



# PIQA OUTCOME LETTER

Date:

FEIN/SS#:

CONTRACT #:

Dear \_\_\_\_\_:

We appreciate the cooperation extended to the monitor(s) \_\_\_\_\_ during the review of your facility on \_\_\_\_\_.

Enclosed is a draft copy of the monitoring report with the exceptions noted during the onsite review in the area(s) of: \_\_\_\_\_.

Response to the finding(s) must be received no later than \_\_\_\_\_ to finalize the report.

Please note that providers failing to submit a timely response could be subject to suspension of payments. For the remaining few components, the results were favorable and need no response. Your response should be forwarded to: \_\_\_\_\_, Child Care and Development, 401 South Clinton, 3rd Floor, Chicago, IL. 60607.

Enclosed is a final copy of the monitoring report for your records. Overall, client service provision, related record-keeping, accounting transactions, and administrative procedures were well documented and within acceptable guidelines. No further action is necessary.

A response, due by: \_\_\_\_\_ was not provided. We wish to inform you that if a response is not received by: \_\_\_\_\_, the monitor(s) will be compelled to prepare their report without your response. The review findings will reflect that the requested response was not made available due to failure on the part of the provider to fully cooperate with the review and that further steps by the Department be initiated.

Based upon your response to the findings of the draft report, this review has been finalized. Attached is a copy of the final report for your records.

Since we did not receive a response from you despite two notices, we have no choice but to finalize the report without your response. The review findings reflect that the requested response was not made available due to failure on the part of the provider to fully cooperate with the review and that further steps by the Department be initiated.

Please go to: <http://www.dhs.state.il.us/page.aspx?item=9877> to view the complete Child Care Manual.

Should you have any questions or concerns, please contact the monitor(s) at the following phone number: (312) 793-3610.

Sincerely,

Richard Martin, Supervisor  
Bureau of Child Care and Development

cc: Linda Saterfield, IDHS