

CCRSS PROVIDER NAME		CERTIFICATION NUMBER
RCS CONTRACTED EVALUATOR / STAFF NAME	CERTIFICATION EVALUATION DATE(S)	

ATTACHMENT I



AGING AND LONG-TERM SUPPORT ADMINISTRATION (AL TSA)  
RESIDENTIAL CARE SERVICES  
CERTIFIED COMMUNITY RESIDENTIAL SERVICES AND SUPPORTS (CCRSS)

## CCRSS Residential Cost Report – ISS Hours Review / Questionnaire

The ISS Hours Review / Questionnaire documents the providers ISS process to determine if there are anomalies requiring more detailed review by the Developmental Disabilities Administration (DDA) and/or the Office of Rates Management.

### ISS Verification

Obtain internal payroll summary records from provider while on-site. Ask the provider to reconcile the gross payroll reported on Schedule B, cell N65 with the provider's internal source payroll summary records and explain any discrepancies and verify the reconciliation. (schedule B obtained during Certification Evaluation preparation)

#### If the gross payroll on Schedule B matches:

the provider's payroll record(s) supplied (or the variance is less than 2%), mark the box below indicating "Gross payroll amounts match within the guidelines."

#### If the gross payroll on Schedule B does not match:

the provider's payroll record(s) supplied (the variance is equal to or greater than 2%), mark the box below indicating "review requested" along with any additional comments. Forward a copy of this completed form, along with Schedule B and the providers internal payroll summary records, to the RCS Field Manager (or designee) separate from working papers.

NOTE: a copy must still be included with working papers.

The RCS Field Manager will review documents received and sign below. FM will send the completed Attachment I to [ddratessr@dshs.wa.gov](mailto:ddratessr@dshs.wa.gov).

### ISS Review

☐ ISS review completed by DDA verified by Certification Evaluation Preparation. Skip the rest of the form.

☐ Gross payroll amounts match within guidelines.

☐ DDA/ORM review requested. Gross payroll amounts do not fall within guidelines.

### Notes

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FIELD MANAGER	DATE REVIEWED
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