

STATEWIDE SCHOOL READINESS PROVIDER CONTRACT MONITORING TOOL – Tier 2

Attachment A

EARLY LEARNING COALITION OF SELECT COALITION

Coalition Staff/Monitor: \_\_\_\_\_ Monitoring Date: \_\_\_\_\_ Program Year: \_\_\_\_\_

**I. PARTIES AND TERMS OF THE CONTRACT**

Provider Name (I-1): \_\_\_\_\_

Location Address (I-1): \_\_\_\_\_

Provider ID (I-1): \_\_\_\_\_ Dates of Contract (I-3): \_\_\_\_\_

**1. Not transferred/assigned contract**

Assessment activity - Does the ownership information match who is listed on the contract? If they match, then they are in compliance.

Yes  No  Did the provider obtain written approval of the coalition if it transferred or assigned its contract to another entity, corporation, or owner?

(I-6)

N/A

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**II. PROVIDER ELIGIBILITY**

**1. Provider type and services (informational)**

(Check all that apply) (II-7 and III-20)

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Child care facility               | <input type="checkbox"/> Faith-based child care provider | <input type="checkbox"/> Full-time     |
| <input type="checkbox"/> Family day care home              | <input type="checkbox"/> Informal child care provider    | <input type="checkbox"/> Part-time     |
| <input type="checkbox"/> Large family child care home      | <input type="checkbox"/> Before-school                   | <input type="checkbox"/> Extended-day  |
| <input type="checkbox"/> Public school or nonpublic school | <input type="checkbox"/> After-school                    | <input type="checkbox"/> Extended-year |

**2. Licensed or legally operating**

Assessment activity -

1. Access the DCF Child Care Administration, Regulation and Enforcement System (CARES) website or local licensing inspection reports and conduct a provider search for the provider in question.

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- 2. To determine if a private after school program or private summer camp, exempt from licensing, is legally operating, review level two background screenings for all center personnel. Review the provider’s contract for the operating status and review the provider’s final reimbursement report to verify that only children who are 5 years of age on or before September 1 and older are receiving service.
- 3. Review the Division of Public Assistance Fraud (DPAF) Dispositions Report available on the DEL coalition zone to verify that the provider, or an owner, officer, or board director thereof, has not been convicted of, found guilty of, or pled guilty or nolo contendere to, regardless of adjudication, public assistance fraud pursuant to s. 414.39, F.S., within the last five (5) years and is not acting as the beneficial owner for someone who has been convicted of, found guilty of, or pled guilty or nolo contendere to, regardless of adjudication, public assistance fraud pursuant to s. 414.39, F.S., within the last five (5) years.
- 4. Verify that the provider is not on the United States Department of Agriculture National Disqualified List nor does the provider share an officer or board director with a provider that is on the United States Department of Agriculture National Disqualified List.
- 5. Verify that informal providers meet state and federal requirements to be an eligible provider.
- 6. Verify that provider has successfully or in the process of successfully completing previous corrective actions or terms of probation due to noncompliance determinations from a prior contract.
- 7. Verify that provider or an owner, officer, or board director thereof, has not had their eligibility to provider School Readiness services revoked. For multi-site PROVIDERS, such as corporate chains or school districts, eligibility revocation is per site and not all locations unless specifically determined otherwise by the coalition.

Yes  No  Is the provider licensed or legally operating? (Verification needed) (II-7)

License /Licensed Exempt ID: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

If no, explain: \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**III. PROVIDER RESPONSIBILITIES**

**1. Child care**

Assessment activity -

- 1. Does written address match physical address? If yes, provider is in compliance. If not, provider is not in compliance.
- 2. Has mail been returned by the carrier indicating wrong address? If it has then not in compliance. If it has not, then in compliance.

Yes  No  Did the provider enroll SR children in accordance with the services established by the coalition on the child care (payment) certificate indicating authorized hours of care and are the sampled children at the physical location identified on the enrollment/attendance certification form? (III-

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9,10) For sampled files, if the error rate is 10% or higher, this will constitute a finding for this criterion that will count toward the high risk assessment identified in section D above. All non-compliance observations will still require corrections, regardless of the error rate percentage.

2. Healthy and safe environment (for 2.a through 2.c, select the provider type that applies)

Health and Safety requirements are specifically addressed in each provider type attachment. (III-12)

\* If any violations are observed while conducting onsite visit, report observations to DCF or local licensing agency.

a. Licensed Provider, Licensed-Exempt Provider, Faith-Based Provider (religious-exempt), and Registered Providers Responsibilities

Assessment activity - View a copy of their most recent DCF or local licensing agency inspection report, Form OEL-SR-6201.

Yes  No  Is the provider providing a healthy and safe environment pursuant to s. 402.305(5), (6), and (7), as applicable, and as verified pursuant to Rule 6M-4.620(2)(a), FAC?

Notes: \_\_\_\_\_

b. Public and Non-Public Schools Responsibilities

Assessment activity - View a copy of their most recent DCF or local licensing agency inspection report, Form OEL-SR-6203.

Yes  No  Is the provider providing a healthy and safe environment pursuant Rule 6M-4.620(2)(c), FAC?

c. Informal, Large Family Child Care Home, and Family Day Care Home Provider Responsibilities

Assessment activity - View a copy of their most recent DCF or local licensing agency inspection report, Form OEL-SR-6205.

Yes  No  N/A  Is the provider providing a healthy and safe environment pursuant to Rule 6M-4.620(2)(c), FAC?

Notes: \_\_\_\_\_

3. Quality Improvement Plans, if applicable

Assessment activity – View provider documentation, documented communication with the provider and coalition observations to evaluate and determine if the provider is in compliance with Exhibit 3 of the School Readiness Provider Contract.

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Yes  No  N/A  If applicable, did the provider complete or is on track to complete a quality improvement plan pursuant to Rules 6M-4.610 and 6M-4.740, FAC and in accordance with Exhibit 3 of the School Readiness Provider Contract?

4. Developmentally appropriate curriculum

Yes  No  N/A  Is the provider using an approved Developmentally Appropriate Curriculum (as it specified in OEL-SR 20 and Attachment C of Form DEL-SR 20M)? (III-15)

Curriculum used: \_\_\_\_\_ Edition or date: \_\_\_\_\_

Curriculum used: \_\_\_\_\_ Edition or date: \_\_\_\_\_

Curriculum used: \_\_\_\_\_ Edition or date: \_\_\_\_\_

Character Development Program included in curriculum? Yes  No  N/A  For school age programs only

5. A character development program

Yes  No  Is the provider using the character development program as it identified in OEL-SR 20? (III-16)

N/A  For school age programs only

Program used: \_\_\_\_\_ Edition or date: \_\_\_\_\_

6. Developmental screenings, if applicable

Assessment activity - Review sample of SR children to determine if provider is conducting developmental screenings within the required timeframes in accordance with Rule 6M-4.720, FAC, to include family notification requirements of screening results.

Yes  No  N/A  If applicable, is the provider conducting developmental screenings in accordance with Rule 6M-4.720, FAC? (III-17) For sampled files, if the error rate is 10% or higher, this will constitute a finding for this criterion that will count toward the high risk assessment identified in section D above. All non-compliance observations will still require corrections, regardless of the error rate percentage.

7. Unlimited parental access

Yes  No  Does the provider afford parents unlimited access to their children during normal hours of provider operation when children are in the care of the provider? (III-26)

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8. Contracted slots program, if applicable.

Assessment activity - View provider documentation, documented communication with the provider and coalition observations to evaluate and determine if the provider is in compliance with Exhibit 4 of the School Readiness Provider Contract.

Yes  No  N/A  Did the provider comply with the requirements outlined in Exhibit 4 of the School Readiness Contract (III.8)?

9. Child assessments, if applicable.

Assessment activity - View provider documentation, documented communication with the provider and coalition observations to evaluate and determine if the provider is in compliance with paragraph 32 of the School Readiness Provider Contract.

Yes  No  N/A  If applicable, did the provider conduct child assessments using a reliable assessor, as defined by the child assessment tool that meet the criteria described in s. 1002.82(k), F.S., at least three times during the year or on track to meet three times per year (III-32)?

ATTENDANCE REPORTING

\_\_\_\_\_ Month(s) validated for attendance

10. Daily sign-in/sign-out sheets

Assessment activity - Review sign-in/sign-out logs for children in sample. Some non-compliance observations may not result in questioned cost but will require technical assistance.

Yes  No  Are the parent sign-in/sign-out daily attendance forms completed in accordance with rule (6M-4.500(1)-(4), FAC)? (III-22) For sampled files, if the error rate is 10% or higher, this will constitute a finding for this criterion that will count toward the high risk assessment identified in section D above. All non-compliance observations will still require corrections, regardless of the error rate percentage.

Yes  No  Did the observation result in a disallowed cost? Indicate amount \_\_\_\_\_

Indicate any discrepancies found (including disallowed costs): (VII-60)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. Enrollment/Attendance Certifications

Assessment activity - Review enrollment/attendance certifications for children in sample and compare to the sign-in/sign-out forms. Observe and record attendance in each classroom sample and then compare them to the sign in sheets to make sure the sign in sheets are accurately reflecting children present. Some non-compliance observations may not result in questioned cost but will require technical assistance.

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Yes  No  Are the provider’s monthly enrollment/attendance certifications completed in accordance with rule (6M-4.500(1)-(4), FAC)? (III-22) For sampled files, if the error rate is 10% or higher, this will constitute a finding for this criterion that will count toward the high risk assessment identified in section D above. All non-compliance observations will still require corrections, regardless of the error rate percentage.

Yes  No  Did the observation result in a disallowed cost? Indicate amount \_\_\_\_\_

Indicate any discrepancies found (including disallowed costs): (VII-60)

12. Reporting absences

Assessment activity - Review sign-in/sign-out log for children in sample. From the selected sample, determine which children were absent. Once a determination has been made, ask the provider for documentation that supports communication with DCF or the parent concerning absences as applicable. Determine if procedures were followed to substantiate compliance with attendance reporting.

Yes  No  If applicable, did the provider notify the coalition if a child was absent for five (5) consecutive days with no contact from parent by the close of the fifth (5<sup>th</sup>) day, according to rule? (III-23) For sampled files, if the error rate is 10% or higher, this will constitute a finding for this criterion that will count toward the high risk assessment identified in section D above. All non-compliance observations will still require corrections, regardless of the error rate percentage.

N/A

13. Rilya Wilson Act (s. 39.604, F.S.)

When an at-risk child has an unexcused absence or seven consecutive days of excused absences, the school readiness provider shall notify the Department of Children and Families or community-based lead agency and the early learning coalition.

Assessment activity - Review sign-in/sign-out log for at-risk children in sample. From the selected sample, determine which children were absent. Once a determination has been made, ask the provider for documentation that supports communication with DCF or the parent concerning absences as applicable. Determine if procedures were followed to substantiate compliance with attendance reporting.

Yes  No  If applicable, did the provider abide by the provisions of the Rilya Wilson Act for each at-risk child under the age of school entry by documenting any notification contact made with the DCF or community-based agencies’ case manager? (III-24) For sampled files, if the

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*error rate is 10% or higher, this will constitute a finding for this criterion that will count toward the high risk assessment identified in section D above. All non-compliance observations will still require corrections, regardless of the error rate percentage.*

N/A

Indicate any discrepancies found:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Notes: \_\_\_\_\_

**IV. ACCESS**

**1. Access to facility**

Yes  No  *Does the provider allow coalition staff (contractor or sub-contractor) or DEL staff immediate access to facility per contract? (V-39)*

**Immediate is defined in the context of what someone would see as reasonable time.**

**to grant access to the site. Monitoring staff should take into consideration eating time and staff available (without disrupting normal operations and teacher/student ratios), etc.**

**2. Access to records**

Yes  No  *Does the provider allow coalition staff (contractor or sub-contractor) or DEL staff immediate access to records per contract? (V-40)*

**Immediate is defined in the context of what someone would see as reasonable time to grant access to the site. Monitoring staff should take into consideration eating time and staff available (without disrupting normal operations and teacher/student ratios), etc.**

Notes: \_\_\_\_\_

**V. MAINTENANCE OF RECORDS, DATA AND CONFIDENTIALITY**

**1. Family data and confidentiality agreements**

Assessment activity - Review confidentiality agreements signed by provider staff.

Yes  No  *Does provider protect child & family data and have staff complete confidentiality agreements in accordance with provider contract? (VI-41)*

**The monitor should select a sample of staff to review during on-site visits.**

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2. Attendance record maintenance

Yes  No  Does the provider maintain records of sampled children, including sign in and sign out documentation, enrollment and attendance certifications, documentation to support excused absences and proof of parent co-payments for children funded by the SR program per contract? (VI-42) For sampled files, if the error rate is 10% or higher, this will constitute a finding for this criterion that will count toward the high risk assessment identified in section D above. All non-compliance observations will still require corrections, regardless of the error rate percentage.

3. Maintain records for five years

Assessment activity - Review sample of 5 child records (including payment certificates, sign in and sign out documentation, enrollment and attendance certifications, documentation to support excused absences and proof of parent co-payments) to include children who were terminated or who were enrolled and paid for 5 years prior to the date of the onsite visit

Yes  No  N/A  Does the provider maintain the above mentioned records for audit purposes for a period of five (5) years from the date of the last reimbursement request for that fiscal year or until the resolution of any audit findings or any litigation related to this Contract, whichever occurs last? (VI-42) For sampled files, if the error rate is 10% or higher, this will constitute a finding for this criterion that will count toward the high risk assessment identified in section D above. All non-compliance observations will still require corrections, regardless of the error rate percentage.

Yes  No  Did the observation result in a disallowed cost? Indicate amount \_\_\_\_\_

Indicate any discrepancies found (including disallowed costs): (VII-60)

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**VI. COMPENSATION AND FUNDING**

1. Private pay rate

Assessment activity - Review most recent provider CCR&R update or other provider communication regarding private pay to the coalition and compare to what the provider currently reports as its private pay rate, including if a provider charges parents a differential between the private pay rate and the coalition reimbursement rate and registration fees.

Yes  No  N/A  Did the provider report changes to the coalition to its private pay rate no later than the close of business on the day of the change? (VII-52)

Yes  No  N/A  Is the provider's rates for SR services equal to or less than the provider's private pay rate?

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2. Rates and Fees for Parents

Assessment activity - Review private pay information that the provider gives to parents, including if a provider charges parents a differential between the private pay rate and the coalition reimbursement rate and registration fees. Verify that a list of fees is available to parents and if applicable the type of written notice given if there is a different between the private pay rate and the SR rate. Parents of children in the sample may also be interviewed.

Yes  No  Did the provider provide the parent with a list of any fees it charges and, if applicable, written notice of the difference between the private pay rate and SR reimbursement, prior to the parent enrolling his/her child? (VII-53)

3. Military Subsidies

Assessment activity - Review sampled children for military affiliation.

Yes  No  N/A  Did the provider notify the coalition if it received military subsidy payments through or from the Child Care Aware of America® (formally NACCRRRA) or any legal successor organizations, on behalf of any child enrolled in the provider’s SR program? (VII-54)

4. Parent copayment collection

Assessment activity - Review documentation that validates parent copayment collection by provider for children in sample.

Yes  No  Does the provider have a method for documenting and collecting the required copayment and issuing receipts to parents? (VII-55) For sampled files, if the error rate is 10% or higher, this will constitute a finding for this criterion that will count toward the high risk assessment identified in section D above. All non-compliance observations will still require corrections, regardless of the error rate percentage.

5. Head Start Agencies

Assessment activity - Review sampled children sign in/sign out log for evidence that children attended above and beyond the scheduled Head Start program hours.

Yes  No  N/A  If applicable, is the provider’s Head Start program in addition to and not in substitution for its school readiness program? (VII-62)

6. Title 20 Schools

Assessment activity - Review sampled children sign in/sign out log for evidence that children attended above and beyond the scheduled public school program hours.

Yes  No  N/A  If applicable, is the provider’s public school program in addition to and not in substitution for its school readiness program? (VII-63)

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**VII. NONDISCRIMINATION**

**1. Discrimination**

Yes  No  *Has the coalition received any formal complaints regarding this provider related to discrimination against children on the basis of race, national origin, ethnic background, sex, religious affiliation, or disability or regarding discrimination against staff persons on the basis of religion? (IX-65)*

**VIII. NOTIFICATION**

**1. Timely unusual incident reporting**

Yes  No  *Did the coalition verify that the provider reported unusual incidents on file during the visit to the coalition by no later than the close of business on the next business day of the unusual incident? An unusual incident is defined in Form OEL-SR 20 (October 2018) at number 81 as incorporated by reference in Rule 6M-4.610, FAC. (XI-81)*

N/A

**2. Written notification of incident**

Yes  No  *Did the provider submit a written report of the incident on file during the visit to the coalition within three business days? (XI-81)*

N/A

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**IX. Insurance**

**1. Worker’s compensation insurance**

Yes  No  N/A  Waiver  (if applicable, obtain a copy of the waiver)

*Does the provider have Workers’ Compensation insurance that covers the term of the contract? (III-21)*

**2. Reemployment assistance insurance**

Yes  No  N/A

*Does the provider have Reemployment assistance insurance that covers the term of the contract? (III-21)*

**3. General liability insurance**

Yes  No  *Did the coalition verify that the provider maintained general liability insurance (including transportation insurance if applicable) and provided the coalition with written evidence of coverage? (OEL-SR20 L, FFN, LE)*

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N/A

4. Homeowner’s liability insurance or homeowner’s insurance policy (for informal providers)

Yes  No  *Did the coalition verify that the provider maintained home owner’s insurance and provided the coalition with written evidence of coverage? (OEL-SR20 FFN)*

N/A

5. Insurance changes

Assessment activity - Verify proof of insurance. If provider demonstrates current insurance information then they are compliant.

Yes  No  *Did the provider submit advance written notice of cancellation or changes to insurance coverage a minimum of ten (10) calendar days to the coalition? (OEL-SR20 L, FFN, LE)*

N/A

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**X. MONITORING REVIEW ACKNOWLEDGEMENTS**

Follow-up required? Yes  No  Date Due: \_\_\_\_\_

Description of follow-up required: (if additional space is needed, use Overall Compliance Observations section)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Acknowledged  
by:

\_\_\_\_\_  
Printed Name and Title of  
Coalition Representative

\_\_\_\_\_  
Signature of Coalition Representative

\_\_\_\_\_  
Date

Acknowledged  
by:

\_\_\_\_\_  
Printed Name and Title of SR  
Program Provider Representative

\_\_\_\_\_  
Signature of SR Program Representative

\_\_\_\_\_  
Date

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**OVERALL COMPLIANCE OBSERVATIONS**

Lined area for writing observations.

**ATTACHMENT C – SCHOOL READINESS CURRICULUM APPROVAL PROCESS – MONITORING CRITERIA**

Section 1002.88 (1) (f), Florida Statutes, requires school readiness providers to “*Implement one of the curricula approved by the department that meets child development standards.*” The information below is a guide for monitoring curriculum use and implementation.

Requirements	Examples of Indicators	Results
Providers must select the approved version, year, or edition list on the most current Approved School Readiness Curricula List.	Selection may be verified by: <ul style="list-style-type: none"> <li>• Written attestation from provider</li> <li>• Copy of purchase receipt</li> <li>• Visual confirmation</li> </ul>	
A copy of the curriculum should remain on-site at the provider and be accessible to teachers.	<ul style="list-style-type: none"> <li>• Visual confirmation</li> </ul>	
Curriculum Implementation	Examples of Indicators	
Review lesson plan and/or interview for evidence of curriculum implementation to ensure alignment to the Florida Early Learning and Developmental Standards: Birth to Kindergarten.	Lesson plan review: <ul style="list-style-type: none"> <li>• Are learning activities representative of all early learning domains?</li> <li>• Are activities both child guided and teacher guided?</li> <li>• Does the schedule allow for a variety of learning experiences including play, large group, small group, and outdoor time?</li> <li>• Are there opportunities for flexibility?</li> </ul>	
If a lesson plan is not available for review, implementation may be verified through interview and or/observation.	Interview/observation: <ul style="list-style-type: none"> <li>• Talk about the curriculum you use.</li> <li>• How does the curriculum meet the needs of children in your program?</li> <li>• How do you think the curriculum promotes learning for young children?</li> <li>• How do the children respond to the curriculum?</li> <li>• Tell me about the training you have received on this curriculum.</li> <li>• How do you involve families?</li> </ul>	

Additional Comments:

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Follow-up Required:

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**ATTACHMENT D – SCHOOL READINESS PROVIDER MONITORING CHART**

<b>Risk Indicator</b>	<b>SR Program Risk Assessment</b>	<b>Enter x for each area of non-compliance*</b>	<b>Comments</b>
		NA	
#1	<b>I. PARTIES AND TERMS OF THE CONTRACT</b> a. Not transferred/assigned contract		
	<b>II. PROVIDER ELIGIBILITY</b> a. Provider type and services ( <b>informational</b> )	NA	
#2	b. Licensed or legally operating		
#3	<b>III. PROVIDER RESPONSIBILITIES</b> a. Child care*		
#4	b. Healthy and safe environment		
#5	c. Quality improvement plans, if applicable		
#6	d. Developmentally appropriate curriculum		
#7	e. A character development program		
#8	f. Developmental screenings*		
#9	g. Unlimited parental access		
#10	h. Contracted slots program, if applicable		
#11	i. Child assessments, if applicable		
#12	j. Daily sign-in/sign-out sheets*, disallowed cost indicator		
#13	k. Enrollment/Attendance Certifications*, disallowed cost indicator		
#14	l. Reporting absences*		
#15	m. Rilya Wilson Act*		
#16	<b>IV. ACCESS</b> a. Access to facility		
#17	b. Access to records*		

	<b>V. MAINTENANCE OF RECORDS, DATA AND CONFIDENTIALITY</b>		
#18	a. Family data and confidentiality agreements*		
#19	b. Attendance record maintenance*		
#20	c. Maintain records for five years*, disallowed cost indicator		
	<b>VI. COMPENSATION AND FUNDING</b>		
#21	a. Private pay rate		
#22	b. Rates and Fees for Parents		
#23	c. Military Subsidies		
#24	d. Parent copayment collection*		
#25	e. Head Start Agencies		
#26	f. Title 20 Schools		
	<b>VII. NONDISCRIMINATION</b>		
#27	a. Discrimination		
	<b>VIII. NOTIFICATION</b>		
#28	a. Timely unusual incident reporting		
#29	b. Written notification of incident		
	<b>IX. Insurance</b>		
#30	a. Worker's compensation insurance		
#31	b. Reemployment assistance insurance		
#32	c. General liability insurance (or Homeowner's liability insurance, informal providers only)		
#33	d. Insurance changes		
	<b>X. MONITORING REVIEW ACKNOWLEDGEMENTS - TOTAL NUMBER OF OVERALL COMPLIANCE OBSERVATIONS</b>	<b>Total #</b>	<b>Percentage of Questioned Cost -</b>

**Note:**

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**A provider that has eight or more findings as assessed by this monitoring tool, will be considered high-risk, (.25 x 33 = 8). Additionally, if 15 percent or more of the files for risk indicators 12, 13, and 20 in the selected sample result in a disallowed cost, that provider will be considered high-risk. For example, if three out of 20 files result in questioned cost, that provider will be considered high-risk.**

**\*For sampled files, if the error rate is 10% or higher for risk indicators 3, 8, 12, 13, 14, 15, 17, 18, 19, 20, and 24, this will constitute a finding for this criterion that will count toward the high risk assessment identified in section D above. All non-compliance observations will still require corrections, regardless of the error rate percentage.**