

Audit, Subrecipient Monitoring and Contract Administration at DCF

WHSFMA Conference

August 26, 2021



Session Objectives

1. Understand the basics of Audit Requirements
2. Understand the basics of Monitoring
3. Know why compliance with these requirements is important
4. Understand responsibilities of a DCF Contract Administrator
5. Know how Contract Administrators meet these responsibilities at DCF
6. See examples of Contract Administrator Resources



Background

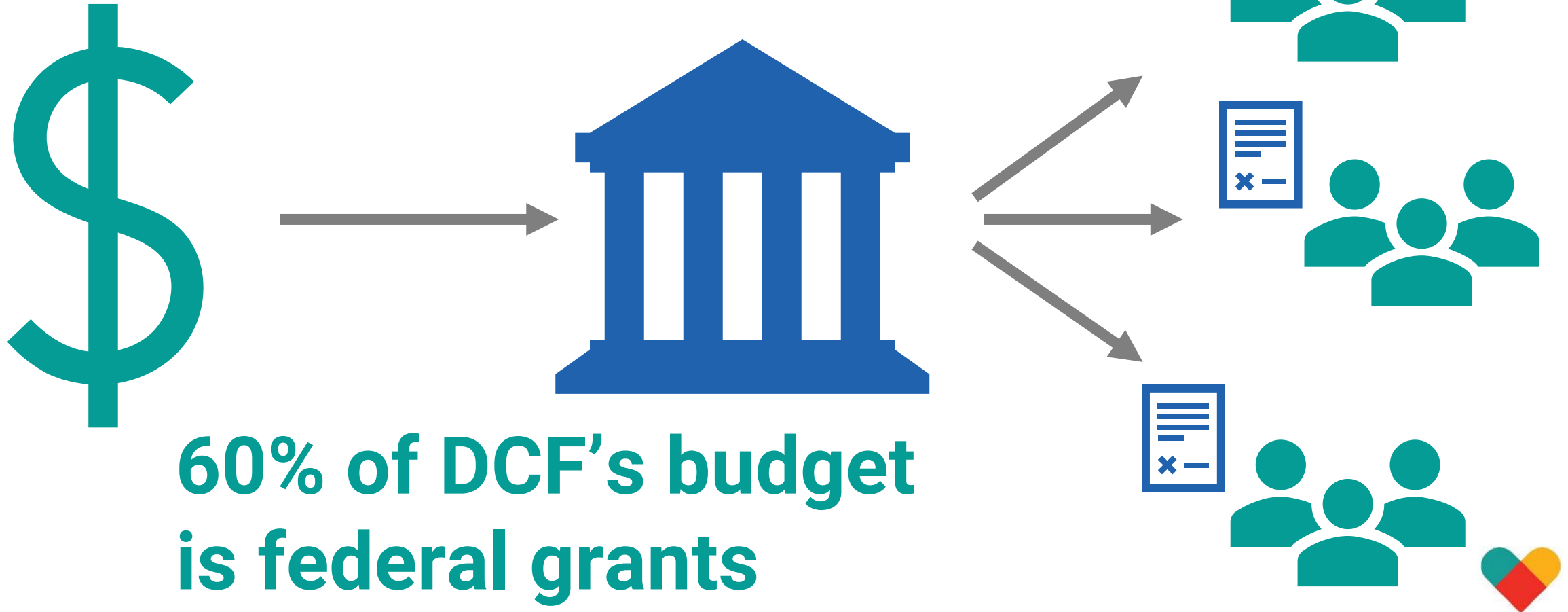


Background

- DCF manages approximately 1,000 subrecipient contracts, including the State –County contract
- Intent is to ensure funds are used effectively and achieve stated performance goals
- Requiring performance monitoring is not new, however with the updated Uniform Grant Guidance, there is increased focus and additional documentation requirements



Pass-Through Agency



Subrecipient Monitoring **vs** Audit

Federal Sub Monitoring Requirement

CFR Title 45 Part 75

Subpart **D** Post Fed Award Requirements

§75.352 Requirements for Pass-through
Entities

(or CRF Title 2 §200.332)

Federal Audit Requirement

CFR Title 45 Part 75

Subpart **F** Audit Requirements

§75.501 Audit Requirements

(or CFR Title 2 §200.501)



Audit Requirements



Federal Audit Requirement

§75.501 Audit Requirements (partial)

A non-Federal entity **that expends \$750,000** or more during the non-Federal entity's fiscal year **in Federal awards** must have a single or program-specific audit conducted for the year in accordance with the provisions of this part.

A non-Federal entity that expends \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a **single audit conducted in accordance with**

§75.514 (or §200.514) . . .



Federal Audit Requirement

§75.514 Scope of Audit (partial)

The audit must be conducted in accordance with **GAGAS**. The audit must cover the entire operations of the auditee . . .

Auditor must determine whether the financial statements of the auditee are presented fairly in all material respects in accordance with generally accepted accounting principles. The auditor must also determine whether the schedule of expenditures of Federal awards is stated fairly in all material respects in relation to the auditee's financial statements as a whole.

The **compliance supplement** provides guidance on internal controls over Federal programs based upon the guidance in Standards for Internal Control in the Federal Government issued by the Comptroller General of the United States and the Internal Control – Integrated Framework, issued by the committee of Sponsoring Organizations of the Treadway Commission (COSO)



Federal Audit Requirement

§75.514 Scope of Audit (partial) (con't)

Auditor must determine whether the auditee has complied with Federal statutes, regulations, and **terms and conditions of Federal awards** that may have a direct and material effect on each of its major programs.

Auditor must perform audit follow-up procedures regardless of whether a prior audit finding relates to a major program in the current year.

Auditor must complete and sign specific sections of the data collection form.



Federal Audit Requirement

§75.512 Report submission (partial)

The audit must be completed and the data collection form . . .

submitted within the **earlier** of:

30 calendar days after receipt of the auditor's report,

or nine months after the end of the audit period . . .



GAGAS — Generally Accepted Government Auditing Standards

Important GAGAS requirement which is not required for sub monitoring:

Auditors engaged to conduct financial audits in the United States who do not work for a government audit organization should be licensed CPAs, persons working for licensed certified public accounting firms, or licensed accountants in states that have multiclass licensing systems that recognize licensed accountants other than CPAs.



OMB Compliance Supplement

Office of Management and Budget (OMB)

Identifies the **compliance requirements** that the federal gov has determined are **subject to audit for programs...**





OFFICE OF MANAGEMENT AND BUDGET

OFFICE OF FEDERAL FINANCIAL MANAGEMENT

The Chief Financial Officers Act (CFO) of 1990 created OFFM as the Executive Branch's focal point in a framework for more effective Federal financial management. OFFM responsibilities include implementing the financial management improvement priorities of the President, establishing government-wide financial management policies of executive agencies, and carrying out the financial management functions of the CFO Act.

OFFM's mission is to develop and implement coordinated policy with Federal Chief Financial Officers to assure that Federal financial management practices support effective delivery of service across the United States Federal government.

Resources and Other Information

- [2021 Compliance Supplement – 2 CFR Part 200 Appendix XI](#) (August 12, 2021) (1,787 Pages, 29,513 KB)



Compliance Supplement – July 2021

M. Subrecipient Monitoring. Audit Objectives 3-M-2

Obtain an understanding of internal control, assess risk, and test internal control...

Determine whether the PTE identified the subaward and applicable requirements at the time of the subaward...

Determine whether the PTE monitored subrecipient activities to provide reasonable assurance that the subrecipient administered the subaward in compliance with the terms and conditions of the subaward.



OMB Compliance Supplement

<https://www.whitehouse.gov/omb/office-federal-financial-management/>



ACF Terms and Conditions

General Terms and Conditions
and
Supplemental Terms and Conditions





GENERAL TERMS AND CONDITIONS

Except as noted otherwise, these Terms and Conditions (T&Cs) apply to all mandatory grant programs administered by the Administration and Children and Families (ACF). T&Cs can be found at [Post-Award Requirements](#). In addition to these T&Cs, please review the separate program-specific Supplemental T&Cs for each program.

By acceptance of the individual awards, each grant recipient and subrecipient agrees to comply with these T&Cs. Failure to comply may result in disallowances, restricted drawdown, withholding of future awards, and deferral of claims for Federal Financial Participation (FFP) of the grant. The first draw down or request for award funds from HHS Division of Payment Management Services (PMS) constitutes acceptance of the T&Cs under the grant award.

Important websites:

- *ACF website:* <https://www.acf.hhs.gov/>.
- *ACF Post-Award Requirements:* <https://www.acf.hhs.gov/grants/post-award-requirements>.
- *Appropriations:* <https://crsreports.congress.gov/>.
- *General and Permanent Laws:* United States Code (U.S.C.), <https://uscode.house.gov/>.
- *HHS website:* <https://www.hhs.gov/grants/grants/grants-policies-regulations/index.html>.
- *Regulations:* Electronic Code of Federal Regulations (e-CFR), <https://www.ecfr.gov/> or the new beta eCFR at <https://ecfr.federalregister.gov/>.
- *U.S. Federal Legislative Information:* <https://www.congress.gov/>.

ADMINISTRATION FOR CHILDREN AND FAMILIES

MANDATORY FORMULA, BLOCK AND ENTITLEMENT GRANT PROGRAMS

Catalog of Federal Domestic Assistance (CFDA) Program No. varies, see program specific Supplemental Terms and Conditions





SUPPLEMENTAL TERMS and CONDITIONS

The **General Terms and Conditions** apply to all mandatory grant programs. These Supplemental Terms and Conditions are additional requirements applicable to the program named below.

By acceptance of awards for this program, the grantee agrees to comply with the requirements included in both the General and Supplemental Terms and Conditions for this program.

**Administration on Children, Youth, and Families (ACYF)
Children's Bureau (CB)**

CHAFEE EDUCATION AND TRAINING VOUCHERS PROGRAM **SUPPLEMENTAL FUNDING** **CONSOLIDATED APPROPRIATIONS ACT, 2021**

Catalog of Federal Domestic Assistance (CFDA) Program No. 93.599

APPLICABLE LEGISLATION, STATUTE, REGULATIONS

1. The administration of this program is subject to:
 - a) The requirements of Section 3 of Division X of the Supporting Foster Youth and Families through the Pandemic Act within the Consolidated Appropriations Act, 2021, (Pub. L 116-260), and
 - b) Title IV, Part E, Section 477(i), of the Social Security Act (Act).
2. The program is codified at 42 U.S.C. §677(i).
3. The program-specific implementing regulations are located at 45 CFR Parts 1355, 1356 and 1357.
4. The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards is located under 45 CFR Part 75. In accordance with 45 CFR §75.101(c) Applicability, guidance in subpart C (except for 75.202) does not apply to this program. All other 45 CFR Part 75 subparts apply.
5. Additional applicable regulations and requirements can be found in the General Terms and Conditions for Mandatory: Formula, Block and Entitlement Grants.

COST SHARING OR MATCHING (NON-FEDERAL SHARE) OF PROGRAM FUNDING

6. Funds for this program are awarded with a **100 percent** Federal Financial Participation (FFP) rate for program costs, so there is no non-federal cost share required for this program. Federal reimbursement ends once the entity expends its allotted amount.



ACF Terms and Conditions

The prime recipient is the entity that receives a Federal award directly from ACF. Prime recipients are responsible for **flowing down** the General T&Cs in this document as applicable...

<https://www.acf.hhs.gov/grants/mandatory-formula-block-and-entitlement-grants>



DCF Audit Requirements

State Single Audit Guidelines (SSAG)

vs

Provider Agency Audit Guide (PAAG)



DCF Audit Requirements

State Single Audit Guidelines

Applicable to entities expending federal funds, either directly from the federal government or passed-through DCF, and meets the **\$750,000** single audit threshold

(similar to federal single audit requirement and report deadline)

Provider Agency Audit Guide

Applicable to entities expending **below** the Single Audit **\$750,000** threshold in direct/indirect federal funding, and above \$100,000 in DCF funding

(Due within six (6) months of end of entity's fiscal period)



DCF Audit Requirements

In addition to the Federal Audit Requirements, Counties also required to follow DCF/State Audit Requirements

<https://dcf.wisconsin.gov/audit/about>



Subrecipient Monitoring

The basics and how DCF ensures we follow it



Subrecipients §75.351 (or §200.331)

Subrecipients

Determine who is eligible to receive what Federal assistance

Have their performance measured relative to whether the objectives or a Federal program were met

Have responsibility for programmatic decision making

Are responsible for adherence to applicable Federal program requirements specified in the Federal award

Use the Federal funds to carry out a program for a public purpose specified in authorizing statute, as opposed to providing goods or services for the benefit of DCF



Requirements for pass-through entities

45 CFR §75.352 (or 2 CFR §200.332)

https://www.ecfr.gov/cgi-bin/text-idx?node=pt45.1.75#se45.1.75_1352

Ensure that every subaward is clearly identified to the subrecipient as a subaward and includes the following information at the time of the subaward and if any of these data elements change, include the changes in subsequent subaward modification. When some of this information is not available, the pass-through entity must provide the best information available to describe the Federal award and subaward. Required information includes:

(1) Federal Award Identification.

(i) Subrecipient name (which must match the name associated with its unique entity identifier;

(ii) Subrecipient's unique entity identifier;

(iii) Federal Award Identification Number (FAIN);

(iv) Federal Award Date (see §75.2 *Federal award date*) of award to the recipient by the HHS awarding agency;

(v) Subaward Period of Performance Start and End Date;

(vi) Amount of Federal Funds Obligated by this action by the pass-through entity to the subrecipient;

(vii) Total Amount of Federal Funds Obligated to the subrecipient by the pass-through entity including the current obligation;

(viii) Total Amount of the Federal Award committed to the subrecipient by the pass-through entity;

(ix) Federal award project description, as required to be responsive to the Federal Funding Accountability and Transparency Act (FFATA);

(x) Name of HHS awarding agency, pass-through entity, and contract information for awarding official of the pass-through entity;

(xi) CFDA Number and Name; the pass-through entity must identify the dollar amount made available under each Federal award and the CFDA number at time of disbursement;

(xii) Identification of whether the award is R&D; and

(xiii) Indirect cost rate for the Federal award (including if the de minimis rate is charged per §75.414).



Federal Award ID



Wisconsin Department of
Children and Families

Governor Tony Evers
Secretary Emilie Amundson
dcf.wisconsin.gov

CROSS-GOVERNMENTAL CONTRACT AGREEMENT

by and between

Wisconsin Department of Children and Families

CONTRACT NO

437003-G22-0001843-000-02

COMMODITY OR SERVICE DESCRIPTION

Citizen Review Panel

CONTRACT TERM

07/01/2021 - 06/30/2022

Plus one (1) optional 1-year renewal

ASSISTANCE LISTING

93.669 Child Abuse and Neglect State Grants

[Additional Federal Award Information](#)



Assistance Listing (CFDA)

- Assistance listings are detailed public descriptions of federal programs that provide grants
- Each federal program (grant) has its own Catalog of Federal Domestic Assistance (CFDA) number
- Each Assistance Listing program has its own policies and requirements and includes, among other things:
 - Under what statute the program was authorized
 - Objectives of the program
 - Type of Assistance
 - Uses and restrictions
 - Eligibility Requirements
 - Formula and Matching Requirements (if any)



Additional Federal Award Information

Federal Award and Subaward Information

CFDA Number	CFDA Description	Federal Award Identification Number (FAIN)	Total Amount of Federal Funds Awarded to DCF	Total Amount of the Federal Awards	Federal Award Project Description	Name of The Federal Awarding Agency	Awarding Official	Is the Award R&D?
93.090	Guardianship Assistance	75-1545-0-1-609	FY14 \$834,236 FY15 \$1,199,963 FY16 \$1,497,769 FY17 \$1,916,718 FY18 \$2,432,125 FY19 \$2,865,630 FY20 \$4,096,795 FY21 \$1,808,531	FY14 \$89,707,012 FY15 est \$109,000,000 FY16 \$122,531,572 FY17 est \$151,000,000 FY18 est \$181,000,000 FY19 \$189,106,363 FY20 est \$241,944,161 FY21 est \$270,858,313	To provide Federal financial participation (FFP) to States, Indian Tribes, Tribal organizations and Tribal consortia (Tribes) who opt to provide guardianship assistance payments for the care of children by relatives who have assumed legal guardianship of eligible children for whom they previously cared as foster parents. This assistance is intended to prevent inappropriately long stays in foster care and to promote the healthy development of children through increased safety, permanency and well-being.	Health & Human Services/Administration for Children & Families	Liliana Hernandez 1250 Maryland Avenue, SW, Washington, District of Columbia 20024 Email: liliana.hernandez@acf.hhs.gov Phone: (202) 205-8086	No
93.235	Title V State Sexual Risk Avoidance Education (Title V State SRAE)	75-1512-0-1-506	FY13 \$661,961 FY 14 \$644,258 FY 15 \$921,696 FY16 \$1,067,123 FY17 \$1,012,104 FY18 \$828,242	FY14 \$ 35,841,891 FY15 est \$46,218,983 FY16 est \$75,000,000 FY17 \$63,372,499 FY18 \$46,994,375 FY19 est \$52,118,958 FY20 est \$52,118,958	The purpose of the Title V State SRAE program is to provide messages to youth that normalizes the optimal health behavior of avoiding non-marital sexual activity. Title V SRAE is a prevention education program targeted to youth ages 10 to 19. Programmatic services must be medically accurate and complete; age-appropriate; based on adolescent learning and developmental theories for the age group receiving the education; and culturally appropriate, recognizing the experiences of youth from diverse communities, backgrounds, and experiences. Education on sexual risk avoidance must address each of the following topics: (A) The holistic individual and societal benefits associated with personal responsibility, self-regulation, goalsetting, healthy decision making, and a focus on the future. (B) The advantage of refraining from non-marital sexual activity in order to improve the future prospects and physical	Health & Human Services/Administration for Children & Families	LeBretia White 1250 Maryland Ave., SW, Washington, District of Columbia 20024 Email: lebetia.white@acf.hhs.gov Phone: (202) 205-9605 Fax: (202) 205-9535	No



Requirements for pass-through entities, con't

45 CFR §75.352 (or 2 CFR §200.332)

https://www.ecfr.gov/cgi-bin/text-idx?node=pt45.1.75#se45.1.75_1352

All requirements imposed by the pass-through entity on the subrecipient **so that the Federal award is used in accordance with Federal statutes, regulations and the terms and conditions of the Federal award;**

Any additional requirements that the pass-through entity imposes on the subrecipient in order for the pass-through entity to meet its own responsibility to the HHS awarding agency including identification of any required financial and performance reports;

An approved federally **recognized indirect cost rate negotiated** between the subrecipient and the Federal Government or, if no such rate exists, either a rate negotiated between the pass-through entity and the subrecipient (in compliance with this part), or a de minimis indirect cost rate as defined in §75.414(f);

A requirement that the subrecipient **permit the pass-through entity and auditors to have access to the subrecipient's records and financial statements** as necessary for the pass-through entity to meet the requirements of this part; and

Appropriate terms and conditions concerning **closeout of the subaward.**



Requirements for pass-through entities, con't

45 CFR §75.352 (or 2 CFR §200.332)

https://www.ecfr.gov/cgi-bin/text-idx?node=pt45.1.75#se45.1.75_1352

Evaluate each subrecipient's risk of noncompliance with Federal statutes, regulations, and the terms and conditions of the subaward for purposes of determining the appropriate subrecipient monitoring described in paragraphs (d) and (e) of this section, which may include consideration of such factors as:

- The subrecipient's prior experience with the same or similar subawards;

- The results of previous audits including whether or not the subrecipient receives a Single Audit in accordance with subpart F, and the extent to which the same or similar subaward has been audited as a major program;

- Whether the subrecipient has new personnel or new or substantially changed systems; and

- The extent and results of HHS awarding agency monitoring (*e.g.*, if the subrecipient also receives Federal awards directly from a HHS awarding agency).



Requirements for pass-through entities, con't

45 CFR §75.352 (or 2 CFR §200.332)

https://www.ecfr.gov/cgi-bin/text-idx?node=pt45.1.75#se45.1.75_1352

Consider imposing specific subaward conditions upon a subrecipient if appropriate as described in §75.207.

Monitor the activities of the subrecipient as necessary to ensure that the subaward is used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of the subaward; and that subaward performance goals are achieved. **Pass-through entity monitoring of the subrecipient must include:**

Reviewing financial and performance reports required by the pass-through entity.

Following-up and ensuring that the subrecipient takes timely and appropriate action on all deficiencies pertaining to the Federal award provided to the subrecipient from the pass-through entity detected through audits, on-site reviews, and other means.

Issuing a management decision for audit findings pertaining to the Federal award provided to the subrecipient from the pass-through entity as required by §75.521.



Requirements for pass-through entities, con't

45 CFR §75.352 (or 2 CFR §200.332)

https://www.ecfr.gov/cgi-bin/text-idx?node=pt45.1.75#se45.1.75_1352

Depending upon the pass-through entity's assessment of risk posed by the subrecipient (as described in paragraph (b) of this section), the following monitoring tools may be useful for the pass-through entity to ensure proper accountability and compliance with program requirements and achievement of performance goals:

- Providing subrecipients with training and technical assistance on program-related matters;
- Performing on-site reviews of the subrecipient's program operations;
- Arranging for agreed-upon-procedures engagements as described in §75.425.

Verify that every subrecipient is audited as required by subpart F of this part when it is expected that the subrecipient's Federal awards expended during the respective fiscal year equaled or exceeded the threshold set forth in §75.501.

Consider whether the results of the subrecipient's audits, on-site reviews, or other monitoring indicate conditions that necessitate adjustments to the pass-through entity's own records.

Consider taking enforcement action against noncompliant subrecipients as described in §75.371 and in program regulations.



Monitoring Contract Performance



Subrecipient Performance Monitoring Requirements

1. Specify program & fiscal performance metrics in subrecipient contract
 - If federal awarding agency doesn't specify metrics, pass-through entity must do so
 - Pass-through entity may require additional metrics
2. Develop & implement a written performance monitoring plan
 - Plan must address both fiscal and program performance
 - Plan must be included in subrecipient contract
3. Document monitoring activities & identified issues
4. Document any follow up activity in response to identified issues.



Contract Administrator: Post-Award

- Hold Kick-off meeting with provider
- Monitor performance: including ensuring timelines are met, gathering data, and documenting any schedule or other changes
- Monitor spending to mitigate any over- or under-spend
- Monitor any conflicts



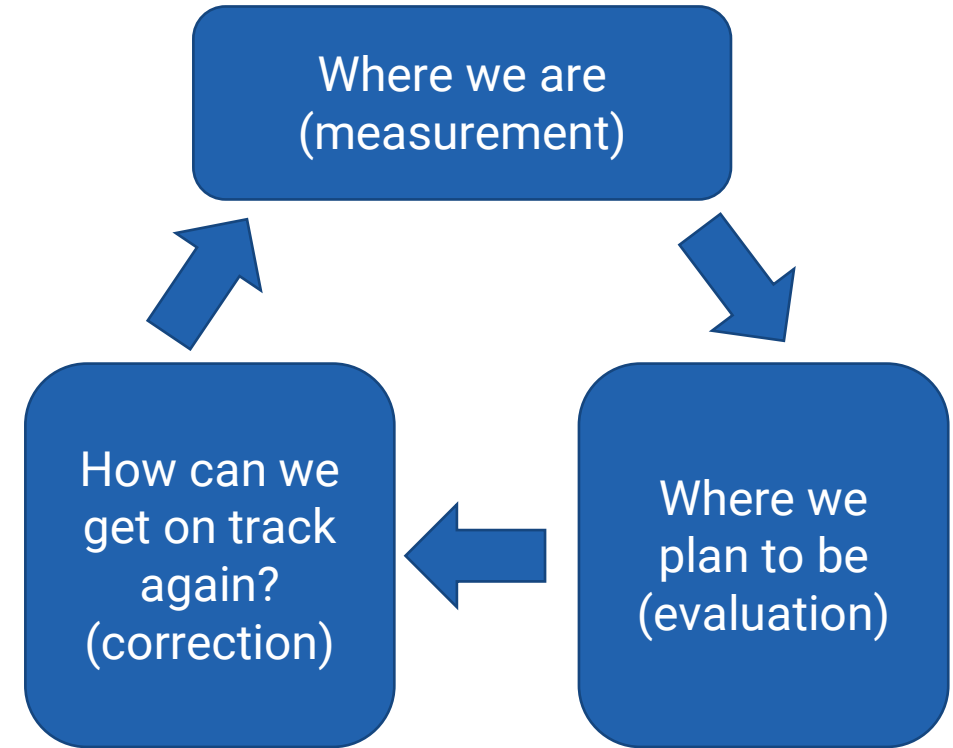
Kick-off Meeting

- Attendees:
 - DCF Contract Administrator
 - Supplier Contract Team, including day-to-day contact
- Review all contract sections, note questions requiring additional clarification.
- Discuss the method of measuring performance and the monitoring plan.



Monitoring Performance

- Performance Monitoring Plans answer:
 - What deliverables will be evaluated?
 - When are deliverables evaluated?
 - What are the expected outcomes?
 - How will evaluation and assessment of performance be made?



Components of a Performance Monitoring Plan

- Clear objectives
- Measurable performance metrics
- Monitoring activity
- Frequency
- Who conducts it
- Follow up communication



Communication

- Email
- Phone calls
- Site visits
- Status meetings
- Formal written correspondence



Monitoring Qualitative and Quantitative data

- Reporting requirements
- Accuracy and format
- Data delivery and review
- Data retention



Fiscal Monitoring

- Method of invoicing and payment
- Compare to deliverables
- Review of expenses: too much or too little?
- Spending patterns: remaining funds enough to time or tasks remaining?



Monitoring Conflicts

- What does the contract (including amendments) say?
- How big is the disagreement?
- Who can help if we hit an impasse?



Corrective Action Plans

- Written notice
- Ten days to develop plan
- DCF plan review and approval
- Plan implementation
- Continued monitoring



Monitoring Schedules

- Add reminders to your calendar for:
 - Tasks
 - Goals
 - Reports



Monitoring Changes

- Logical reasons for changes
- Stay flexible; you may need to go to “Plan B”
- Document, document, document!



Maintaining the Contract File

- Signed contract
- Amendments and renewals
- RFP or bid documents
- Vendor's workplan
- Performance monitoring plan
- Performance monitoring reports documenting activities, results, and follow-up activities
- Technical assistance provided
- Required reports
- Corrective Action Plans
- Meeting notes
- Email correspondence
- Telephone notes
- Records of progress and results
- Records of site visits and observations
- Audit records
- Stakeholder correspondence



Contract Close Out

- Are all reports submitted and reviewed?
- Are all invoices received and payments complete?
- Is there a transition plan?



Resources for DCF Contract Administrators



Contract Administration Home
FACTS Suite
Policy
Contract Monitoring
Training
Resources/Toolkit

Resources for DCF Contract Administrators

Contract Administration

When our providers succeed, we succeed. Monitoring performance and ensuring good use of resources make a difference every day for our children and families being served by our contracts. Our Contract Administrators perform a mission critical function in providing that contract oversight. The Contract Administration webpages contain information to assist with effective administration of agency contracts. Information includes:

- [Links to FACTS Suite Applications and Security Forms](#)
 - SIMON
 - SPARC
 - PERFORM
 - PATS
 - FACTS
- [Policies related to Contract Administration](#)
- [Subrecipient Monitoring Resources](#)
- [Contract Administration Trainings](#)
- [Additional Resources](#)
 - [Pre-Award Meeting Resources](#)
 - [Contract Performance Monitoring Toolkit](#)
 - [Helpful External Links](#)



Policy

Below are the current policies related to Contract Administration.

- 226-Solicitation/contract subrecipient or contractor determination
- 234-Contract Administration: Division Responsibilities
- 235- Subrecipient Fiscal and Program Performance Monitoring
- 236- Contract Administration, Training
- 237- Grant Award Applications



Trainings

Trainings cover everything from developing to implementing a contract

Contents

11 Trainings

ONLINE CLASS	Contract Administration 101
ONLINE CLASS	The Role of a Contract Administrator
ONLINE CLASS	Funding Authority
ONLINE CLASS	How to Award Contracts
ONLINE CLASS	How to Develop Contracts and Who Can Help
ONLINE CLASS	Developing a Scope of Services
ONLINE CLASS	Developing Performance Objectives, Measures, Benchmarks, and Monitoring Plans
ONLINE CLASS	Subrecipient Performance Monitoring
ONLINE CLASS	Systems for Contract Administrators
ONLINE CLASS	DCF-PATS FOR CONTRACT ADMINISTRATORS
ONLINE CLASS	Contract Administration Training Suite Survey

Performance Monitoring Toolkit

Information on:

- Designing performance metrics
- Benchmarking metrics
- Risk assessments
- Communication best practices

PERFORMANCE MONITORING PLAN TEMPLATE

A performance monitoring plan should be developed and included (in whole or by reference) in the Scope of Services for each contract, to ensure providers are aware of, in compliance with and held accountable for fiscal and program performance requirements.

The following template may be used to develop a performance monitoring plan. The second page provides additional guidance for developing your performance monitoring plan. The third page provides an example of a performance monitoring plan using program content.

Contract # & Agency Name:						
Program Goal 1:						
Objective # __	Performance Metric	Monitoring Activity	Monitoring Content	Frequency	Conducted by	Follow up Mechanism
Program Goal 2:						
Objective # __	Performance Metric	Monitoring Activity	Monitoring Content	Frequency	Conducted by	Follow up Mechanism



Performance Monitoring Documentation

≡ Perform

All Divisions ▼

All Bureaus ▼

Disa Patel ▼

DUE IN 30 DAYS



0

PAST DUE



0

RECEIVED REPORTS



0

REVIEW PENDING



0

FOLLOW-UP REQUIRED



0

COMPLETED REVIEWS



Log Id ▼	Provider Name ▼	Transactional Contract Number ▼	Contract Description ▼	Contract Admin ▼	Reporting Period ▼	Report Due Date ▼ ↑	Date Received ▼	Date Completed ▼	Is Waived ▼	
376	UWMA Board of Regents	437005-A21-0001627-000-01	Targeted Analysis Using the Wisconsin Administrative Data Core 2020-21	Disa Patel	Jul 2020 - Sep 2020 — Quarterly	10/30/2020	11/02/2020	11/03/2020	<input type="checkbox"/>	
566	UWMA Board of Regents	437005-A21-0001627-000-01	Targeted Analysis Using the Wisconsin Administrative Data Core 2020-21	Disa Patel	Oct 2020 - Dec 2020 — Quarterly	01/30/2021	01/29/2021	01/29/2021	<input type="checkbox"/>	
642	UWMA Board of Regents	437005-A21-0001627-000-01	Targeted Analysis Using the Wisconsin Administrative Data Core 2020-21	Disa Patel	Jan 2021 - Mar 2021 — Quarterly	04/30/2021	04/29/2021	05/14/2021	<input type="checkbox"/>	
706	UWMA Board of Regents	437005-A21-0001627-000-01	Targeted Analysis Using the Wisconsin Administrative Data Core 2020-21	Disa Patel	Apr 2021 - Jun 2021 — Quarterly	07/30/2021	07/30/2021	07/30/2021	<input type="checkbox"/>	



Communication Log

≡ Perform

Create Communications Log

Contract Administrator

Select Contract Administrator..

Transactional Contract Number

Select Contract..

Communication Date

8/24/2021



Notes

Provider

Select Provider..

Communication Type

Select Communication Type..

Select Communication Type..

Email

Phone Call

Site Visit

Other

In Person

File to upload

File

Description

Select file..



Contract Records Log

≡ Perform

Create Contract Records Log

Save

Contract Administrator

Select Contract Administrator..

Process ID

Select Contract..

Notes

File to upload

File

Description

Applicable Provider

Upload Type

Select file..

All Providers

Select Upload Type...

Select Upload Type...

Pre-award Checklist

Performance Monitoring Plan

Contract Termination Record

Add New File

FACTS BI Dashboards

FACTS Dashboards

[Click here to view the Tableau Quick User Guide](#)

Contract Administrator

Expiring Contracts

SPARC Contract Codes

Process ID Report

Contract Admin Dashboard



Claim Status, by Contract

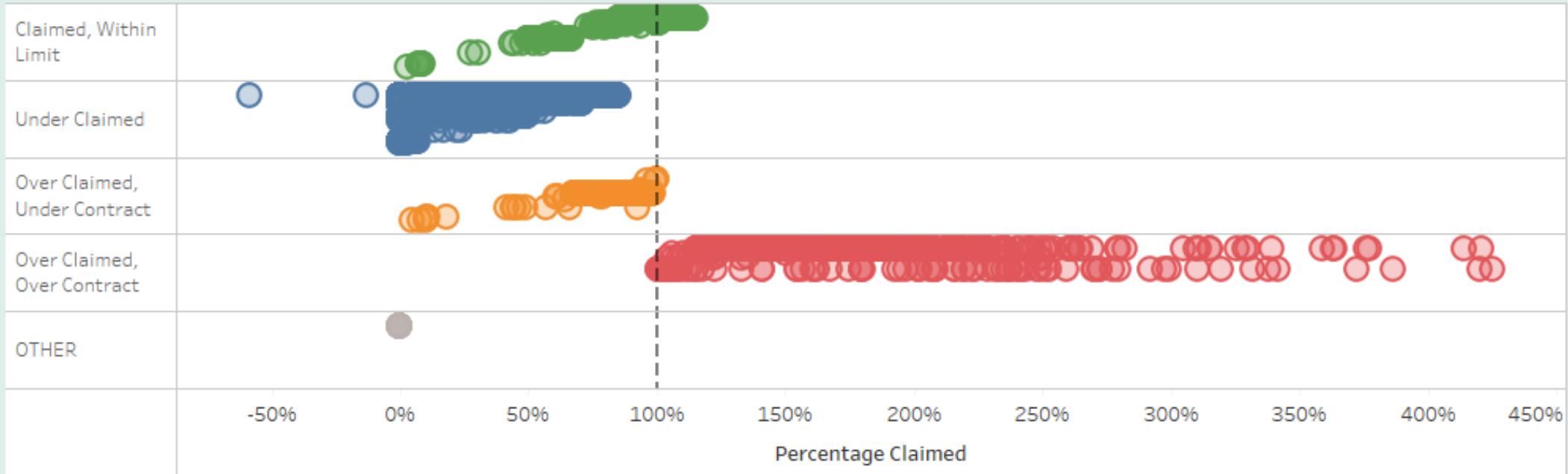
Hover over circle(s) for more information

Contract Administrator
(All) ▼

Threshold
15%

Contract Start Date
10/1/2012 2/16/2021

Active	Inactive
719	3,196



Session Objectives

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2. Understand the basics of Monitoring
3. Know why compliance with these requirements is important
4. Understand responsibilities of a DCF Contract Administrator
5. Know how Contract Administrators meet these responsibilities at DCF
6. See examples of Contract Administrator Resources



Thank you!

<https://dcf.wisconsin.gov/doingbusinesswith>



Questions?

Contacts

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