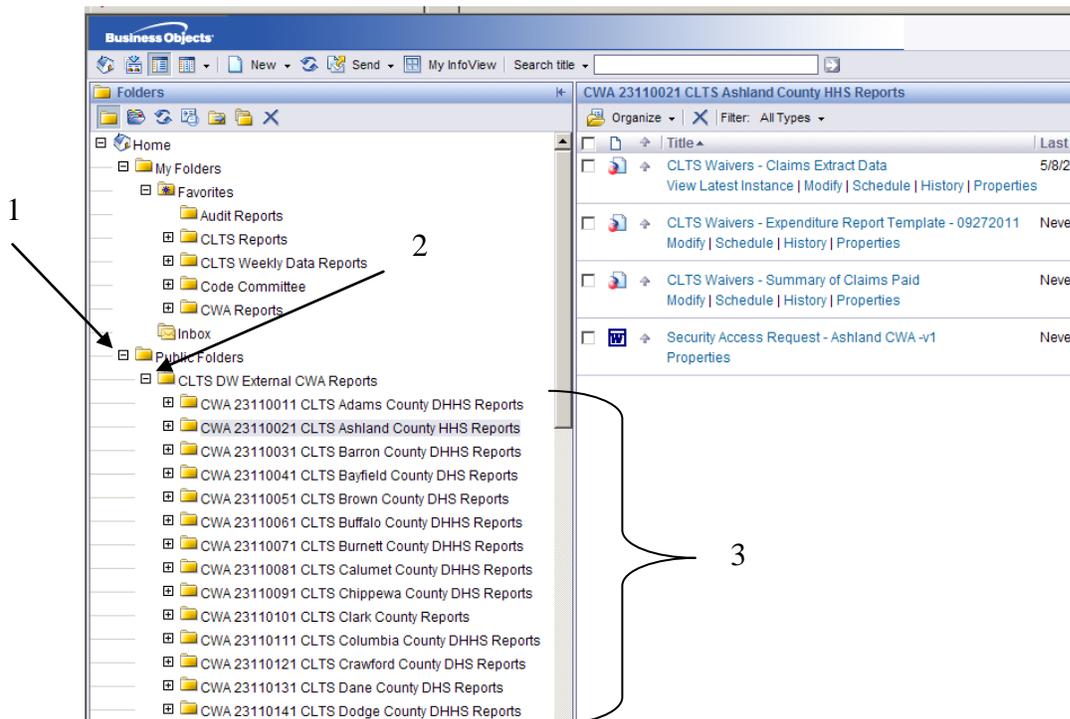


## Children’s Long-Term Support Waivers Expenditures Single State and Purchase of Service Contract Audit Information

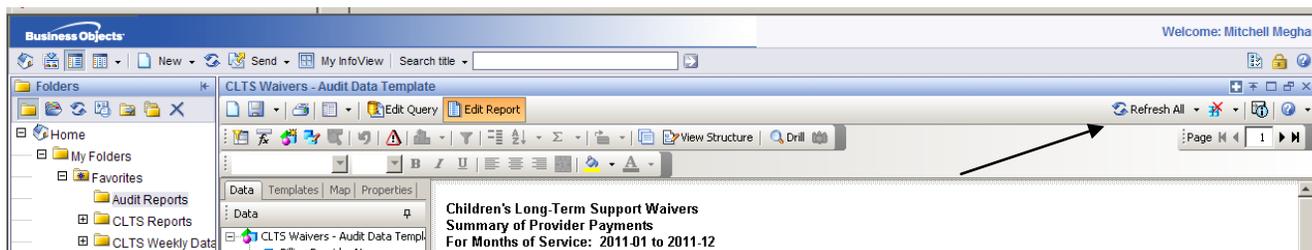
To assist County Waiver Agencies (CWAs) in meeting the Department of Health Services (DHS) Single State Audit requirements for 2012, the Bureau of Long-Term Support (BLTS) has developed a Children’s Long-Term Support (CLTS) Waivers expenditures report using Business Objects and the DHS Data Warehouse. Please contact [DHSPROVIDERREGISTRY@WISCONSIN.GOV](mailto:DHSPROVIDERREGISTRY@WISCONSIN.GOV) with any questions regarding the report or Business Objects.

### Audit Information for CWAs:

- To obtain the SSAE - 16 SOC - 1 Report (formally the SAS - 70), also known as the Service Organization Controls or Financial Controls Audit from the Wisconsin Physicians Service (WPS), send your request via e-mail to Herb Held at [herb.held@wpsic.com](mailto:herb.held@wpsic.com).
  
- DHS has placed a data report designed to meet the County Waiver Agency’s audit requirements in each CWA Business Objects Inbox.
  - To access the report called “CLTS Waivers- Audit Data Template:”
    1. Click on the plus sign next to “Public Folders” which is located on the left side of the screen
    2. Click on the plus sign next to “CLTS DW External CWA Reports”
    3. Click on the CWA specific folder report



- When working with the report:
  1. After clicking “Refresh All” select the dates of service, check dates, and Provider Tax ID number(s). Compared to Provider Name, the Provider Tax ID is a more reliable data element and ensures all claims paid to the provider are included.



2. If a report is generated with multiple tax IDs, those providers are displayed on separate pages. Use the page arrows to scroll to the next report.

### CWA Provider Purchase of Service Audit Confirmation Requests:

- For information about CLTS Waiver paid claims, providers should send their requests via secure email to [herb.held@wpsic.com](mailto:herb.held@wpsic.com). WPS will send a summary report to the auditor via secure email, U.S. postal services, or a secure drop box. The following information is necessary to process the email requests:
  - Provider Tax ID number
  - The name of the auditor, the auditor's email address, and affirmation that the provider is authorizing release of payment information to the auditor
  - Authorizing County Waiver Agency (or agencies)
  - Payment period
  - Additional fields, if applicable