

OFM Training

INTRODUCTION TO CLIENT SERVICE CONTRACTS

Class Description: This three-and-one-half-hour class provides discussion of the requirements for client service contracts. Topics include types of contracts (client service versus personal service), contract management using a risk assessment approach, and contract monitoring. This class covers the same basic content as the Client Service Contracts Overview class, but in this half-day version, there is less time for discussion and fewer group exercises. This class meets the mandatory training requirement for state agency staff who manage or sign client service contracts. (RCW 39.29) However, the authority to sign contracts is given by your agency, not by this class.

Target Group: Agency personnel who manage or sign client service contracts.

Class Objectives: Upon completion of this class, participants should be able to:

- Distinguish client service contracts from other types of contracts
- Understand the OFM Statewide Administrative and Account Manual policies relating to client service contracts.
- Understand the client service contracting process
- Understand contract risk assessment and risk management