



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 Shelby County Board of Developmental Disabilities (County Board) for the year ended December 31, 2022 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, 2022 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, 2022, 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:

Statistics – Square Footage

We confirmed through inquiry with the County Board and scanned the Summary by Service Code report and found that it did not render any paid Medicaid waiver services for only a portion of calendar year 2022.

Statistics – Attendance

We scanned the Summary by Service Code report for the period January 1, 2022 through December 31, 2022 and found no paid adult program waiver services.

Statistics – Transportation

We scanned the Summary by Service Code report for the period January 1, 2022 through December 31, 2022 and found no paid waiver transportation services.

Statistics – Service and Support Administration (SSA)

1. We footed the County Board's Cost Report B4 Detail reports for accuracy. There were no computational errors.

Statistics – Service and Support Administration (Continued)

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 greater than two percent of total units on each row.

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.

Paid Claims

1. We confirmed that the County Board provided neither paid adult nor paid non-medical waiver transportation services.
2. We selected 50 Targeted Case Management (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 instances of non-compliance as described below and calculated recoverable findings. We also reported the corresponding unit adjustments in the Appendix.

Service Code	Units	Review Results	Finding
TCM	75	Units billed for direct service activity	\$1,028.14

3. We compared the number of reimbursed TCM units from the Summary by Service Code report 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 report for the period January 1, 2022 through December 31, 2022 and found no paid waiver transportation services.

Non-Payroll Expenditures

1. We traced non-payroll expenditures on the SAC Expenses Detail report to the Ledger Tracing worksheet and from the Ledger to the amounts reported on the CBCR forms for indirect costs, program supervision, SSA and adult programs. We found no variances.
2. We selected 60 disbursements from the service contracts and other expenses on the SAC Expenses Detail report in cost categories that contributed to Medicaid rates. We compared the County Board's supporting documentation to the Cost Report and 2 C.F.R. §§ 200.420-475. There were variances greater than two percent, unreported reconciliation costs and non-federal reimbursable costs.

For any errors, we scanned the SAC Expenses Detail report 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 scanned the Summary by Service Code report for the period January 1, 2022 through December 31, 2022 and found no paid waiver adult program services.

Payroll

1. We compared the salaries and benefit costs on the SAC Expenses Detail report to the Ledger Tracing worksheet and from the Ledger to the amounts reported on the worksheets/forms for indirect costs, program supervision, SSA and adult programs. There were no variances.

Payroll (Continued)

2. We selected seven employees from the SAC Expenses Detail report in cost categories that contribute to Medicaid rates. For the employees selected, we compared the Table of Organization, SAC Expenses Detail report, Cost Report B4 Detail reports, 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. The misclassification errors in procedure 2 were greater than 10 percent, and we scanned the Table of Organization and Shared Services agreement and compared the classification of employees to entries on the Cost Report forms and Cost Report Guide to identify similar errors. There were additional variances as reported in the Appendix.
4. We confirmed through inquiry with the County Board that it had shared personnel costs with other County Boards. We traced the shared personnel reimbursements from the SAC Revenue Detail report to the Ledger Tracing worksheet. We confirmed the County Board paid the full cost for shared personnel and that the shared personnel costs were offset by revenue received.

Medicaid Administrative Claiming (MAC)

1. We compared the actual salaries and benefits for the Random Moment Time Study (RMTS) participants for the first quarter from the Payroll and Benefits by Date Span Summary to the salaries and benefits submitted on the Cost by Individual Report. We confirmed that the actual salaries and benefits exceeded MAC reimbursed salaries and benefits.

For any shared MAC participants, we confirmed reported MAC salaries and benefits were adjusted for revenue received on the SAC Revenue Detail report in the first quarter.

2. For the seven RMTS observed moments selected by the Department, we obtained copies of the entries in the RMTS web-based program (RMTS Screenshot). 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. We found no variances for six observed moments. We found one observed moment with no comment; however, the supporting documentation agreed with the Moment Answer and Moment Information sections.

Unit Rate

For unit rates identified by the Department on the Comprehensive Cost Report Rate sheet, we used the CBCR notes and any Department Desk Review notations and inquired with County Board management regarding 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.

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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.

A handwritten signature in black ink that reads "Keith Faber". The signature is written in a cursive, flowing style.

Keith Faber
Auditor of State
Columbus, Ohio

November 5, 2024

Appendix
Shelby County Board of Developmental Disabilities
2022 Cost Report Adjustments

	Reported Amount	Correction	Corrected Amount	Explanation of Correction
Annual Summary of Units of Service - Service and Support Administration				
TCM Units, CB Activity	35,231	(75)	35,156	To reclassify unallowable units
SSA Unallowable Units, CB Activity	2,423	75	2,498	To reclassify unallowable units
Capital Costs				
Movable Equipment, Gen Expense All Program	\$ 17,394	\$ 821	\$ 18,215	To add depreciation for a capital asset
Indirect Cost Allocation				
Service Contracts, Gen Expense All Program	\$ 134,725	\$ (10,037)	\$ 124,688	To reclassify COG costs
Other Expenses, Non-Federal Reimbursable	\$ 113,939	\$ 1,350	\$ 115,289	To reclassify donations
Other Expenses, Gen Expense All Program	\$ 144,311	\$ (8,764)		To reclassify COG costs
		\$ (1,350)		To reclassify donations
		\$ (4,300)		To reclassify family and children first costs
		\$ (12,308)	\$ 117,589	To reclassify capital asset and record depreciation
Direct Services				
Salaries, Community Residential	\$ 139,977	\$ 6,968	\$ 146,945	To reclassify Medicaid Services Manager and Medicaid Support salaries
Other Expenses, Unassigned Children Program	\$ -	\$ 4,300	\$ 4,300	To reclassify family and children first costs
Physical Therapy Services				
Other Expenses, Community Residential	\$ -	\$ 1,160	\$ 1,160	To reclassify services performed by physical therapist
Transportation Services				
Other Expenses, Facility Based Services	\$ -	\$ 9,142	\$ 9,142	To reclassify transportation costs
Services and Support Admin				
Salaries, Service & Support Admin Costs	\$ 597,190	\$ (13,936)	\$ 583,254	To reclassify Medicaid Services Manager and Medicaid Support salaries
Other Expenses, Service & Support Admin Costs	\$ 38,789	\$ (16,496)		To reclassify shared employee reimbursements
		\$ (1,160)	\$ 21,133	To reclassify services performed by physical therapist

Appendix
Shelby County Board of Developmental Disabilities
2022 Cost Report Adjustments

	Reported Amount	Correction	Corrected Amount	Explanation of Correction
Adult Program				
Salaries, Unassign Adult Program	\$ -	\$ 6,968	\$ 6,968	To reclassify Medicaid Services Manager and Medicaid Support salaries
Other Expenses, Facility Based Services	\$ 54,911	\$ (9,142)	\$ 45,769	To reclassify transportation costs
CBCR Reconcile Expenses Detail Records				
Fees paid to COG or payments and transfers made to COG	\$ 879,965	\$ 10,037		To reclassify COG costs
		\$ 8,764	\$ 898,766	To reclassify COG costs
Purchases greater than \$5,000	\$ 31,569	\$ 12,308	\$ 43,877	To reclassify capital asset
Other: Reimbursements for shared services	\$ 159,122	\$ 16,496	\$ 175,618	To reclassify shared employee reimbursements

OHIO AUDITOR OF STATE KEITH FABER



SHELBY COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

SHELBY 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 12/5/2024

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This report is a matter of public record and is available online at
www.ohioauditor.gov