



COMMISSIONER
Chris Traylor

April 18, 2012

To: Community Living Assistance and Support Services Providers
Subject: Information Letter No. 12-37
Contract and Fiscal Compliance Monitoring Review Periods

The purpose of this information letter is to notify Community Living Assistance and Support Services (CLASS) providers of changes to the CLASS contract and fiscal compliance monitoring review periods. The Department of Aging and Disability Services (DADS) has changed the monitoring review period in conjunction with implementing new contract and fiscal compliance monitoring tools for CLASS Case Management Agencies (CMAs) and Direct Service Agencies (DSAs). DADS implemented the new monitoring tools immediately following a CLASS Contract and Fiscal Compliance Monitoring Tools webinar conducted on Wednesday, March 7, 2012.

As explained during the March 7, 2012, webinar, the CLASS contract and fiscal compliance monitoring review period now encompasses 24 months for new providers. For current providers, the CLASS contract and fiscal compliance monitoring review period encompasses all of the months that have transpired since the exit date of the previous formal monitoring review, 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 given month during either the 24-month period (for new providers) or the total months that have transpired since the exit date of the previous formal monitoring review (for current providers).

Please note, although the number of months in the monitoring review period is increasing, the number of months DADS contract staff review to assess service delivery compliance remains the same. The months DADS contract staff selects for record review now varies with each individual in the monitoring sample and consists of six consecutive months randomly selected within the monitoring review period. DADS contract staff is using those six months to review service delivery and is selecting two of those months to assess fiscal compliance.

The CLASS Contract and Fiscal Compliance Monitoring Tools are available on the DADS website at: <http://www.dads.state.tx.us/providers/contractcompliance/class/index.html>.

The CLASS Contract and Fiscal Compliance monitoring overview presented at the March 7, 2012, webinar is available on the DADS website at: <http://www.dads.state.tx.us/providers/CLASS/webinars/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,

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[signature on file]

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