

A 2 Human Services Program Determination Checklist

Purpose: Provides a guide of self-identified questions that other programs have encountered when deciding to start or continue a client service. Used by the Program Manager/Decision Maker at the initial consideration to begin/continue a program

1. This form is not scored - there are no "right" answers.
2. If the decision is to contract for this service the form is archived in SAP Data Records in the virtual contract folder under "exempt". If the decision is to not provide the service or to continue or start providing for the service in-house, this form is filed with the Department
3. We believe this form achieves its optimum value when used in a team review of beginning/continuing a service

This form when completed is an internal advisory guide done preliminarily to any final discussion and is exempt from public disclosure under ORS 192.502 (1)

Human Services Program Determination Checklist

1. Person(s) completing checklist: _____
2. Date: ___/___/___
3. Service being evaluated: _____
 e.g., adult alcohol & drug residential treatment, mental health case management
4. List current contracts in this sector: _____
 - a. Number of current County contracts for this service _____
 - b. Total dollar value of current contracts \$ _____

Determination to Contract or Directly Operate Service

Questions	Favorable to Contracting	Uncertain	Favorable to Direct Service	Don't Know	N/A
	Circle appropriate answer				
Service Provision Issues					
1. Does the County currently have the specialized skills needed to provide this service?	No		Yes		
2. If the answer to #1 is no, is it feasible for the County to develop the specialized skills needed?	No		Yes		
3. Does the County have the administrative/managerial infrastructure to provide this service?	No		Yes		
4. If the answer to #3 is no, is it feasible and/or desirable for the County to develop the necessary the administrative/managerial infrastructure?	No		Yes		

Questions	Favorable to Contracting	Uncertain	Favorable to Direct Service	Don't Know	N/A
	Circle appropriate answer				
5. Are there contractors in the community to provide this service?	Yes		No		
6. Are we more likely to provide culturally competent services by contracting for this service?	Yes		No		
7. Do actual/potential contractors have the willingness and expertise to follow best practices/newer models of service provision?	Yes		No		
8. Would contracting the service increase access to citizens needing the service, e.g., wider geographic availability?	Yes		No		
9. Would County provision of this service result in "stigma" to a significant number of potential users?	Yes		No		
10. Could the program be more quickly implemented and/or more quickly changed to respond to community needs by a contractor?	Yes		No		
11. Can a contractor better facilitate community input and involvement?	Yes		No		
12. Would provision of this service by a contractor help to strengthen a sense of neighborhood control and community?	Yes		No		
Policy and Coordination Issues					
13. Is there a State or Federal mandate not to contract for these services?	No		Yes		
14. Does this service involve granting or withholding basic rights and permissions to citizens?, e.g. involuntary commitment, incarceration, or permits for land use	No		Yes		
15. Is there a higher risk of harm to individuals receiving this service?	No		Yes		
16. Is there a need for the County to directly provide a high level of cost control?	No		Yes		
17. Is this a complex service that requires a high degree of integration with other County provided services?	No		Yes		
18. Would contracting the service increase fragmentation of services?	No		Yes		
19. Are we likely to have system accountability issues if we contract for these services?	No		Yes		
Financial Issues					
20. Is it cheaper to contract for this service?	Yes		No		
21. Would contracting result in workers being paid less than a living wage?	No		Yes		
22. Is reasonably priced liability insurance available to non-governmental vendors of this service?	Yes		No		
23. Do actual/potential contractors have current resources that can leverage or supplement County funds for this service?	Yes		No		
24. Would a contract increase the likelihood that the contractor could leverage potential additional resources, e.g., obtain grants, for this service?	Yes		No		
25. Are there enough actual or potential contractors willing and capable of providing this service to ensure adequate competition?	Yes		No		
26. Would the County end up being the sole or major source of funds for contractors of this service?	No		Yes		

Recommendation to Contract or Directly Operate Service

What are the significant factors that led to this decision? What are the tradeoffs?

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