



COMMISSIONER
Chris Traylor

June 20, 2012

To: Adult Foster Care (AFC) Providers
Assisted Living/Residential Care (AL/RC) Providers
Community Attendant Services (CAS) Providers
Community Based Alternatives (CBA) Home and Community Support Services Agencies
Consumer Directed Services Agencies (CDSAs)
Day Activity and Health Services (DAHS) Providers
Family Care (FC) Providers
Home Delivered Meals (HDM) Providers
Medically Dependent Children Program (MDCP) Providers
Primary Home Care (PHC) Providers
Transition Assistance Services (TAS) Providers

Subject: Information Letter No. 12-58
Changes to Contract and Fiscal Compliance Monitoring Review Periods and Tools

The purpose of this information letter is to notify the agencies/providers identified above of changes to the applicable contract and fiscal compliance monitoring review periods and tools. Effective with reviews conducted on or after July 1, 2012, the review period for contract and fiscal compliance monitoring for the programs and services identified above will encompass all months since the beginning of the contract (if not monitored previously) or since the exit date of the last formal monitoring (for previously monitored providers), up to 24 months. By expanding the monitoring review period, DADS is creating the opportunity for DADS contract staff to review contract and fiscal compliance for any months that have elapsed since the beginning of the contract (for new providers) or for any months that have elapsed since the exit date of the previous formal monitoring review (for current providers).

Although the number of months in the monitoring review period is increasing, it is important to note that the number of months of service delivery documentation that DADS contract staff will actually review will remain the same. DADS uses an automated system to randomly select the individuals in the sample and the specific months for record review. The months that are selected for record review will vary with each individual in the monitoring sample and, for all programs except Adult Foster Care (AFC), Assisted Living/Residential Care (AL/RC), and DAHS, the record review period will consist of six consecutive months randomly selected within the monitoring review period. DADS contract staff will use those six months to review service delivery and will select two of those months to assess fiscal compliance.

For AFC, AL/RC, and DAHS, the months that DADS contract staff will select for record review will also vary with each individual in the monitoring sample; however, the record review period will consist of two consecutive months randomly selected within the monitoring review period. DADS contract staff will use those two months to review service delivery and assess fiscal compliance.

DADS has revised the Contract and Fiscal Compliance Monitoring Tools for the programs and services identified on the first page of this information letter to incorporate the monitoring review period changes. Effective with the publication date of this information letter, the revised tools are available on the DADS website at:

<http://www.dads.state.tx.us/providers/contractcompliance/index.html>.

If you have any questions regarding this information letter, please contact Kathie Carleton-Morales at kathie.carleton-morales@dads.state.tx.us.

Sincerely,

[Signature on file]

William Campbell
Manager
Community Services Contracts
Access and Intake

[Signature on file]

Kathie Carleton-Morales
Director
Contract Oversight and Support
Chief Operating Officer

WC:KCM:lab