



TEXAS DEPARTMENT OF STATE HEALTH SERVICES

EDUARDO J. SANCHEZ, M.D., M.P.H.
COMMISSIONER

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Re: Non-Discrimination Requirements for Department of State Health Services (DSHS) Contractors

Dear DSHS Contractor:

The Texas Health and Human Services, Civil Rights Office has developed a set of civil rights monitoring criteria and surveys for DSHS client service contractors. The civil rights monitoring criteria are included in the Core Tool used by the Quality Management Branch (QMB) to evaluate DSHS contractors. For each of the civil rights monitoring criteria identified in the Core Tool, a corresponding survey must be completed. These surveys and the instructions for completing them are enclosed.

If you have previously completed these surveys and provided copies to the QMB staff and there have been no changes in either the location where contracted client services are delivered, the population being served, or in your agency policies and procedures for compliance with non-discrimination and civil rights statutes and regulations you do not need to complete the survey for this on-site review. However, we would like to take this opportunity to remind you of your responsibility to ensure compliance with all applicable statutes and regulations.

These surveys are conducted as part of a continuing effort to ensure that all DSHS programs and activities are carried out in compliance DSHS's non-discrimination policy, as well as the non-discrimination requirements in the General Provisions of DSHS contracts, federal civil rights statutes and regulations, and the Methods of Administration Agreement between DSHS and the U.S. Department of Health and Human Services. *These surveys must be completed before your scheduled on-site review by the QMB review team.* The QMB review team will obtain two copies of each survey during the on-site review, and forward one of these copies to our office for review. Our office will use these monitoring criteria and surveys to evaluate contractor compliance with non-discrimination policies and statutes, and to identify contractors in need of additional training or technical assistance in the area of civil rights compliance.

It is the policy of DSHS to not exclude, deny benefits to, or otherwise discriminate against any person on the basis of race, color, national origin, religion, sex, age, or disability in admission to, participation in, or receipt of the services and benefits of any of its programs and activities or in employment therein, whether carried out by DSHS directly, or through a contractor or any other entity with whom DSHS arranges to carry out its programs and activities. We appreciate your cooperation with DSHS monitoring staff in the implementation of these monitoring criteria and surveys as we all strive to comply with this policy.

If you have any questions regarding the enclosed monitoring criteria or surveys please feel free to contact W. Mathis Hale, HHSC Civil Rights Office, at (512) 438-3705.

Sincerely,

Herman Horn, Director
HHSC Civil Rights Office

Enclosures