

**Mid-South Substance Abuse Commission**  
**PERFORMANCE- BASED CONTRACTS' PLANNING WORKSHEETS**  
**NARRATIVE SUMMARY**

The attached spreadsheets are planning documents and tools to use in measuring the utilization of performance based contracts. You will need the following information before you begin:

- 1) Expenditure budgets for each program modality that you are funding and reporting against.
- 2) Staffing FTE - paid, volunteers, interns and identification of direct vs. indirect service.
- 3) Number of hours of operation the program is open. i.e. 8.0 for outpatient; 24 for residential.
- 4) Average number of vacation/sick time off for employees.
- 5) An agreed upon Planned Utilization % for each modality.
- 6) Residential and Detox programs need to know the # of beds available.

Once this required information is received, you may begin the planning documents. These worksheets need to be prepared in order of the following:

- A. Budget Cost & Funding Detail - Make sure that staffing is completed for position, FTE, and cost.
- B. Direct Service Hour, Total Staff Hours and Units of Service Planning Worksheet
- C. Program Planning Form
- D. Totals Report

Once you have completed your planning documents, begin recording using each month for documenting the actual vs. planned amounts. This information will help show if the program is performing within the expectations agreed upon. A suggested 10% deviation may warrant an amendment and/or narrative corrective action statement from the provider addressing the deviation.

Note: The Program Planning Form example shows how to incorporate an amendment during mid-year.