

Fiscal Monitoring of Network Service Providers (NSPs)

Policy

It is the policy of Central Florida Behavioral Health Network, Inc. (CFBHN) to perform fiscal monitoring of the NSPs' audited financial statements for compliance with contract requirements.

Purpose

The purpose of this policy is to establish uniform guidelines to perform fiscal monitoring.

Procedure

1. CFBHN reviews NSPs' audited financial statements against a pre-established checklist of state contract requirements to verify that all elements have been included.

Finance staff sign and date the checklist to verify that all of the items have been reviewed. The checklist is stored in the Finance drive under the NSP's contract file.

2. If in the NSP's audit there is a finding, Finance staff follow up with the NSP to review their action plan to correct the finding.
3. In the event a required report is missing, the Chief Financial Officer (CFO) writes a letter to the NSP's Chief Executive Officer (CEO) or CFO to ask that the missing report be prepared and submitted. Once received, it is placed in the NSP's contract file in the Finance drive.
4. Non-compliance by the NSP will result in the matter being referred to the Executive Committee to follow the *Sanctions and Penalties Enactment* policy.
5. One copy of each of the NSP's audited financial statements are sent with CFBHN's audited financial statement to the DCF contract manager no later than December 31st.

<p align="center">Fiscal Monitoring of Network Service Providers (NSPs)</p> <p>Approval:  _____ Linda McKinnon, President/Chief Executive Officer</p>	<p>Date Issued: <u>01/20/16</u></p> <p>Last Revision: <u>01/14/2021</u></p> <p>Review Date: <u>01/14/2021</u></p>
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------



POLICIES & PROCEDURES

Fiscal Monitoring of Network Service Provider Form

Central Florida Behavioral Health Network, Inc.
Audit Fiscal Monitoring of Subrecipients Checklist

Providers Name
Period of Funding

Below to be completed by CFBHN CFO

1. Did CFO follow up with provider if any of the following questions were answered unfavorably?

- _____ Question 4
- _____ Question 5
- _____ Question 6
- _____ Question 7
- _____ Question 8

2. Was a corrective action plan accepted by CFBHN?

- _____ Question 4
- _____ Question 5
- _____ Question 6
- _____ Question 7
- _____ Question 8

_____ CFBHN Staff completed _____ Date