



Texas Juvenile Probation Commission

Private Residential Service Provider Contractual Monitoring and Evaluation Report

RESIDENTIAL SERVICES

Name of Department _____ County _____

Printed Name of Person Completing Report _____ Date Completed _____

Private Residential Service Provider Name:		Applicable Dates of Contract:
Provider Mailing Address:		City, State, Zip Code:
Phone Number: ()	Fax Number: ()	E-Mail Address:
Description and Frequency of Contracted Residential Service:		Type of Residential Service: <input type="checkbox"/> Pre-Adjudication Secure Detention <input type="checkbox"/> Post-Adjudication Secure Correctional <input type="checkbox"/> TDPRS Licensed Facility <input type="checkbox"/> TCADA Facility <input type="checkbox"/> Other _____

Please complete the following information at least annually for all private residential service provider contracts to monitor the service provider's compliance with contractual requirements. Please refer to *TJPC's Private Service Provider Contract Requirements Summary* for additional information on which service provider services require written contracts, performance measures and accountability provisions.

Overall Review of Service Provider Performance And Compliance with Contractual Provisions

Satisfactory Unsatisfactory

Performance of Contract Goals, Outputs and Outcomes (see Page 2)		
Compliance with Applicable General Legal Requirements (see Page 2)		
Compliance with Accounting, Reporting and Auditing Requirements applicable to state funds received under the contract. (See Page 3)		
Overall Performance and Compliance of Service Provider for this Review Period		

Yes No

Is Service Provider Eligible for Contract Renewal? _____

SECTION I

Contract Goals, Outputs and Measurable Outcomes that related directly to program objectives.

The evaluator(s) completing this form should 1) check all completed steps/actions that have been taken to detail contractual expectations/goals for the service provider; 2) check all steps taken to evaluate/monitor compliance with those contractual requirements; and 3) evaluate the service provider's overall performance under Section I.

A. Written Provisions Included in the Service Provider Contract Included (attach copy of contract):

- Goals, Outputs and Measurable Outcomes based on the Texas Health & Human Services Commission Substitute Care Provider Outcome Standards:
- Use of Individualized Treatment/Case Plan
- Measurement of Progress Toward Goals in 9 Domains:
 - Medical Domain
 - Safety and Security Domain
 - Recreational Domain
 - Educational Domain
 - Mental/Behavioral Health Domain
 - Relationship Domain
 - Socialization Domain
 - Permanence Domain
 - Parent and Child Participation Domain
- Other Child Specific Goals, Outputs and Measurable Outcomes

B. The following actions have been taken and outcomes have been documented:

- Child/Family Case Plan completed for all children placed with private service provider.
- Review of Child/Family Case Plan completed for all children placed with private service provider.
- Quarterly Substitute Care Provider's Outcome Standards Summary Report completed and forwarded to Texas Juvenile Probation Commission

C. The following additional actions have been taken regarding this service provider:

- Onsite/Personal visit with children at facility to monitor progress of children in program
- Review of routine progress reports received from service provider regarding children in placement
- Participation in case planning and/or review staffing meetings

D. Overall Performance of Residential Service Provider in Section I

- Satisfactory
- Unsatisfactory

SECTION II

General Legal and Regulatory Compliance of Service Provider.

The evaluator(s) completing this form should 1) check all completed steps/actions that have been taken to detail the general legal and administrative requirements for the service provider; 2) check all steps taken to evaluate/monitor compliance with those contractual requirements; and 3) evaluate the service provider's overall performance under Section II.

A. Written Provisions Included in the Service Provider Contract Included (attach copy of contract):

- Requirement of compliance with all state and federal laws applicable to service provider and provision of services
- Requirement of compliance with all applicable regulatory agency policies, procedures, and administrative rules
- Requirement of current state license, certification, registration or other necessary regulatory permits, etc.
- _____

B. The following actions have been taken to monitor the general legal compliance of this service provider:

- Receipt and review of annual TJPC Facility Monitoring Report and Facility Registry information
- Receipt and review of TDPRS, TCADA or other state licensing agency facility monitoring or standards compliance reports
- Receipt and review of copies of applicable juvenile board certification of facility
- Review of TJPC, TCADA, or TDPRS child abuse and neglect investigation statistics for facility
- Personal visit/inspection of facility operations
- _____
- _____
- _____
- _____

C. Overall Performance of Residential Service Provider in Section II

- Satisfactory
- Unsatisfactory

SECTION III

Accounting, Reporting and Auditing Requirements applicable to state funds received under the contract.

The evaluator(s) completing this form should 1) check all completed steps/actions that have been taken to detail the financial accounting, reporting and auditing requirements for the service provider; 2) check all steps taken to evaluate/monitor compliance with those contractual requirements; and 3) evaluate the service provider's overall performance under Section III.

A. Written Provisions Included in the Residential Service Provider Contract (attach copy of contract):

- Certification of eligibility to receive state funds under Texas Family Code Section 231.006
- Requirement of Separate Accountability for the receipt of state funds
- Acceptable or specifically requested billing processes, policies, procedures and timeframes
- Detailed requirements for payment process, policies, procedures and timeframes
- Requirement of 3 year records retention schedule or until all pending audits resolved
- Detailed audit requirements
- Required periodic financial reporting

The following actions have been taken to monitor the compliance of this service provider:

- Receipt and verification of eligibility to receive state funds
- Receipt of timely billing documents
- Receipt of accurate billing documents
- Reconciliation of billing documents to department financial records
- Receipt and review of profit and loss statement
- Receipt and review of annual financial statements
- Receipt and review of outside, independent audit
- On-site review of financial records and source documents

Overall Performance of Residential Service Provider In Section III

- Satisfactory**
- Unsatisfactory**

SECTION IV

Clearly Defined Sanctions or Penalties for Contract Noncompliance.

The evaluator(s) completing this form should 1) check all completed steps/actions that have been taken to detail sanctions and penalties that may be applied to the service provider for contract noncompliance; 2) check all steps taken to evaluate/monitor compliance with those contractual requirements or steps taken to invoke penalties or sanctions; and 3) evaluate the service provider's overall performance under Section IV.

A. Written Provisions Included in the Residential Service Provider Contract (attach copy of contract):

- Termination of contract for noncompliance or nonperformance of contractual provisions
- Termination for cause provision
- Termination without cause provision
- Mutual termination provision
- Withholding, suspension, reduction of payment provisions
- Ineligibility for future contracts provision
- Refund of payments provision for breach of contract
- _____

The following actions have been taken to monitor the general legal compliance of this service provider:

- Routine review and analysis of service provider compliance with all contractual provisions
- _____

Overall Performance of Residential Service Provider in Section IV

- Satisfactory** – Service provider has performed the terms of the contract in a satisfactory manner and no contractually authorized sanctions or penalties have been invoked against service provider.
- Unsatisfactory** – Service Provider has breached contract provision(s) and sanctions/penalties have been invoked. Describe in detail on attached sheets the breach(s) of contract and the applicable sanctions/penalties imposed on service provider.