

DATE OF REVIEW
REGION / OFFICE
CONTRACT NUMBER

On-Site Review

Instructions: This checklist is to be used when conducting a site-monitoring visit for any contractor providing client services. It will be used in combination with other program-specific, addendum checklists. A copy of this checklist will be maintained with the contract file.

CONTRACTOR NAME
REVIEWER(S)
DESCRIPTION OF SERVICES

Insert **code** in appropriate column.

M Requirement met **X** Requirement not met **NA** Not applicable **P** Presumed compliance—no evidence to the contrary

Contract Terms and Conditions

REVIEW ELEMENT	REQUIREMENT	COMMENTS	CODE
1. Billing and payment	<ul style="list-style-type: none"> Contractor paid according to fee schedules and only for authorized services 		
	<ul style="list-style-type: none"> Invoices submitted monthly per billing instructions and not for services paid for by another source. 		
	<ul style="list-style-type: none"> Invoices submitted within 45 days after the last day of the month in which services were provided. 		
	<ul style="list-style-type: none"> Contractor did not bill for duplicate services. 		
2. Confidentiality	<ul style="list-style-type: none"> Contractor did not disclose personal information without prior, written consent. 		
	<ul style="list-style-type: none"> Maintain confidential information in accordance with state and federal laws, and have adequate policies and procedures in place to ensure compliance. Complies with datashare requirements. 		
3. Inspection; maintenance of records – site review	<p>DSHS provided reasonable access to site, client and contractor records, maintained for term of contract, plus 6 years.</p>		
4. Interpretation and translations	<p>Contractor provides services necessary to perform obligations, with no compensation.</p>		
5. Reporting and review	<p>Contractor collected information required by DSHS and submit monthly (<i>or per contract</i>).</p>		
6. Single audit act	<p>If subrecipient and expend \$300,000 federal funds/fiscal year, must procure A-133 audit, submit report/management letter to DSHS.</p>		
7. Subcontracting	<ul style="list-style-type: none"> Obtain prior, written approval from ORIA. Provide subcontractor qualification. 		
	<ul style="list-style-type: none"> Submit copies of subcontract agreement along with subcontract monitoring plan. 		
	<ul style="list-style-type: none"> Submit monitoring reports within 30 days of monitoring visit. 		

8.	Non-discrimination	Comply with all applicable federal, state, local laws (e.g., ADA).		
9.	Program training	Ensure employees who provide services under this contract attend ORIA program training as requested by DSHS.		
10.	Exception to Policy	Submit request in writing to DSHS Contact, or designee.		
Statement of Work Documentation				
REVIEW ELEMENT		REQUIREMENT	COMMENTS	CODE
1.	Individual Files	Secured and inaccessible to participants. As required.		
2.	Narrative / Progress Notes	As required		
3.	Signed Release of Information	While may not be required by contract – still “best practice standard”.		
4.	Intake Evaluation	As required.		
Additional Contractor Requirements				
REQUIREMENT			COMMENTS	CODE
1.	Provide ORIA with the following information within 60 days of the contract’s start date:			
	<ul style="list-style-type: none"> • List of training classes available for participants; Names of instructors and qualifications; 			
	<ul style="list-style-type: none"> • Class locations, days and times; Curriculum and materials used, and 			
	<ul style="list-style-type: none"> • Language capabilities (teachers, class materials, etc.) 			
2.	Provide ORIA with any changes / updates to program information reported at start of contract.			
3.	Certificate of Insurance available for review upon request.			