Contract/Grant Agreements  
(Updated as of October 18, 2012)

**I. Scope of Work and Deliverables**

- a. The Department will ensure all contracts/grant agreements contain the following:
  - i. Clearly defined scope of work;
  - ii. Quantifiable, measurable and verifiable deliverables directly related to the scope of work;
  - iii. Clearly defined minimum performance standards;
  - iv. Criteria to evaluate satisfactory performance; and
  - v. Appropriate allocation and compensation for deliverables/services
- b. Please see table below regarding specific deficiencies:

<b>Contract #</b>	<b>Service Provider(s)</b>	<b>DCF Response</b>
DH688	Beaver Street Enterprise Center	This contract terminated on June 30, 2012. The new contract will conform to the standards described above.
LD963; LD964	21 <sup>st</sup> Century Council; Hillsborough County Anti Drug Alliance	Specific services aimed at reducing underage drinking are listed in the Task List located in Section B.1. of Attachment I. The performance measures in Section B.5. are required per Section B.5.c. Future contracts will include more detail and specification.
LHZ25; LHZ36	Collier County; Palm Beach County BOCC	In addition to the Department's standard contract, a Memorandum of Understanding (MOU) is entered into with the counties, to ensure compliance with the minimum performance standards. In future grant agreements, the Department will ensure the minimum performance standards are also contained within the standard contract.

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**II. Contract Agreement – Other**

- a. The Department will ensure that the State Project Determination Checklist (Form DFS-A2-PD) is used to determine whether the provider is a recipient of state financial assistance, and therefore subject to audits and additional accountability requirements.
- b. The Department will also ensure that budget narratives directly relate to required services and will be sufficiently explained within the standard contract.
- c. Please see table below regarding specific deficiencies:

Contract #	Service Provider(s)	DCF Response
DH688	Beaver Street Enterprise Center	This contract terminated on June 30, 2012. The new contract will conform to the standards described above.
JH334	Broward Housing Solutions	The two (2) maintenance tech positions perform services at the Provider's location that are above and beyond general property maintenance, including performing monthly inspections and assisting with emergency/disaster storm relief. These positions were necessary for the provision of services. In future contracts, the Department will ensure that budget narratives sufficiently explain all expenditures, and also directly relate to the required services.
LD963; LD964	21 <sup>st</sup> Century Council; Hillsborough County Anti Drug Alliance	The Department is reviewing the incentives contained in these contracts. To the extent that such authority does not exist, the contracts will be amended to reflect same.

**III. Contract/Grant Management**

- a. The Department will ensure that Contract/Grant Managers receive the necessary training and guidance to properly monitor and verify provider services prior to the approval of invoices, and also to:
  - i. Enforce performance of contract terms and conditions;
  - ii. Review and properly document deliverables; and
  - iii. Provide written certification of Department's receipt of goods and services

**IV. Contract/Grant Management – Other**

- a. The Department will ensure that Contract/Grant receive the necessary training and guidance to monitor proper expenditures, and to sufficiently document that costs are properly allocated and sufficiently related to the scope of work. Such measures may include:
  - i. Ensuring accurate time logs for all provider employees; and
  - ii. Requiring detailed timesheets to verify proper allocation of costs