



STATE OF WASHINGTON

DEPARTMENT OF SOCIAL AND HEALTH SERVICES  
CHILDREN'S ADMINISTRATION

**Monitoring Report for Compliance Action Notice**

**Date**

**Name and Mailing Address**

RE:

Contract Type:

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

This letter is in response to a Contract Compliance Action notice following an investigation of an incident on \_\_\_\_\_. This compliance monitoring review was performed in accordance with the terms of your contract and DSHS Administrative Policy No. 13.11.

The scope of the complaint and review as a part of the monitoring process generated the following:

- Investigations by DLR, CPS and Contracts
- Interviews of staff
- Personnel files reviews
- Program administration files reviews

The findings are noted and referenced by either Washington Administrative Code (WAC) or by specific sections of the Contract on the attached compliance agreement. Per DSHS General Terms and Conditions Section in the contract, in the event that DSHS identifies deficiencies in Contractor's performance under this Contract, DSHS may, at its option, establish a Compliance Agreement. When presented with a compliance agreement, Contractor agrees to undertake the actions specified in the plan within the timeframes given to correct the deficiencies. Contractor's failure to do so may be grounds for termination of this Contract.

If you have other questions about this report, the monitoring process, collaborating with social workers, regional licensing, 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 for your level of cooperation, openness and willingness to address and correct the concerns identified.

Sincerely,