



COMMISSIONER  
Jon Weizenbaum

October 15, 2014

**To:** Community Living Assistance and Support Services Case Management Agencies  
Community Living Assistance and Support Services Direct Service Agencies

**Subject:** Information Letter 14-65  
Contract and Fiscal Compliance Monitoring Tools for Community Living Assistance and Support Services Providers

The purpose of this Information Letter is to provide notice that the Department of Aging and Disability Services (DADS) has completed the conversion, from Microsoft Word to Excel, of the contract and fiscal compliance monitoring tools for Community Living Assistance and Support Services (CLASS) Case Management Agencies (CMAs) and Direct Service Agencies (DSA).

Benefits to using the Excel based contract and fiscal compliance monitoring tools include:

- Use of formulas for entry of responses to questions;
- Responses auto-populate from Individual Work Papers to the Workbook Compliance Summary;
- Scores calculate automatically on the Workbook Compliance Summary; and
- Data is extracted from the tool into databases used to evaluate DADS programs and provide performance data to the Centers for Medicare & Medicaid Services about waiver programs.

During the conversion to Excel, the CMA and DSA tools were updated to remove obsolete requirements subsequent to revisions to Texas Administrative Code, Title 40, Part 1, Chapter 45, Community Living Assistance and Support Services, effective March 2011. Both the CMA and DSA tools were also revised to instruct contract staff to select a random month within the monitoring period, rather than the last month of the monitoring period, to verify documentation of the agency's search of the List of Excluded Individuals and Entities (LEIE) as required.

The revision to the DSA tool also included the addition of employment assistance and the requirement to notify habilitation service providers of the required minimum wage of \$7.86 per hour.

The Excel versions of the Contract Compliance and Fiscal Monitoring tools for CMAs and DSAs are available at: <http://www.dads.state.tx.us/providers/contractcompliance/index.html>

To assess contractor compliance with DADS program rules contract staff recently began using the Excel based CMA and DSA tools. Effective November 3, 2014, contract staff will be required to use the Excel based CMA and DSA tools.

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If you have questions about this letter, please contact Kathie Carleton-Morales at [Kathie.Carleton-Morales@dads.state.tx.us](mailto:Kathie.Carleton-Morales@dads.state.tx.us).

Sincerely,

*[signature on file]*

Kathie Carleton-Morales  
Director  
Contract Oversight and Support

*[signature on file]*

William Campbell  
Director  
Access and Intake/Community Services Contracts

KCM:WC:kcm