



Dave Yost • Auditor of State



Dave Yost • Auditor of State

Independent Accountants' Report on Applying Agreed-Upon Procedures

Ohio Department of Medicaid
50 West Town Street, Suite 400
Columbus, Ohio 43215

We have performed the procedures enumerated below, which were agreed to by the Ohio Department of Medicaid (ODM), on the Aging Administered Waiver Annual Cost Report (Cost Report) for the Catholic Social Services of the Miami Valley, a Passport Administrative Agency (hereafter referred to as the PAA), for the period July 1, 2015 through June 30, 2016 (fiscal year 2016). The PAA's management is responsible for preparing this report. The sufficiency of these procedures is solely the responsibility of ODM. Consequently, we make no representation regarding the sufficiency of the procedures enumerated below either for the purpose for which this report has been requested or for any other purpose.

Unless otherwise specified, the PAA provided all reports used in the procedures and this report only describes exceptions exceeding \$500.

Revenue

1. We compared the revenue on the *Final Page A* of the Cost Report to the Crosswalk, General Ledger Detail Report and 2015 Monthly Financial Report. We found no variances.
2. We compared the Client Liabilities and Billings reports to the General Ledger Detail Report and the Cost Report. We found no variances.

Square Footage

1. We compared the monthly square footage summary report to the square footage used for the cost allocation in the Cost Report. We found no variances.

Trial Balance and Non-Payroll Expenses

1. We agreed the disbursements on the Crosswalk, General Ledger Detail Report and Time Study Summary to *Worksheet 1, Total Allowable Expenses by Line Item* for each waiver. We found no variances exceeding \$500 resulting in decreased costs.

We also compared the total PASSPORT Information Management System (PIMS) costs to total *Worksheet 2, Waiver Services Expenses Detail* costs. We found no variances exceeding one half percent of total PIMS costs.

2. We scanned the General Ledger Detail Report and selected 60 disbursements from all cost pools. We compared supporting documentation and classification of the disbursement to the Three Party Agreement, Cost Report Instructions and 2 CFR part 200. We reported variances in Appendix A (see Finding Numbers 1 - 4).
3. We compared the allocation methodology applied on *Worksheet 1* to the approved methodologies in the Cost Report Instructions. Using the payroll sample of 20 employees, we also compared the allocation applied to each cost center to the Time Study Summary. We found no variances.

Payroll

1. We compared total salaries and benefits on *Worksheet 1* for each waiver to the Crosswalk report and General Ledger Detail Reports and Time Study Summary. We found no variances resulting in reclassifications greater than two percent to any waiver or individual cost category.
2. We selected 20 employees and compared the organizational chart, October 2015 monthly Time Study Activity report, Time Study Summary report and General Ledger Detail reports to salaries and benefits reported for each employee on the Cost Reports. We then compared the reported salaries and benefits to the Cost Report Instructions and 2 CFR part 200. We found no variances.

Property

1. We traced the capital costs reported on *Worksheet 1* to the Detail for Depreciation Expense reports, Time Study Summary, Crosswalk, General Ledger Detail reports. We found no variances exceeding \$500.
2. We compared the final 2016 Detail for Depreciation Expense report to its prior year Detail for Depreciation Expense report for changes in the depreciation amounts for assets purchased prior to the periods under review, depreciation taken on the same asset more than once, assets that have been fully depreciated in prior years, or depreciation which was not in compliance with the Cost Report Instructions. We found no variances.
3. We selected one fixed asset which was being depreciated in the first year in 2016 from the Detail for Depreciation Expense report. We recalculated the first year's depreciation for the asset selected, based on the Cost Report Instructions and useful lives prescribed in the 2013 American Hospital Association Asset Guide. We compared the recalculated depreciation to the reported depreciation. We found no variances exceeding \$500.
4. We selected the disposed asset from 2016 from the Detail for Depreciation Expense report and confirmed the asset was removed from the Detail for report in accordance with CMS Publication 15-1, Chapter 1. We removed the loss for the disposed asset in Appendix A (Finding Number 5) in accordance with CMS Publication 15-1, section 104.10(E).
5. We scanned the General Ledger Detail Report for items purchased during the fiscal year that met the capitalization criteria and the procurement requirements and traced them to the Detail for Depreciation Expense report. We found no variances.

Contract Monitoring

1. We obtained the PAA's written procedures and supporting documentation showing it performed provider oversight processes in accordance with Section II (A)(3)(b) in its Three Party Agreement with the ODM and the Ohio Department of Aging. We selected five providers for both structural compliance and pre-certification reviews, three event based reviews and two service delivery documentation reviews. We found no instances of non-compliance.

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 Aging Administered Waiver Annual Cost Report. 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.

Catholic Social Services of the Miami Valley
Independent Accountants' Report on
Applying Agreed-Upon Procedures

This report is intended solely for the information and use of the PAA and ODM, and is not intended to be, and should not be used by anyone other than the 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

December 18, 2018

This Page Left Intentionally Blank

SUMMARY OF COST AND EXPENSE ADJUSTMENTS

PROGRAM		PASSPORT								
		COST REPORT								
Finding Number	Worksheet	Line	Account	Cost Center	Type of Finding	Specific Compliance Citation	Reported Costs	Adjustments	Revised Cost	
4	1	3	Service Contracts	Screening	Reclassify service contracts	Cost Report Instructions	\$ 9,037.00	\$ 210.00	\$ 9,247.00	
4	1	3	Service Contracts	Assessment	Reclassify service contracts	Cost Report Instructions	\$ 12,018.00	\$ 260.00	\$ 12,278.00	
4	1	3	Service Contracts	Case Management	Reclassify service contracts	Cost Report Instructions	\$ 48,542.00	\$ 1,021.00	\$ 49,563.00	
4	1	3	Service Contracts	General Administration	Reclassify service contracts	Cost Report Instructions	\$ 22,315.00	\$ 312.00	\$ 22,627.00	
1	1	4	Travel & Training	Provider Relations	Reclassify travel and training expenses	Cost Report Instructions	\$ 2,035.00	\$ 489.00	\$ 2,524.00	
1	1	4	Travel & Training	General Administration	Reclassify travel and training expenses	Cost Report Instructions	\$ 8,241.00	\$ 1,985.00	\$ 10,226.00	
1	1	5	Equipment <\$5,000	Provider Relations	Reclassify travel and training expenses	Cost Report Instructions	\$ 3,568.00	\$ (489.00)	\$ 3,079.00	
1	1	5	Equipment <\$5,000	General Administration	Reclassify travel and training expenses	Cost Report Instructions	\$ 14,454.00	\$ (1,985.00)	\$ 12,469.00	
4	1	6	Equipment Repairs	Screening	Reclassify service contracts	Cost Report Instructions	\$ 1,403.00	\$ (210.00)	\$ 1,193.00	
4	1	6	Equipment Repairs	Assessment	Reclassify service contracts	Cost Report Instructions	\$ 1,918.00	\$ (260.00)	\$ 1,658.00	
4	1	6	Equipment Repairs	Case Management	Reclassify service contracts	Cost Report Instructions	\$ 7,278.00	\$ (1,021.00)	\$ 6,257.00	
4	1	6	Equipment Repairs	General Administration	Reclassify service contracts	Cost Report Instructions	\$ 2,076.00	\$ (312.00)	\$ 1,764.00	
3	1	8	Building Services	Screening	Reclassify insurance expense	Cost Report Instructions	\$ 4,397.00	\$ (164.00)	\$ 4,233.00	
3	1	8	Building Services	Assessment	Reclassify insurance expense	Cost Report Instructions	\$ 7,503.00	\$ (225.00)	\$ 7,278.00	
3	1	8	Building Services	Case Management	Reclassify insurance expense	Cost Report Instructions	\$ 29,417.00	\$ (887.00)	\$ 28,530.00	
3	1	8	Building Services	General Administration	Reclassify insurance expense	Cost Report Instructions	\$ 9,076.00	\$ (400.00)	\$ 8,676.00	
3	1	9	Insurance	Screening	Reclassify insurance expense	Cost Report Instructions	\$ 538.00	\$ 164.00	\$ 702.00	
3	1	9	Insurance	Assessment	Reclassify insurance expense	Cost Report Instructions	\$ 690.00	\$ 225.00	\$ 915.00	
3	1	9	Insurance	Case Management	Reclassify insurance expense	Cost Report Instructions	\$ 2,363.00	\$ 887.00	\$ 3,250.00	
3	1	9	Insurance	General Administration	Reclassify insurance expense	Cost Report Instructions	\$ 685.00	\$ 400.00	\$ 1,085.00	
5	1	10	Capital Cost	Screening	Loss on disposal recorded in error	CMS Publication 15-1, Chapter 1, Depreciation	\$ 8,185.00	\$ (1,013.00)	\$ 7,172.00	
5	1	10	Capital Cost	Assessment	Loss on disposal recorded in error	CMS Publication 15-1, Chapter 1, Depreciation	\$ 10,297.00	\$ (994.00)	\$ 9,303.00	
5	1	10	Capital Cost	Case Management	Loss on disposal recorded in error	CMS Publication 15-1, Chapter 1, Depreciation	\$ 40,820.00	\$ (4,361.00)	\$ 36,459.00	
5	1	10	Capital Cost	Provider Relations	Loss on disposal recorded in error	CMS Publication 15-1, Chapter 1, Depreciation	\$ 3,515.00	\$ (247.00)	\$ 3,268.00	
3	1	10	Capital Cost	General Administration	Loss on disposal recorded in error	CMS Publication 15-1, Chapter 1, Depreciation	\$ 14,240.00	\$ (1,003.00)	\$ 13,237.00	
2	1	11	Other Expense	Provider Relations	Remove non-federal reimbursable expenses	2 CFR 225 Appendix B, 1 Provider Relations	\$ 1,203.00	\$ (269.00)	\$ 934.00	
2	1	11	Other Expense	General Administration	Remove non-federal reimbursable expenses	2 CFR 225 Appendix B, 19 General Government Expenses	\$ 4,875.00	\$ (1,091.00)	\$ 3,784.00	

SUMMARY OF COST AND EXPENSE ADJUSTMENTS

PROGRAM		Assisted Living								
		COST REPORT								
Finding Number	Worksheet	Line	Account	Cost Center	Type of Finding	Specific Compliance Citation	Reported Costs	Adjustments	Revised Cost	
4	1	3	Service Contracts	Assessment	Reclassify service contracts	Cost Report Instructions	\$ 278.00	\$ 7.00	\$ 285.00	
4	1	3	Service Contracts	Case Management	Reclassify service contracts	Cost Report Instructions	\$ 2,255.00	\$ 63.00	\$ 2,318.00	
4	1	3	Service Contracts	General Administration	Reclassify service contracts	Cost Report Instructions	\$ 1,982.00	\$ 21.00	\$ 2,003.00	
4	1	6	Equipment Repairs	Assessment	Reclassify service contracts	Cost Report Instructions	\$ 51.00	\$ (7.00)	\$ 44.00	
4	1	6	Equipment Repairs	Case Management	Reclassify service contracts	Cost Report Instructions	\$ 510.00	\$ (63.00)	\$ 447.00	
4	1	6	Equipment Repairs	General Administration	Reclassify service contracts	Cost Report Instructions	\$ 93.00	\$ (21.00)	\$ 72.00	
3	1	8	Building Services	Assessment	Reclassify insurance expense	Cost Report Instructions	\$ 260.00	\$ (10.00)	\$ 250.00	
3	1	8	Building Services	Case Management	Reclassify insurance expense	Cost Report Instructions	\$ 1,572.00	\$ (45.00)	\$ 1,527.00	
3	1	8	Building Services	General Administration	Reclassify insurance expense	Cost Report Instructions	\$ 383.00	\$ (24.00)	\$ 359.00	
3	1	9	Insurance	Assessment	Reclassify insurance expense	Cost Report Instructions	\$ 27.00	\$ 10.00	\$ 37.00	
3	1	9	Insurance	Case Management	Reclassify insurance expense	Cost Report Instructions	\$ 162.00	\$ 45.00	\$ 207.00	
3	1	9	Insurance	General Administration	Reclassify insurance expense	Cost Report Instructions	\$ 31.00	\$ 24.00	\$ 55.00	
5	1	10	Capital Cost	Assessment	Loss on disposal recorded in error	CMS Publication 15-1, Chapter 1, Depreciation	\$462.00	\$ (37.00)	\$425.00	
5	1	10	Capital Cost	Case Management	Loss on disposal recorded in error	CMS Publication 15-1, Chapter 1, Depreciation	\$2,578.00	\$ (453.00)	\$2,125.00	
5	1	10	Capital Cost	Provider Relations	Loss on disposal recorded in error	CMS Publication 15-1, Chapter 1, Depreciation	\$402.00	\$ (48.00)	\$354.00	
5	1	10	Capital Cost	General Administration	Loss on disposal recorded in error	CMS Publication 15-1, Chapter 1, Depreciation	\$702.00	\$ (84.00)	\$618.00	

Total Effect on Cost Report

\$ (9,600.00)

This page intentionally left blank.



Dave Yost • Auditor of State

CATHOLIC SOCIAL SERVICES

SHELBY 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
DECEMBER 27, 2018**