

Cooperative Reimbursement Program (CRP) Contract Performance Standards (CPS) – Annual Evaluation Process Timing

| Step | Action | Responsible Party | Timing | Deadline |
|-------------|--|-------------------------------------|--|-----------------|
| 1 | Generate and review fiscal-year-end CPS reports | All | 15th day after FY end | 15-Oct |
| 2 | Provides draft <i>PMW Review Summary Report</i> and fiscal-year-end CPS reports to PMW | PEA | 15 days from FY end | 15-Oct |
| 3 | Reviews reports | PMW | 7 days from previous step | 22-Oct |
| 4 | Provides final <i>PMW Review Summary Report</i> to PLG and OCS | PMW | 2 days from previous step | 24-Oct |
| 5 | Contacts county office, provides CPS Contacts in each county office with Acknowledgement Letter or CPS Evaluation RQ | CM | 31 days from FY end | 31-Oct |
| 5.1 | All standards met. If RQ is not required, no further action is needed | | End of Process | |
| 6 | If required, completes RQ | County office | 15 days from previous step | 15-Nov |
| 7 | Reviews RQ and sends it to PMW Subgroup | CM | 15 days from previous step | 30-Nov |
| 8 | Reviews RQ and recommends next action to PLG | PMW Subgroup | 15 days from previous step | 15-Dec |
| 9 | PLG reviews all information and recommends next action; OCS director determines next action and advises CM | PLG, OCS director | 45 days from PMW Subgroup recommendation | 29-Jan |
| 10 | Informs county of next action and provides all information | CM | 14 days from previous step | 12-Feb |
| 10.1 | If CAP is not required, no further action is needed | | End of Process | |
| 11 | Completes CAP and provides it to CM | County office | 30 days from previous step | 12-Mar |
| 11.1 | If CAP is not submitted timely, notify PLG and county office | CM | 15 days from CAP due date | 27-Mar |
| 12 | Reviews CAP, clarifies any responses with the county, and provides CAP to PMW Subgroup | CM | 30 days from completed CAP | 12-Apr |
| 13 | Recommends next actions to PLG | PMW Subgroup | 30 days from previous step | 12-May |
| 14 | PLG reviews and provides CAP recommendation; OCS director accepts or rejects CAP and informs CM of the finding | PLG, OCS director | 30 days from previous step | 12-Jun |
| 15 | Informs county office of CAP status | CM | 30 days from previous step | 12-Jul |
| 16 | If CAP is rejected, it is revised | CM, county office, OCS director | 30 days from notification | 12-Aug |
| 17 | Provides quarterly CAP status update to CM | County office | 15 days after quarter ends | 15-Jul |
| 18 | Provides quarterly CAP status update to CM | County office | 15 days after quarter ends | 15-Oct |
| 19 | Provides quarterly CAP status update to CM | County office | 15 days after quarter ends | 15-Jan |
| 20 | Provides quarterly CAP status update to CM | County office | 15 days after quarter ends | 15-Apr |
| 21 | County is evaluated on CAP | CM, PMW Subgroup, PLG, OCS director | 31 days from FY end | 31-Oct |
| 22 | Conclusion of process if CAP does not extend into next FY | | End of Process | |

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| <p>Definitions: CAP: corrective action plan CM: contract manager CPS: Contract Performance Standards FY: fiscal year</p> | <p>PEA: OCS Planning, Evaluation and Analysis PLG: Program Leadership Group PMW: Performance Management Workgroup RQ: Response Questionnaire</p> |
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