



OHIO AUDITOR OF STATE
KEITH FABER



OHIO AUDITOR OF STATE KEITH FABER



Medicaid Contract Audit
88 East Broad Street
Columbus, Ohio 43215
(614) 466-3340
ContactMCA@ohioauditor.gov

Independent Accountants' Report on Applying Agreed-Up 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) and the Ohio Department of Aging (ODA), on the Aging Administered Waiver Annual Cost Report (Cost Report) for the Buckeye Hills Regional Council, a PASSPORT Administrative Agency (hereafter referred to as the PAA), for the period July 1, 2018 through June 30, 2019. The PAA's management is responsible for preparing the Cost Report. The sufficiency of these procedures is solely the responsibility of ODM and ODA. 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 of the documents used in the procedures.

Revenue

1. We compared the revenue on *Final Page A* to the Revenue Report and the 2018 Cost Report. There were no variances.
2. We agreed the Revenue Report to the Statement of Revenues and Expenditures and then agreed the Statement of Revenues and Expenditures, Cash Journal and the 2018 Cost Report to *Final Page C*. There were no variances.

Square Footage

1. We compared the square footage summary to the cost allocation on the Standard General Ledger and Expense by Cost Center for PASSPORT. There were no variances.

Trial Balance and Non-Payroll Expenses

1. We compared the disbursements on the Statement of Revenues and Expenditures and the Expense by Cost Center for PASSPORT to *Worksheet 1, Total Allowable Expenses by Line Item*. There were variances exceeding \$1,000 and variances resulting in decreased costs as reported in the Appendix.

We also compared total PASSPORT Information Management System (PIMS) costs to total costs on *Worksheet 2, Waiver Services Expenses Detail*. There were variances above one half percent and these variances were reported per the ODA Cost Report memo dated December 31, 2019.

Trial Balance and Non-Payroll Expenses (Continued):

2. We selected 60 non-payroll disbursements from any cost report accounts on *Worksheet 1* exceeding 10 percent of total non-payroll costs on each waiver worksheet. We compared supporting documentation and classification of the disbursement to the Cost Report Instructions, 2 CFR part 200, and the PAA's Cost Allocation Plan. We then totaled any identified variances by Cost Report account.

We reported aggregated variances exceeding \$1,000, by the waiver specific worksheet, in the Appendix. We also reported variances resulting in decreased costs in the Appendix. For errors identified, we scanned the corresponding voucher and found additional similar misclassifications as reported in the Appendix.

3. We compared the allocation methodologies applied on *Worksheet 1* to the approved methodologies in the Cost Report Instructions and the PAA's Cost Allocation Plan and found variances.

Specifically, the PAA included travel, training and other costs directly related to economic development funds (C.F.D.A. #11.302 and 23.009) in the indirect costs that are allocated to the Medicaid program. Per Cost Report instructions "Direct assignment of costs is the preferred cost allocation methodology of the ODA Administered Medicaid Waiver Programs and OMB's Uniform Guidance (2 CFR 200 part 200 and codified by HHS as 45 CFR Part 75)." Also, the PAA's Cost allocation plan states that "Direct costs are costs that can be identified specifically with a project or activity and therefore are charged to that project or activity."

Payroll

1. We compared total salaries and benefits on *Worksheet 1* for each waiver to the Statement of Revenues and Expenditures. There were no variances.
2. We selected 10 employees and compared the hours and cost categories on the Employee Time Ledger to the organizational chart and the Employee Posted General Ledger Transactions report. We then compared the Transactions report to the Statement of Revenues and Expenditures and the statement to the Expense by Cost Center for PASSPORT and finally to *Worksheet 1*. There were no variances.

We also compared the reported salaries and benefits to the Cost Reports Instructions and 2 CFR part 200 and confirmed costs were properly allocated, classified and allowable.

Property

1. We traced the capital costs on *Worksheet 1* to the Summary Asset Ledger and the Expense by Cost Center report. There were no variances in addition to those identified under the Trial Balance and Non-Payroll Expenses procedures.
2. We compared the final FY 19 Summary Asset Ledger to the FY 18 Summary Asset Ledger for changes in the depreciation amounts for assets purchased prior to the cost report period, 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. There were no variances.

Property (Continued):

3. We did not perform procedures to recalculate the first year's depreciation as there were no capital assets purchased during FY 19.
4. We did not perform procedures to confirm disposed capital assets as there were no disposed assets during FY 19. There were no reported gains or losses on *Worksheet 1*.
5. We scanned the Standard General Ledgers for items purchased during FY 19 that met the capitalization criteria. There were no unrecorded capital assets.

Contract Monitoring

1. We obtained the PAA's written procedures and supporting documentation for all provider oversight processes during the cost report period. We selected providers for each type of provider oversight, including all three pre-certification reviews, five structural compliance reviews and five reviews of sanctioned providers and determined if the PAA maintained supporting documentation showing it performed oversight processes in accordance with Section II (A)(3)(d)(ii) in the Three Party Agreement and its written procedure requirements. There were no differences.

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.

This report is for the use of the ODM and the ODA to assist in evaluating revenues and expenditures recorded in their Cost Report for the year ended June 30, 2019, and certain compliance requirements related to these transactions and is not suitable for any other purpose.



Keith Faber
Auditor of State
Columbus, Ohio

November 9, 2020

This page intentionally left blank.

SUMMARY OF COST AND EXPENSE ADJUSTMENTS (Corrections)

PROGRAM PASSPORT

Finding Number	Work sheet	Line	Account	Cost Center	Type of Finding	Specific Compliance Citation	Reported Costs	Adjustment	Adjusted Cost
2	1	1	Salaries	Administration	Misclassification	Cost Report Instructions	\$171,383	\$1,591	\$172,974
2	1	1	Salaries	Screening	Misclassification	Cost Report Instructions	\$88,979	\$805	\$89,784
2	1	1	Salaries	Assessment	Misclassification	Cost Report Instructions	\$340,615	\$3,344	\$343,959
2	1	1	Salaries	Case Management	Misclassification	Cost Report Instructions	\$911,483	\$8,804	\$920,287
2	1	1	Salaries	Provider Relations	Misclassification	Cost Report Instructions	\$83,530	\$677	\$84,207
2	1	3	Service Contracts	Administration	Misclassification	Cost Report Instructions	\$426	\$1,963	\$2,389
2	1	3	Service Contracts	Screening	Misclassification	Cost Report Instructions	\$215	\$993	\$1,208
2	1	3	Service Contracts	Assessment	Misclassification	Cost Report Instructions	\$895	\$4,125	\$5,020
2	1	3	Service Contracts	Case Management	Misclassification	Cost Report Instructions	\$2,355	\$10,860	\$13,215
2	1	3	Service Contracts	Provider Relations	Misclassification	Cost Report Instructions	\$181	\$835	\$1,016
2	1	4	Travel & Training	Administration	Misclassification	Cost Report Instructions	\$2,312	\$600	\$2,912
2	1	4	Travel & Training	Screening	Misclassification	Cost Report Instructions	\$1,158	\$304	\$1,462
2	1	4	Travel & Training	Assessment	Misclassification	Cost Report Instructions	\$31,562	\$1,261	\$32,823
2	1	4	Travel & Training	Case Management	Misclassification	Cost Report Instructions	\$63,436	\$3,319	\$66,755
2	1	4	Travel & Training	Provider Relations	Misclassification	Cost Report Instructions	\$3,606	\$255	\$3,861
1	1	5	Equipment < \$1,000	Administration	Reporting Error	Cost Report Instructions	\$482	\$2,316	\$2,798
2	1	5	Equipment < \$1,000	Administration	Misclassification	Cost Report Instructions	\$2,798	\$1,024	\$3,822
1	1	5	Equipment < \$1,000	Assessment	Reporting Error	Cost Report Instructions	\$1,013	\$4,868	\$5,881
2	1	5	Equipment < \$1,000	Assessment	Misclassification	Cost Report Instructions	\$5,881	\$2,153	\$8,034
1	1	5	Equipment < \$1,000	Case Management	Reporting Error	Cost Report Instructions	\$63,437	\$12,815	\$76,252
2	1	5	Equipment < \$1,000	Case Management	Misclassification	Cost Report Instructions	\$76,252	\$5,668	\$81,920
1	1	5	Equipment < \$1,000	Provider Relations	Reporting Error	Cost Report Instructions	\$205	\$986	\$1,191
2	1	5	Equipment < \$1,000	Provider Relations	Misclassification	Cost Report Instructions	\$1,191	\$436	\$1,627
1	1	5	Equipment < \$1,000	Screening	Reporting Error	Cost Report Instructions	\$244	\$1,172	\$1,416
2	1	5	Equipment < \$1,000	Screening	Misclassification	Cost Report Instructions	\$1,416	\$518	\$1,934
1	1	6	Equipment Repairs	Administration	Reporting Error	Cost Report Instructions	\$0	\$163	\$163
1	1	6	Equipment Repairs	Assessment	Reporting Error	Cost Report Instructions	\$0	\$343	\$343
1	1	6	Equipment Repairs	Case Management	Reporting Error	Cost Report Instructions	\$0	\$904	\$904
1	1	6	Equipment Repairs	Provider Relations	Reporting Error	Cost Report Instructions	\$0	\$69	\$69
1	1	6	Equipment Repairs	Screening	Reporting Error	Cost Report Instructions	\$0	\$83	\$83
1	1	7	Supplies	Administration	Reporting Error	Cost Report Instructions	\$8,272	\$377	\$8,649
2	1	7	Supplies	Administration	Misclassification	Cost Report Instructions	\$8,649	\$108	\$8,757
1	1	7	Supplies	Assessment	Reporting Error	Cost Report Instructions	\$17,387	\$793	\$18,180
2	1	7	Supplies	Assessment	Misclassification	Cost Report Instructions	\$18,180	\$227	\$18,407
1	1	7	Supplies	Case Management	Reporting Error	Cost Report Instructions	\$46,025	\$2,088	\$48,113
2	1	7	Supplies	Case Management	Misclassification	Cost Report Instructions	\$48,113	\$598	\$48,711
1	1	7	Supplies	Provider Relations	Reporting Error	Cost Report Instructions	\$3,521	\$160	\$3,681
2	1	7	Supplies	Provider Relations	Misclassification	Cost Report Instructions	\$3,681	\$46	\$3,727
1	1	7	Supplies	Screening	Reporting Error	Cost Report Instructions	\$4,232	\$191	\$4,423
2	1	7	Supplies	Screening	Misclassification	Cost Report Instructions	\$4,423	\$55	\$4,478

SUMMARY OF COST AND EXPENSE ADJUSTMENTS (Continued):

PROGRAM PASSPORT

Finding Number	Work sheet	Line	Account	Cost Center	Type of Finding	Specific Compliance Citation	Reported Costs	Adjustment	Adjusted Cost
1	1	8	Building Services	Administration	Reporting Error	Cost Report Instructions	\$0	\$3,749	\$3,749
2	1	8	Building Services	Administration	Misclassification	Cost Report Instructions	\$3,749	\$160	\$3,909
1	1	8	Building Services	Assessment	Reporting Error	Cost Report Instructions	\$0	\$7,881	\$7,881
2	1	8	Building Services	Assessment	Misclassification	Cost Report Instructions	\$7,881	\$336	\$8,217
1	1	8	Building Services	Case Management	Reporting Error	Cost Report Instructions	\$0	\$20,747	\$20,747
2	1	8	Building Services	Case Management	Misclassification	Cost Report Instructions	\$20,747	\$885	\$21,632
1	1	8	Building Services	Provider Relations	Reporting Error	Cost Report Instructions	\$0	\$1,596	\$1,596
2	1	8	Building Services	Provider Relations	Misclassification	Cost Report Instructions	\$1,596	\$69	\$1,665
1	1	8	Building Services	Screening	Reporting Error	Cost Report Instructions	\$0	\$1,897	\$1,897
2	1	8	Building Services	Screening	Misclassification	Cost Report Instructions	\$1,897	\$81	\$1,978
2	1	9	Insurance	Administration	Misclassification	Cost Report Instructions	\$0	\$658	\$658
2	1	9	Insurance	Assessment	Misclassification	Cost Report Instructions	\$0	\$1,383	\$1,383
2	1	9	Insurance	Case Management	Misclassification	Cost Report Instructions	\$0	\$3,642	\$3,642
2	1	9	Insurance	Provider Relations	Misclassification	Cost Report Instructions	\$0	\$280	\$280
2	1	9	Insurance	Screening	Misclassification	Cost Report Instructions	\$0	\$333	\$333
1	1	10	Capital Costs	Administration	Reporting Error	Cost Report Instructions	\$15,472	\$413	\$15,885
2	1	10	Capital Costs	Administration	Misclassification	Cost Report Instructions	\$15,885	\$1,928	\$17,813
1	1	10	Capital Costs	Assessment	Reporting Error	Cost Report Instructions	\$34,847	\$868	\$35,715
2	1	10	Capital Costs	Assessment	Misclassification	Cost Report Instructions	\$35,715	\$4,052	\$39,767
1	1	10	Capital Costs	Case Management	Reporting Error	Cost Report Instructions	\$27,281	\$2,286	\$29,567
2	1	10	Capital Costs	Case Management	Misclassification	Cost Report Instructions	\$29,567	\$10,668	\$40,235
1	1	10	Capital Costs	Provider Relations	Reporting Error	Cost Report Instructions	\$0	\$176	\$176
2	1	10	Capital Costs	Provider Relations	Misclassification	Cost Report Instructions	\$176	\$821	\$997
1	1	10	Capital Costs	Screening	Reporting Error	Cost Report Instructions	\$9,112	\$209	\$9,321
2	1	10	Capital Costs	Screening	Misclassification	Cost Report Instructions	\$9,321	\$976	\$10,297
1	1	11	Other Expense	Administration	Reporting Error	Cost Report Instructions	\$120,220	(\$7,019)	
2	1	11	Other Expense	Administration	Reimbursable Expense	2 CFR 200.405 (a), 200.413(a), Cost Allocation Plan		(\$1,752)	
2	1	11		Administration	Misclassification	Cost Report Instructions		(\$8,032)	\$103,417
1	1	11	Other Expense	Assessment	Reporting Error	Cost Report Instructions	\$217,959	(\$14,753)	
2	1	11	Other Expense	Assessment	Non-Federal Reimbursable Expense	2 CFR 200.405 (a), 200.413(a), Cost Allocation Plan		(\$3,682)	
2	1	11		Assessment	Misclassification	Cost Report Instructions		(\$16,882)	\$182,642
1	1	11	Other Expense	Case Management	Reporting Error	Cost Report Instructions	\$647,304	(\$38,839)	
2	1	11	Other Expense	Case Management	Non-Federal Reimbursable Expense	2 CFR 200.405 (a), 200.413(a), Cost Allocation Plan		(\$9,693)	
2	1	11		Case Management	Misclassification	Cost Report Instructions		(\$44,444)	\$554,328
1	1	11	Other Expense	Provider Relations	Reporting Error	Cost Report Instructions	\$55,322	(\$2,987)	
2	1	11	Other Expense	Provider Relations	Non-Federal Reimbursable Expense	2 CFR 200.405 (a), 200.413(a), Cost Allocation Plan		(\$746)	
2	1	11		Provider Relations	Misclassification	Cost Report Instructions		(\$3,419)	\$48,170
1	1	11	Other Expense	Screening	Reporting Error	Cost Report Instructions	\$61,780	(\$3,552)	
2	1	11	Other Expense	Screening	Non-Federal Reimbursable Expense	2 CFR 200.405 (a), 200.413(a), Cost Allocation Plan	\$0	(\$886)	
2	1	11	Other Expense	Screening	Misclassification	Cost Report Instructions		(\$4,065)	\$53,277

SUMMARY OF COST AND EXPENSE ADJUSTMENTS (Continued):

PROGRAM Assisted Living

Finding Number	Work sheet	Line	Account	Cost Center	Type of Finding	Specific Compliance Citation	Reported Costs	Adjustment	Adjusted Cost
2	1	1	Salaries	Assessment	Misclassification	Cost Report Instructions	\$12,920	\$127	\$13,047
2	1	1	Salaries	Case Management	Misclassification	Cost Report Instructions	\$9,404	\$91	\$9,495
2	1	3	Service Contracts	Assessment	Misclassification	Cost Report Instructions	\$0	\$156	\$156
2	1	3	Service Contracts	Case Management	Misclassification	Cost Report Instructions	\$0	\$112	\$112
2	1	4	Travel & Training	Assessment	Misclassification	Cost Report Instructions	\$1,254	\$48	\$1,302
2	1	4	Travel & Training	Case Management	Misclassification	Cost Report Instructions	\$1,022	\$34	\$1,056
2	1	5	Equipment < \$5,000	Assessment	Misclassification	Cost Report Instructions	\$0	\$82	\$82
2	1	5	Equipment < \$5,000	Case Management	Misclassification	Cost Report Instructions	\$0	\$59	\$59
2	1	7	Supplies	Assessment	Misclassification	Cost Report Instructions	\$0	\$9	\$9
2	1	7	Supplies	Case Management	Misclassification	Cost Report Instructions	\$0	\$6	\$6
2	1	8	Building Services	Assessment	Misclassification	Cost Report Instructions	\$0	\$13	\$13
2	1	8	Building Services	Case Management	Misclassification	Cost Report Instructions	\$0	\$9	\$9
2	1	9	Insurance	Assessment	Misclassification	Cost Report Instructions	\$0	\$52	\$52
2	1	9	Insurance	Case Management	Misclassification	Cost Report Instructions	\$0	\$38	\$38
2	1	10	Capital Costs	Assessment	Misclassification	Cost Report Instructions	\$29	\$154	\$183
2	1	10	Capital Costs	Case Management	Misclassification	Cost Report Instructions	\$22	\$110	\$132
2	1	11	Other Expense	Assessment	Non-Federal Reimbursable Expense	2 CFR 200.405 (a), 200.413(a), Cost Allocation Plan	\$8,589	(\$140)	
2	1	11	Other Expense	Assessment	Misclassification	Cost Report Instructions		(\$639)	\$7,810
2	1	11	Other Expense	Case Management	Non-Federal Reimbursable Expense	2 CFR 200.405 (a), 200.413(a), Cost Allocation Plan	\$6,167	(\$100)	
2	1	11	Other Expense	Case Management	Misclassification	Cost Report Instructions		(\$459)	\$5,608

Total Effect on Cost Report

(\$16,998)

This page intentionally left blank.

OHIO AUDITOR OF STATE KEITH FABER



BUCKEYE HILLS REGIONAL COUNCIL

WASHINGTON 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 11/24/2020

88 East Broad Street, Columbus, Ohio 43215
Phone: 614-466-4514 or 800-282-0370

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