



# Juvenile Welfare Board

Investing in children. Strengthening our community.

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## **FY25 PROVIDER TOWN HALL**

### **JULY 23, 2024**

# Presenters

Karen Boggess  
*Chief Program Officer*

Elaine Melkioty  
*Program Administration Manager*

Stacey Gill  
*Program Finance Manager*

Laura Peele  
*Director of Information Technology*

Megan Seales  
*Performance and Evaluation Manager*

# FY25 Contract Changes

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Elaine Melkioty, Program Administration Manager

# General Condition 2: COOP

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The Continuity of Operations Plan (COOP) must be submitted to JWB within thirty (30) calendar days of the effective date of this Agreement...

*Change: Policy shall be available for review by JWB personnel upon request.*

# General Condition 3: Audit and Management Letter

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Non-profit Providers and government entity Providers agree to submit to JWB an independent audit of the financial statements of the entity in its entirety and any accompanying management letter(s) immediately upon receipt by the Provider's fiscal year.

*Addition: In addition to the audit, Provider shall submit all auditor communications to the Provider board, including required communications and all adjustments, whether corrected or uncorrected.*

# General Condition 5: Program Monitoring and Data Quality

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## JWB Database

*Change: The Provider is responsible for maintaining user access to JWB's Database, including workflow. The Provider is responsible for reviewing JWB Database and JWB Secure Portal Access to ensure that all users are active employees with access to appropriate data systems and modules. Provider staff who no longer need access to the JWB Database should have their access terminated immediately. The Provider is responsible for implementing appropriate procedures into their data policies to protect and prevent accidental or malicious disclosure of participant information.*

# General Condition 6: Board Members and Training

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Orientation of new board members shall occur within two (2) months of the member joining the board.

*Change: Evidence of this orientation shall be maintained in Provider files.*

Training of new board members by an external trainer is required within six (6) months of joining the Provider board.

*Change: Evidence of training shall be available for review by JWB personnel upon request.*

# General Condition 10: Assignments and Subcontracts

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Subcontracts and the corresponding Subcontract Assessment shall be submitted to JWB within thirty (30) calendar days of the effective date of this Agreement....

*Eliminated: “and the corresponding Subcontract Assessment”*

Documentation of monitoring of subcontracts

*Change: shall be available for review by JWB personnel upon request.*



# NEW-General Condition 19: Human Trafficking Affidavit

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GC #19 was formerly “Not Used”

Due to HB 7063 passing and going into effect on July 1, 2024, the following language was added to the contract:

*In accordance with F.S. 787.06(13), nongovernmental entity Providers must submit an affidavit under penalty of perjury in a form approved by JWB and executed by an officer or a representative of Provider attesting that Provider does not use coercion for labor or services as that term is defined in F.S. 787.06.*

Due to this addition, all nongovernmental entity Providers will be required to complete a Human Trafficking Affidavit via Flex no later than **August 30, 2024.**

**Note: F.S. 787.06 (13) states:** (13) When a contract is executed, renewed, or extended between a nongovernmental entity and a governmental entity, the **nongovernmental entity must provide the governmental entity with an affidavit signed by an officer or a representative of the nongovernmental entity under penalty of perjury attesting that the nongovernmental entity does not use coercion for labor or services as defined in this section.** For purposes of this subsection, the term “governmental entity” has the same meaning as in s. 287.138(1).

# General Condition 21: Drug-Free Workplace

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The Drug and Alcohol Free Workplace Policy must be submitted to JWB within thirty (30) calendar days...

*Change: Policy shall be available for review by JWB personnel upon request.*

# General Condition 23: JWB Policies and Procedures

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Provider agrees to follow all JWB polices and procedures which can be located on the JWB website....

*Change: Provider agrees to follow all JWB applicable policies and procedures which are located on the JWB website...*

# General Condition 25: Insurance Requirements

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**Workers Compensation:** JWB is neither an employer nor a contractor in a prime-sub relationship, meaning, there is no direct tie back to JWB for workplace injury to employees of provider agencies.

*Change: Such insurance shall comply with Chapter 440, Florida Statutes, as required by law.*

**Automobile:** changes to participant transportation limits to align with the Federal Motor Carrier Safety Administration (1-15 passengers - \$1.5 million; 16+ passengers - \$5 million)

**Professional Liability:** removal of increased Annual Aggregate limits

**Directors and Officers/Employment Practices Liability:**

*Eliminated: The requirement for these types of coverage however JWB recognizes that it is good business practice for entities to maintain these types of coverage and is not advocating that any of JWB's Providers drop said coverage.*

**Drone:**

*Added: This liability coverage is required if the Provider owns drones and uses them in its regular course of operations. The primary concern is flying over groups of bystanders (bodily injury).*

# Attachment 4: Document Submittal Chart

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**Subcontract Assessment:** removed as a requirement for submission

**Subcontract Monitoring Documentation:** removed as a requirement for submission

**COOP:** moved under Documents Available Upon Request

**Board Training:** moved under Documents Available Upon Request

**Drug-Free Workplace Policy:** moved under Documents Available Upon Request

# Administration Reminders & New Practices

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## Reminders- Document Submittals

- Make note of the specified timeframe for each on the chart.
  - Specifically: External Monitoring, Site Visit, Accreditation, and Licensing Reports, Board Member Lists, Subcontracts, Incident Reports, and Insurance Documentation.
  - **ALL** program staff need to receive a Level 2 Background Screens.

## New Practices

- Insurance Documentation: Senior Program Consultants will no longer be sending monthly reminders when coverages are due to expire. It is the responsibility of the Provider to submit those accordingly.
- Start of the 4 Cs: our new approach to program monitoring.
  - Complimentary, Classic, Concentrated, and Corrective Action
- Start of our updated Program Progressive Discipline Plan
- A webinar will be sent to all Providers in **September** that explains both the 4 Cs and the changes to our Program Progressive Discipline Plan.

# Program Finance

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Stacey Gill, Program Finance Manager

# Financial Policies & Procedures for JWB Funded Agencies (1)

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- Updates were made to reflect changes due to new grant management system
- Added detail to chart of accounts descriptions (e.g., tuition reimbursement in benefits)
- Addition of insurance coverages as allowable expenses
- Reminder: JWB findings that are severe or persistent may result in formal corrective action. Recommendations that are not implemented can result in termination of program funding.



# Financial Policies & Procedures for JWB Funded Agencies (2)

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- Upon termination of a JWB's funding of a program, the book value of any assets purchased with JWB funds shall be subject to repayment and/or disposed of at the direction of JWB.
- Provider shall notify JWB of any capital assets funded by JWB that are to be disposed of prior to the end of their estimated useful life (not fully depreciated). The book value of the asset shall be subject to repayment.

# Financial Monitoring Visits

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- Annual visits by agency, not program
- JWB provides at least two weeks' notice of financial monitoring visit
- Supporting detail must be uploaded to JWB's secure portal by end of business two days prior to the visit

# Timeliness & Accuracy

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- All financial reports, budgets, and budget amendments shall be submitted timely and accurately.
- A reimbursement should contain no errors (i.e. misclassified expenses, unapproved costs) and are due by the last day of the month succeeding the month requested.
- Timeliness and accuracy are reported on the Financial Monitoring Report. If either is unacceptably low it will be considered a finding, and JWB will recommend that the agency develop procedures to improve timeliness and/or accuracy.
- Audits must be submitted on time and agencies should schedule their audit field work accordingly (i.e. if your fiscal year end is 9/30, schedule field work in the fall).

# Lapse

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- JWB monitors program lapse and reviews programs with lapse more than 10%.
- Cost of living adjustments (COLA) are impacted by program lapse. In FY25, the full COLA was awarded to programs with FY23 lapse < 10% and one-half of the COLA for those with lapse between 10% and 15%.

# FY25 Data System Changes

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Laura Peele, Director of Information Technology

# Current Systems for Collecting Agency/Program Data

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**AmpliFund**

Program Finance Data

Insurance Survey

Allocation Letter

Contract

apricot

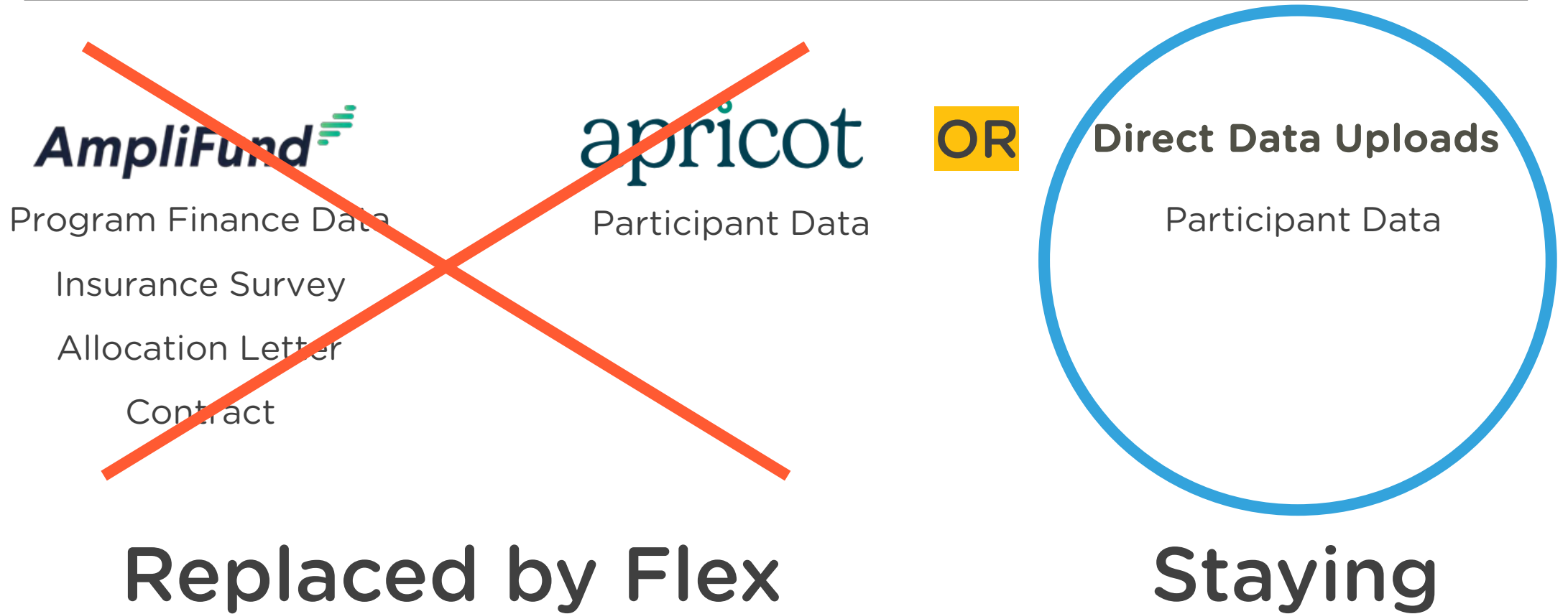
Participant Data

OR

Direct Data Uploads

Participant Data

# Current Systems for Collecting Agency/Program Data





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- Owned by WebAuthor
  - Used by every other Children's Service Council in Florida with the exception of The Children's Board of Hillsborough County
  - All-in-one business application that has multiple modules that integrate data together with one login
  - Uses built-in adaptive intelligence
  - Not dependent on other customers
  - Automates manual process by using workflows and custom reports and forms
  - Has the ability to expand to other modules such as procurement and Methodologies



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## Fiscal Module

- All data uploaded for FY22 and FY23 for budgets, budget amendments, and reimbursements
- FY24 budgets entered through 2/29
- FY24 budget amendments and reimbursements will be added after the start of FY25 (you will have 3 full years)
- Budgets were due to JWB on 6/14
- FY25 Budgets will be approved in Flex by 9/30
- Training for budget amendments and reimbursements will occur after the start of the fiscal year

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## Contracts Module

- Insurance Survey
- Funding Renewal Letters
- Contracts should be ready to go the beginning of August – Workflow/DocuSign

## Participants Module

- Being developed now
- Go live: FY25
- Training will occur in October

## FY24 data in Apricot

- All data for FY24 must be updated in Apricot by 10/11/2024



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**Shannon Phillips**  
Project Manager/System Administrator

**Questions:**  
[Flex@jwbpinellas.org](mailto:Flex@jwbpinellas.org)

# Direct Data Upload (DDU) Changes

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- JWB has met with all providers to review the changes in detail.
- Questions should be directed to the Program's assigned Evaluator.

# FY25 Data Changes

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Megan Seales, Performance and Evaluation Manager

# Data Collection Changes Impacting Everyone Beginning 10/1/2024

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Demographics fields no longer required:

- Gender
- Ethnicity
- Home phone
- Cell phone
- Email address
- Language spoken at home
- Intake date

# Race

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**American Indian or Alaska Native** - For example, Navajo Nation, Blackfeet Tribe of the Blackfeet Indian Reservation of Montana, Native Village of Barrow Inupiat Traditional Government, Nome Eskimo Community, Aztec, Maya, etc.

**Asian** - For example, Chinese, Asian Indian, Filipino, Vietnamese, Korean Japanese, etc.

**Black or African American** - For example, African American, Jamaican, Haitian, Nigerian, Ethiopian, Somali, etc.

**Hispanic or Latino** - For example, Mexican, Puerto Rican, Salvadorian, Cuban, Dominican, Guatemalan, etc.

**Middle Eastern or Northern African** - For example, Lebanese, Iranian, Egyptian, Syrian, Iraqi, Israeli

**Native Hawaiian or Pacific Islander** - For example, Native Hawaiian, Samoan, Chamorro, Tongan, Fijian, Marshallese, etc.

**White** - For example, English, German, Irish, Italian, Polish, Scottish, etc.

# Education: Children – Non School Age

Term	Definition
Age (0-3), attending school, center, or family care home	The participant is age three or under and is enrolled and regularly attending a licensed childcare center.
Age (0-3), not attending school, center, or family care home	The participant is age three or under and is not enrolled or attending a licensed childcare center.
Age (4-5), attending school, center, or family care home	The participant is age three or under and is enrolled and regularly attending a licensed childcare center.
Age (4-5), not attending school, center, or family care home	The participant is four or five years old and is not enrolled or attending a licensed childcare center.



# Other Changes

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**Education Adult:** Added *Professional Degree*

**Relationship to Head of Household:** Added *Great Grandchild*

**Current Living Situation:** Added *Residential Housing*

- Refers to a form of housing or living facility that serves individuals in various stages of life or recovery. Supervision may or may not be provided by licensed caretakers. This term encompasses registered housing establishments and a broad spectrum of residential programs.

# Important Notes

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- The updated Data Quality Manual with these changes is coming out in August.
- All changes are effective 10/1/2024.
- Consider any intake form changes you need to make.

# Emphasis on Clean and Timely Data for FY25

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What does this mean for you?

- Data must be submitted on time and accurately.
- More data validation will be in place both in JWB Flex and Direct Data Uploads.
- Incomplete data will not be accepted.
- Program results will only include data submitted on time and complete.
- Failure to meet data requirements may result in performance action including, but not limited to, performance improvement and corrective action plans.

# FY24 Data Deadline

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- All FY24 data must be completed in Apricot 360 or submitted via direct data uploads by close of business (5pm) **Friday, October 11, 2024.**
- **Late data will not be accepted and will not be included in final reporting.**



- Please submit any questions you have in the chat.
- For any program specific questions, please contact your Senior Program Consultant.