

**Every 2 Years**

Action	Description	SME/Contact
<p>Renew the <b>CLIA</b> Certificate of Waiver when needed.</p>	<p>The CLIA Certificate of Waiver or copy must be kept on file at the LA (GA: 16.0). A Certificate of Waiver is valid for two years.</p>	<p><a href="mailto:Leona.duong@hhs.texas.gov">Leona.duong@hhs.texas.gov</a></p>
<p>Conduct <b>clinical self-audits</b> using the <a href="#">Local Agency Self-Audit Administrative, Clinical Monitoring and Record Review Tools and Record Review worksheets</a>.</p>	<p>If errors are identified, a Corrective Action Plan must be developed. Retain documentation of self-audits and corrective actions electronically at the LA. If LA uses different form/checklist for self-audits, they must include all review criteria listed on current fiscal year Quality Management Monitoring Tools (QA 02.0).</p>	<p><a href="mailto:OMB@hhs.texas.gov">OMB@hhs.texas.gov</a></p>
<p>Conduct <b>financial management self-audit</b> using the <a href="#">Local Agency Self-Audit Fiscal Monitoring Tool and worksheet FA-1</a>.</p>	<p>If errors are identified, a Corrective Action Plan must be developed. Retain documentation of self-audits and corrective actions electronically at the LA. If LA uses different form/checklist for self-audits, they must include all review criteria listed on current fiscal year Quality Management Monitoring Tools (QA 02.0).</p>	<p><a href="mailto:OMB@hhs.texas.gov">OMB@hhs.texas.gov</a></p>