



STATE OF WASHINGTON  
DEPARTMENT OF CHILDREN, YOUTH, AND FAMILIES (DCYF)

## Monitoring Review Report – On-Site Visit

**Date**

**Name and Mailing Address**

RE:

Contract Type:

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

This monitoring review was performed in accordance with the terms of your contract and DCYF Administrative Policy No. 13.11. This is the Monitoring Report for the on-site visit conducted by A DCYF review team on \_\_\_\_\_ regarding your contract. This is contract number \_\_\_\_\_ which covered the time period \_\_\_\_\_. We appreciated your hospitality, the access to necessary records, and you taking the time to meet with us and answer our questions regarding how you provide these specific services.

As a part of this monitoring process entrance and exit interviews were conducted with staff to explain how the monitoring process works, answer questions the agency had, and to review files with key findings made by the team specifically outlined on the attached compliance agreement.

- 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

In conclusion, the review team was very pleased with your level of cooperation and openness to correcting the issues identified during the review. We appreciate you taking the time to meet with us and answering our questions during the on-site visit.

If you have questions about this report, the monitoring process, collaborating with case workers, or regarding your contract in general, please do not hesitate to contact me at \_\_\_\_\_. It is the intent of DCYF 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,