

EXHIBIT E

DELIVERABLES

Deliverable ID	KPR No.	Requirements	Due Date	Frequency
SSPD D-01 Termination of Services RFA		<p>The Grantee shall notify HHSC no later than one (1) Business Day after any termination of services to a Consumer.</p> <p>The Grantee shall include all requirements outlined in <u>Exhibit D, Contract Requirements, Section 6, Termination of Services.</u></p>	No later than one (1) Business Day	As required by HHSC
SSPD D-02 Service Delivery Location RFA		<p>The Grantee shall notify HHSC of a new service delivery location no later than fourteen (14) Calendar Days after the referral date on Form 2101, Authorization for Community Care Services.</p> <p>The Grantee shall include all requirements outlined in <u>Exhibit D, Contract Requirements, Section 17, Need to Inform.</u></p>	No later than fourteen (14) Calendar Days	As required by HHSC
SSPD D-03 Service Delivery RFA	4	<p>The Grantee shall provide a list of Consumer service plan changes no later than the tenth (10th) of the month following the end of the quarter. This list shall include the name of the Consumer served, the date the Grantee became aware of the change in the Consumer's circumstances, and the date of the completed service plan changes.</p> <p>The Grantee shall include all requirements outlined in <u>Exhibit D, Contract Requirements, Section 4, Individual Service Plan.</u></p>	No later than the tenth (10 th) of the month following the end of the quarter.	Quarterly

EXHIBIT D DELIVERABLES

Deliverable ID	KPR No.	Requirements	Due Date	Frequency
SSPD D-04 Disaster Recovery and Business Continuity Plan RFA		<p>The Grantee shall submit and implement a Disaster Recovery and Business Continuity Plan that addresses transition and on-going operations no later than fifty (50) Calendar Days after Contract execution or by the date specified by HHSC; and annually thereafter no later than thirty (30) Calendar Days prior to the end of each State Fiscal Year.</p> <p>The Grantee shall include all requirements outlined in <u>Exhibit D, Contract Requirements, Section 11, Disaster Recovery and Business Continuity Plan.</u></p>	No later than fifty (50) Calendar Days after execution of the Contract or date specified by HHSC; and annually no later than thirty (30) Calendar Days prior to the end of each State Fiscal Year	Annually
SSPD D-05 Transition Plan RFA		<p>The Grantee shall provide a final draft of the Transition Plan no later than thirty (30) Business Days after the date of Contract execution.</p> <p>The Grantee shall include all requirements outlined in <u>Exhibit D, Contract Requirements, Section 12, Transition Plan.</u></p>	No later than thirty (30) Business Days after the date of Contract execution	One-time
SSPD D-06 Plan of Operation RFA	6	<p>The Grantee shall submit a final plan of operation to HHSC no later than thirty (30) Business Days after execution of the Contract. On-going plan updates and changes shall be submitted to HHSC for approval no later than thirty (30) Business Days before a change becomes effective.</p> <p>The Grantee shall include all requirements outlined in <u>Exhibit D, Contract Requirements, Section 13 Plan of Operation.</u></p>	No later than thirty (30) Business Days after execution of the Contract; and No later than thirty (30) Business Days before a change becomes effective	At least one-time and as required by HHSC

EXHIBIT D DELIVERABLES

Deliverable ID	KPR No.	Requirements	Due Date	Frequency
SSPD D-07 Changes to Key Personnel RFA		The Grantee shall notify HHSC in writing no later than ten (10) Calendar Days after a Key Personnel vacancy that occurs for any reason. Notification must include a plan to recruit Key Personnel, as outlined in <u>Exhibit D, Contract Requirements, Section 14, Key Personnel and Organizational Requirements.</u>	No later than ten (10) Calendar Days after occurrence	As required by HHSC
SSPD D-08 Initial Organization Chart RFA		The Grantee shall submit an initial organizational chart no later than thirty (30) Calendar Days after Contract execution, or date specified by HHSC, including the names and positions of all personnel assigned to this Contract. The organizational chart must designate who are Key Personnel. The Grantee shall include all requirements outlined in <u>Exhibit D, Contract Requirements, Section 14, Key Personnel and Organizational Requirements.</u>	No later than thirty (30) Calendar Days after Contract execution or date specified by HHSC	One-time or as required by HHSC
SSPD D-08.2 Key Personnel Changes RFA		The Grantee shall notify HHSC in writing no later than ten (10) Calendar Days after Key Personnel are temporarily redirected to perform functions other than the responsibilities of their current position, as outlined in <u>Exhibit D, Contract Requirements, Section 14, Key Personnel and Organizational Requirements.</u>	No later than ten (10) Calendar Days after occurrence	As required by HHSC
SSPD D-09		The Grantee shall submit a final Staff Development Plan to HHSC no later than thirty (30) Business Days after execution of the Contract. The Grantee shall submit on-going plan updates and changes to HHSC	No later than thirty (30) Business Days after execution of the Contract; and	At least one-time and as required by HHSC

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Staff Development Plan RFA		for approval no later than thirty (30) Business Days before a change becomes effective. The Grantee shall include all requirements outlined in <u>Exhibit D, Contract Requirements, Section 15 Staff Development.</u>	No later than thirty (30) Business Days before a change becomes effective	
SSPD D-10 Consumer Case Files and Respondent Records RFA		The Grantee shall provide case files to HHSC upon request no later than ten (10) Business Days from the request date. The Grantee shall include all requirements outlined in <u>Exhibit D, Contract Requirements, Section 7, Consumer Case Files and Grantee Records.</u>	No later than ten (10) Business Days from the request date	As requested by HHSC
SSPD D-11 Emergency Plan RFA		The Grantee shall submit a final Emergency Plan to HHSC no later than thirty (30) Business Days after execution of the Contract. Ongoing plan updates and changes shall be submitted to HHSC for approval no later than thirty (30) Business Days before a change becomes effective. The Grantee shall include all requirements outlined in <u>Exhibit D, Contract Requirements, Section 8, Emergency Plan.</u>	No later than thirty (30) Business Days after execution of the Contract; and no later than thirty (30) Business Days before a change becomes effective	At least one-time and as required by HHSC
SSPD D-12	9	The Grantee shall submit a final Complaint Resolution Plan to HHSC no later than thirty (30) Business Days after execution of the Contract. On-going plan updates and changes shall be submitted to HHSC for approval	No later than thirty (30) Business Days after execution of the Contract; and	At least one-time and as required by HHSC

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Complaint Resolution Plan RFA		no later than thirty (30) Business Days before a change becomes effective. The Grantee shall include all requirements outlined in <u>Exhibit D, Contract Requirements, Section 9, Complaint Resolution Plan.</u>	no later than thirty (30) Business Days before a change becomes effective	
SSPD D-13 Complaint Reports RFA	8	The Grantee shall submit copies of the complaint reports to HHSC no later than three (3) Business Days from the date HHSC requests the reports. The Grantee shall include all requirements outlined in <u>Exhibit D, Contract Requirements, Section 9, Complaint Resolution Plan.</u>	No later than three (3) Business Days after a request from HHSC	As requested by HHSC
SSPD D-14 Expenditures RFA		The Grantee shall submit the Expenditure Proposal no later than thirty (30) Calendar Days after Contract execution or by the date specified by HHSC; and annually thereafter no less than sixty (60) Calendar Days prior to the end of each state fiscal year. The Grantee shall include all requirements outlined in <u>SSPD RFA, Section 6.2 Expenditure Proposal.</u>	No later than thirty (30) Calendar Days after Contract execution; and annually thereafter no less than sixty (60) Calendar Days prior to the end of each state fiscal year.	Annually
SSPD D-15 Expenditure and Projection Report		The Grantee shall provide quarterly reports to HHSC on both expenditures and projections no later than the twentieth (20 th) Calendar Day after the end of the quarter, as outlined in <u>SSPD RFA, Section 6.2 Expenditure Proposal.</u>	No later than the twentieth (20 th) Calendar Day after the end of the quarter	Quarterly

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Deliverable ID	KPR No.	Requirements	Due Date	Frequency
RFA		The Grantee shall include all requirements outlined in <u>SSPD RFA, Section 6.2 Expenditure Proposal</u> .		
SSPD D-16 Invoicing RFA	10	<p>The Grantee shall submit requests for reimbursement monthly no later than the tenth (10th) Calendar Day of the month following the month in which expenses were incurred or services provided.</p> <p>The Grantee shall include all requirements outlined in <u>Exhibit D, Contract Requirements, Section 10, Invoicing</u>.</p>	No later than the tenth (10 th) Calendar Day of the month following the month in which expenses were incurred or services provided	Monthly
SSPD D-17 Contract Monitoring Questionnaire RFA		<p>The Grantee shall submit the initial Contract Monitoring Questionnaire no later than thirty (30) Calendar Days after Contract execution and annually thereafter no later than sixty (60) Calendar Days prior to the end of each state fiscal year.</p> <p>The Grantee shall include all requirements outlined in <u>SSPD RFA, Section 6.4.2, Contract Monitoring Questionnaire; Exhibit D, Contract Requirements, Section 3, Contract Monitoring Requirements and Questionnaire</u>.</p>	No later than thirty (30) Calendar Days after Contract execution; and annually thereafter no later than sixty (60) Calendar Days prior to the end of each state fiscal year.	Annually
SSPD D-18 Turnover Plan		No later than six (6) months after execution of the Contract, the Grantee must submit to HHSC for approval a final Turnover Plan, which it shall update as needed during the term of the Contract. No later than sixty (60) Calendar Days prior to the end of each State Fiscal Year, the Grantee must submit an Annual Operations Turnover Plan to HHSC for approval. No later than six (6) months prior to the end of the Contract, or as otherwise requested by HHSC, the Grantee must submit a “ready to execute” Turnover Plan to HHSC for approval.	Final Turnover Plan submittal no later than six (6) months after execution of the Contract; Annual Operations Turnover Plan submittal no later than sixty (60) Calendar Days prior to the end of each State Fiscal Year;	Turnover Plan submittals as stated

EXHIBIT D
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RFA		The Grantee shall include all requirements outlined in <u>Exhibit D, Contract Requirements, Section 19, Turnover Plan.</u>	and “ready to execute” Turnover Plan submittal no later than six (6) months prior to the end of the Contract, or as otherwise requested by HHSC	
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