

EXHIBIT C2 - REQUIRED REPORTS, PLANS, AND FUNTIONAL TASKS

EXHIBIT C2

Required for All Network Service Providers			
Administrative Documents	Due Date:	# of Copies:	Send to:
Projected Operating and Capital Budget (Template C), Personnel Detail (Template D), Agency Capacity Report (Template E)	Prior to contract assembly, within 14 days after a change occurs, or upon request	1	Carisk Partners
Signature Authority	Prior to contract assembly, within 14 days after a change occurs, or upon request	1	Carisk Partners
Program Descriptions - Service Activity Descriptions for each service (Template F)	Prior to contract assembly, within 14 days after a change occurs, or upon request	1	Carisk Partners
Copy of License - for each service which requires a license	Prior to contract assembly, within 14 days after a change occurs, or upon request	1	Carisk Partners
Copy of Accreditation Certificate (if any)	Prior to contract assembly, within 14 days after a change occurs, or upon request	1	Carisk Partners
Copy of Accreditation Survey (if any)	Prior to contract assembly, within 14 days after a change occurs, or upon request	1	Carisk Partners
W-9 Form through the DFS website - http://flivendor.myfloridacfo.com	Prior to contract assembly, within 14 days after a change occurs, or upon request	1	Carisk Partners
Suspension and Debarment Forms	Prior to contract assembly, within 14 days after a change occurs, or upon request	1	Carisk Partners
Vendor Certification of Scrutinized Vendors (if contract over \$1,000,000)	Prior to contract assembly, within 14 days after a change occurs, or upon request	1	Carisk Partners
Florida Department of Children and Families Employment Screening Affidavit	Prior to contract assembly, within 14 days after a change occurs, or upon request	1	Carisk Partners
Subrecipient Contractor Determination	Prior to contract assembly, within 14 days after a change occurs, or upon request	1	Carisk Partners
CF 1123_Lobbying	Prior to contract assembly, within 14 days after a change occurs, or upon request	1	Carisk Partners
501 (c)(3) Determination Letter from the IRS	Prior to contract assembly, within 14 days after a change occurs, or upon request	1	Carisk Partners
Facility Registration Form	Prior to contract assembly, within 14 days after a change occurs, or upon request	1	Carisk Partners
Affidavit Of Compliance with Employment Eligibility Requirements	Prior to contract assembly, within 14 days after a change occurs, or upon request	1	Carisk Partners
Federal or Non-Federal Indirect Cost Rate Agreement if any from grants/contracts	Prior to contract assembly, within 14 days after a change occurs, or upon request	1	Carisk Partners
Proof of Application to the DCF Background Clearinghouse (OCA Request Form for appropriate agency/screening type depending on anticipated funding type – MH/SA)	Prior to contract assembly, within 14 days after a change occurs, or upon request	1	Carisk Partners
Administrative Document Attestation Form	Prior to contract assembly, within 14 days after a change occurs, or upon request	1	Carisk Partners
Actual Expenses and Revenues Schedule (Template C-1)	After receipt of final fiscal year Post Award Notice (PAN), annually, or upon request	1	Carisk Partners

EXHIBIT C2 - REQUIRED REPORTS, PLANS, AND FUNTIONAL TASKS

EXHIBIT C2

Complaint and Grievance Procedure	Within 30 days of contract execution and annually within 30 days of the fiscal year, or upon request	1	Carisk Partners
Certificate of Liability Insurance - with copies of LSFHS and DCF as certificate holders	Within 30 days before contract execution and annually upon renewal, or upon request	1	Carisk Partners
Direct Deposit Form	Within 30 days of contract execution, within 14 days after a change occurs, or upon request	1	Carisk Partners
Reports	Due Date:	# of Copies:	Send to:
Monthly Invoice Data Required by the DCF Data System Guidelines and for Invoice Payment	Monthly, by the 8th of the month following service delivery	1	Carisk Partners
Incident Report	Within 24 hours of occurrence	1	IRAS
Record Transition Plan	30 days prior to termination or transition of program services or 90 days prior to contract expiration	1	Carisk Partners
Audit Schedules (for client non-specific unit cost performance contracts) - Schedule of State Earnings - Schedule of Related Party Transaction Adjustments - Program/Cost Center Actual Expenses and - Revenues Schedule of Bed-Day Availability Payments	Within 180 days after the end of the provider's fiscal year or within thirty (30) days (Federal) or forty-five (45) days (State) of the recipient's receipt of the audit report, whichever occurs first.	As directed in Attachment I	Carisk Partners and as directed in Attachment I
Miscellaneous	Due Date:	# of Copies:	Send to:
Response to Monitoring Reports and Corrective Action Plans	Within 15 days of receipt of request	1	Carisk Partners

Required for Network Service Providers with Additional Programs (if applicable)

Coordinated Opioid Recovery (CORE) Network of Addiction Care (if applicable)	Due Date:	# of Copies:	Send to:
CORE Network Quarterly Narrative Report	Quarterly, by the 8th of the month	1	Carisk Partners
Receiving Clinic Quarterly Data	Quarterly, by the 8th of the month	1	Carisk Partners
Expenditure Reconciliation Report	Quarterly, by the 8th of the month	1	Carisk Partners
Florida Opioid Allocation and Statewide Response Agreement (Opioid Settlement) – Non-Qualified County (NQC) Funds (if applicable)	Due Date:	# of Copies:	Send to:
Expenditure Reconciliation Report	Quarterly, by the 8th of the month	1	Carisk Partners
Proviso Project (if applicable)	Due Date:	# of Copies:	Send to:
Expenditure Reconciliation Report	Quarterly, by the 8th of the month	1	Carisk Partners
Template 30 – Proviso Project Return on Investment Report	Quarterly, by the 8th of the month	1	Carisk Partners
Template 36 - ME Sustainability Plan	Annually, by August 25th	1	Carisk Partners
Ad Hoc Reports	Monthly, by the 8th of the month following service delivery	1	Carisk Partners

****All Contractors are subject to Ad Hoc and additional reporting as determined necessary by LSF Health Systems or the Florida Department of Children and Families.***