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Evaluation and Contracts Management Policy

Approved:

Linda Haugan, Chair

Purpose The purpose of this policy is to establish requirements for the systematic collection and reporting of outcome data and the management of contracts via the Commission's evaluation and contracts management system in accordance with the Proposition 10 Results Based Accountability framework.

Policy It is the policy of First 5 of San Bernardino to annually evaluate the achievement of program goals and objectives by measuring specific outcomes through appropriate reliable indicators utilizing Persimmony, the Commission's internet-based contracts management system.

Guidelines An annual written report shall be presented to the Commission on the implementation of the Commission's program strategies and resulting performance outcomes for the preceding fiscal year.

Real time data on clients served, their status at the point of entry in the system, services received, and their status at the point of exit shall be gathered utilizing Persimmony. A common client identifier shall be used to document and manage clients across multiple agencies.

Utilizing the Commission's evaluation and contracts management system, Commission staff shall:

- Receive reports from funded Contract Service Providers on the status of program implementation in terms of both outcomes achieved in program implementation and services provided to clients;
- Monitor the status and outcomes reached by funded programs;
- Evaluate client-based and population-based outcomes achieved by Commission-funded programs through establishment of a central client record;
- Process invoice submissions and payments;
- Document contract compliance through monthly monitoring, quarterly reports, site visits and tracking of required documents (e.g., proof of insurance).

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Guidelines

Except in special circumstances related to specific contracts, all Commission contractors must:

- Maintain access to the internet and computer equipment compatible with and adequate to support access to and use of the Commission's evaluation and contracts management system;
- Abide by the Commission's Confidentiality and Data Sharing Protocol for confidentiality of client data, data sharing, and other related procedures;
- Review the results reported through the Commission's evaluation and contracts management system and adjust service delivery to improve the achievement of targeted outcomes;
- Submit invoices based on funding allocations established in the contractual budget;
- Participate in site visits and risk assessments and submit current contractual documentation and information;
- Attend related seminars and training sessions as required by the Commission.

Contractors who provide direct client services must track core demographic and child status information, along with project related outcome indicators, related to children and families served through Commission funded projects.

The Executive Director is authorized to waive or modify a contractor's use of the Commission's evaluation and contracts management system in cases where strict compliance is not economically feasible or will otherwise not serve the purposes of the policy. Written justification for the waiver or modification shall be on file and made available upon request.