



San Francisco
Health Network

SAN FRANCISCO DEPARTMENT OF PUBLIC HEALTH

Fiscal Intermediary Services

Performance Objectives FY17-18 & FY18-19

DPH Fiscal Intermediary/Program Management - Standard Outcomes: The FI/PM Agency must submit an Annual Summary Report documenting achievement of all applicable Objectives to SOC Program Manager and the Business Office Contract Compliance (BOCC) within two months from the end of the contract year.

Indicator	Data Source / Compliance
A. Effective Fiscal Management and Optimal Record Keeping:	
A1. By the end of the contract period, the FI/PM will meet 100% of Salary & Benefits budgeted obligations. This includes accurate and timely payment of salaries, overtime, accrued benefits, and taxes.	• Agency provides a running expense report addressed to SOC Program Director within 30 days of month's end, and if requested.
A2. By the end of the contract period, the FI/PM will meet 100% of Operating Expense budgeted obligations. This includes accurate and timely paying of consultant, subcontractor, and vendor invoices within the payment schedule, and avoiding late fees.	• Agency provides a running expense report addressed to SOC Program Director within 30 days of month's end, and if requested.
B. Effective Human Resources Management:	
B1. By the end of the contract period, the FI/PM will have 100% of personnel files complete, up-to-date, and in terminology consistent with HR best practices for the supported program(s). This includes: 1) signed job descriptions, 2) qualifications statement (resume), 3) reference verification, 4) benefits orientation, 5) program orientation, 6) proof of annual certification/training in HIPAA Privacy and DPH Compliance, 7) signed "User Confidentiality, Security and Electronic Signature Agreement" form, 8) signed code of conduct forms, 9) skill development/training plans, 10) on-time performance evaluations, and, if needed 11) remedial skill development plans.	• Agency provides a running personnel report of these items addressed to SOC Program Director within 30 days of month's end, and if requested.
B2. By the end of the contract period, the FI/PM will assure the supported program(s) operate at full staff capacity by filling 100% of vacant positions within 3 months of posting date. This includes generating a Position Control Report showing in aggregate and by service line all positions and their status, including date of vacancy or leave, date of job posting, number of applications, number of qualified candidates, date interviews began, and date position filled.	• Agency provides a running Position Control report of these items addressed to Program Director within 30 days of month's end, and if requested.