Program Administration Evaluation

The Contractor’s performance will be evaluated based on achieving the performance measures specified in this contract. For this contract year, data collected on the performance measures will be used for continuing to establish baseline levels. Funding levels for subsequent contracts may be based on achieving these performance measures.

Reporting Requirements:

Data collection will be coordinated by the CIS Coordinator to meet State reporting deadlines. All contractors and sub-contractors are responsible for timely reporting of all referral and performance measure data to the CIS Coordinator for administrative purposes.

Data and narrative reports will be due to the CIS State Team Member listed in Appendix 2:

2. On July 31, 2018 for the January 1, 2018 through June 30, 2018 reporting period.

Data collection and reporting:

1. Quality assurance processes must be in place to ensure the provision of accurate, unduplicated and complete data.
2. Client documentation must be maintained in accordance with Medicaid/HIPAA confidentiality requirements and records retention policies. Any edits or deletions to documentation must be made without obliterating text. All changes must be initialed and dated. All documentation must be legible, dated, and signed with the practitioner’s credentials. Documentation shall include the following information at a minimum:
   a. Participant Name
   b. Medicaid ID
   c. Service Provider signed full name, credentials, and date
   d. Diagnosis when applicable
   e. Date of Service
   f. Service Description
g. Record of the client/family’s perspective on needs, goals, interventions and topics relevant to outcomes.

h. Progress Notes need to be in compliance with AHS requirements and should identify:
   i. Summary of major content or intervention themes consistent with treatment goals;
   ii. Objective staff observations made of the individual or client responses to interventions;
   iii. Assessment of progress toward treatment goals;
   iv. Ongoing needs for continued intervention and plans for next steps.
   v. Performance goals/outcomes for individual clients served.

3. Data must be managed manually or through the use of the organization’s data system until such time as the State can provide an operational data system.


5. Part C Early Intervention services must submit additional data as indicated in Section VI.C.3 above to comply with required federal and state reporting.

6. Resumes identifying the qualifications for the CIS Coordinator(s), CIS Child Care Coordinator(s), and direct service providers will be submitted to CIS within 30 days of the execution of this contract, and/or 30 days of all new hires. Contractors seeking a waiver to the minimum qualifications must submit documentation and a request for a waiver to the Region’s CIS State Team Technical Assistance Liaison in accordance with the waiver process available within the CIS Guidance Manual located at [http://cispartners.vermont.gov/manual](http://cispartners.vermont.gov/manual).

7. For fully integrated contractors, the Fiscal Agents will provide the name and contact information of each sub-contractor. The Fiscal Agent will ensure sub-contractors are available for contract monitoring by the State. The State will notify the Fiscal Agent of any contract monitoring activities, including monitoring of sub-contractors. Copies of documents produced as a result of any State monitoring of sub-contractors will be shared with the Fiscal Agent.

Narrative reporting:
1. What has worked well in CIS? Why did it work well? Please provide a family story that illustrates why it worked well.

2. What hasn’t worked well in CIS? What were the barriers? Why didn’t it work well? Please provide a family story that illustrates the issues. Please provide recommendations that could address the issue.

3. Report any novel, innovative and successful initiatives taken in any arena (such as: quality, teaming, services, system, fiscal, or data sharing) in your region?

This contract may be renewed for up to two one-year additional periods so long as services provided are satisfactory.