

[LME LETTERHEAD]
[DATE]

[NAME OF PROVIDER AGENCY]
[CEO/DIRECTOR OF PROVIDER AGENCY]
[ADDRESS, CITY, STATE, ZIP CODE]

Re: Completion of the Frequency and Extent of Monitoring Tool on [DATE]
Provider: [NAME OF PROVIDER AGENCY]
NPI Number: [****]

Dear [CEO/DIRECTOR OF PROVIDER AGENCY]:

On the above date, [LME] completed the Frequency and Extent of Monitoring Tool (FEM) for [NAME OF PROVIDER AGENCY]. The FEM was completed using information obtained during the endorsement process and/or from other monitoring activities and other information about your program.

[NAME OF PROVIDER AGENCY] scored [numerical score] on the FEM, which is in the [Low, Moderate, or High] category. Based on the score, [NAME OF PROVIDER AGENCY] will be monitored [frequency of monitoring over then next 3 years]. You will be notified in writing approximately two weeks prior to the next routine monitoring visit. Findings are summarized on the enclosed completed FEM Tool.

The FEM will be completed again in three years and will be updated upon the receipt of new information or significant changes affecting [NAME OF PROVIDER AGENCY]'s status.

If you have questions about the enclosed FEM, please contact [NAME, CONTACT INFORMATION]

Sincerely,

[NAME]
[TITLE]

cc: