Grants and Contracts Indicator 1

GC 1: Proportion of contracts executed on time according to established health department policy.

Why measure this?

Because health departments receive funding from varied sources, one key component that must be monitored is the grant/contract process. The longer it takes to approve a contract the more resources must be allocated to the process itself. Understanding how long, on average, it takes to approve a contract will help health departments to assess if their processes may need to be streamlined. By doing so, valuable time and money may be saved, which can then be allocated elsewhere (e.g., program implementation). Also, understanding how long it generally takes to approve a contract can assist health department leadership better plan program implementation start dates.

Measurement specifications: Total number of health department contracts executed on time divided by the total number of health department contracts.

Reporting period: Quarterly

PHAB Alignment

11.2.1 A: Comply with external requirements for the receipt of program funding

11.2.3 A: Financial management systems

This indicator contributes to the PHAB measures by providing health department leadership with information about one component of sound financial management. Health departments are accountable to their governing entity, elected officials, and the public they serve for the responsible oversight of public funds, including investment in processing grants/contracts.

Operational Definition

Contract: A standard agreement between two or more parties that is written and enforceable by law; inclusive of internal contracts (i.e., includes both internal and external contracts). [1] For the purposes of this indicator, contracts shall be limited to those drafted and executed by public health.

Executed on time according to health department policy: Total number of contracts executed on time by established health department policy. Established health department policy should be independently determined by agencies.

Quarterly: This indicator should be reported on every three months.

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[1] California Office of Systems Integration (OSI) Best Practices in the Project Life Cycle. Available at http://www.bestpractices.osi.ca.gov/