



# Standard Contract Tool

1. Standard Contract Compliance (LSF Standard Contract, 4.12. and 4.13.) Did the provider use the current approved graphical representation of LSF and DCF and/or required sponsorship language ("Sponsored by (network service provider), LSF Health Systems, LLC and the State of Florida, Department of Children and Families") on all printed and electronic material that advertises, references or describes a program (excluding signage) funded in part or in whole by LSF Health Systems?
2. Standard Contract Compliance (LSF Standard Contract, 4.12. and 4.13.) If the DCF and LSF logos are used on promotional or educational materials not related to a program funded in whole or in part by LSF Health Systems, did the Network Service Provider request permission prior to use? (See NM-Tracking-Publicity Tracking Log- Must be Approved)
3. Standard Contract Compliance (LSF Standard Contract, 4.12. and 4.13.) Did the provider use the current approved graphical representation of LSF and DCF on the organization's online websites and/or social media accounts?
4. Standard Contract Compliance 00 (LSF Standard Contract, 4.6.5) Are any contracted services performed by persons or agencies outside of your organization? If yes, is there a current subcontract? If yes, complete Subcontract Tool. (Check Admin Extras for Subcontract Agreements.)
5. Standard Contract Compliance 04 (LSF Standard Contract, 4.12. and 4.13.) If the sponsorship is in written form, are the words "LSF Health Systems LLC, State of Florida, Department of Children and Families" in the same size and type as the provider name? (See NM-Tracking-Publicity Tracking Log- Must be Approved)
6. Standard Contract Compliance 05 (LSF Standard Contract, 5.1.2.) Does the provider have a policy to retain all records and documents (including electronic storage media) pertinent to this contract for a period of six years?
7. Standard Contract Compliance 06 (LSF Standard Contract, 5.1.1.) Did the provider allow the monitoring team reasonable access to records throughout the visit?
8. Standard Contract Compliance 07 (LSF Standard Contract, 5.3.3.2.) Does the provider have a policy regarding open access of public information and protection of identified confidential information? (HIPAA P&P)
9. Standard Contract Compliance 08 (LSF Standard Contract, 8.1.2.) Does the NSP procure recycled products or materials, when available? (Per 403.7065, F.S)
10. Standard Contract Compliance 10 (LSF Standard Contract, 8.1.3.) If the NSP receives \$150,000 or more in Federal funds: Does the NSP have a policy regarding compliance with Section 306 of the Clean Air Act, Section 508 of the Federal Water Pollution Control Act, and EPA Regulation 40CFR, part 30? (42 U.S.C. 7401, 33 U.S.C. 1251, and Executive Order 11738) (Federal Funds i.e. All of Prevention and SOR)
11. Standard Contract Compliance 12 (LSF Standard Contract, 7.14.) Does the provider have a policy or procedure for informing employees that they and other persons may file a complaint with the Office of Chief Inspector General, the Agency Inspector General, the Florida Commission on Human Rights, or the Whistleblower's Hotline Number at 1-800-543-5353?