



STATE OF WASHINGTON  
DEPARTMENT OF SOCIAL AND HEALTH SERVICES  
*CHILDREN'S ADMINISTRATION*

## **Monitoring Review Report – Desk Review**

**Date**

**Name and Mailing Address**

RE:

Contract Type:

Dear \_\_\_\_\_,

This monitoring review was performed in accordance with the terms of your contract and DSHS Administrative Policy No. 13.11. This is the Monitoring Report for the desk review conducted by Children's Administration on \_\_\_\_\_ regarding your contract. This is contract number \_\_\_\_\_ which covered the time period \_\_\_\_\_. We appreciated you taking the time to collect and gather the necessary documents for the monitoring review.

The scope of the desk review includes (as applicable), but is not limited to the following:

- Personnel files were reviewed for required information as stated in the Contract.
- Client files were reviewed for required information containing evidence that contracted services were provided to clients.
- Program requirements were reviewed in order to make sure contract standards were being met
- Billing and payment history
- Contractor invoices and supporting documentation
- Reports
- Prior Compliance Agreements
- Subcontractor Request Forms
- Staff List
- Updated Background checks
- Required Contractor forms
  - W-9's,
  - Certificate of Insurance
  - Licenses
  - Subcontractor Self-Assessment

During the monitoring review key findings were made and are specifically defined on the attached compliance agreement which identified the following areas:

- Contract Citation
- Non Compliance Summary identifying the areas on non-compliant
- Plan of Correction
- Complete By

If you have questions about this report, the monitoring process, collaborating with social workers, or regarding your contract in general, please do not hesitate to contact me at . It is the intent of CA to build mutually beneficial and productive relationships with all our contracted providers so that we can work together for the benefit of the clients in our communities.

Thank you very much for your efforts.

Sincerely,