



# Texas Juvenile Probation Commission

## *Private Service Provider Contractual Monitoring and Evaluation Report*

### NON-RESIDENTIAL SERVICES

Name of Department \_\_\_\_\_ County \_\_\_\_\_

Printed Name of Person Completing Report \_\_\_\_\_ Date Completed \_\_\_\_\_

Private Non-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 Service:		Type of Non-Residential Service: <input type="checkbox"/> Counseling Services <input type="checkbox"/> Psychological Services <input type="checkbox"/> Medical Services <input type="checkbox"/> Supervision Services <input type="checkbox"/> Other _____

Please complete the following information at least annually for all private non-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	SECTION II
<p><b>Contract Goals, Outputs and Measurable Outcomes that related directly to program objectives.</b></p> <p>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.</p>	<p><b>General Legal and Regulatory Compliance of Service Provider.</b></p> <p>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.</p>
<p><b>A. Written Provisions Included in the Service Provider Contract Included (attach copy of contract):</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Description of contracted services</li> <li><input type="checkbox"/> Description of frequency of services</li> <li><input type="checkbox"/> Expected timeframe of service and/or contract period</li> <li><input type="checkbox"/> Output required (i.e., number of service units expected, reports to be produced, etc.)</li> <li><input type="checkbox"/> Regular progress reports</li> <li><input type="checkbox"/> _____</li> </ul> <p><b>B. The following results have been documented:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Services were provided in a timely manner</li> <li><input type="checkbox"/> Number of contracted units/frequency of service provided</li> <li><input type="checkbox"/> Written products required produced in timely manner</li> <li><input type="checkbox"/> Progress reports provided in acceptable format and timeframe</li> <li><input type="checkbox"/> Services were provided in a cost effective manner</li> <li><input type="checkbox"/> _____</li> </ul> <p><b>C. The following additional actions have been taken regarding this service provider:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Collateral interviews with child and/or family receiving service</li> <li><input type="checkbox"/> Quality Assurance Review of produced product</li> <li><input type="checkbox"/> _____</li> </ul> <p><b>D. Overall Performance of Non-Residential Service Provider in Section I</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Satisfactory</li> <li><input type="checkbox"/> Unsatisfactory</li> </ul>	<p><b>A. Written Provisions Included in the Service Provider Contract (attach copy of contract):</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Requirement of compliance with all state and federal laws applicable to service provider and provision of services</li> <li><input type="checkbox"/> Requirement of current state license, certification or other necessary regulatory permits, etc.</li> <li><input type="checkbox"/> Requirement of professional credentials of staff as appropriate</li> <li><input type="checkbox"/> _____</li> <li><input type="checkbox"/> _____</li> </ul> <p><b>B. The following actions have been taken to monitor the general legal compliance of this service provider:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Receipt and/or verification of professional credentials</li> <li><input type="checkbox"/> Receipt and/or verification of applicable licensure, certification, or permits</li> <li><input type="checkbox"/> Reference check of provider and/or staff</li> <li><input type="checkbox"/> Review of prior work product sample from service provider</li> <li><input type="checkbox"/> Review prior complaints (if any) against provider</li> <li><input type="checkbox"/> _____</li> <li><input type="checkbox"/> _____</li> </ul> <p><b>C. Overall Performance of Non-Residential Service Provider in Section II</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Satisfactory</li> <li><input type="checkbox"/> Unsatisfactory</li> </ul>

**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 process, 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

**B. 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

**C. 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 Non-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 providing for breach of contract
- \_\_\_\_\_

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

- Routine review and analysis of service provider compliance all contractual provisions
- \_\_\_\_\_
- \_\_\_\_\_

**C. Overall Performance of Non-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.