



Dave Yost • Auditor of State

HOLMES COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

TABLE OF CONTENTS

Title	Page
Independent Auditors' Report	1
Paid Claims - Recoverable Findings – 2011	8
Paid Claims - Recoverable Findings – 2012.....	8
Appendix A: Income and Expenditure Report Adjustments – 2011.....	15
Appendix B: Income and Expenditure Report Adjustments – 2012.....	18

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Independent Auditor's Report on Applying Agreed-Upon Procedures

Halina Schroeder, Audit Chief
Division of Fiscal Administration, Audit Office
Ohio Department of Developmental Disabilities
30 E. Broad Street, 8th Floor
Columbus, Ohio 43215

Dear Ms. Schroeder:

As permitted by Ohio Rev. Code § 5123.05 and as required by the *Application for a § 1915(c) Home and Community Based Services Waiver*, Appendix I-2(c), the Auditor of State's Office performed the procedures enumerated below, to which the Ohio Department of Developmental Disabilities (DODD) agreed. The purpose is to assist you in evaluating whether the Holmes County Board of Developmental Disabilities (County Board) prepared its *Income and Expenditure Report* for the years ended December 31, 2011 and 2012 (Cost Reports) in accordance with DODD's Guide to Preparing Income and Expenditure Reports for 2011 and 2012 (Cost Report Guides) and to assist you in evaluating whether reported receipts and disbursements complied with 2 CFR 225 (OMB Circular A-87 *Cost Principles for State, Local, and Indian Tribal Governments*), and other compliance requirements described in the procedures below. The County Board's management is responsible for preparing these reports. This agreed-upon procedures engagement was conducted in accordance with the American Institute of Certified Public Accountants' attestation standards. 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. DODD requested that we tour the facilities to identify how space was used by County Board programs and to identify new, closed or empty buildings along with rented or idle space. DODD also asked us to perform the additional procedures listed below only on those areas that changed by more than 10 percent from the final 2010 square footage totals.

We toured the facilities and found unreported building services square footage. As a result, the County Board prepared revised floor plans and summaries. Additionally, we found space rented by the Tri-County Educational Service Center that was not properly reported. We reported this variance in Appendix A (2011) and Appendix B (2012).

We compared the revised 2011 and 2012 square footage totals to final 2010 square footage totals and found that the square footage reported changed by more than 10 percent and we performed the procedures below.

2. DODD requested that we report variances if the County Board's square footage for three rooms varied by more than 10 percent of the square footage reported in the summary which rolls up to *Schedule B-1, Section A, Square Footage*.

Statistics – Square Footage (Continued)

We measured three rooms and compared the square footage to the County Board's revised square footage summary.

We found no variances for rooms that were measured exceeding 10 percent.

3. DODD requested that we report variances if the County Board's square footage for one floor plan varied by more than 10 percent of the square footage reported in the summary which rolls up to *Schedule B-1, Section A, Square Footage*.

We compared square footage for each room on the floor plan of the Holmes County Training Center building to the County Board's revised summary for each year.

We found no variances exceeding 10 percent; however, the County Board requested that we add the mechanical room to building services square footage. We added this room to the revised summary and compared to the Cost Report in procedure 4.

4. DODD requested that we report variances if the County Board's square footage summary varied by more than 10 percent when comparing the summary to the Cost Report for any cell within *Schedule B-1, Section A, Square Footage*.

We compared the County Board's revised square footage summary to the square footage reported in each cell in *Schedule B-1, Section A, Square Footage*.

We reported variances exceeding 10 percent in Appendix A (2011) and Appendix B (2012).

5. DODD requested that we obtain the County Board's methodology for allocating square footage between programs and review the methodology to ensure that square footage for areas shared by more than one type of service is allocated by program based on reported usage of the area in accordance with the Cost Report Guides.

We obtained the County Board's methodology and compared it to the Cost Report Guides.

We found no inconsistencies as a result of applying this procedure.

Statistics – Attendance

1. We reviewed the Cost Reports to determine if individuals served or units of service were omitted on *Schedule B-1, Section B, Attendance Statistics*, worksheet 4, or worksheets 7A to 7H which result in unassigned program or general expenses-all program costs.

We found no unassigned program or general expenses-all program costs.

2. DODD asked us to compare the County Board's final 2010 typical hours of service reported on *Schedule B-1, Section B, Attendance Statistics* to the typical hours of service reported on *Schedule B-1* for 2011 and, if the hours are the same, to do no additional procedures.

We compared the final 2010 typical hours of service to the typical hours of service reported on *Schedule B-1* for 2011.

We found no differences.

Statistics – Attendance (Continued)

3. DODD requested that we report variances if the County Board's attendance statistics were not within two percent of the attendance statistics reported.

We compared the County Board's 2011 Attendance by Acuity, 2012 Production Attendance Summary By Acuity Group, and 2012 Habilitation Attendance Summary reports for the number of individuals served and days of attendance with similar information reported for Day Habilitation/Adult Day Services/Vocational Habilitation on Schedule B-1, Section B, Attendance Statistics and determined if the statistics were reported in accordance with the Cost Report Guides. We also footed the County Board's reports on attendance statistics for accuracy.

We found no differences exceeding two percent for 2011. We found a difference exceeding two percent for 2012 as reported in Appendix B.

4. DODD requested that we report variances if the County Board's number of individuals served for 2011 varied by more than 10 percent when comparing to the prior period's attendance statistics on *Schedule B-1, Section B, Attendance Statistics*.

We compared the County Board's final 2010 number of individuals served to the final individuals served for Day Habilitation/Adult Day Services/Vocational Habilitation for 2011 on *Schedule B-1*.

The number of reported individuals served for Adult Day Services in 2011 changed by more than 10 percent from the prior year's *Schedule B-1* and, as a result, we performed procedure 5 below.

5. DODD requested that we report variances if the individuals served on *Schedule B-1, Section B, Attendance Statistics* were not within three of the individuals documented on the attendance sheets.

We haphazardly selected 15 individual names from the County Board's attendance sheets for 2011 and compared the individuals by name to the compiled listing of individuals served by program documentation which rolls up to *Schedule B-1*.

We found no differences.

6. DODD requested that we report variances in the total attendance days for five individuals for two months in 2012 between the County Board's monthly attendance documentation and the number of days reported on *Schedule B-1, Section B, Attendance Statistics*. DODD also asked us to compare the acuity level on the County Board's 2012 Production Attendance Summary By Acuity Group and 2012 Habilitation Attendance Summary report to the Acuity Assessment Instrument for each individual.

We traced the attendance days for five adult day service individuals from the January to May and August to December 2012 County Board monthly attendance reports to *Schedule B-1*. We found no differences.

We compared each acuity level on the 2012 Production Attendance Summary By Acuity Group and 2012 Habilitation Attendance Summary reports to the Acuity Assessment Instrument for the same five individuals. We also selected an additional four individuals, to ensure that at least two individuals from each acuity level are tested, and performed the same acuity level comparison.

We found no acuity variances.

Statistics – Attendance (Continued)

7. DODD requested that we report variances to *Schedule B-1, Section B, Attendance Statistics* if more than three of the 15 minute community employment units tested were not calculated in accordance with the Cost Report Guides or if any units did not meet the service documentation requirements of Ohio Admin. Code § 5123:2-9-05 (see Paid Claims testing, procedure 1).

We did not perform this procedure because the County Board did not have a community employment program during 2011 or 2012.

Acuity Testing

1. DODD requested that we report variances if the Days of Attendance by Acuity supplemental worksheet for 2008, 2009, 2010, and 2011 did not agree to the County Board's supporting documentation.

We compared the County Board's 2008 Attendance Summary By Month and Acuity Group, 2009 Attendance by Acuity, 2010 Attendance Summary, and 2011 Attendance by Acuity reports for the days of attendance for Day Habilitation/Adult Day Services/ Vocational Habilitation with the Days of Attendance by Acuity supplemental worksheet for 2008, 2009, 2010, and 2011.

For 2008, we found the following acuity variances:

- 123 Adult Day Services attendance days should be removed from acuity level A-1;
- 297 Adult Day Services attendance days should be removed from acuity level A;
- 589 Adult Day Services attendance days should be added to acuity level B; and
- 155 Adult Day Services attendance days should be added to acuity level C.

For 2009, we found no acuity variances.

For 2010, we found the following acuity variances:

- 63 Adult Day Services attendance days should be removed from acuity level A-1;
- 42 Adult Day Services attendance days should be added to acuity level A;
- 6 Adult Day Services attendance days should be removed from acuity level B; and
- 47 Adult Day Services attendance days should be added to acuity level C.

For 2011, we found the following acuity variances:

- 22 Adult Day Services attendance days should be removed from acuity level A;
- 26 Adult Day Services attendance days should be added to acuity level B; and
- 4 Adult Day Services attendance days should be removed from acuity level C.

2. We also compared two individuals from each acuity level on the County Board's 2008 Attendance Summary By Month and Acuity Group, 2009 Attendance by Acuity, 2010 Attendance Summary, and 2011 Attendance by Acuity reports to the Acuity Assessment Instrument for each individual for each respective year.

We found no acuity variances.

We reported the differences from procedures 1 on a revised Days of Attendance by Acuity supplemental worksheet for 2010 and 2011 and submitted it to DODD.

Statistics – Transportation

1. DODD requested that we report variances if the County Board's transportation units were not within two percent of total units reported on each line of *Schedule B-3, Quarterly Summary of Transportation Services*.

We compared the number of one-way trips from the County Board's 2011 and 2012 transportation reports with those statistics as reported in *Schedule B-3*. We also footed the County Board's transportation reports for accuracy.

We found no differences.

2. DODD requested that we report variances of more than 10 percent of the total trips taken for four adults and one child for both 2011 and 2012, between the County Board's internal documentation versus the amount reported on *Schedule B-3, Quarterly Summary of Transportation Services*.

We were unable to trace the number of trips as the County Board transportation reports were not by individual. However, we were able to trace the total trips for three bus routes for three months in 2011 and 2012 from the County Board's daily reporting documentation to *Schedule B-3*.

We found no differences.

3. DODD requested that we report variances if the County Board's cost of bus tokens/cabs was not within two percent of the total amount reported on *Schedule B-3, Quarterly Summary of Transportation Services*.

We compared the cost of bus tokens/cabs from the County Board's State Expenses Detailed Reports to the amount reported in *Schedule B-3*.

In 2011, we found no differences. In 2012, we found differences as reported in Appendix B.

Statistics – Service and Support Administration (SSA)

- 1 DODD requested that we report variances if the County Board's SSA units were not within two percent of total units reported on each line of *Schedule B-4, Quarterly Summary of Units of Service – Service and Support Administration*.

We compared the number of Targeted Case Management (TCM), Other SSA Allowable, and SSA Unallowable from the County Board's Receivable Billing Reimbursable Detail reports with those statistics reported in *Schedule B-4*. We also footed the County Board's SSA reports for accuracy.

We noted that the 2012 Cost Report did not include Unallowable SSA units and the 2011 Unallowable units were incorrect. We obtained revised detail reports and compared these revised reports to *Schedule B-4*. We reported differences exceeding two percent in Appendix A (2011) and Appendix B (2012).

2. DODD asked us to report variances if the Other SSA Allowable units tested had an error rate exceeding 10 percent.

We haphazardly selected two samples of 60 Other SSA Allowable units for both 2011 and 2012 from the Receivable Billing Reimbursable Detail Reports and determined if the case note documentation described activities listed in Ohio Admin. Code § 5101:3-48-01(D) and also included the documentation elements required by Ohio Admin. Code § 5101:3-48-01(F).

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

The units found to be in error did not exceed 10 percent for 2011. The units found to be in error in 2012 exceeded 10 percent; however, our review of supporting documentation did not indicate a systemic issue and we reported our sample errors in Appendix B.

3. DODD asked us to report variances if the SSA Unallowable units tested had an error rate exceeding 10 percent.

We haphazardly selected a sample of 60 Unallowable SSA service units for both 2011 and 2012 from the Receivable Billing Reimbursable Detail reports and determined if the case note documentation described activities listed in Ohio Admin. Code § 5101:3-48-01(D), and also included the documentation elements required by Ohio Admin. Code § 5101:3-48-01(F).

We found no errors.

4. DODD requested that we report decreases exceeding five percent in total 2011 SSA units by line on *Schedule B-4* when compared to the prior year's final Cost Report. DODD also asked us to report changes exceeding five percent in total 2012 SSA units by line on *Schedule B-4* when compared to the prior year's final Cost Report.

We compared the final 2010 SSA units to the final 2011 SSA units and the final 2011 SSA units to the final 2012 SSA units.

We found no decreases in 2011 SSA units. The final 2012 TCM and Other SSA Allowable units decreased by five percent or more and the final 2012 Unallowable SSA units increased by five percent or more from 2011. We obtained the County Board's explanation that, throughout 2012, there was an increase in SSA turnover which required increased training and general time units subsequently causing a decrease in the TCM and Other SSA Allowable units. In addition, the County Board's explained that the final Unallowable SSA unit increase was due to more services being provided to individuals located in institutionalized settings.

5. DODD requested that we determine if the County Board maintained case note documentation for non-individual specific activities (general time units) as described in *Worksheet 9, Service and Support Administration Costs* of the Cost Report Guides. If the County Board did record general time units and they accounted for over 10 percent of total SSA units on the final *Schedule B-4* plus any general time units recorded, DODD asked us to determine if they were properly classified and report any variances with an error rate exceeding 10 percent and indicating a systemic issue.

We did not perform this procedure because the County Board stated they did not track general time units in either year.

Revenue Cost Reporting and Reconciliation to the County Auditor Report

1. DODD asked us to compare the receipt totals from the county auditor's detailed receipt reports for the County Board to the county auditor's report totals reported on the *Reconciliation to County Auditor Worksheets*.

We compared the receipt totals from the 12/31/2011 and 12/31/2012 county auditor's Receipt Reports for the General (BB1), Capital (BB5), Family Resources (S02), Title 20 (S03), V Innovation (S04), Gifts & Donations (S06), Title VI-B (S12), Dental Account (S18), Library Grant (S20), CAFS/TCM Federal Funds (S25), and John T. Graven Memorial Expend (U10) funds to the county auditor's report totals reported on the Reconciliation to County Auditor Worksheets.

Revenue Cost Reporting and Reconciliation to the County Auditor Report (Continued)

We found no differences.

2. DODD asked us to determine whether total County Board receipts reported in the Reconciliation to County Auditor Worksheets reconciled within 1/4 percent of the county auditor's yearly report of total receipts for these funds, and if the Cost Reports do not reconcile within limits, to perform procedure 3.

Total County Board receipts were within 1/4 percent of the county auditor's yearly receipt totals reported for these funds.

3. DODD asked us to compare the account description and amount for each revenue reconciliation item on the Reconciliation to County Auditor Worksheet to the County Board's State Account Code Detailed Report and other supporting documentation such as county tax settlement sheets.

We did not perform this procedure since the Cost Reports reconciled within limits.

4. DODD requested that we compare revenue entries on *Schedule C, Income Report* to the Council of Governments prepared County Board Summary Workbooks for 2011 and 2012.

We compared revenue entries on *Schedule C, Income Report* to the Mid East Ohio Regional Council (COG) prepared County Board Summary Workbooks.

In 2011, we found differences as reported in Appendix A. In 2012, we found no differences.

5. We reviewed the County Board's State Account Code Detail Reports and *Schedule C, Income Report* to determine whether revenues are maintained separately to offset corresponding expense via the use of specific expenditure costs centers and identified any potential revenue offsets/applicable credits.

We identified the following sources of potential revenue credits for which the County Board did not offset costs on the Cost Reports in accordance with 2 CFR 225, Appendix A (C)(3)(c) and (4)(a):

- Miscellaneous refunds, reimbursements and other income in the amount of \$143,658 in 2011 and \$85,209 in 2012;
- IDEA Part B revenues in the amount of \$54,236 in 2011 and \$52,144 in 2012;
- School Lunch Program revenues in the amount of \$5,505 in 2011 and \$5,677 in 2012;
- Title XX revenues in the amount of \$23,293 in 2011 and \$21,105 in 2012;
- Help Me Grow revenues in the amount of \$5,718 in 2011 and \$4,292 in 2012; and
- Rent in the amount of \$4,043 in 2011 and \$5,283 in 2012.

Paid Claims Testing

1. We selected 100 paid services among all service codes from 2011 and 2012 from the Medicaid Billing System (MBS) data and determined if the services met the following service documentation requirements of Ohio Admin. Code §§ 5123:2-9-05, 5123-2-9-18(H)(1)-(2), and 5101:3-48-01(F) as applicable to the specific service provided:

- Date of service;
- Place of service;
- Name of the recipient;

Paid Claims Testing (Continued)

- Name of the provider;
- Signature of the person delivering the service or initials of the person delivering the service if the signature and corresponding initials are on file with the provider;
- Type of service;
- Number of units of the delivered service or continuous amount of uninterrupted time during which the service was provided;
- Group size in which the services were delivered; and
- Arrival and departure times of the provider of service's site visit to the recipient's location or of the recipient's visit to the provider of service's location.

For non-medical transportation service codes, we reviewed similar service documentation requirements to ensure compliance with Ohio Admin. Code § 5123:2-9-18(H)(1)-(2) excluding H(1)(d),(f),(j) and H(2)(d),(f). We applied the service documentation rules in effect at the time of service delivery. For selected commercial transportation services, DODD also asked us to compare the County Board's usual and customary rate with the reimbursed rate to ensure that the County Board was reimbursed the lesser of the two as per Ohio Admin. Code § 5123:2-9-06. For any errors found, DODD asked that we obtain documentation and identify all overpayments related to reimbursements exceeding the usual and customary rate.

We found no instances of noncompliance with these service documentation requirements. We found no difference in comparing actual costs for non-medical transportation provided by taxi/livery to the reimbursed rate.

We noted TCM service units in 2011 and 2012 in which the individual met criteria for coverage exclusion. Per Ohio Admin. Code § 5101-3-48-01(2)(a): "Activities performed on behalf of an eligible individual residing in an institution are not billable for medicaid TCM reimbursement except for the last one hundred eighty consecutive days of residence when the activities are related to moving the eligible individual from an institution to a noninstitutional community setting".

Recoverable Finding - 2011 Finding \$3,949.92

Service Code	Units	Review Results	Findings
TCM	509	Services provided to a nursing home/ICF resident	\$3,949.92

Recoverable Finding - 2012 Finding \$6,667.11

Service Code	Units	Review Results	Findings
TCM	673	Services provided to a nursing home/ICF resident	\$6,667.11

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

2. DODD requested that we report variances if units reimbursed by Medicaid were more than the units reported in the Cost Reports.

Paid Claims Testing (Continued)

We compared the number of reimbursed TCM units and Community Employment units from the MBS Summary by Service Code report to the final units on *Schedule B-4, Quarterly Summary of Units of Service – Service and Support Administration, Line (1)(F), TCM Units* and to *Schedule B-1, Section B, Attendance Statistics, Line (4)(C), Supported Employment – Community Employment, 15 minute units*, respectively.

We found no instance where the Medicaid reimbursed units were greater than final TCM units in 2011.

In 2012, the reimbursed units were greater than final TCM units on *Schedule B-1*. We identified 673 TCM units in the 2012 Recoverable Finding, and after removing these units from the reimbursed units on the MBS Summary by Service code report, the corrected reimbursed units would be fewer than final TCM units.

The County Board was not reimbursed for Supported Employment - Community Employment units during 2011 or 2012.

3. DODD requested that we report whether any reimbursements exceeded disbursements on *Schedule A, Summary of Service Costs- By Program* by two percent.

We compared the amounts reported on *Schedule A, Summary of Service Costs – By Program, Lines (20), Environmental Accessibility Adaptations to Line (25), Other Waiver Services* to the amount reimbursed for these services in 2011 and 2012 on the MBS Summary by Service Code report.

We found no differences.

Non-Payroll Expenditures and Reconciliation to the County Auditor Report

1. DODD asked us to compare the disbursement totals from the county auditor's report listed on the Reconciliation to County Auditor Worksheets to the county auditor's disbursements report for County Board's funds.

We compared the disbursement totals from the 12/31/2011 and 12/31/2012 county auditor's report listed on the Reconciliation to County Auditor Worksheets to the county auditor's Budget Report for the General (BB1), Capital (BB5), Family Resources (S02), Title 20 (S03), V Innovation (S04), Gifts & Donations (S06), Title VI-B (S12), Dental Account (S18), Library Grant (S20), CAFS/TCM Federal (S25), and John T. Graven Memorial Expend (U10) funds.

We found no differences.

2. DODD asked us to determine whether total County Board disbursements reported in the Reconciliation to County Auditor Worksheets reconciled within 1/4 percent of the county auditor's yearly report of total disbursements for these funds and, if Cost Reports did not reconcile within acceptable limits, to perform procedure 3.

Total County Board disbursements were within 1/4 percent of the county auditor's yearly disbursement totals reported for these funds.

Non-Payroll Expenditures and Reconciliation to the County Auditor Report (Continued)

3. DODD asked us to compare the account description and amount for each reconciling item on the County Auditor Reconciliation Worksheets to the County Board's State Expenses Detailed Reports and other supporting documentation such as county tax settlement sheets.

We did not perform this procedure since the Cost Reports reconciled within limits.

4. DODD asked us to compare the County Board's detailed disbursements to the amounts reported on worksheets 2 through 10, and report variances exceeding \$100 for service contracts and other expenses on any worksheet.

We compared all service contract and other expenses entries on worksheets 2 through 10 to the County Board's State Expenses Detailed Reports.

We found differences as reported in Appendix A (2011) and Appendix B (2012).

5. DODD asked us to compare disbursement entries on *Schedule A, Summary of Service Costs – By Program* and worksheets 2 through 10 to the COG prepared County Board Summary Workbooks.

We compared disbursement entries on *Schedule A, Summary of Service Costs – By Program* and worksheets 2 through 10 to the COG prepared County Board Summary Workbooks.

We found differences as reported in Appendix A (2011) and Appendix B (2012).

6. DODD asked us to determine whether the County Board's detailed disbursements were properly classified within two percent of total service contracts and other expenses for all worksheets and if any worksheet included disbursements over \$100 which are non-federal reimbursable under 2 CFR 225 Appendix B.

We scanned the County Board's State Expenses Detailed Report for service contracts and other expenses in the following columns and worksheets: column (X) General Expense-All Programs on worksheets 2 through 8; column (N) Service and Support Administration Costs on worksheet 9; and columns (E) Facility Based Services, (F) Enclave, (G) Community Employment and (H) Unassigned Adult Program on worksheet 10 and reviewed documentation to identify disbursements not classified as prescribed by the Cost Report Guides or costs which are non-federal reimbursable under 2 CFR 225 Appendix B.

We found differences as reported in Appendix A (2011) and Appendix B (2012) for misclassified and non-federal reimbursable costs.

7. DODD asked us to scan the County Board's detailed expense reports for items purchased during 2011 and 2012 that met the County Board's capitalization threshold and trace them to inclusion on the County Board's fixed asset listing.

We scanned the County Board's State Expenses Detailed Reports for items purchased during 2011 and 2012 that met the County Board's capitalization criteria and traced them to inclusion on the County Board's Fixed Asset listing.

We reported differences for purchases that were not properly capitalized as reported in Appendix A (2011) and Appendix B (2012). We reported differences for 2011 purchases to record their first year's depreciation in Appendix B (2012).

Non-Payroll Expenditures and Reconciliation to the County Auditor Report (Continued)

8. DODD asked us to select 20 disbursements from 2011 and 2012 from the County Board's detailed expense reports that were classified as service contract and other expenses on worksheets 2 through 10 and determine if supporting documentation was maintained as required by 2 CFR 225 (OMB Circular A-87, Appendix A, (C)(1)(j)) and the disbursement was properly classified according to the Cost Report Guides.

We haphazardly selected 20 disbursements from the County Board's State Expenses Detailed Reports that were classified as service contract and other expenses on worksheets 2 through 10. We determined if supporting documentation was maintained as required by 2 CFR 225 (OMB Circular A-87, Appendix A, (C)(1)(j)) and the disbursement was properly classified according to the Cost Report Guides.

For 2011, we reported differences in Appendix A for misclassified costs. For 2012, we reported differences in Appendix B for misclassified and non-federal reimbursable costs.

Property, Depreciation, and Asset Verification Testing

1. We compared the County Board's procedures regarding capitalization of fixed assets with the Cost Report Guides for preparing *Worksheet 1, Capital Costs* and 2 CFR 225 (OMB Circular A-87, Appendix B, 15(a)(2)).

We found no inconsistencies.

2. DODD asked us to compare the depreciation costs reported in the County Board's depreciation schedules to the amounts reported on *Worksheet 1, Capital Costs*, and to report variances exceeding \$100.

We compared all depreciation entries reported on *Worksheet 1, Capital Costs* to the County Board's Fixed Assets listing.

In 2011, we found differences as reported in Appendix A. In 2012, we found no differences exceeding \$100.

3. We compared the County Board's final 2010 Fixed Assets listing to the County Board's 2011 and 2012 Fixed Assets listing 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 taken on assets during the period of acquisition which were not in compliance with the Cost Report Guides.

We found differences as reported in Appendix A (2011) and Appendix B (2012).

4. DODD asked us to haphazardly select the lesser of ten percent or ten of the County Board's fixed assets which meet the County Board's capitalization policy and are being depreciated in their first year in either 2011 or 2012 to determine if the useful lives agreed to the estimated useful lives prescribed in the 2008 American Hospital Association (AHA) Asset Guide. DODD also requested that we re-compute the first year's depreciation for these assets, based on their cost, acquisition date and useful life to determine compliance with the Cost Report Guides and AHA Asset Guide.

We did not perform this procedure as the County Board did not have any fixed assets which were being depreciated in their first year in either 2011 or 2012 which were not already tested in procedure 3 above or procedure 7 in the Non-Payroll Expenditures and Reconciliation to the County Auditor section.

Property, Depreciation, and Asset Verification Testing (Continued)

5. DODD asked us to haphazardly select the lesser of five percent or 20 disposed assets from 2011 and 2012 from the County Board's list of disposed assets and determine if the asset was removed from the County Board's fixed asset ledger. DODD also asked us to recalculate depreciation and any gain or loss applicable to 2011 and 2012, for the disposed items based on its undepreciated basis and any proceeds received from the disposal or sale of the asset to determine compliance with the Cost Report Guide and CMS Publication 15-1, Chapter 1.

We haphazardly selected one disposed asset from the County Board's 2011 Fixed Assets listing and determined if the asset was removed from the County Board's fixed asset ledger. We also recalculated depreciation and any gain or loss applicable to 2011 and 2012 for the disposed item to determine compliance with the Cost Report Guides and CMS Publication 15-1, Chapter 1.

We found differences as reported in Appendix A (2011) and selected two additional disposed assets for testing. We found additional variances and reported them in Appendix A (2011) and Appendix B (2012).

Payroll Testing

1. DODD asked us to determine whether total County Board salaries and benefits in the Cost Reports were within two percent of the county auditor's report totals for the County Board's funds.

We totaled salaries and benefits from worksheets 2 through 10 from the Cost Reports and compared the yearly totals to the county auditor's Budget Reports for the General (BB1), Capital (BB5), Family Resources (S02), Title 20 (S03), V Innovation(S04), Gifts and Donations (S06), Title VI-B (S12), Dental Account (S18), Library Grant (S20), CAFS/TCM Federal (S25), and John T. Graven Memorial Expend (U10) funds.

Because the variance was greater than two percent, we obtained the County Board's explanation and scanned the County Board's State Account Code Detailed Report to identify misclassified costs. The variance was due to healthcare benefit costs not being included in the Cost Reports. As a result, we allocated benefit costs based as a percentage of total salaries. We reported differences in Appendix A (2011) and Appendix B (2012). The reports were within two percent after adjustments.

2. DODD asked us to compare the County Board's detailed payroll disbursements to the amounts reported on work sheets 2 through 10, and to report variances exceeding \$100 for salaries or employee benefit expenses.

We compared all salary and employee benefit entries on work sheets 2 through 10 to the County Board's State Expenses Detailed Reports and the revised benefit totals from procedure 1.

We found differences as reported in Appendix A (2011) and Appendix B (2012).

3. DODD requested that we select a sample of 25 percent of the average number of employees for the two-year period and compare the County Board's organizational chart, staffing/payroll journal and job descriptions, if needed, to the worksheet in which each employee's salary and benefit costs were allocated to ensure allocation is consistent with the Cost Report Guides. If misclassification errors exceed 10 percent, DODD requested us to perform procedure 4.

We selected 26 employees and compared the County Board's organizational chart, staffing/payroll journal, and job descriptions to the worksheet in which each employee's salary and benefit costs were allocated to ensure allocation is consistent with the Cost Report Guides.

Payroll Testing (Continued)

We reported differences in Appendix A (2011) and Appendix B (2012) and, because errors exceeded 10 percent, we performed procedure 4 below.

4. DODD asked us to scan the County Board's detailed payroll reports for 2011 and 2012 and compare classification of employees to entries on worksheets 2 through 10 to determine if salary and benefit costs were reported in accordance with the Cost Report Guides if the errors in procedure 3 above exceeded 10 percent.

We scanned the County Board's State Expenses Detailed Report for 2011 and 2012 and compared classification of employees to entries on worksheets 2 through 10 to determine if salary and benefit costs were reported in accordance with the Cost Report Guides.

We found no differences.

Medicaid Administrative Claiming (MAC)

1. DODD asked us to contact its Random Moment Time Study (RMTS) Coordinator to report differences if the MAC salary and benefits versus the County Board's payroll records exceeded one percent or more.

We compared the salary and benefits entered on the MAC Cost by Individual reports to the County Board's Payroll and Benefits by Date Span Detailed By Post Date reports.

We found no variance exceeding one percent.

2. We compared the MAC Cost by Individual report(s) to Worksheet 6, columns (I) and (O) for both years.

We found no differences on Worksheet 6; however, we noted payroll differences for employees participating in MAC that impacted other worksheets. We reported these differences in Appendix A (2011) and Appendix B (2012).

3. We compared Ancillary Costs on the Roll Up Report for the Ohio Department of Medicaid (ODM) report to Lines 6-10 of the *MAC Reconciliation Worksheet*.

We reported differences in Appendix A (2011) and Appendix B (2012).

4. We selected 10 RMTS observed moments completed by employees of the County Board from the DODD RMTS Participant Moments Question and Answer report for the third quarter of 2011 and seven RMTS observed moments from the second quarter of 2012 in which they documented their time spent on administering Medicaid-funded programs. We determined if supporting documentation of the County Board employees' activity for each observed moment was maintained and the observed moment was properly classified in accordance with DODD's Guide to Medicaid Administrative Claiming (MAC) using the Random Moment Time Studies (RMTS) Methodology for 2010 and 2012.

For 2011, we found one RMTS observed moment for Activity Code 3-Medicaid Outreach that lacked the proper time stamp on the supporting documentation, and one RMTS observed moment for Activity Code 18-General Administration that lacked supporting documentation.

For 2012, we found no differences.

Medicaid Administrative Claiming (MAC) (Continued)

We have reported these instances of non-compliance to DODD. In response, DODD communicated to us that it is working with ODM to calculate findings for recovery, if needed.

We were not engaged to and did not conduct an audit, the objective of which would be the expression of an opinion on the County Board's Cost Reports. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the use of the managements of the County Board, DODD, the Ohio Department of Medicaid, and the Centers for Medicare and Medicaid Services, 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

July 27, 2015

Appendix A
Holmes County Board of Developmental Disabilities
2011 Income and Expenditure Report Adjustments

	Reported Amount	Correction	Corrected Amount	Explanation of Correction
Schedule A				
19. Room and Board/Cost to Live (L) Community Residential	\$ -	\$ 3,501	\$ 3,501	To match final COG report
20. Environmental Accessibility Adaptations And/Or Modifications And Supplies (L) Community Residential	\$ 10,413	\$ (10,412)	\$ 1	To match final COG report
21. Adaptive And Assistive Equipment (L) Community Residential	\$ -	\$ 21	\$ 21	To match final COG report
23. Homemaker/Personal Care (L) Community Residential	\$ 120	\$ 714	\$ 834	To match final COG report
Schedule B-1, Section A				
1. Building Services (A) MAC	27	(27)	-	To adjust to revised summary
1. Building Services (B) Adult	487	4,177	4,664	To adjust to revised summary
1. Building Services (C) Child	1,013	(162)	851	To adjust to revised summary
2. Dietary Services (B) Adult	3,523	(2,446)	1,077	To adjust to revised summary
2. Dietary Services (C) Child	548	154	702	To adjust to revised summary
4. Nursing Services (B) Adult	453	(29)	424	To adjust to revised summary
4. Nursing Services (C) Child	120	(5)	115	To adjust to revised summary
5. Speech/Audiology (C) Child	550	(300)	250	To adjust to revised summary
7. Occupational Therapy (C) Child	180	183	363	To adjust to revised summary
8. Physical Therapy (C) Child	240	208	448	To adjust to revised summary
11. Early Intervention (C) Child	1,063	(484)	579	To adjust to revised summary
12. Pre-School (C) Child	3,160	1,298	4,458	To adjust to revised summary
		(4,458)	-	To reclassify rented Pre-School square footage
13. School Age (C) Child	8,853	2,399	11,252	To adjust to revised summary
14. Facility Based Services (B) Adult	32,132	(1,440)	30,692	To adjust to revised summary
17. Medicaid Administration (A) MAC	-	30	30	To adjust to revised summary
20. Family Support Services (D) General	144	6	150	To adjust to revised summary
21. Service And Support Admin (D) General	1,250	(254)	996	To adjust to revised summary
22. Program Supervision (B) Adult	535	(385)	150	To adjust to revised summary
22. Program Supervision (C) Child	347	(347)	-	To adjust to revised summary
23. Administration (D) General	1,596	1,820	3,416	To adjust to revised summary
24. Transportation (D) General	7,073	(650)	6,423	To adjust to revised summary
25. Non-Reimbursable (C) Child	108	(8)	100	To adjust to revised summary
		4,458	4,558	To reclassify rented Pre-School square footage
25. Non-Reimbursable (D) General	1,771	(524)	1,247	To adjust to revised summary
Schedule B-4				
1. TCM Units (D) 4th Quarter	3,795	(740)	3,055	To match revised SSA units report
5. SSA Unallowable Units (A) 1st Quarter	2,845	(2,105)	740	To match revised SSA units report
5. SSA Unallowable Units (B) 2nd Quarter	2,513	(2,513)	-	To match revised SSA units report
5. SSA Unallowable Units (C) 3rd Quarter	1,949	(1,949)	-	To match revised SSA units report
5. SSA Unallowable Units (D) 4th Quarter	2,362	(2,362)	-	To match revised SSA units report
Schedule C				
II. Department of DD				
(B) County Board Subsidy (501) - COG Revenue	\$ -	\$ 57,744	\$ 57,744	To match COG report
(C) Residential Facility- Non Waiver Services- COG Revenue	\$ 57,744	\$ (57,744)	\$ -	To match COG report
(D) SERMAK Waiver Administration- COG Revenue	\$ -	\$ 480	\$ 480	To match COG report
(E) Waiver Administration- COG Revenue	\$ 480	\$ 481	\$ 961	To match COG report
(F) Broadview (Cuyahoga/Lorain)- COG Revenue	\$ 961	\$ (961)	\$ -	To match COG report
Worksheet 1				
3. Buildings/Improve. (B) Pre-School	\$ 15,796	\$ 2,112	\$ 17,908	To record depreciation for asset left off depreciation schedule
3. Buildings/Improve. (C) School Age	\$ -	\$ 2,113	\$ 2,113	To record depreciation for asset left off depreciation schedule
3. Buildings/Improve. (H) Unasgn Adult Programs	\$ 35,884	\$ 2,000	\$ 37,884	To match depreciation to the depreciation schedule
3. Buildings/Improve. (X) Gen Expense All Prgm.	\$ 22,435	\$ 1,398	\$ 23,833	To record depreciation for asset left off depreciation schedule
4. Fixtures (C) School Age	\$ -	\$ 900	\$ 900	To record depreciation for a smart board
5. Movable Equipment (U) Transportation	\$ 67,053	\$ (5,771)	\$ 61,282	To record depreciation after useful life was adjusted
		\$ 2,880	\$ 64,545	To record loss from disposal
		\$ 383	\$ 64,545	To record loss from disposal
5. Movable Equipment (X) Gen Expense All	\$ 1,550	\$ 1,136	\$ 2,686	To record depreciation after useful life was adjusted
8. COG Expenses (E) Facility Based Services	\$ -	\$ 4	\$ 4	To match COG report
8. COG Expenses (L) Community Residential	\$ -	\$ 39	\$ 39	To match COG report
8. COG Expenses (N) Service & Support Admin	\$ 323	\$ (238)	\$ 85	To match COG report
8. COG Expenses (O) Non-Federal Reimbursable	\$ 69	\$ (52)	\$ 17	To match COG report
Worksheet 2				
1. Salaries (X) Gen Expense All Prgm.	\$ 253,561	\$ (32,798)	\$ 220,763	To reclassify program supervision salary
		\$ 59,891	\$ 220,763	To add MAC back in to correctly reallocate benefits
		\$ (59,891)	\$ 220,763	To remove MAC
2. Employee Benefits (X) Gen Expense All Prgm.	\$ 106,315	\$ 29,648	\$ 135,963	To correct benefits to AOS recalculated number
		\$ (7,972)	\$ 127,991	To reclassify administrative assistant benefits
5. COG Expense (E) Facility Based Services	\$ -	\$ 161	\$ 161	To match COG report
5. COG Expenses (L) Community Residential	\$ -	\$ 1,539	\$ 1,539	To match COG report
5. COG Expense (N) Service & Support Admin	\$ 3,776	\$ (416)	\$ 3,360	To match COG report
5. COG Expense (O) Non-Federal Reimbursable	\$ 3,543	\$ 13,399	\$ 16,942	To match COG report
Worksheet 2A				
1. Salaries (A) Early Intervention	\$ 44,421	\$ (6,051)	\$ 38,370	To reclassify direct services salary
1. Salaries (C) School Age	\$ 44,421	\$ (6,051)	\$ 38,370	To reclassify direct services salary
1. Salaries (E) Facility Based Services	\$ 84,155	\$ 32,798	\$ 116,953	To reclassify program supervision salary
		\$ (40,722)	\$ 76,231	To reclassify adult program salary

Appendix A
Holmes County Board of Developmental Disabilities
2011 Income and Expenditure Report Adjustments

		Reported Amount	Correction	Corrected Amount	Explanation of Correction
			\$ 36,776		To add MAC back in to correctly reallocate benefits
			\$ (36,776)	\$ 76,231	To remove MAC
1.	Salaries (N) Service & Support Admin	\$ 52,046	\$ (52,046)	\$ -	To reclassify SSA Administrator salary
2.	Employee Benefits (A) Early Intervention	\$ 16,141	\$ 3,127	\$ 19,268	To correct benefits to AOS recalculated number
2.	Employee Benefits (C) School Age	\$ 16,111	\$ 3,157	\$ 19,268	To correct benefits to AOS recalculated number
2.	Employee Benefits (E) Facility Based Services	\$ 44,763	\$ 7,675		
			\$ (6,236)		To correct benefits to AOS recalculated number
			\$ 7,972	\$ 54,174	To reclassify production manager benefits
2.	Employee Benefits (N) Service & Support	\$ 8,391	\$ 14,185		To reclassify administrative assistant benefits
			\$ (22,576)	\$ -	To correct benefits to AOS recalculated number To move Tracy Kolaravsky benefits to wkst 9
Worksheet 3					
2.	Employee Benefits (X) Gen Expense All Prgm.	\$ 45,064	\$ 4,796	\$ 49,860	
5.	COG Expenses (E) Facility Based Services	\$ -	\$ 4	\$ 4	To correct benefits to AOS recalculated number To match COG report
5.	COG Expenses (L) Community Residential	\$ -	\$ 34	\$ 34	To match COG report
5.	COG Expenses (N) Service & Support Admin	\$ 87	\$ (13)	\$ 74	
					To match COG report
5.	COG Expenses (O) Non-Federal Reimbursable	\$ 19	\$ (4)	\$ 15	
					To match COG report
Worksheet 4					
2.	Employee Benefits (B) Pre-School	\$ 2,091	\$ (636)	\$ 1,455	To correct benefits to AOS recalculated number
2.	Employee Benefits (C) School Age	\$ 6,823	\$ (2,075)	\$ 4,748	To correct benefits to AOS recalculated number
2.	Employee Benefits (E) Facility Based Services	\$ 25,029	\$ (7,607)	\$ 17,422	
					To correct benefits to AOS recalculated number
3.	Service Contracts (B) Pre-School	\$ 376	\$ (10)	\$ 366	To match the detail report
3.	Service Contracts (C) School Age	\$ 1,225	\$ (31)	\$ 1,194	To match the detail report
3.	Service Contracts (E) Facility Based Services	\$ 4,496	\$ (115)	\$ 4,381	
					To match the detail report
Worksheet 5					
1.	Salaries (C) School Age	\$ 449,970	\$ 2,522	\$ 452,492	To reclassify receptionist salary
1.	Salaries (D) Unasn Children Program	\$ -	\$ 12,102	\$ 12,102	To reclassify principal salary
2.	Employee Benefits (A) Early Intervention	\$ 13,910	\$ 21,111	\$ 35,021	To correct benefits to AOS recalculated number
2.	Employee Benefits (B) Pre-School	\$ 1,763	\$ 3,186	\$ 4,949	To correct benefits to AOS recalculated number
2.	Employee Benefits (C) School Age	\$ 216,449	\$ (21,270)	\$ 195,179	To correct benefits to AOS recalculated number
2.	Employee Benefits (M) Family Support Services	\$ 18,195	\$ (3,296)	\$ 14,899	
					To correct benefits to AOS recalculated number
4.	Other Expenses (D) Unasn Children Program	\$ 408	\$ (248)	\$ 160	
					To reclassify non-federal reimbursable expense
4.	Other Expenses (O) Non-Federal Reimbursable	\$ -	\$ 248	\$ 248	
					To reclassify non-federal reimbursable expense
5.	COG Expenses (L) Community Residential	\$ -	\$ 6,950	\$ 6,950	To match COG report
Worksheet 7-B					
1.	Salaries (C) School Age	\$ 16,604	\$ (419)	\$ 16,185	To match nursing salary to detail
1.	Salaries (E) Facility Based Services	\$ 44,183	\$ (1,043)	\$ 43,140	To match nursing salary to detail
2.	Employee Benefits (B) Pre-School	\$ 14,759	\$ (7,873)	\$ 6,886	To correct benefits to AOS recalculated number
2.	Employee Benefits (C) School Age	\$ 14,759	\$ (7,375)	\$ 7,384	To correct benefits to AOS recalculated number
2.	Employee Benefits (E) Facility Based Services	\$ 20,501	\$ (884)	\$ 19,617	
					To correct benefits to AOS recalculated number
Worksheet 7-C					
2.	Employee Benefits (A) Early Intervention	\$ 5,918	\$ 7,443	\$ 13,361	To correct benefits to AOS recalculated number
2.	Employee Benefits (C) School Age	\$ 5,743	\$ 4,755	\$ 10,498	To correct benefits to AOS recalculated number
Worksheet 7-E					
2.	Employee Benefits (A) Early Intervention	\$ 9,369	\$ 7,388	\$ 16,757	To correct benefits to AOS recalculated number
2.	Employee Benefits (B) Pre-School	\$ 5,132	\$ 4,044	\$ 9,176	To correct benefits to AOS recalculated number
2.	Employee Benefits (C) School Age	\$ 10,249	\$ 3,715	\$ 13,964	To correct benefits to AOS recalculated number
Worksheet 7-F					
2.	Employee Benefits (A) Early Intervention	\$ 9,935	\$ 731	\$ 10,666	To correct benefits to AOS recalculated number
2.	Employee Benefits (B) Pre-School	\$ 12,609	\$ 928	\$ 13,537	To correct benefits to AOS recalculated number
2.	Employee Benefits (C) School Age	\$ 16,922	\$ (103)	\$ 16,819	To correct benefits to AOS recalculated number
Worksheet 8					
1.	Salaries (X) Gen Expense All Prgm.	\$ 382,651	\$ (7,566)		To reclassify allocate transportation salary correctly
			\$ 2,522	\$ 377,607	To reclassify allocate transportation salary correctly
2.	Employee Benefits (X) Gen Expense All Prgm.	\$ 208,591	\$ (42,612)	\$ 165,979	
					To correct benefits to AOS recalculated number
5.	COG Costs (E) Facility Based Services	\$ -	\$ 248	\$ 248	To match COG report
Worksheet 9					
1.	Salaries (N) Service & Support Admin. Costs	\$ 154,898	\$ 28,694		
			\$ (28,694)		To add MAC back in to correctly reallocate benefits
			\$ 52,046	\$ 206,944	To remove MAC
2.	Employee Benefits (N) Service & Support Admin. Costs	\$ 74,571	\$ 4,884		To move the payroll of Tracy Kolarovsky from 2a
					To correct benefits to AOS recalculated number
4.	Other Expenses (N) Service & Support Admin. Costs	\$ 22,302	\$ (12,186)	\$ 10,116	To move the benefits of Tracy Kolarovsky from 2a
5.	COG Expenses (N) Service & Support Admin. Costs	\$ 14,250	\$ 922	\$ 15,172	To reclassify match paid to DODD expense
					To match COG report
Worksheet 10					
1.	Salaries (E) Facility Based Services	\$ 667,414	\$ 40,722		To reclassify facility based salary
			\$ 2,522	\$ 710,658	To reclassify facility based salary
2.	Employee Benefits (E) Facility Based Services	\$ 336,985	\$ (47,487)		
					To correct benefits to AOS recalculated number
			\$ 6,236	\$ 295,734	To correct production coordinator benefits

Appendix A
Holmes County Board of Developmental Disabilities
2011 Income and Expenditure Report Adjustments

	<u>Reported Amount</u>	<u>Correction</u>	<u>Corrected Amount</u>	<u>Explanation of Correction</u>
3. Service Contracts (E) Facility Based Services	\$ 27,606	\$ (19,987)		
		\$ (3,997)	\$ 3,622	To reclassify cog expenses
4. Other Expenses (E) Facility Based Services	\$ 1,971	\$ 268		To reclassify cog expense
		\$ 222	\$ 2,461	To add travel expenses to cost report
5. COG Expenses (E) Facility Based Services	\$ -	\$ 477	\$ 477	To add travel expenses to cost report
				To match COG report
Reconciliation to County Auditor Worksheet				
Expense:				
Plus: Transfers Out-General	\$ 544,293	\$ 2,116	\$ 546,409	To match detail
Plus: Purchases Greater Than \$5,000	\$ -	\$ 96,910	\$ 96,910	To reconcile purchases greater than \$5,000
Plus: Fees Paid To COG, Or Payments And Transfers made To COG	\$ -	\$ 19,987		
		\$ 3,997	\$ 23,984	To reconcile cog expenses
Plus: Dental Clinic	\$ 248,442	\$ (4,109)		To reconcile cog expenses
		\$ 16,984	\$ 261,317	To match detail
Less: Capital Costs	\$ (100,410)	\$ (2,112)		To correct benefits
		\$ (2,113)		To reconcile off depreciation for asset left off depreciation schedule
		\$ (1,398)		To reconcile off depreciation for asset left off depreciation schedule
		\$ 5,771		To record depreciation after useful life was adjusted
		\$ (1,136)		To record depreciation after useful life was adjusted
		\$ (64,840)		To correct capital costs
		\$ (2,880)		To record loss from disposal
		\$ (383)		To record loss from disposal
		\$ (2,000)		To reconcile off corrected depreciation
		\$ (900)	\$ (172,401)	To reconcile off corrected depreciation
Less: Other	\$ -	\$ (4,357)	\$ (4,357)	To reconcile off Schedule A COG expenses
Medicaid Administration Worksheet				
6-10. Ancillary Costs (A) Reimbursement Requested	\$ -	\$ 2,906	\$ 2,906	To record ancillary costs

Appendix B
Holmes County Board of Developmental Disabilities
2012 Income and Expenditure Report Adjustments

	Reported Amount	Correction	Corrected Amount	Explanation of Correction
Schedule A				
19. Room and Board/Cost to Live (L) Community Residential	\$ 7,729	\$ (6,578)	\$ 1,151	To match final COG report
20. Environmental Accessibility Adaptations And/Or Modifications And Supplies (L) Community Residential	\$ -	\$ 15	\$ 15	To match final COG report
21. Adaptive And Assistive Equipment (L) Community Residential	\$ -	\$ 13	\$ 13	To match final COG report
23. Homemaker/Personal Care (L) Community Residential	\$ -	\$ 951	\$ 951	To match final COG report
Schedule B-1, Section A				
1. Building Services (B) Adult	487	4,177	4,664	To adjust to revised summary
1. Building Services (C) Child	1,013	(162)	851	To adjust to revised summary
2. Dietary Services (B) Adult	3,523	(2,522)	1,001	To adjust to revised summary
2. Dietary Services (C) Child	548	230	778	To adjust to revised summary
4. Nursing Services (B) Adult	453	(29)	424	To adjust to revised summary
4. Nursing Services (C) Child	120	(5)	115	To adjust to revised summary
5. Speech/Audiology (C) Child	550	(300)	250	To adjust to revised summary
7. Occupational Therapy (C) Child	180	183	363	To adjust to revised summary
8. Physical Therapy (C) Child	240	208	448	To adjust to revised summary
11. Early Intervention (C) Child	1,063	(484)	579	To adjust to revised summary
12. Pre-School (C) Child	3,160	1,298		To adjust to revised summary
		(4,458)	-	To reclassify rented Pre-School square footage
13. School Age (C) Child	9,200	2,052	11,252	To adjust to revised summary
14. Facility Based Services (B) Adult	32,241	(1,549)	30,692	To adjust to revised summary
17. Medicaid Administration (A) MAC	27	3	30	To adjust to revised summary
20. Family Support Services (D) General	144	6	150	To adjust to revised summary
21. Service And Support Admin (D) General	1,250	(254)	996	To adjust to revised summary
22. Program Supervision (B) Adult	90	60	150	To adjust to revised summary
23. Administration (D) General	1,596	1,820	3,416	To adjust to revised summary
24. Transportation (D) General	7,073	(650)	6,423	To adjust to revised summary
25. Non-Reimbursable (C) Child	108	(8)		To adjust to revised summary
		4,458	4,558	To reclassify rented Pre-School square footage
25. Non-Reimbursable (D) General	1,771	(524)	1,247	To adjust to revised summary
Schedule B-1, Section B				
8. B (A) Facility Based Services	11	1	12	To correct individuals served
Schedule B-3				
3. School Age (H) Cost of Bus, Tokens, Cabs-Fourth Quarter	\$ -	\$ 662	\$ 662	To report correct cost of bus, tokens, cabs
Schedule B-4				
1. TCM Units (D) 4th Quarter	4,040	(861)	3,179	To match revised SSA units report
2. Other SSA Allowable Units (D) 4th Quarter	747	(99)	637	To match revised SSA units report
		(11)		To reclassify unallowable units
5. SSA Unallowable Units (D) 4th Quarter	-	960	960	To match revised SSA units report
		11	971	To reclassify unallowable units
Worksheet 1				
2. Land Improvements (U) Transportation	\$ -	\$ 1,940	\$ 1,940	To record depreciation for land improvements
3. Buildings/Improve (B) Pre-School	\$ 10,530	\$ 2,112	\$ 12,642	To record depreciation for an asset not reported
3. Buildings/Improve (C) School Age	\$ 10,530	\$ 2,113	\$ 12,643	To record depreciation for an asset not reported
3. Buildings/Improve (X) Gen Expense All Prgm.	\$ 22,435	\$ 1,398	\$ 23,833	To record depreciation for an asset not reported
4. Fixtures (C) School Age	\$ -	\$ 900	\$ 900	To record depreciation for smart board
5. Movable Equipment (U) Transportation	\$ 61,627	\$ (43,255)		To record depreciation after useful life was adjusted
		\$ 17,926		To record depreciation for moveable equipment
		\$ 683	\$ 36,981	To record loss on disposal
5. Movable Equipment (X) Gen Expense All Prgm.	\$ 1,550	\$ (303)	\$ 1,985	To record depreciation after useful life was adjusted
		\$ 738	\$ 1,985	To record depreciation for an asset not reported
8. COG Expenses (E) Facility Based Services	\$ -	\$ 5	\$ 5	To match final COG report
8. COG Expenses (L) Community Residential	\$ -	\$ 35	\$ 35	To match final COG report
8. COG Expenses (N) Service & Support Admin	\$ 182	\$ (129)	\$ 53	To match final COG report
8. COG Expenses (O) Non-Federal Reimbursable	\$ 134	\$ (107)	\$ 27	To match final COG report
Worksheet 2				
1. Salaries (X) Gen Expense All Prgm.	\$ 289,110	\$ (33,074)		To reclassify program supervision salary
		\$ 37,605		To add MAC back in to reallocate benefits
		\$ (58,343)	\$ 235,298	To remove MAC
2. Employee Benefits (X) Gen Expense All Prgm.	\$ 95,110	\$ 46,374	\$ 133,067	To correct benefits to AOS recalculated number
		\$ (8,417)	\$ 96,339	To correct administrative assistant benefits
3. Service Contracts (X) Gen Expense All Prgm.	\$ 96,564	\$ (225)	\$ 96,339	To reclassify non-federal reimbursable expense
4. Other Expenses (O) Non-Federal Reimbursable	\$ 198,049	\$ (190,488)		
		\$ (7,183)		To reclassify waiver expenses
		\$ 225	\$ 603	To reclassify MAC fees
4. Other Expenses (X) Gen Expense All Prgm.	\$ 28,806	\$ (7,116)	\$ 21,690	To reclassify non-federal reimbursable expense
		\$ (225)	\$ 21,690	To reclassify unallowable expenses
5. COG Expense (E) Facility Based Services	\$ -	\$ 161	\$ 161	To match final COG report
5. COG Expenses (L) Community Residential	\$ -	\$ 1,079	\$ 1,079	To match final COG report
5. COG Expense (N) Service & Support Admin	\$ 4,067	\$ (2,442)	\$ 1,625	To match final COG report
5. COG Expense (O) Non-Federal Reimbursable	\$ 2,193	\$ 10,492	\$ 12,685	To match final COG report
10. Unallowable Fees (O) Non-Federal Reimbursable	\$ -	\$ 3,997		To add unallowable expense left off the cost report

Appendix B
Holmes County Board of Developmental Disabilities
2012 Income and Expenditure Report Adjustments

	Reported Amount	Correction	Corrected Amount	Explanation of Correction
		\$ 7,116		To reclassify unallowable expenses
		\$ 7,183		To reclassify unallowable expenses
		\$ 3,997	\$ 22,293	To reclassify unallowable expenses
Worksheet 2A				
1. Salaries (E) Facility Based Services	\$ 33,074	\$ 33,074	\$ 66,148	To reclassify program supervision salary
2. Employee Benefits (E) Facility Based Services	\$ 11,611	\$ 2,712		To correct benefits to AOS recalculated number
		\$ (6,298)		To correct production manager benefits
		\$ 8,417	\$ 16,442	To correct administrative assistant benefits
Worksheet 3				
1. Salaries (X) Gen Expense All Prgm.	\$ 90,037	\$ 24,480	\$ 114,517	To reclassify building services salary
2. Employee Benefits (X) Gen Expense All Prgm.	\$ 29,268	\$ 9,723	\$ 38,991	To correct benefits to AOS recalculated number
5. COG Expenses (E) Facility Based Services	\$ -	\$ 4	\$ 4	To match final COG report
5. COG Expenses (L) Community Residential	\$ -	\$ 28	\$ 28	To match final COG report
5. COG Expenses (N) Service & Support Admin	\$ 112	\$ (70)	\$ 42	To match final COG report
Worksheet 4				
2. Employee Benefits (B) Pre-School	\$ 2,193	\$ (580)	\$ 1,613	To correct benefits to AOS recalculated number
2. Employee Benefits (C) School Age	\$ 6,514	\$ (1,722)	\$ 4,792	To correct benefits to AOS recalculated number
2. Employee Benefits (E) Facility Based Services	\$ 23,183	\$ (6,130)	\$ 17,053	To correct benefits to AOS recalculated number
4. Other Expenses (B) Pre-School	\$ 2,607	\$ (9)	\$ 2,598	To reclassify non-federal reimbursable expense
4. Other Expenses (C) School Age	\$ 7,745	\$ (25)	\$ 7,720	To reclassify non-federal reimbursable expense
4. Other Expenses (E) Facility Based Services	\$ 27,562	\$ (89)	\$ 27,473	To reclassify non-federal reimbursable expense
4. Other Expenses (O) Non-Federal Reimbursable	\$ -	\$ 122	\$ 122	To reclassify non-federal reimbursable expense
Worksheet 5				
2. Employee Benefits (A) Early Intervention	\$ 15,808	\$ 23,598	\$ 39,406	To correct benefits to AOS recalculated number
2. Employee Benefits (B) Pre-School	\$ 1,104	\$ 1,990	\$ 3,094	To correct benefits to AOS recalculated number
2. Employee Benefits (C) School Age	\$ 237,989	\$ (19,971)	\$ 218,018	To correct benefits to AOS recalculated number
2. Employee Benefits (M) Family Support Services	\$ 17,155	\$ (2,187)	\$ 14,968	To correct benefits to AOS recalculated number
4. Other Expenses (C) School Age	\$ 28,702	\$ (150)	\$ 28,552	To reclassify non-federal reimbursable expense
4. Other Expenses (O) Non-Federal Reimbursable	\$ -	\$ 150	\$ 150	To reclassify non-federal reimbursable expense
5. COG Expenses (L) Community Residential	\$ -	\$ 6,623	\$ 6,623	To match final COG report
5. COG Expenses (O) Non-Federal Reimbursable	\$ 3,113	\$ 1,933	\$ 5,046	To match final COG report
Worksheet 7-B				
2. Employee Benefits (B) Pre-School	\$ 8,354	\$ (1,497)	\$ 6,857	To correct benefits to AOS recalculated number
2. Employee Benefits (C) School Age	\$ 8,354	\$ (1,497)	\$ 6,857	To correct benefits to AOS recalculated number
2. Employee Benefits (E) Facility Based Services	\$ 18,583	\$ 388	\$ 18,971	To correct benefits to AOS recalculated number
Worksheet 7-C				
2. Employee Benefits (A) Early Intervention	\$ 2,682	\$ 3,741	\$ 6,423	To correct benefits to AOS recalculated number
2. Employee Benefits (C) School Age	\$ 3,703	\$ 5,167	\$ 8,870	To correct benefits to AOS recalculated number
Worksheet 7-E				
2. Employee Benefits (A) Early Intervention	\$ 3,031	\$ 1,487	\$ 4,518	To correct benefits to AOS recalculated number
2. Employee Benefits (B) Pre-School	\$ 8,022	\$ 6,926	\$ 14,948	To correct benefits to AOS recalculated number
2. Employee Benefits (C) School Age	\$ 9,964	\$ 8,544	\$ 18,508	To correct benefits to AOS recalculated number
Worksheet 7-F				
2. Employee Benefits (A) Early Intervention	\$ 13,805	\$ (2,265)	\$ 11,540	To correct benefits to AOS recalculated number
2. Employee Benefits (B) Pre-School	\$ 10,427	\$ 2,240	\$ 12,667	To correct benefits to AOS recalculated number
2. Employee Benefits (C) School Age	\$ 14,222	\$ 3,123	\$ 17,345	To correct benefits to AOS recalculated number
Worksheet 8				
1. Salaries (X) Gen Expense All Prgm.	\$ 364,247	\$ (48,960)		To allocate transportation salary correctly
		\$ 24,480	\$ 339,767	To allocate transportation salary correctly
2. Employee Benefits (C) School Age	\$ 412	\$ 776	\$ 1,188	To correct benefits to AOS recalculated number
2. Employee Benefits (X) Gen Expense All Prgm.	\$ 182,331	\$ (24,594)	\$ 157,737	To correct benefits to AOS recalculated number
5. COG Costs (E) Facility Based Services	\$ -	\$ 373	\$ 373	To match final COG report
Worksheet 9				
1. Salaries (N) Service & Support Admin. Costs	\$ 195,004	\$ 18,497		To add MAC back in to reallocate benefits
		\$ (29,470)	\$ 184,031	To remove MAC
2. Employee Benefits (N) Service & Support Admin. Costs	\$ 63,842	\$ 28,615	\$ 92,457	To correct benefits to AOS recalculated number
4. Other Expenses (N) Service & Support Admin. Costs	\$ 13,790	\$ (3,997)	\$ 9,793	To reclassify unallowable expenses
5. COG Expenses (N) Service & Support Admin. Costs	\$ 16,828	\$ (6,848)	\$ 9,980	To match final COG report
Worksheet 10				
1. Salaries (E) Facility Based Services	\$ 598,969	\$ 88,411	\$ 687,380	To include Adult Program salaries left off the cost report
2. Employee Benefits (E) Facility Based Services	\$ 303,960	\$ (15,590)		To correct benefits to AOS recalculated number
		\$ 6,298	\$ 294,668	To correct production manager benefits
4. Other Expenses (E) Facility Based Services	\$ 8,302	\$ 463		To add travel expense to cost report
		\$ 1,077		To add facility based expenses to cost report
		\$ 437		To add travel expense to cost report
		\$ 26	\$ 10,305	To add travel expense to cost report
5. COG Expenses (E) Facility Based Services	\$ -	\$ 618	\$ 618	To match final COG report

Appendix B
 Holmes County Board of Developmental Disabilities
 2012 Income and Expenditure Report Adjustments

	Reported Amount	Correction	Corrected Amount	Explanation of Correction
Reconciliation to County Auditor Worksheet				
Expense:				
Plus: Purchases Greater Than \$5,000	\$ 87,423	\$ 17,300	\$ 104,723	To reconcile purchases greater than \$5,000
Plus: Fees Paid To COG, Or Payments And Transfers made To COG	\$	\$ 320	\$ 320	
Plus: Match Paid To DODD For IO & LVI Waivers	\$ -	\$ 190,488	\$ 190,488	To reconcile off COG expenses
Plus: Dental, Library Transfers	\$ 808,877	\$ 17,939	\$ 826,816	To reconcile waiver expenses
Less: Capital Costs	\$ (23,775)	\$ (2,112)		To reconcile dental benefits
		\$ (1,398)		To reconcile off depreciation for assets not reported
		\$ (1,940)		To reconcile off depreciation for assets not reported
		\$ (17,926)		To reconcile off depreciation for assets not reported
		\$ 43,255		To record depreciation after useful life was adjusted
		\$ 303		To record depreciation after useful life was adjusted
		\$ (139,988)		To correct capital costs
		\$ (683)		To record loss on disposal
		\$ (738)		To record depreciation for an asset not reported
		\$ (900)	\$ (148,015)	To reconcile corrected depreciation
Less: Other	\$ -	\$ (2,130)	\$ (2,130)	To reconcile off Schedule A COG expenses
Medicaid Administration Worksheet				
6-10. Ancillary Costs (A) Reimbursement Requested Through Calendar Year	\$ -	\$ 2,340	\$ 2,340	To record ancillary costs



Dave Yost • Auditor of State

HOLMES COUNTY DEPARTMENT OF DEVELOPMENTAL DISABILITIES

HOLMES 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 10, 2015**