

Required Reports

EXHIBIT A

Required for All Network Service Providers			
Administrative Documents	Due Date:	# of Copies:	Send to:
Projected Operating and Capital Budget (Exhibit C), Personnel Detail (Exhibit D), Agency Capacity Report (Exhibit E)	Prior to contract assembly, within 14 days after a change occurs, or upon request	1	Network Manager for Fiscal Year 2025-2026, Carisk Partners thereafter
Signature Authority	Prior to contract assembly, within 14 days after a change occurs, or upon request	1	Network Manager for Fiscal Year 2025-2026, Carisk Partners thereafter
Program Descriptions - Service Activity Descriptions for each service (Exhibit F)	Prior to contract assembly, within 14 days after a change occurs, or upon request	1	Network Manager for Fiscal Year 2025-2026, Carisk Partners thereafter
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	Network Manager for Fiscal Year 2025-2026, Carisk Partners thereafter
Copy of Accreditation Certificate (if any)	Prior to contract assembly, within 14 days after a change occurs, or upon request	1	Network Manager for Fiscal Year 2025-2026, Carisk Partners thereafter
Copy of Accreditation Survey (if any)	Prior to contract assembly, within 14 days after a change occurs, or upon request	1	Network Manager for Fiscal Year 2025-2026, Carisk Partners thereafter
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	Network Manager for Fiscal Year 2025-2026, Carisk Partners thereafter
Suspension and Debarment Forms	Prior to contract assembly, within 14 days after a change occurs, or upon request	1	Network Manager for Fiscal Year 2025-2026, Carisk Partners thereafter
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	Network Manager for Fiscal Year 2025-2026, Carisk Partners thereafter
Florida Department of Children and Families Employment Screening Affidavit	Prior to contract assembly, within 14 days after a change occurs, or upon request	1	Network Manager for Fiscal Year 2025-2026, Carisk Partners thereafter
Subrecipient Contractor Determination	Prior to contract assembly, within 14 days after a change occurs, or upon request	1	Network Manager for Fiscal Year 2025-2026, Carisk Partners thereafter
CF 1123_Lobbying	Prior to contract assembly, within 14 days after a change occurs, or upon request	1	Network Manager for Fiscal Year 2025-2026, Carisk Partners thereafter
501 (c)(3) Determination Letter from the IRS	Prior to contract assembly, within 14 days after a change occurs, or upon request	1	Network Manager for Fiscal Year 2025-2026, Carisk Partners thereafter
Facility Registration Form	Prior to contract assembly, within 14 days after a change occurs, or upon request	1	Network Manager for Fiscal Year 2025-2026, Carisk Partners thereafter
Affidavit Of Compliance with Employment Eligibility Requirements	Prior to contract assembly, within 14 days after a change occurs, or upon request	1	Network Manager for Fiscal Year 2025-2026, Carisk Partners thereafter
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	Network Manager for Fiscal Year 2025-2026, Carisk Partners thereafter
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	Network Manager for Fiscal Year 2025-2026, Carisk Partners thereafter
Administrative Document Attestation Form	Prior to contract assembly, within 14 days after a change occurs, or upon request	1	Network Manager for Fiscal Year 2025-2026, Carisk Partners thereafter
Actual Expenses and Revenues Schedule (Exhibit C-1)	After receipt of final fiscal year Post Award Notice (PAN), annually, or upon request	1	Network Manager for Fiscal Year 2025-2026, Carisk Partners thereafter

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Complaint and Grievance Procedure	Within 30 days of contract execution and annually within 30 days of the fiscal year, or upon request	1	Network Manager for Fiscal Year 2025-2026, Carisk Partners thereafter
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	Network Manager for Fiscal Year 2025-2026, Carisk Partners thereafter
Direct Deposit Form	Within 30 days of contract execution, within 14 days after a change occurs, or upon request	1	Network Manager for Fiscal Year 2025-2026, Carisk Partners thereafter
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	2	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 III	Carisk Partners and as directed in Attachment III
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.***