



Dave Yost • Auditor of State



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Independent Accountants' 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, which were agreed to by the Ohio Department of Developmental Disabilities (DODD), on the *Income and Expenditure Report* of the Auglaize County Board of Developmental Disabilities (County Board) for the years ended December 31, 2015 and 2016 (Cost Reports). The County Board's management is responsible for preparing these reports. The sufficiency of these procedures is solely the responsibility of DODD. 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.

Statistics – Square Footage

1. We compared program costs and statistics to reported square footage and found no errors.
2. We compared the 2015 and 2016 square footage to the most recently reviewed totals and found program areas that changed by more than 10 percent and performed procedures 3 and 4 on those program areas.
3. We compared the square footage for each room on the floor plans of the ABC Center building in 2015 and the Auglaize Industries building in 2016 to the County Board's summary. We found square footage was allocated by program in accordance with DODD's Guide to Preparing Income and Expenditure Report for 2015 and 2016 (Cost Report Guides). We found no variances greater than 10 percent.
4. We compared the County Board's square footage summaries to the square footage reported on the Cost Reports. We found no variances greater than 10 percent.
5. We reviewed reclassifications identified in the payroll testing procedures and confirmed they did not result in additional square footage variances greater than 10 percent.

Statistics – Attendance

1. We reviewed the Cost Reports and found no individuals served or units of service were omitted resulting in unallocated program or general expenses-all program costs.
2. We compared the number of individuals served, days of attendance and 15 minute units on the County Board's Day Services Attendance Summary by Consumer, Location, Acuity and Month, Services Provided Detail and Billing History reports to the Cost Reports and to the Cost Report Guides. We found no variances in 2015. We found variances greater than two percent of attendance statistics at each acuity level as reported in Appendix B (2016).

We also footed the County Board's attendance reports for accuracy and found no computational errors.

Statistics – Attendance (Continued)

3. We traced total attendance days for one Enclave and four Adult Day Service individuals for two months in 2015 and 2016 from the County Board's monthly attendance documentation and the Day Services Attendance Summary by Consumer, Location, Acuity and Month reports to the Cost Reports. We found variances as reported in Appendix A (2015) and Appendix B (2016). We compared the differences to the Medicaid Billing System (MBS) data and found no overpayment.

We also compared the acuity level on the Day Services Attendance Summary by Consumer, Location, Acuity and Month reports to the DODD's Acuity Assessment Instrument Ratio Listing for each individual and ensured at least two individuals from each acuity level were selected. We found no variances.

4. We selected 15 Community Employment units for both 2015 and 2016 from the Services Provided and Billing History reports and compared the calculation of units to the Cost Report Guides and the service documentation requirements of Ohio Admin. Code § 5123:2-9-15. We found no variances or instances of non-compliance in 2015. We found instances of non-compliance exceeding 10 percent as reported in Appendix B (2016). We scanned the detailed MBS report and confirmed the County Board was overpaid and a recoverable finding was calculated as part of the Paid Claims Testing section.

Statistics – Transportation

1. We compared the number of one-way trips from the Services Provided Detail, Billing History, Title XX Detail reports and National Express Transit Corporation invoices to the Cost Reports. We found variances greater than two percent of total children or adult program trips as reported in Appendix A (2015) and Appendix B (2016). We also footed the County Board's transportation reports for accuracy and found no computational errors.
2. We traced the number of trips for nine adults and one child for a month in 2015 and 10 adults for January 2016 from the County Board's daily reporting documentation to the County Board's Billing History reports and the Cost Reports. We found no variances greater than 10 percent of the total trips tested.
3. We compared the cost of bus tokens/cabs from the County Board's State Expenses Without Payroll or Benefits (Detailed) Reports to the Cost Reports. We found no unreported transportation costs.

Statistics – Service and Support Administration (SSA)

1. We compared the number of Targeted Case Management (TCM), Other SSA Allowable and SSA Unallowable units from the County Board's Billing History reports to the Cost Reports. We found variances greater than two percent as reported in Appendix A (2015) and Appendix B (2016). We also footed the County Board's SSA reports for accuracy and found no computational errors.
2. We selected 60 Other SSA Allowable units for both 2015 and 2016 from the Billing History reports and compared the case note documentation described activities listed in Ohio Admin. Code § 5160-48-01(D) and the elements required by Ohio Admin. Code § 5160-48-01(F). We found variances greater than 10 percent as reported in Appendix A (2015) and Appendix B (2016).
3. We selected 30 SSA Unallowable units for both 2015 and 2016 from the Billing History reports and compared the case note documentation described activities listed in Ohio Admin. Code § 5160-48-01(D) and the elements required by Ohio Admin. Code § 5160-48-01(F).

Statistics – Service and Support Administration (Continued)

The variances in 2015 were greater than 25 percent and we selected an additional 30 SSA Unallowable units. The combined error rate exceeded 25 percent and we projected and then reclassified 47 units to Other SSA Allowable and removed 328 units for general time activities. We reported these variances in Appendix A (2015). The error rate in 2016 exceeded 10 percent but was less than 25 percent and we reported these variances in Appendix B (2016).

4. We confirmed the County Board maintained case note documentation for non-individual specific activities (general time units) as described in the Cost Report Guides and these units accounted for over 10 percent of total SSA units plus any general time units recorded. We selected 60 general time units from the Case Notes – Time Only – by Location by Biller, Consumer and Date reports and compared the case note documentation to activities listed in Ohio Admin. Code § 5160-48-01(D) and in the Cost Report Guides. We found no variances.

Revenue Cost Reporting and Reconciliation to the County Auditor Report

1. We compared the receipt totals from the county auditor's 2015 MTD/YTD Revenue Report and 2016 Detail Revenue Transactions Report for the Board of DD (019), Community Alternatives (021), Capital Projects (040) and Donations (502) funds to the county auditor's report total reported on the reconciliation worksheet/form. We found no variances.

We then compared the total County Board receipts reported on the reconciliation worksheet/form to the county auditor's receipt totals and calculated that the Cost Reports reconciled within acceptable limits.

2. We inspected the County Board's State Account Code Detailed Reports and found miscellaneous refunds, reimbursements and other income in the amount of \$29,024 in 2015 and \$10,012 in 2016 as sources of potential revenue offsets/ credits where revenues are maintained separately. The County Board did not offset corresponding expenses for these revenues via the use of specific expenditure costs centers on the Cost Reports in accordance with 2 CFR 200.405.

Paid Claims Testing

Recoverable findings are subject to interest collection pursuant to Ohio Rev. Code § 5164.60.

1. We selected 50 paid claims among all service codes (excluding TCM) for both 2015 and 2016 from the MBS data. We compared the County Board's service documentation to the requirements of each respective service code per Ohio Admin. Code § 5123:2-9 in effect at the time of service delivery. We found instances of non-compliance in the following service codes: Supported Employment – Enclave – 15 minute unit (ANF/FNF), Adult Day Support and Vocational Habilitation Combination – 15 minute unit (AXF), Non-Medical Transportation – Per Trip (ATB/FTB), Supported Employment – Community – 15 minute unit (FCO) and Vocational Habilitation – Daily unit (FVH). We calculated recoverable findings for non-compliance as described in the tables below. We also reported the corresponding unit adjustments in Appendix A (2015) and Appendix B (2016).
2. We selected 50 TCM paid claims per year from the MBS data for 2015 and 2016 and compared to the County Board's documentation to the requirements per Ohio Admin. Code § 5160-48-01 in effect at the time of service delivery. We found instances of non-compliance as described in the table below and reported the corresponding unit adjustments in Appendix A (2015) and Appendix B (2016).

Paid Claims Testing (Continued)

Recoverable Finding – 2015

Service Code	Units	Non-TCM Review Results	Finding
ANF	19	Client was absent on date of service	\$16.70
ATB	2	Units billed in excess of service delivery	\$23.83
AXF	41	Billed wrong service code resulting in overpayment	\$41.24
FTB	4	Units billed in excess of service delivery	\$47.78
		TCM Review Results	
TCM	41	Units billed in excess of service delivery	\$396.48
		Total	\$526.03

Recoverable Finding – 2016

Service Code	Units	Non-TCM Review Results	Finding
ATB	2	Units billed in excess of service delivery	\$38.24
FNF	16	Service documentation lacked duration	\$14.06
FVH	1	Lack of supporting documentation	\$25.08
FCO	1	Units billed in excess of service delivery	\$6.40
		TCM Review Results	
TCM	16	Lack of supporting documentation	\$154.35
		Total	\$238.13

3. We did not perform the procedure to compare the County Board's usual and customary rate with the reimbursed rate for contracted transportation services as the County Board was not reimbursed for contracted transportation services and we found no instances of contracted transportation services in the claims selected.
4. We did not perform the procedure to compare new transportation contracts to the guidance for non-medical transportation services issued by DODD on May 15, 2015, see procedure 3.
5. We compared the reimbursed TCM and Community Employment units from the MBS data to the final units. We found total net Medicaid reimbursed units were less than final TCM and Community Employment units in 2015 and less than final Community Employment units in 2016.

In 2016, the Medicaid reimbursed TCM units of 12,398 exceeded the County Board's final TCM units of 11,635. The County Board provided a Billing History report which showed that 1,527 TCM units were reversed in 2017. We removed the reversed units from the total net Medicaid reimbursed units and performed the same comparison above. We found total net Medicaid reimbursed units were less than final TCM units.

6. We compared the amounts reported on *Summary of Service Costs - By Program* for categories from Environmental Accessibility Adaptations to Other Waiver Services to the MBS data. We found total net reimbursements did not exceed disbursements by two percent.

Non-Payroll Expenditures and Reconciliation to the County Auditor Report

1. We compared the disbursement totals from the county auditor's report listed on the reconciliation worksheet/form to the county auditor's Combined MTD/YTD Expense Reports for the Board of DD (019), Community Alternative (021), Capital Projects (040) and Donations (502) funds. We found no variances.

We then compared the total County Board disbursements reported on the reconciliation worksheet/form to the county auditor's disbursement totals and calculated that the Cost Reports reconciled within acceptable limits.

2. We compared the County Board's State Expenses Without Payroll or Benefits (Detailed) Reports and other supporting documentation to all service contract and other expenses entries. We found no variances exceeding \$500 that resulted in reclassification to any program or worksheet/form.
3. We scanned the County Board's State Expenses Without Payroll or Benefits (Detailed) Reports and selected 60 disbursements from service contracts and other expenses. We inspected supporting documentation maintained by the County Board and compared the classification of the costs to the Cost Report Guides and 2 CFR 200. We found no variances greater than two percent of total service contracts and other expenses on any worksheet/form or costs which are non-federal reimbursable and greater than \$500 in 2015. We found variances as reported in Appendix B (2016).
4. We scanned the County Board's State Expenses Without Payroll or Benefits (Detailed) Reports for contracted transportation, service and support administration and adult services in the Cost Reports without corresponding statistics that do not comply with 2 CFR 200.405 and the Cost Report Guides. We found no program costs that lacked corresponding statistics.
5. We inspected the County Board's State Expenses Without Payroll or Benefits (Detailed) Reports for items purchased during 2015 and 2016 that met the County Board's capitalization criteria and traced any items identified to the County Board's Depreciation Schedules. We found no unrecorded capital purchases.
6. We confirmed that the County Board had supporting documentation for January, April, August, and November in 2015 and February, June, September, and December in 2016 showing that it reconciled its income and expenditures on a monthly basis with the county auditor in accordance with Ohio Admin. Code § 5123:2-1-02(L)(1).
7. We confirmed that corresponding costs were reported for each adult program with final attendance statistics and that there was no adult program cost without final attendance statistics.

Property, Depreciation, and Asset Verification Testing

1. We compared the County Board's Depreciation Schedules to the Cost Reports. We found no variances in 2015. We found no variances greater than \$500 in 2016.
2. We compared the County Board's 2014 Depreciation Schedule to its 2015 and 2016 Depreciation Schedules for changes in the depreciation amounts for assets purchased prior to the period under review, depreciation taken on the same asset more than once, assets that have been fully depreciated in prior years, or depreciation taken on assets during the period of acquisition. We found no variances.

Property, Depreciation, and Asset Verification Testing (Continued)

3. Using the County Board's capitalization threshold, we selected the lesser of 10 or 10 percent of the fixed assets which were being depreciated for the first time in 2016. We computed the first year's depreciation for the one asset selected, based on the cost, acquisition date and useful life. We compared reported depreciation to the Cost Report Guides and the estimated useful life prescribed in the 2013 American Hospital Association Asset Guide. We found no variances. We did not perform this procedure for 2015 as there were no fixed assets that were being depreciated in their first year.
4. We selected the lesser of 10 percent or 10 disposed assets from the County Board's list of disposed assets and confirmed the one asset was removed from the Depreciation Schedule in 2016. We did not perform this procedure for 2015 as the County Board stated that no capital assets were disposed.

Payroll Testing

1. We compared total salaries and benefits on the Cost Reports to the payroll disbursements yearly totals on the county auditor's Combined MTD/YTD Expense Reports for Month 12 for the Board of DD (019) fund. We found no variances greater than two percent.
2. We compared the salaries and benefit costs on the County Board's Cost Allocation of Wages and Benefits reports to the Cost Reports. We found no variances.
3. We selected the lesser or 40 employees or 25 percent of the number of total employees in 2015 and 2016. For the 14 employees selected each year, we compared the County Board's organizational chart, Cost Allocation of Wages and Benefits reports and job descriptions to the worksheet/form in which each employee's salary and benefit costs were allocated. We found the employee allocations were consistent with the Cost Report Guides and no additional procedures were performed.

Medicaid Administrative Claiming (MAC)

1. We compared MAC salaries and benefits on the Individual Costs by Code report to the County Board's Cost Allocation of Wages and Benefits report and found the County Board's salary and benefit costs exceeded MAC salary and benefit costs for 2016. The County Board did not participate in the MAC program in 2015.
2. We compared the Individual Costs by Code report to the Medicaid Administration form for 2016 and found no variances.
3. We selected all eight non-validated RMTS observed moments for the second quarter of 2016 from the RMTS Participant Moments Question and Answer report. We inspected the County Board's documentation and compared the contents and classification to the DODD's Guide to Medicaid Administrative Claiming (MAC) using the Random Moment Time Studies (RMTS) Methodology for 2014. We found one observed moments without supporting documentation.

This agreed-upon procedures engagement was conducted in accordance with the American Institute of Certified Public Accountants' attestation standards. We were not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on the County Board's Cost Reports. 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.

Auglaize County Board of Developmental Disabilities
Independent Accountants' Report on
Applying Agreed-Upon Procedures

This report is intended solely for the use of the County Board and the DODD, and is not intended to be, and should not be used by anyone other than these specified parties.

A handwritten signature in black ink that reads "Dave Yost". The signature is written in a cursive style with a large, looping "D" and "Y".

Dave Yost
Auditor of State

August 29, 2018

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Appendix A
Auglaize County Board of Developmental Disabilities
2015 Income and Expenditure Report Adjustments

	Reported Amount	Correction	Corrected Amount	Explanation of Correction
Schedule B-1, Section B				
10. A (D) Supported Emp. - Enclave	648	1		To add days of attendance
		(1)	648	To remove day of attendance due to paid claim error
12. B (C) Facility Based Services	2,697	1	2,698	To add days of attendance
Schedule B-3				
3. School Age (A) One Way Trips- First Quarter	13	(13)	-	To remove trips without support
3. School Age (C) One Way Trips- Second Quarter	120	(120)	-	To remove trips without support
3. School Age (E) One Way Trips- Third Quarter	59	(59)	-	To remove trips without support
3. School Age (G) One Way Trips- Fourth Quarter	96	(96)	-	To remove trips without support
5. Facility Based Services (C) One Way Trips- Second Quarter	6,343	(346)		To match transportation report
		(2)		To remove trips due to paid claim error
		(4)	5,991	To remove trips due to paid claim error
5. Facility Based Services (E) One Way Trips- Third Quarter	6,132	(6,132)	-	To match transportation report
5. Facility Based Services (G) One Way Trips- Fourth Quarter	3,470	(3,470)	-	To match transportation report
Schedule B-4				
1. TCM Units (D) 4th Quarter	2,758	1,342		To match SSA report
		(41)	4,059	To remove units due to paid claim error
2. Other SSA Allowable Units (D) 4th Quarter	336	86		To match SSA report
		(11)		To remove units with no support
		47	458	To reclassify projected allowable units
5. SSA Unallowable Units (D) 4th Quarter	235	153		To match SSA report
		(47)		To reclassify projected allowable units
		(328)	13	To remove projected general time and units with no support

Appendix B
Auglaize County Board of Developmental Disabilities
2016 Income and Expenditure Report Adjustments

	Reported Amount	Correction	Corrected Amount	Explanation of Correction
Attendance Statistics				
15 Minute Units, Non-Title XX Only Supported Emp. - Community Employment	626	(5) 58	679	To remove 15 minute units To match community employment report
Total Days of Attendance by Acuity				
A, Facility Based Services (Non-Title XX Only)	8,061	(1) (1)	8,059	To remove days of attendance To remove day of attendance due to paid claim error
A, Supported Emp. - Enclave (Non-Title XX Only)	701	(1)	700	To remove days of attendance
Annual Summary of Transportation Services				
Non-Title XX-Adult				
Facility Based Services, CB One Way Trips	13,602	1,191 (2)	14,791	To match transportation report To remove trips due to paid claim error
Annual Summary of Units of Service - Service and Support Administration				
TCM Units, CB Activity	10,908	727 (16)	11,619	To match SSA report To remove units due to paid claim error
Other SSA Allowable Units, CB Activity	1,788	47 (9)	1,826	To match SSA report To remove units with no support
SSA Unallowable Units, CB Activity	1,213	25 (2) (3)	1,233	To match SSA report To remove units with no support To remove general time units
Indirect Cost Allocation				
Other Expenses, Non-Federal Reimbursable	\$ 7,186	\$ 1,706	\$ 8,892	To reclassify unallowable food and advertising costs
Other Expenses, Gen Expense All Program	\$ 89,114	\$ (1,706)	\$ 87,408	To reclassify unallowable food and advertising costs
Direct Services				
Other Expenses, Community Residential	\$ 21,135	\$ 400	\$ 21,535	To reclassify community residential employee cost
Services and Support Admin				
Other Expenses, Service & Support Admin Costs	\$ 11,365	\$ (400)	\$ 10,965	To reclassify community residential employee cost
Adult Program				
Other Expenses, Facility Based Services	\$ 27,498	\$ (925)	\$ 26,573	To reclassify unallowable consultation expenses
Other Expenses, Non-Federal Reimbursable	\$ 32,859	\$ 925	\$ 33,784	To reclassify unallowable consultation expenses



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AUGLAIZE COUNT BOARD OF DEVELOPMENTAL DISABILITIES

AUGLAIZE COUNTY

CLERK'S CERTIFICATION

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

Susan Babbitt

CLERK OF THE BUREAU

**CERTIFIED
SEPTEMBER 20, 2018**