

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 a sample of 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	
<p>Ask the provider to reconcile the reported ISS hours (Schedule J Summary, line 4), and Total Reimbursed Dollars (Schedule J Summary, line 9) with the total recorded on their Payroll Summary.</p> <p>If the Schedule J ISS hours or reported dollar amounts do not match the Payroll Summary, take a sample of staff equal to the number of clients sampled on inspection. Trace one month (per staff sampled) of ISS staff hours to the actual timecards, payroll voucher and work schedule. The chosen month to trace can be any month within the period covered by the Schedule J. When possible, it's best to trace a different month for each of the staff sampled.</p> <p>Evaluator will submit findings to the RCS Field Manager.</p> <p>The RCS Field Manager will report any material discrepancies found to Office of Rates Management, Management Services Division and the Developmental Disabilities Administration.</p>	
Comments	
FIELD MANAGER	DATE REVIEWED

Note: Schedule J will be provided by Office of Rates Management to the RCS Field Manager prior to certification evaluations.