



OHIO AUDITOR OF STATE  
**KEITH FABER**





# OHIO AUDITOR OF STATE KEITH FABER



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## INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

Ohio Department of Developmental Disabilities  
30 East Broad Street  
Columbus, Ohio 43215

We have performed the procedures enumerated below on the disbursements and statistical data recorded in the County Board Cost Report System (Cost Report) of the Lake County Board of Developmental Disabilities (County Board) for the year ended December 31, 2021 and certain compliance requirements related to the Cost Report and Medicaid services, included in the information provided to us by the management of the County Board. The County Board is responsible for the data in the Cost Report for the year ended December 31, 2021 and certain compliance requirements related to the Cost Report and Medicaid services included in the information provided to us by the County Board.

The Ohio Department of Developmental Disabilities (the Department) has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of aiding in the evaluation of the County Board's disbursements and statistical data recorded in the Cost Report for the year ended December 31, 2021, and certain compliance requirements related to the Cost Report and Medicaid services. No other party acknowledged the appropriateness of the procedures. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of the report and may not meet the needs of all users of the report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes. The sufficiency of the procedures is solely the responsibility of the Department. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

The procedures and the associated findings are as follows:

### **Allocation Statistics - Square Footage**

We compared the allocation methodology used in the square footage summary for waiver services to the period of service delivery. We confirmed the allocation method was consistent with the period of service delivery.

### **Allocation Statistics - Attendance**

1. We footed the Group Employment Services Attendance, Summary of Days and People, and Day Services Attendance Summary by Consumer, Location, Acuity and Month reports for accuracy. There were no computational errors.

We compared the attendance reports to the reported number of individuals served, days of attendance and 15-minute units and to the Cost Report Guide. We identified no variances greater than two percent of attendance statistics at each acuity level.

We scanned the attendance reports from January 1 to August 31, 2021 and confirmed all days were reported at acuity B or C.

**Allocation Statistics – Attendance (Continued)**

2. We traced the total attendance days for five individuals for each service type for one month during January to August and five facility-based service individuals for one month during September to December from the daily attendance documentation and attendance acuity reports to the Cost Report. There were no differences.

**Allocation Statistics - Transportation**

We scanned the Summary by Service Code for the period January 1, 2021 through December 31, 2021 and found no paid waiver transportation services.

**Statistics – Service and Support Administration (SSA)**

1. We footed the County Board's Receivable Billing Reimbursable Summary by Consumer, Service and Date for accuracy. There were no computational errors.

We compared the number of Targeted Case Management (TCM), Other SSA Allowable, and SSA Unallowable units from the SSA reports with the Cost Report. We found no variances.

2. We selected 20 Other SSA Allowable recipient dates of service from the SSA reports and compared the documented activity to Ohio Admin. Code § 5160-48-01(D) and to the elements required by Ohio Admin. Code § 5160-48-01(F). There were no variances greater than 10 percent of total units tested.

**Paid Claims**

1. We confirmed that the County Board only provided adult services and we selected 25 among all adult waiver service codes from the Summary by Service Code. We compared the County Board's service documentation to the requirements of each respective service code per Ohio Admin. Code Chapter 5123:2-9 and 5123-9 in effect at the time-of-service delivery. We found no instances of non-compliance.
2. We selected 50 TCM recipient dates of service and compared the County Board's documentation to requirements listed in Ohio Admin. Code § 5160-48-01(F). We found an instance of non-compliance as described below and calculated recoverable findings. We also reported the corresponding unit adjustments in the Appendix.

Service Code	Units	Paid Claims Result	Finding
TCM	11	Units billed for direct service	\$150.79
		<b>Total</b>	<b>\$150.79</b>

3. We compared the number of reimbursed TCM units from the Summary by Service Code to the final units reported. We confirmed that total reimbursed units were less than final TCM units.
4. We scanned the Summary by Service Code for the period January 1, 2021 through December 31, 2021 and found no paid waiver transportation services.

**Non-Payroll Expenditures**

1. We traced the Cost Report Input Sheet to the Cost Report forms for indirect costs, program supervision, SSA and adult programs. We found no variances.

### **Non-Payroll Expenditures (Continued)**

2. We selected 60 disbursements from the service contracts and other expenses from cost categories that contributed to Medicaid rates. We compared the County Board's supporting documentation to the Cost Report and 2 CFR 200.420 - .475. There were variances greater than two percent and non-federal reimbursable costs. There were no unreported reconciliation costs. For any errors, we scanned the Expense Transaction Detail for other like errors in the same cost center. We found additional similar errors. We totaled all identified errors as reported in the Appendix.
3. We confirmed that the County Board maintained documentation for one month in each quarter in accordance with Ohio Admin. Code § 5123-4-01(N)(1).
4. We confirmed that there was an associated cost reported under the appropriate adult program for the final attendance statistics and square footage. We confirmed there are no adult program, professional service costs or square footage without final attendance statistics.

### **Payroll**

1. We compared the salaries and benefit costs on the Salary report to the Cost Report Input Report and then compared the Input Report to the amounts reported on the worksheets/forms for indirect costs, program supervision, SSA and adult programs. There were no variances exceeding \$500 that resulted in reclassification to another program or worksheet/form.
2. We selected 40 employees and compared the organizational chart, Salary and Cost Report Input Report, job descriptions and basis for allocation to the worksheet in which each employee's salary and benefit costs were allocated in accordance with the Cost Report Guide. There were variances as reported in the Appendix.
3. We confirmed that the misclassification errors identified in the employee payroll testing were below the 10 percent.
4. We confirmed through inquiry with the County Board that it had no shared personnel costs with other County Boards.

### **Medicaid Administrative Claiming (MAC)**

1. We compared the actual salaries and benefits from the Payroll Summary and Burdened Salary and Benefits reports for the Random Moment Time Study (RMTS) participants for the fourth quarter to the salaries and benefits submitted on the Cost by Individual Report. We confirmed that MAC reimbursed salaries and benefits equaled actual salaries and benefits.
2. We compared the entry in the "Comment" section of the RMTS screenshot and any uploaded supporting documentation to the responses in the "Moment Information" and "Moment Answers" sections for 12 RMTS observed moments selected by the Department. We found no variances.

### **Unit Rate**

For unit rates identified by the Department on the Comprehensive Cost Report Rate sheet, we used the Cost Report notes and any Department desk review notations and inquired with County Board management to identify any omissions or misreporting of costs or statistics, new contracts, and changes due to privatization which impact the unit rates.

The County Board indicated it was not aware of any errors that might impact the identified unit rates.

We were engaged by the Department to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants (AICPA). We were not engaged to and did not conduct an examination or review engagement, the objective of which would be the expression of an opinion or conclusion, respectively, on the County Board's Cost Report and compliance with certain laws and regulations. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of the County Board and to meet our ethical responsibilities, in accordance with the ethical requirements established by the AICPA related to our agreed-upon procedures engagement.



Keith Faber  
Auditor of State  
Columbus, Ohio

July 7, 2023

**Appendix**  
**Lake County Board of Developmental Disabilities**  
**2021 Cost Report Adjustments**

	<b>Reported Amount</b>	<b>Correction</b>	<b>Corrected Amount</b>	<b>Explanation of Correction</b>
<b>Annual Summary of Units of Service - Service and Support Administration</b>				
TCM Units, CB Activity	78,446	(11)	78,435	To reclassify Unallowable units
SSA Unallowable Units, CB Activity	1,002	11	1,013	To reclassify Unallowable units
<b>Indirect Cost Allocation</b>				
Salaries, Gen Expense All Program	\$ 1,979,767	\$ (9,299)	\$ 1,970,468	To reclassify portion of Community Relations Manager's salary
Employee Benefits, Gen Expense All Program	\$ 838,784	\$ (3,836)	\$ 834,948	To reclassify portion of the Community Relations Manager's benefits
Service Contracts, Gen Expense All Program	\$ 536,199	\$ (4,037)	\$ 532,162	To reclassify promotional calendars, stress balls, branded cards
Other Expenses, Non-Federal Reimbursable	\$ 475,381	\$ 14,332		To reclassify branded merchandise for private providers
		\$ 20,000		To reclassify sponsorship costs
		\$ 750		To reclassify sponsorship costs
		\$ 4,037	\$ 514,500	To reclassify promotional calendars, stress balls, branded cards
Other Expenses, Gen Expense All Program	\$ 191,351	\$ (14,332)		To reclassify branded merchandise for private providers
		\$ (20,000)		To reclassify sponsorship costs
		\$ (750)		To reclassify sponsorship costs
		\$ 577	\$ 156,846	To reclassify expenses for desks
Unallowable Fees, Non-Federal Reimbursable	\$ 288,330	\$ 9,299		To reclassify portion of Community Relations Manager's salary
		\$ 3,836	\$ 301,465	To reclassify portion of the Community Relations Manager's benefits
<b>Program Supervision</b>				
Other Expenses, Unassign Children Program	\$ 2,015	\$ (58)	\$ 1,957	To reclassify expenses for desks
Other Expenses, Facility Based Services	\$ 3,822	\$ (1,980)		To reclassify iPads being used by adult direct care staff
		\$ (257)	\$ 1,585	To reclassify expenses for desks
Other Expenses, Enclave	\$ 1,613	\$ (27)	\$ 1,586	To reclassify expenses for desks
Other Expenses, Co. Board Operated ICF/IID	\$ 1,864	\$ (189)	\$ 1,675	To reclassify expenses for desks
Other Expenses, Non-Federal Reimbursable	\$ 933	\$ (623)	\$ 310	To reclassify expenses for desks

**Appendix  
Lake County Board of Developmental Disabilities  
2021 Cost Report Adjustments**

	<b>Reported Amount</b>	<b>Correction</b>	<b>Corrected Amount</b>	<b>Explanation of Correction</b>
<b>Transportation Services</b>				
Other Expenses, Non-Federal Reimbursable	\$ 96	\$ 3,736		To reclassify transportation costs without corresponding statistics
		\$ 3,701	\$ 7,533	To reclassify transportation costs without corresponding statistics
<b>Services and Support Admin</b>				
Other Expenses, Service & Support Admin Costs	\$ 53,908	\$ 577	\$ 54,485	To reclassify expenses for desks
<b>Adult Program</b>				
Salaries, Enclave	\$ 292,886	\$ (8,891)	\$ 283,995	To reclassify a portion of the Job Coach's salary
Salaries, Community Employment	\$ 33,245	\$ (2,223)	\$ 31,022	To reclassify a portion of the Job Coach's salary
Employee Benefits, Enclave	\$ 68,699	\$ (3,323)	\$ 65,376	To reclassify a portion of the Job Coach's benefits
Employee Benefits, Community Employment	\$ 6,047	\$ (831)	\$ 5,216	To reclassify a portion of the Job Coach's benefits
Other Expenses, Facility Based Services	\$ 83,651	\$ 1,980		To reclassify iPads being used by adult direct care staff
		\$ (3,736)		To reclassify transportation costs without corresponding statistics
		\$ (3,701)	\$ 78,194	To reclassify transportation costs without corresponding statistics
Other Expenses, Non-Federal Reimbursable	\$ 1,739,634	\$ 8,891		To reclassify a portion of the Job Coach's salary
		\$ 2,223		To reclassify a portion of the Job Coach's salary
		\$ 3,323		To reclassify a portion of the Job Coach's benefits
		\$ 831	\$ 1,754,902	To reclassify a portion of the Job Coach's benefits



# OHIO AUDITOR OF STATE KEITH FABER



**LAKE COUNTY BOARD OF DEVELOPMENTAL DISABILITIES**

**LAKE COUNTY**

**AUDITOR OF STATE OF OHIO CERTIFICATION**

This is a true and correct copy of the report, which is required to be filed pursuant to Section 117.26, Revised Code, and which is filed in the Office of the Ohio Auditor of State in Columbus, Ohio.



**Certified for Release 8/1/2023**

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This report is a matter of public record and is available online at  
[www.ohioauditor.gov](http://www.ohioauditor.gov)