

# Strategic Development Group

April 9, 2019



Transforming lives

# Agenda

1. CDE Project & Budget Update
2. Proposed Communication Workgroup
3. IP Readiness Handout Discussion
4. Vendor Financial Review

# CDE Project & Budget Update

# Recent Accomplishments

- Completed meetings with bidders
- Drafted Statement of Work
- Created Talking Points #9 (HCRR & Carina)
- Drafted Communication Workgroup proposal

## Upcoming Tasks

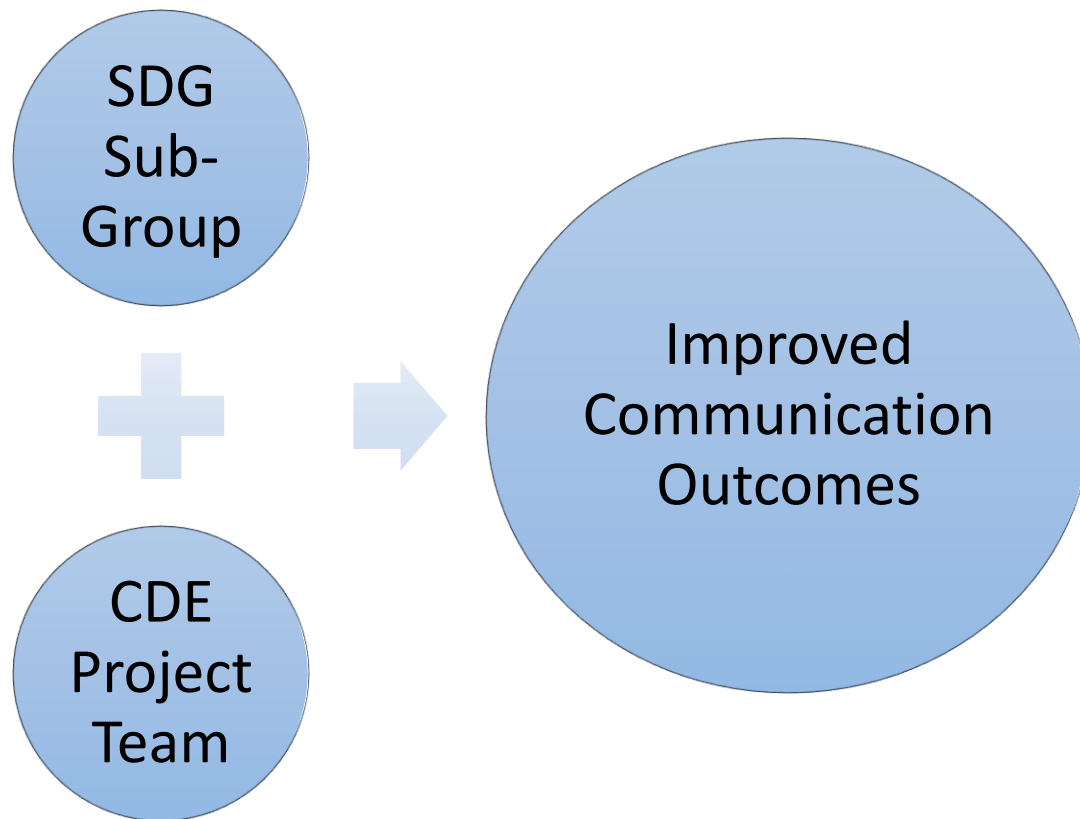
- Finalize and publish a Statement of Work
- Kickoff communication sub-group
- Continue activities for the Case Management Rebalancing workgroups
- On-going communication and outreach activities
- Finalize the client and IP readiness strategy
- On-boarding new CDE Project Director

# Communication Workgroup Proposal

# Last SDG Meeting: Discussion on Engaging IPs and Clients

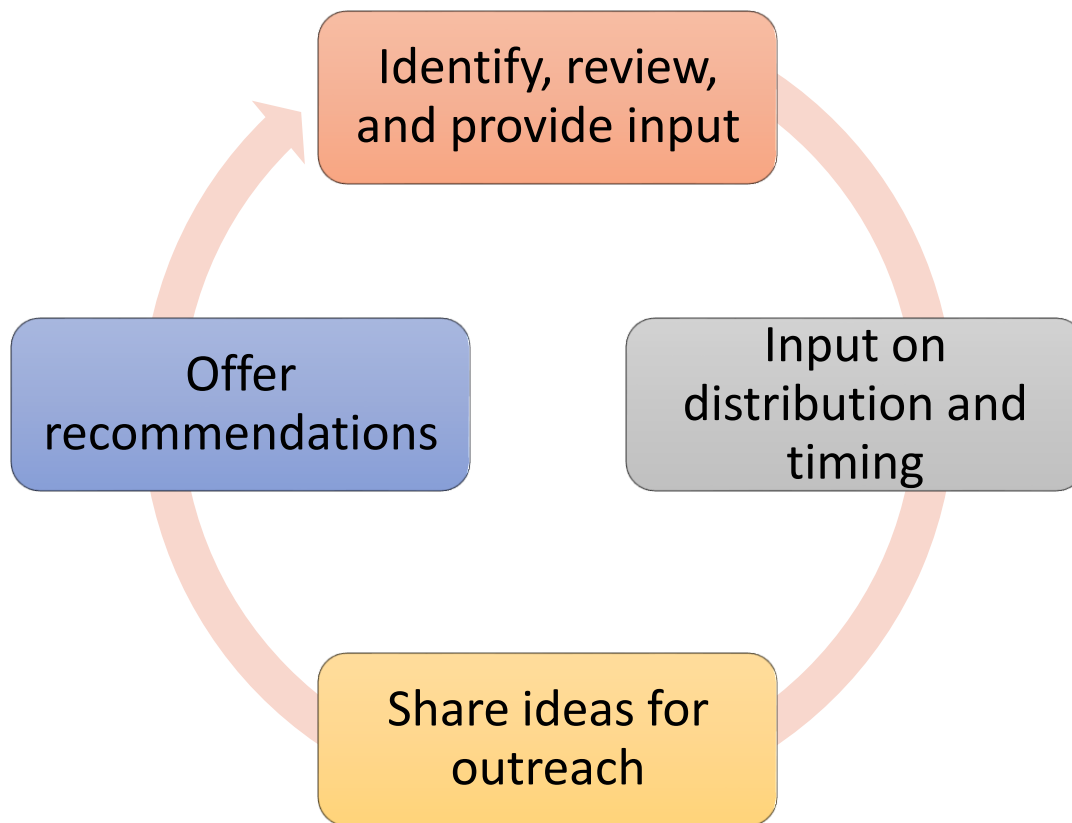


# Communication Workgroup Concept

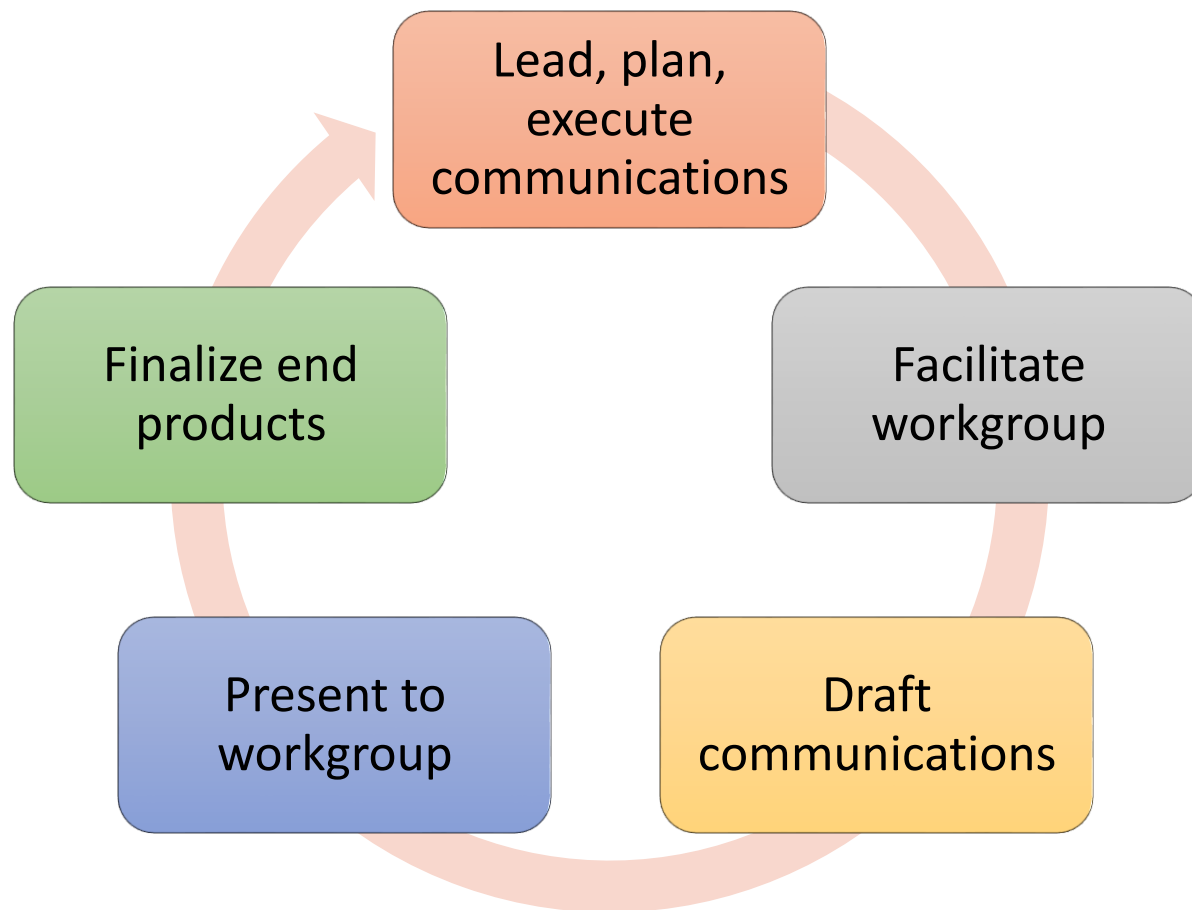




# SDG Sub-group Roles & Responsibilities



# CDE Project Roles & Responsibilities



# Proposed Members

SDG Sub-group	CDE Project Team
Eva Gantala (Parent Provider)	Marilee Fosbre (Project Director)
Ed Holen (DDC)	Kindra Benavidez (OCM)
Nathan Loose (Consumer Rep)	Sonya Declet (Readiness Analyst)
Mandy Palaniuk (Tribal Rep)	Jodie Jones (Readiness Analyst)
Dianna Stadden (ARC)	Geri-Lyn McNeill (HCS Program Mgr)
Lani Todd (SEIU)	Carson Crepeaux (DDA Program Mgr)
	Kat Kersten (ALTSA Comm Mgr)
	Luisa Parada Estrada (DDA Comm Mgr)
	Lori Gianetto Bare (DDA Comm Prog Mgr)

## Discussion and Decisions

- Confirm Approach
- Workgroup kick-off meeting - TBD
- Workgroup meeting #2 - TBD
- Workgroup meeting #3 - TBD

# Discussion: IP Readiness Handout

# Presentation: Vendor Financial Review

# CDE Vendor Financial Evaluation

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# Introduction

- ▶ What is a pre-award financial evaluation (due diligence)?
- ▶ Why is it important?



# Scope of the Evaluation

- ▶ DSHS defined six main areas of interest.

Accounting and Finance

CDE Vendor Customers

CDE Vendor Employees/Management

Litigation and Legal

Government, Regulatory, and Laws

Properties

- ▶ Within each area, DSHS listed specific topics of interest.
- ▶ Kraght Snell developed procedures to address each topic through a comprehensive 19 page Work Plan.

# Sample of Topics - Discussion of Evaluation Procedures

- ▶ Liquidity and Solvency Financial Ratios
- ▶ Industry Dependency
- ▶ Paying and Reporting Accurate Taxes
- ▶ Sexual Harassment or Exploitation
- ▶ CDE Vendor Upper Management and Board
- ▶ Regulatory Agencies/Unions - Compliance Reports
- ▶ Contracts Entered Within the Past Five Years
- ▶ Property - CDE Vendor Geographic Distribution

# Reporting

- ▶ During Fieldwork - Verbal and Written Progress Reports
- ▶ Agreed Upon Procedures - by procedure, list the work performed and results of the work performed.
- ▶ Management Letter, if necessary
- ▶ Executive Summary

# Executive Summary

- ▶ 1. Based on completing all of the agreed upon procedures, identify all reported exceptions that may impact DSHS's contracting decision to award the CDE Program Contract to the prospective CDE Vendor.
- ▶ 2. Based on completing all of the agreed upon procedures, does the prospective CDE Vendor have the overall financial health for the satisfactory performance of the DSHS Contract?

# Executive Summary

- ▶ 3. Based on completing all of the agreed upon procedures, does the prospective CDE Vendor have the financial means to fund the DSHS Contract start-up costs?
- ▶ 4. Based on completing all of the agreed upon procedures, does the prospective CDE Vendor have the financial systems in place for the satisfactory performance of the DSHS Contract?

# Executive Summary

- ▶ 5. Based on completing all of the agreed upon procedures, were there any issues that require DSHS attention that were not specifically covered by these procedures?

# Questions?

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**Visit the CDE Website:**

<https://www.dshs.wa.gov/altsa/cde>

**Email the Project:**

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