



**ITN FY 2024-2025
Rating Tool**

Name of Applicant: _____

Name of Rater: _____

Note: Based on the information provided at the interview, the rater will have an opportunity to add or subtract points to adjust the final score at the rating committee meeting. Such point adjustment are at the sole discretion of the rater and are not subject to applicant appeal or justification.

Application Reference Point	Incomplete Response 0-2 points	Acceptable Response 3-5 points	Excellent Response 6-10 points	INITIAL SCORE	FINAL SCORE	Additional Comments to support scoring
Question #1: <u>Agency History and Details</u> <i>(Section 3.2, Questions 1,2,)</i>	Agency history is five years or less. Description of agency mission or services provided is missing, unclear or minimally described.	Agency history is six to nine years. Agency mission and history somewhat supports the plan to provide services for the target population.	Agency history is ten years or more. Agency mission and history clearly support the provision of services for the target population as described.			
Question # 2: <u>Organizational Chart</u> <i>(Section 3.2, Question 3)</i>	Organizational chart is not clear or was not submitted. The number of staff reported does not seem sufficient for the services to be provided.	Organizational Chart shows the program flow and operation within the organization. The number of staff is adequate for the services to be provided.	Organizational chart is clear and appropriate; clearly identified where the proposed program will operate within the organization. The number of staff is sufficient for the services to be provided.			
Question # 3: <u>Financial Audits</u> <i>(Section 3.2, Required Applicant Documents # 4)</i>	A current copy of most recent independent auditor's report is submitted with a qualified opinion, or no current auditor's report was submitted.	A current copy of the most recent independent auditor's report is submitted with an unqualified opinion. A management letter may be attached with limited issues of internal controls within the organization.	A current copy of most recent independent auditor's report is submitted with an unqualified opinion. A management letter attached with no issues of internal controls within the organization.			
Question # 4: <u>Monitoring Reports History, Including Healthy Start and Others</u> <i>(Section 3.2, Required Applicant Documents #7)</i>	There are no prior monitoring reports or reports available, or reports reflect service concerns. Outcome performance data is unavailable or unsatisfactory.	Prior monitoring reports within past five years reflect no substantive findings and include evidence of satisfactory performance outcomes and service delivery. May include a few minor areas of opportunity.	Prior monitoring reports within past five years indicate high-quality service delivery and performance outcome data; provides evidence that the program is highly effective and responsive to the funder.			

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<p align="center">Question #5: <u>Agency's Fiscal Status</u> <i>(Section 3.2, Question #4, Applicant Required Documents #6, Attachment H)</i></p>	<p>The current internal financial statements and list of grants and funding do not support agency viability in the long-term. The response does not include information regarding providing services during a delay in payment.</p>	<p>The response demonstrates agency has current grants and funding to support current operations but does not demonstrate ability to provide services during payment delays.</p>	<p>The response demonstrates agency has sufficient grants and funding for operations and long-term viability. The response demonstrates the agency's ability to continue to provide services during a delay in payment.</p>			
<p align="center">Question # 6: <u>Experience in Implementing Case Management Programs</u> <i>(Section 3.3, Questions 1,2,5,6,7.)</i></p>	<p>The organization response is unclear or is lacking the experience for intakes, assessment, screening tools and provision of care coordination services.</p>	<p>The response demonstrates understanding and experience and the need for and completion of intakes, assessment, screening tools and the provision of care coordination services to identify risk factors and provide the most appropriate services that fit the needs of the client and family.</p>	<p>The organization has strong experience and a solid understanding of the utilization and completion of intakes, assessment, screening tools and the provision of care coordination services to identify risk factors and provide the most appropriate services that fit the needs of the client and family.</p>			

Application Reference Point	Incomplete Response 0-2 points	Acceptable Response 3-5 points	Excellent Response 6-10 points	INITIAL SCORE	FINAL SCORE	Additional Comments to support scoring
<p align="center">Question #7: <u>Collaboration with the System of Care and How Those Collaborations Enhance Services to Clients</u> <i>(Section 3.2, Question 5; Section 3.3, Question 7.)</i></p>	<p>The response does not address collaboration with other community agencies that provide services to the maternal child population and/or has little participation in local strategic planning efforts.</p>	<p>The response reflects participation in local strategic planning efforts. There is significant involvement in the maternal child and behavioral health systems of care including collaboration. Description of involvement with local community agencies to serve the population is clear and reasonable.</p>	<p>The response reflects significant involvement and activities that fit to the local strategic planning efforts. There is significant involvement in the maternal child health system of care. There is clear and specific collaboration and involvement and integration of the systems of care.</p>			
<p align="center">Question #8: <u>Cultural Competence Plan</u> <i>(Section 3.2, Applicant Required Documents #8; Section 3.4, Question 3)</i></p>	<p>There is limited prior training and/or experience working with diverse populations. No clear plan or protocol to provide safe and effective communication with clients that speak other languages. Missing or unclear information about competent cultural staff to serve the proposed population.</p>	<p>The response demonstrates a clear focus and understanding of the importance of cultural competence. The area of inclusion is addressed. Proposed strategies support the best practice goals of inclusion to serve the pregnant and parenting families. Prior training and/or experience working with diverse populations is described. A plan and/or protocols to provide safe and effective communication with clients that speak other languages is described. Information about having adequate staff coverage that is culturally competent to provide the proposed services was presented.</p>	<p>The response demonstrates a clear focus and understanding of the importance of cultural competence and serving a diverse population. The area of inclusion is fully addressed. Proposed strategies are innovative and fully support the best practice goals of inclusion to serve the pregnant and parenting families. The training and/or experience working with diverse populations is clearly described. Information about having staff that speaks different languages such as English, Spanish, and Creole to provide the proposed services was presented.</p>			

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<p align="center">Question # 9: <u>Staffing Pattern, Staff Recruitment and Retention, Timeline for Hiring/Training, and Supervision</u> (Section 3.4, Questions 1,2,3, 5,6,7)</p>	<p>Supervision plan is not supplied or lacks detail on how often the staff will meet with the supervisor and discuss appropriate intervention services and activities that fit the individual families needs. Staff recruitment and retention are not described; retention strategies are minimally explained and may lack detail. The provider may have a history of poor staff retention. Supervision practices and knowledge of reflective supervision was not documented or are not clear.</p>	<p>Staff supervision plan is comprehensive and correlates to the Healthy Start Program requirements. Staff supervision strategies are outlined to ensure appropriate resources and activities are provided and align with the family needs or issues identified at all points of service delivery. Staff recruitment and retention strategies describe efforts to increase retention rates and decrease costs associated with turnover. Strategies appear to be effective to manage employee performance, staff development, providing career and promotion opportunities. The organization has a fair staff retention history. Supervision practices and knowledge of reflective supervision is clear and best practices were described.</p>	<p>A specific plan and/or protocols to provide safe and effective communication with clients that speak other languages is clearly described. It includes staff that speak language prevalent in Hillsborough County such as English, Spanish, and Creole to best serve the population. Staff supervision plan is comprehensive and clearly correlates to the Healthy Start Program requirements. Staff recruitment and retention strategies clearly describe efforts to increase retention rates and decrease costs associated with turnover. Strategies appear to be effective to manage employee performance, staff development, providing career and promotion opportunities; good staff retention history. Supervision practices and knowledge of reflective supervision are solid; contributing areas of expertise are provided for both and complement each other. Best practices were described.</p>			
<p align="center">Question # 10: <u>Transition Plan for Current Care Coordination Staff</u> (Section 3.4, Questions 4)</p>	<p>Applicant does not provide a detailed plan for how current care coordination staff would be transitioned to applicant's agency.</p>	<p>Applicant's plan for transitioning current care coordination staff includes a timeline and agreement to transition current staff but does not include all the elements in the ITN.</p>	<p>Applicant provides a clear transition plan for current staff that includes a timeline, salary, benefits, leave and seniority in how the transition plan would be completed.</p>			

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<p>Question # 11 <u>Client Acceptance, Engagement, Retention and Home Visitation Rates</u> <i>(Section 3.3, Questions 3 and 4)</i></p>	Missing or lack of information on outreach, engagement and program completion; strategies to engage and retain clients are not described or do not appear to be realistic or effective. The hours of operation are not reported or do not meet the individual family needs.	The response shows clear information on outreach, engagement and program completion; strategies to engage and retain clients are detailed, realistic and seem effective. The hours of operation fit the individual client's needs.	The response indicates specific outreach, engagement and program completion activities/strategies to locate, engage, retain the clients that appear realistic and effective. Strategies to resolve barriers are flexible and described in detail. Knowledge of home visitation challenges and strong strategies to address them, particularly in the behavioral health population. The hours of operation are flexible and clearly, fit the individual client's needs including new moms with an infant.			
<p>Question # 12 <u>Continuous Quality Improvement Practices</u> <i>(Section 3.5, Questions 1-7)</i></p>	Applicant did not provide a clear response on what CQI activities are done and at what interval.	Applicant provided a plan on CQI activities for the agency but did not discuss strategies related to regular reports, including clients and staff and how applicant would ensure meeting Healthy Start performance standards.	Applicant provided a clear CQI plan that included current practices, supervision, CQI reports, how clients and staff are included and how Healthy Start performance standards will be met.			
<p>Question # 13: <u>Budget</u> <i>(Section 4, Attachments E and G)</i></p>	The budget is incomplete and/or unclear. Budget amounts may seem unreasonable or unnecessary to support the program. The budget summary form and/or budget detail form is missing, incomplete or incorrect.	All budget forms are complete, include details, and appear accurate. Costs appear reasonable and support the proposed program. Budget detail describes and justifies anticipated expenses.	All budget forms are fully complete, detailed, and accurate. Costs are reasonable and fully support the proposed program and include adequate supervision based on FTEs. Budget detail clearly describes and justifies anticipated expenses.			
SCORE BASED ON INITIAL REVIEW PRIOR TO APPLICANT INTERVIEW				0	0	

Points Adjustment

Based on information provided at the applicant interview, quality of presentation, and monitoring and utilization history, the rater may add or subtract points. Such point adjustments are at the sole and complete discretion of the rater and are not subject to applicant appeal or justification.

<p>Rater may include comments below that support scoring adjustment:</p>	ADJUSTING SCORE	ADD POINTS →		
		SUBTRACT POINTS →		
		FINAL SCORE →	0.00	

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Rater's Signature and Date						