



FLORIDA DEPARTMENT OF JUVENILE JUSTICE

Rick Scott, Governor

Christina K. Daly, Secretary

July 15, 2015

Christina Smith
Director of Accounting and Auditing
Florida Department of Financial Services
200 East Gaines Street
Tallahassee, FL 32399-0353

Dear Ms. Smith,

The Department has reviewed the findings contained in your report dated June 15, 2015 that reviewed activities related to service contracts and grant agreements. Following are the steps the Department intends to implement to correct the noted deficiencies:

Contract/Grant Management

Finding: Evidence was not found that JJIS service dates are verified during monitoring (Bay Area Youth Service, AMIkids, Inc, North Region, Florida Network of Youth and Families, Miami's River of Life, LLC, Sequel TSI of Florida, and North Carolina Outward Bound).

Response: The Department has modified monitoring work papers to include the verification of services dates for youth as part of sampled review of youth records during the annual compliance review. Any issues or discrepancies will be noted in the monitoring report which is reviewed by the contract manager.

Finding: Approval of payments for services provided outside the terms of the agreement (Miami River of Life, Inc, and Bay Area Youth Services).

Response: A complete reconciliation of the Miami River of Life contract showed the Provider had not been reimbursed for all services provided under the contract. Bay Area Youth Services did have email approval from the Circuit Probation Office for participation beyond the maximum number of days for the youth noted on the October 2014 invoice (attached).

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The mission of the Department of Juvenile Justice is to increase public safety by reducing juvenile delinquency through effective prevention, intervention, and treatment services that strengthen families and turn around the lives of troubled youth.

Finding: No assessment of financial consequences or institution of a corrective action plan (Broward County Board of County Commissioners).

Response: The deliverable for this contract is “one civil citation assessment conducted on eligible youth as evidenced by report and packet.” The 14 day timeframe is listed as a task of the contract. We are paying for the report which was received even if not within the 14 days. Contract language regarding financial consequences only provides for consequences being imposed after the provider has failed to remedy a major deficiency identified. In this case no major deficiency was identified and therefore no outcome based corrective action was requested.

Finding: Lack of documentation to validate deliverables (Disc Village, Inc.)

Response: The contract manager is now receiving staff sign-in logs with the monthly invoices to document the JAC is fully staffed and operational.

Finding: Unable to demonstrate monitoring and evidence that advance funds were managed in compliance with contract terms (Florida Network of Youth and Family Services).

Response: The administrative monitoring for this provider was conducted in May, 2015 (attached). The provider was found to be compliant. Additionally, the provider has submitted 3 quarters worth of interest to date and will remit the 4th quarter upon final reconciliation of that quarter's bank statements.

Contract managers will be participating in a statewide training August 18 through August 21st, where all of the issues identified here will be addressed. Additionally, the Department intends to develop a peer review process of contract manager files to ensure all required documentation is maintained. This process will be implemented December, 2015.

Training

Finding: Contract manager had not attended Advanced Accountability training as required by statute (Justice Research Center – purchase order).

Response: At the time DJJ did not have a process in place to ensure that managers of purchase orders in excess of category \$35,000 or \$100,000 are trained in Advanced Accountability or Florida Certified Contract Manager training.

All employees currently filling the role of contract manager in the Bureau of Contract Management have either been recently certified or are on the waiting list to be trained. It is expected that by the end of September 2015 all contract managers will be certified.

The Department has completed review of all current purchase orders to identify those that exceed the \$35,000 or \$100,000 threshold amounts. The managers for those purchase orders will be contacted to inform them of the training requirement and will provide them with training information. Moving forward, as new purchase orders are developed the Department's Purchasing Office Director will reach out to the program area staff to inform them of the training requirements for the proposed managers of the purchase order.

We look forward to using the results of your review of our contracts to further improve our processes at the Department. If you have any questions regarding the information provided here, please contact Amy Johnson, Director of Program Accountability at [REDACTED].

Sincerely,

[REDACTED]
Christina K. Daly, Secretary
Florida Department of Juvenile Justice