EARLY INTERVENTION MONITORING
PROVIDER COMPLIANCE REPORT
DATE OF REVIEW
MM/DD/YYYY

Payee Name

Monitor Name: First, Last

Secondary Monitor Name: No Monitor Assigned

PROVIDER INFORMATION	
Name of Provider:	Payee Name
Address:	
Caseload Size:	12
Size of Case File Review:	2
Contact Information:	
Name of Primary Contact:	First, Last Name
Primary Contact Email Address:	email@address.com

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Table of Contents

I. INTRODUCTION

- A. Overview of Illinois Early Intervention
- B. Purpose of Compliance Review
- C. Scope of Review
- D. Notes on Methodology

II. EXECUTIVE SUMMARY

- A. Compliance Summary
- B. Due Date

III. NON-COMPLIANCE AND CORRECTION

- A. Overview
- B. Summary of Non-Compliance
- C. Type of Required Corrections

IV. DETAILED COMPLIANCE REPORT

- A. Administrative
- B. Case File

V. CLOSING

I. INTRODUCTION

Overview of Illinois Early Intervention

The Illinois Early Intervention system serves infants and toddlers from birth to 36 months, who are experiencing or at risk of developmental delays or disabilities, as well as their families. In FY 2026, Illinois Early Intervention (EI) served 27,692 children and families. EI is a Federal entitlement program that covers 16 core services, including speech, physical, occupational, developmental, and other therapies, as well as service coordination. The goals of EI services are to enhance child development, build family capacity, and minimize future need for special education services.

Purpose of Compliance Review

To ensure compliance and improved outcomes for children and families' services, the Illinois Department of Early Childhood (IDEC), Early Intervention Program, has partnered with the Vander Weele Group's Early Intervention Technical Assistance and Monitoring (EITAM) program to support the supervision and oversight of the Illinois Early Intervention System (EIS). In Illinois, the EIS comprises 25 regional intake entities called Child and Family Connections (CFC) offices and 2,500 Credentialed Enrolled Early Intervention Providers authorized to provide evaluation and Individualized Family Service Plan (IFSP) services for eligible children and families.

Scope of Review

The EITAM program monitors compliance with the EIS system through desk and on-site reviews of the payee program and client record documentation. EITAM monitors review documentation for evidence to support implementation of program requirements (see list below) and the provision of IFSP services. Through the compliance monitoring review, EITAM program monitors will determine compliance, provide technical assistance (TA), and monitor the required corrective action when applicable. Some circumstances may require child-level correction in addition to systemic correction. Prior to closing a review and when corrective action cannot be determined, monitors will provide additional targeted monitoring to identify areas of need and provide additional support related to compliance requirements.

- Administrative Code 89, Part 500
- Part C of *Individuals with Disabilities Education Act*
- Division for Early Childhood—Recommended Practices
- Illinois Early Intervention Provider Handbook
- Illinois Early Intervention Child and Family Connections Manual
- Early Intervention Provider Agreement
- Early Intervention Central Billing Office—Billing Information for Providers

Notes on Methodology

Compliance reviews are conducted on a cyclical schedule based on the number of active payees in the previous fiscal year. The number of files selected for review is a based sample percentage of the payees' total caseload for that same fiscal year. When a payee has been selected for review, the EITAM program monitors the review of that payee's submitted documentation using the EITAM Compliance Monitoring tool, which contains Federal and local state requirements. Upon completion, EITAM monitors generate a monitoring report that reflects compliance findings for each citation standard listed in the EITAM tool (https://www.earlyinterventionmonitoring.org/uploads/4/1/7/5/4175813/2025_payee_compliance_tool.pdf). The findings are indicated as either full compliance or non-compliance. For each non-compliant finding, the detailed report will provide specific documentation for each identified instance.

II. EXECUTIVE SUMMARY

Compliance Summary

Provider agency **{EI_Providers_Provider_Name}** participated in a compliance monitor review on **{EI_Assignments_Review_Date},** by submitting administrative documentation and **{EI_Assignments_Size_Review_Caseloads}** case file records. Based on the submitted documentation, the monitor has determined that this payee is (Full Compliance for all standards on the EITAM tool) or (non-compliant in one or more standards on the EITAM tool). For a finding of non-compliance, corrective action is required, the details of which are provided in Section III below. Section IV contains a detailed report for each EITAM tool item and the corresponding evidence of the citation standard.

Non-Compliance

Payee Name must submit the correction within 30 days of notice with a written Corrective Action Plan due MM/DD/YYYY

III. NON-COMPLIANCE AND CORRECTION

Overview

The Illinois Early Intervention System is required to demonstrate child-level and systemic correction for all non-compliant findings identified in this monitoring review. Child-level correction is limited to system timelines and will not always apply; therefore, a systemic Corrective Action Plan (CAP) is required. Once EITAM monitors receive the CAP, they will review it within 15 days to determine if there is adequate documentation to support correction and compliance. Based on the extent of the non-compliance, additional verification of correction may be required.

Summary of Administrative Review Non-Compliance

#	Status	Citation of Standard	# of Instances of Non-Compliance	Required Correction

Summary of Case File Review Non-Compliance

#	Status	Citation of Standard	# of Instances of Non-Compliance	Required Correction
7	Non-Compliance	**Provider Handbook 3.11:** The provider should obtain a copy of the IFSP (annual and when changes occur) within 15 days of the IFSP meeting. **Provider Handbook Ch 23:** Additionally, ALL EI providers should also keep the following: 1. Copies of all authorizations under which you have billed for services. 2. A copy of the child's current IFSP	1	EI# - 00000 Technical Assistance Provided
10	Non-Compliance	**Provider Handbook 2.5:** Documentation of the direct service provided must include at a minimum: date, time in, time out, location, who was present, EI provider signature and a complete overview (brief comprehensive	1	EI# - 00000 Corrective Action Plan due MM/DD/YYYY Refund required $177.76

		account) for each date, each direct service provided (each procedure code). A checklist or pages from an appointment book are not considered documentation or a complete overview of the services provided.		
11	Non-Compliance	**Provider Handbook 2.5:** • Documentation of the direct service provided must include at a minimum: date, time in, time out, location, who was present, EI provider signature and a complete overview (brief comprehensive account) for each date, each direct service provided (each procedure code). • IFSP development time documentation must include date, type of IFSP development activity, duration, and the provider's signature.	2	EI# - 00000 Technical Assistance Provided EI# - 00000 Technical Assistance Provided

Type of Required Correction

- **Technical Assistance**

  When partial compliance is identified, technical support (TA) may be the required correction. In this instance, the payee receives a review of the required standard and the supporting resource documentation. The payee is expected to ensure full compliance with the applicable standard within 30 days of receiving this report.

- **Refunds**

  When non-compliance is identified for a citation standard that is related to inappropriate service or billing on behalf of a specific child, a refund will be required. Identified refund(s) will serve as the child-level and fiscal-level correction; however, this non-compliance may also require systemic correction (see below).

- **Corrective Action Plan**

  When there are findings of non-compliance that indicate a Corrective Action Plan (CAP) is due, the payee must complete a CAP within 30 days of notice. Payees must individually address each area of non-compliance identified in the summary of non-compliance.

IV. DETAILED COMPLIANCE REPORT

A. ADMINISTRATIVE REVIEW

1	**Status**	**Citation of Standard**	**Requirement**
	Compliant	**Illinois Early Intervention Payee Agreement for Authorization to Provide Early Intervention Services**: EI Providers must have access to the internet and monitor the Provider Connections' website on a weekly-basis at a minimum.	Service Provider/Provider Agency monitors the Early Intervention website for changes to existing policy, for new policy and for changes to claim forms, etc.
	Finding		**Correction**
	N/A		N/A
2	**Status**	**Citation of Standard**	**Requirement**
	N/A	**Provider Handbook 2.5:** Consistent Violations or Performance of Non-Compliance If an EI provider continues to violate specific policies and procedures and shows no signs of correcting the identified non-compliance items, payments may be held and/or inactivation of credential/enrollment may occur.	There is evidence that the Service Provider/Provider Agency has implemented the previous year's Action Plan.

	Finding		**Correction**
	N/A		CAP not required
3	**Status**	**Citation of Standard**	**Requirement**
	Compliant	**Provider Handbook 3.8:** The EI Payee is required to maintain liability insurance sufficient to cover any potential liability such as loss, damage, cost or expenses, including attorney's fees, arising from any act or negligence of the EI Payee or its' enrolled EI providers. Proof of this insurance is a requirement during EI Monitoring Reviews.	Service Provider/Provider Agency maintained liability insurance for the entire Fiscal Year being reviewed.
	Finding		**Correction**
	N/A		CAP not required
	Status	**Citation of Standard**	**Requirement**

4	Compliant	**Provider Handbook 2.5:** An EI Payee must develop and implement written privacy policies and procedures that are consistent with HIPAA Privacy Rules. Contents should include: • Collection, storage, disclosure, and destruction stages. • The Privacy Officer who is responsible for the development, implementation, and oversight of the policies and procedures pertaining to HIPAA (164.530). • HIPPA complaint process. (160.306 and 164.530). • Access to Protected Health Information (PHI) (164.524). • Minimum necessary requirements for using, disclosing, or requesting PHI (164.502). • Accounting of disclosures of PHI (164.528). • Telehealth/LVV requirements and notice	Service Provider/Provider Agency has Privacy Policies and Procedures that are consistent with the Privacy Rule, and Administrative Directives.
	Finding		**Correction**
	N/A		CAP not required
5	**Status**	**Citation of Standard**	**Requirement**
	Compliant	**Provider Handbook 2.5:** An EI Payee must also provide a notice of its privacy practices, separate from HIPAA Compliance Documents listed above, to all families receiving EI services at the initiation of services, for example, initial evaluation/assessment or the start of direct services.	Service Provider has a Privacy Practices Notice that is consistent with the Privacy Rule, Notice of Privacy Practices Document.
	Finding		**Correction**

	N/A		CAP not required
6	**Status**	**Citation of Standard**	**Requirement**
	Compliant	**Provider Handbook 2.5:** All documentation should have been completed at the required time (evaluation, IFSP, transition, etc.) and must be in the file at the time of the review. EI Monitoring staff will not accept any documentation after the fact.	All documentation for the early intervention monitoring review was received via secure submission by the assigned EI monitor in a timely manner (agreed upon due date).
	Finding		**Correction**
	N/A		CAP not required

B. CASE FILE REVIEW				
1	**Status**	**Citation of Standard**	**Requirement**	
	N/A	**Provider Handbook 3.10.6:** Measured by IDHS-approved diagnostic evaluation and assessment instruments (as listed in the Early Intervention Approved Evaluation and Assessment Instruments) and standard procedures.	Service Provider conducted authorized assessments using a department-approved test instrument.	
	Finding		**Technical Assistance**	**Correction**
	N/A		N/A	CAP not required
	Status	**Citation of Standard**	**Requirement**	

B. CASE FILE REVIEW				
2	N/A	**Provider Handbook 3.10.6:** A minimum of two or more separate disciplines are required to complete Initial Evaluations/Assessments to determine eligibility and they shall be completed by EI Credentialed/enrolled Evaluators only.	Initial evaluation to determine eligibility, or the need to add a new service, were completed by a credentialed/enrolled evaluator.	
	Finding		**Technical Assistance**	**Correction**
	N/A		N/A	CAP not required
3	**Status**	**Citation of Standard**	**Requirement**	
	N/A	**Provider Handbook – Attachment 3:** Upon completion of either an Evaluation/Assessment or an Assessment, a written report of findings is required and must be submitted using the Illinois Early Intervention Evaluation/Assessment Report format to the Child and Family Connections office.	All evaluations and assessment reports were completed using the required report format, and the report in the file represents the format.	
	Finding		**Technical Assistance**	**Correction**

B. CASE FILE REVIEW				
	N/A		N/A	CAP not required
4	**Status**	**Citation of Standard**	**Requirement**	
	N/A	**Provider Handbook 2.5**: The EI Provider must document time spent on all evaluation activities.	Evaluations/assessments are documented with the date, time in and out for assessing the child, the additional time spent on other evaluation activities, and the provider's signature. The file also contains a copy of the report.	
	Finding		**Technical Assistance**	**Correction**
	N/A		N/A	CAP not required
5	**Status**	**Citation of Standard**	**Requirement**	
	N/A	**Provider Handbook 3.11:** All Evaluation/Assessment services must be performed within 14 calendar days from the date the request for an Evaluation/Assessment is received by the provider. The authorization start date will serve as the request for the Evaluation/Assessment and should reflect the date that the service will be provided.	There is documentation that the Service Provider/Provider Agency submitted all evaluation/assessment reports to the Service Coordinator within 14 days of the start date of the authorization or the exceptional circumstance. If the service is performed on days 12 to 14 of the authorization, the written evaluation/assessment report is due to the Service Coordinator no later than 4 business days from the date that the Evaluation/Assessment was completed (actual service date).	
	Finding		**Technical Assistance**	**Correction**
	N/A		N/A	CAP not required
	Status	**Citation of Standard**	**Requirement**	

B. CASE FILE REVIEW				
6	Compliant	**Provider Handbook 2.5:** A physician's prescription must be obtained prior to direct service provision or AT for all licensed providers, including DT-V, & DT-H services. Once the prescription is obtained, the Service Coordinator should submit a copy to the appropriate EI provider. NOTE: A Developmental Therapist (DT) does not require a prescription for direct service.	The file contains documentation of the initial and continued physician authorization for all licensed direct service providers for the time period being reviewed.	
	Finding		**Technical Assistance**	**Correction**
	N/A		N/A	CAP not required
7	**Status**	**Citation of Standard**	**Requirement**	
	Non-compliant	**Provider Handbook 3.11:** The provider should obtain a copy of the IFSP (annual and when changes occur) within 15 days of the IFSP meeting. **Provider Handbook Ch 23:** Additionally, ALL EI providers should also keep the following: 1. Copies of all authorizations under which you have billed for services. 2. A copy of the child's current IFSP.	There is documentation that the service provider/provider agency has the complete IFSP and authorizations for the time period being reviewed. *If more than one IFSP applies within the scope of the FY, the complete annual IFSP should be on file; updated outcome pages will support 6m IFSP updates. Exceptions: ineligible children or children receiving translation only.	
	Finding		**Technical Assistance**	**Correction**
	EI# - 00000 The file was missing some or all of the authorizations for the FY reviewed. Missing updated auth, auth ended MM/DD/YYYY, services continue until MM/DD/YYYY.		EI# - 00000 Monitor has provided targeted technical assistance to support future compliance with this standard (see citation of standard for details). Future non-compliance may result in further action.	EI# - 00000 CAP not required

B. CASE FILE REVIEW				
8	**Status**	**Citation of Standard**	**Requirement**	
	N/A	**Provider Handbook Ch 23:** There is documentation to support families receiving interpretation and/or translation services in their native language including, at minimum: child's name; date of service; discipline, and rendering EI Provider name for which you have interpreted services; exact time in/exact time out; interpretation type: verbal, sign, or written translation; translation document type (example: IFSP); copy of the document to translate and copy of the final translated document, and printed name and signature of Interpreter/Translator.	There is documentation to support families receiving interpretation and/or translation services in their native language including, at minimum: child's name; date of service; discipline, and rendering EI Provider name for which you have interpreted services; exact time in/exact time out; interpretation type: verbal, sign, or written translation; translation document type (example: IFSP); copy of the document to translate and copy of the final translated document, and printed name and signature of Interpreter/Translator.	
	Finding		**Technical Assistance**	**Correction**
	N/A		N/A	CAP not required
9	**Status**	**Citation of Standard**	**Requirement**	
	Compliant	**Provider Handbook 2.5:** Monitoring staff will compare billing information from the CBO to the authorizations on file to ensure services are being provided according to the frequency, intensity and duration/minutes listed in the authorization.	There is evidence that services are provided as indicated in the IFSP and authorization in the rendering provider's name, frequency, intensity, and duration.	
	Finding		**Technical Assistance**	**Correction**
	N/A		N/A	CAP not required
	Status	**Citation of Standard**	**Requirement**	

B. CASE FILE REVIEW				
10	Non-compliant	**Provider Handbook 2.5:** Documentation of the direct service provided must include at a minimum: date, time in, time out, location, who was present, EI provider signature and a complete overview (brief comprehensive account) for each date, each direct service provided (each procedure code). A checklist or pages from an appointment book are not considered documentation or a complete overview of the services provided.	There is evidence that the service provider or agency has documentation to support services billed.	
	Finding		**Technical Assistance**	**Correction**
	EI# - 00000 No direct service documentation to support the service(s) provided/billed to the CBO. Missing Date of service MM/DD/YYYY and MM/DD/YYYY refund due $177.76.		EI# - 00000 N/A	EI# - 00000 Corrective Action Plan due MM/DD/YYYY Refund required $177.76
11	**Status**	**Citation of Standard**	**Requirement**	
	Non-compliant	**Provider Handbook 2.5:** 1. Documentation of the direct service provided must include at a minimum: date, time in, time out, location, who was present, EI provider signature and a complete overview (brief comprehensive account) for each date, each direct service provided (each procedure code). 2. IFSP development time documentation must include date, type of IFSP development activity, duration, and the provider's signature.	There is evidence that the following information is included to support services rendered: child's full name, date of service, time in, time out, location, modality (if LVV, the platform used), all persons present, EI provider's name, provider's signature, and a concise, complete, objective account of service for each direct service provided. There is evidence that the following information is included to support IFSP development time: date, type of IFSP development time activity, duration, and the provider's signature.	
	Finding		**Technical Assistance**	**Correction**
	EI# - 00000		EI# - 00000	EI# - 00000

B. CASE FILE REVIEW				
	Direct service documentation did not include (time out only included time in).		Monitor has provided targeted technical assistance to support future compliance with this standard (see citation of standard for details). Future non-compliance may result in further action.	CAP not required Refund not required
	EI# - 00000 Direct service documentation did not include (No time out, only included time in).		EI# - 00000 Monitor has provided targeted technical assistance to support future compliance with this standard (see citation of standard for details). Future non-compliance may result in further action.	EI# - 00000 CAP not required Refund not required
12	**Status**	**Citation of Standard**	**Requirement**	
	N/A	**Provider Handbook, Attachment 4:** A periodic review of each child's IFSP must occur every six months or more frequently if conditions warrant, or if the family requests such a review, to determine if adjustment of the IFSP is needed.	There is evidence that the service provider/agency provides direct service reports, in the required format, in the required format, to the Service Coordinator at least every six months and prior to each IFSP update/review or more often if the child's progress or lack thereof warrants.	
	Finding		**Technical Assistance**	**Correction**
	N/A		N/A	CAP not required
13	**Status**	**Citation of Standard**	**Requirement**	
	N/A	**Provider Handbook 5.5:** In order to ensure that teams are in compliance with federal legislation, are addressing the "Principles of Early Intervention" and other important	Prior to implementing any changes to services listed on the IFSP, the Service Provider developed and submitted a written Developmental Justification of Need to the service coordinator.	

B. CASE FILE REVIEW				
		policies, rules, regulations and guidelines required, EI Providers must submit a written Developmental Justification of Need and the EI Provider Developmental Justification to Change Frequency, Intensity and/or Location of Authorized Services Worksheet to the Service Coordinator for any requested changes to existing authorizations for the time period between annual IFSP meetings. **Provider Agreement #14:** Notify the child's Service Coordinator of any recommended changes in the delivery of services prior to implementation of changes, to ensure that modifications to an existing IFSP are made through the appropriate DHS procedure.		
	Finding		**Technical Assistance**	**Correction**
	N/A		N/A	CAP not required
14	**Status**	**Citation of Standard**	**Requirement**	
	N/A	**Provider Agreement # 14:** Not terminate services for an eligible child without written notification to the child's service coordinator and family at least thirty (30) calendar days prior to the anticipated date of service termination.	Service Provider/Provider Agency provided written notice to child's service coordinator and the family at least 30 days prior to anticipated date of service termination.	
	Finding		**Technical Assistance**	**Correction**
	N/A		N/A	CAP not required
15	**Status**	**Citation of Standard**	**Requirement**	
	Compliant	**Provider Handbook 3.11:** To ensure the continuous needs	There is evidence of a discharge report in the required format, if	

B. CASE FILE REVIEW				
		of the children in the EI Program are properly addressed, all EI Providers are required to submit a Discharge Report (See Attachment 2) to the Service Coordinator following the requirements of the Discharge Report within 14days from the child's exit from the provider's care. The report must be written prior to the child's third birthday. A Discharge Report is needed for each child who: • exits the EI Program (whether by aging out, transferring to a different CFC and resulting in change of provider, or out of state), • no longer needs a particular service, or • changes providers.	the child is no longer receiving services from the Service Provider/Provider Agency.	
	Finding		**Technical Assistance**	**Correction**
	N/A		N/A	CAP not required
16	**Status**	**Citation of Standard**	**Requirement**	
	N/A	**Provider Handbook 3.3.2:** The Credentialed and Enrolled Supervisor must: a. evaluate/assess the child, develop the IFSP for intervention services required to accomplish IFSP outcomes and submit the evaluation/assessment report prior to IFSP development, updates, and/or reviews; b. instruct the Credentialed Associate-Level provider about the EI services to be provided.	There is evidence that a Credentialed/Enrolled Provider maintains supervision documentation regarding implementation of IFSP services by any associate-level providers whom they supervise.	
	Finding		**Technical Assistance**	**Correction**
	N/A		N/A	CAP not required
	Status	**Citation of Standard**	**Requirement**	

B. CASE FILE REVIEW				
17	N/A	**Provider Handbook 3.3.2** conduct direct supervision during the Credentialed Associate-Level provider's sessions at a minimum of once per month for each child served.	There is documentation that the Credentialed/Enrolled Provider conducts supervision during client services a minimum of once every 30 calendar days for each child to which an Associate Level Provider provides intervention services.	
	Finding		**Technical Assistance**	**Correction**
	N/A		N/A	CAP not required
18	**Status**	**Citation of Standard**	**Requirement**	
	N/A	**Provider Handbook 6.3:** The primary insurance EOB must accompany all claims submitted to the CBO for further reimbursement and for claims paid in full by the primary insurance.	There is evidence that the insurance EOB and a completed claim was submitted to CBO for all EI children, even if the entire claim was paid by private insurance.	
	Finding		**Technical Assistance**	**Correction**
	N/A		N/A	CAP not required
19	**Status**	**Citation of Standard**	**Requirement**	
	Compliant	**Early Intervention Central Billing Office – Billing Information for Providers:** Daily documentation is written and signed by the provider who actually provided the services and consists of a complete overview of the services provided for each procedure code and date of service billed.	Billing forms submitted by the Service Provider/Provider Agency to CBO indicate the specific individual who actually provided the services, or the associate who actually provided the services and their credentialed supervisor.	
	Finding		**Technical Assistance**	**Correction**
	N/A		N/A	CAP not required

B. CASE FILE REVIEW				
20	**Status**	**Citation of Standard**	**Requirement**	
	Compliant	**Provider Handbook 5.7:** IFSP Development Activities must be completed by the credentialed, enrolled EI Provider: IFSP meeting attendance 1. Attendance at the initial/annual IFSP meeting as a member of a child/family's service team to assist in the completion of a written document on the statewide IFSP form detailing individualized outcomes for the child and family, services as well as the determination of service modalities based upon the unique needs of the child and family, and transition strategies; 2. A periodic review of each child's IFSP must occur every six months or more frequently if conditions warrant, or if the family requests such a review, to determine if adjustment of the IFSP is needed.	There is evidence that the provider attended and documented the IFSP meeting(s).	
	Finding		**Technical Assistance**	**Correction**
	N/A		N/A	CAP not required
21	**Status**	**Citation of Standard**	**Requirement**	
	N/A	**Provider Handbook 7:** The Assistive Technology Letter of Developmental Necessity provides the information required for the consideration of prior approval by the Bureau of EI. The document includes information regarding the identified AT device requested,	There is evidence that an Assistive Technology Letter of Developmental Necessity in the required format.	

B. CASE FILE REVIEW				
		the justification of need and how the AT device will support IFSP functional outcomes. This information will assist the Bureau and any other potential payers (such as insurance) in determining if the AT request can be approved for payment. A copy of the Assistive Technology Letter of Developmental Necessity and detailed instructions for completion can be found in Attachment 1.		
	Finding		**Technical Assistance**	**Correction**
	N/A		N/A	CAP not required
22	**Status**	**Citation of Standard**	**Requirement**	
	N/A	**Provider Handbook 7:** The AT Vendor should also ensure that they have procedures in place for safe delivery of AT devices.	The Assistive Technology Vendor ensured the approved and correct device(s) was ordered and received by the family.	
	Finding		**Technical Assistance**	**Correction**
	N/A		N/A	CAP not required

V. CLOSING

Review completed **MM/DD/YYYY** by EI Monitor **First, Last Name**
Email all questions regarding the content of this report to **Emailaddress@vanderweelegroup.net.**