

## FaDSS Capacity Policy

FaDSS Council Approved 3/18/04

**Requirement:** FaDSS grantees are required to be at no less than 95% of their awarded capacity at any given time.

**Process:** State DHR staff will monitor each grantees capacity on a monthly basis. Capacity will be reviewed on/or close to the 30<sup>th</sup> of each month for the previous month. For example, monitoring that occurs on April 30<sup>th</sup> will be examining capacity as of March 30<sup>th</sup>. The FaDSS Council will be provided grantee capacity information at each Council meeting for their review.

**First Level:** Any grantee that for **three consecutive months** falls below 95% of capacity state DHR staff will follow the following steps:

**First Step:** DHR staff will contact the Grantee to check the accuracy of the report. If the capacity report is inaccurate, corrections will be made.

**Second Step:** If the report is accurate, Technical Assistance will be provided via phone or e-mail. State staff will ascertain what steps the grantee has already taken in regards to increasing capacity and recommend other possible actions. The FaDSS grantee will develop a written plan of action outlining the steps they will take to increase their capacity to the FaDSS Council standard of 95%.

**Third Step:** The grantee will be required to provide to DHR a written monthly report on their progress to reach capacity for the next three months. The report will outline specific steps that they have taken as well as a report of their capacity by worker.

**Fourth Step:** If their capacity increases to 95% or above any month during this **three-month period**, the grantee will be routed back to the regular capacity monitoring as listed in the process above.

**Second Level:** Grantees that do not increase their capacity to 95% during the first level will be moved to the second level of intervention.

**First Step:** The Grantee and DHR staff will meet at a location and time agreeable to both parties where DHR staff will offer additional technical assistance. The grantee will be required to bring to that meeting documentation of each worker's recruitment rate and a break down of the source of referrals.

**Second Step:** The grantee will then be required to develop a comprehensive written plan that outlines the specific action that the grantee will take to reach the required capacity. The written plan will be submitted to DHR from the Grantee's Executive Director. The written plan is subject to approval by DHR.

**Third Step:** The FaDSS Council will be notified of all grantees reaching a Level Two status.

**Fourth Step:** The FaDSS grantee will provide to DHR written, monthly capacity progress reports. The report will outline what specific steps they have taken as well as report their capacity by worker.

**Fifth Step:** If their capacity increases to 95% or above any month during this **three-month period**, the grantee will be routed back to the regular capacity monitoring as listed in the process above.

**Third Level:** Grantees that do not increase their capacity to 95% or above during the second level will be moved to the third level of intervention. To reach the third level of intervention a grantee must be below 95% of their capacity for **nine consecutive months**.

**First Step:** DHR staff will automatically defer any grantee at the third level to the FaDSS Council for action. The Council will consider any specific barriers that the grantee has faced, capacity trend line for the past 12 months, written capacity plans from level one and level two, and the written capacity reports the grantee has submitted during level one and level two.

The Council will then choose appropriate action ranging from, but not limited to:

1. Probationary Status, which gives the grantee an additional time period in which to meet the capacity guideline.
2. Reducing the Grantee's capacity in proportion to their capacity.
3. Terminating the Grantee's contract.

Any Grantee adversely affected by action taken in the third level would be given the opportunity to request reconsideration from the FaDSS Council. The FaDSS Council will follow the same procedures as outlined in each grantee's contract with the Department of Human Rights in section 5.4, Reconsideration of Termination.

**Effective Date:** April 1, 2004