



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 statistics recorded in the County Board Cost Report System (Cost Report) of the Clearwater Council of Governments (the Council) for the year ended December 31, 2022 and certain compliance requirements. The Council's management is responsible for the financial and statistical data in the Cost Report and certain compliance requirements related to these transactions included in the information provided to us by the Council.

The Ohio Department of Developmental Disabilities (Department) has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of evaluating the Council's financial and statistical data recorded in the Cost Report for the year ended December 31, 2022 and certain compliance requirements related to these transactions. 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:

Trial Balance and Expenditures

The procedures in this section were performed on the following categories: Indirect Costs, Program Supervision, Transportation Services, Service and Support Administration and Adult Programs.

1. We compared the disbursements on the Trial Balance to the Revenue and Expense Report and from the Revenue and Expense and Payroll Allocation reports to the *COG Reconciliation*, *COG Master*, and *Summary of Expenditures and County Expenditures forms* and to the Department's Guide to Preparing Income and Expenditure Reports for use by Council of Governments. There were no variances exceeding two percent.
2. We selected 60 non-payroll disbursements from the General Ledger. We inspected the Council's supporting documentation and compared the cost classification to the *Guide to Preparing Income and Expenditure Reports for use by Council of Governments and for use by County Boards of Developmental Disabilities* (Cost Report Guides) and 2 CFR 200.420 - .475.

There were variances over \$500 and non-federal reimbursable costs and we scanned the General Ledger for other like errors in the same cost center. We totaled all identified errors and reclassified all variances over \$500 and non-federal reimbursable costs as reported in the Appendix.

Trial Balance and Expenditures (Continued)

3. We inquired with the Council if any statistics were not reported in the Cost Report or were not communicated to member county boards. The Council confirmed all case notes and corresponding statistics are recorded directly into the member county boards' systems. We confirmed through inquiry with Lucas and Morrow County Boards of DD that Council SSA statistics were reported in their respective Cost Reports.
4. We scanned the Payroll Allocations report and compared the classification of employees and basis of allocation to entries on the *COG Master* and *County Expenditure forms* and to the Cost Report Guides. There were no variances.

Medicaid Administrative Claiming (MAC)

1. We compared the actual salaries and benefits from the IHAC Expense Detail and Salary and Wages reports for the Random Moment Time Study (RMTS) participants for the first quarter 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.
2. For the 11 RMTS observed moments selected by the Department, 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.

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 Council's Cost Report and its compliance with certain requirements 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.

We are required to be independent of the Council and to meet our other ethical responsibilities, in accordance with the ethical requirements established by the AICPA related to our agreed-upon procedures engagement.



Keith Faber
Auditor of State
Columbus, Ohio

June 25, 2024

Appendix
Clearwater Council of Governments
2022 Income and Expense Report and County Board Summary Form Adjustments

	Reported Amount	Correction	Corrected Amount	Explanation of Correction
Clearwater COG				
Indirect Cost COG				
Service Contracts	\$ 21,678	\$ (1,980)	\$ 19,698	To reclassify QARN costs
Other Expenses	\$ 223,345	\$ (11,200)		To reclassify DODD Awareness items
		\$ (1,000)		To reclassify event sponsorship cost
		\$ (500)		To reclassify event sponsorship cost
		\$ (5,488)		To reclassify DSP Appreciation gift cards for providers
		\$ (5,288)		To reclassify event sponsorship cost
		\$ (4,225)		To reclassify DSP Appreciation gifts
		\$ (372)		To reclassify sponsorship costs
		\$ (1,780)		To reclassify conference sponsorship costs
		\$ (7,400)		To reclassify support decision making/guardianship costs to FSS
		\$ (8,065)		To reclassify employee resource network success coach expenses for provider employees
		\$ (7,500)		To reclassify employee resource network services to provider employees
		\$ (6,500)		To reclassify support decision making/guardianship costs to FSS
		\$ (1,398)	\$ 162,629	To reclassify scholarships for provider employees
Other Services Not Performed COG				
Other Expenses	\$ -	\$ 8,940	\$ 8,940	To reclassify non-reimbursable event and conference sponsorship costs
		\$ 11,200	\$ 11,200	To reclassify non-reimbursable DODD Awareness costs
		\$ 9,713	\$ 9,713	To reclassify non-reimbursable DSP appreciation costs
Ashland County				
Direct Services COG Expenses				
Community Residential	\$ -	\$ 96	\$ 96	To reclassify QARN costs
Crawford County				
Direct Services COG Expenses				
Non-Federal Reimbursable	\$ 10,604	\$ 7,500		To reclassify employee resource network services to provider employees
		\$ 265	\$ 18,369	To reclassify scholarships for provider employees
Erie County				
Direct Services COG Expenses				
Community Residential	\$ 49,738	\$ 319	\$ 50,057	To reclassify QARN costs
Hancock County				
Direct Services COG Expenses				
Community Residential	\$ 127,618	\$ 543	\$ 128,161	To reclassify QARN costs
Huron County				
Direct Services COG Expenses				
Community Residential	\$ 38,808	\$ 192	\$ 39,000	To reclassify QARN costs
Marion County				
Direct Services COG Expenses				
Non-Federal Reimbursable	\$ 771	\$ 5,377		To reclassify employee resource network success coach expenses for provider employees
		\$ 1,085	\$ 7,233	To reclassify scholarships for provider employees

Appendix
Clearwater Council of Governments
2022 Income and Expense Report and County Board Summary Form Adjustments

	Reported Amount	Correction	Corrected Amount	Explanation of Correction
Morrow County				
Direct Services COG Expenses				
Family Support Services	\$ -	\$ 1,850	\$ 1,850	To reclassify support decision making/guardianship costs to FSS
Community Residential	\$ 156,289	\$ 64	\$ 156,353	To reclassify QARN costs
Non-Federal Reimbursable	\$ 7,905	\$ 48		To reclassify scholarships for provider employees
		\$ 2,688	\$ 10,641	To reclassify employee resource network success coach expenses for provider employees
Ottawa County				
Direct Services COG Expenses				
Community Residential	\$ 47,707	\$ 543	\$ 48,250	To reclassify QARN costs
Richland County				
Direct Services COG Expenses				
Family Support Services	\$ -	\$ 5,550		To reclassify support decision making/guardianship costs to FSS
		\$ 6,500	\$ 12,050	To reclassify support decision making/guardianship costs to FSS
Seneca County				
Direct Services COG Expenses				
Community Residential	\$ 18,825	\$ 223	\$ 19,048	To reclassify QARN costs

OHIO AUDITOR OF STATE KEITH FABER



CLEARWATER COUNCIL OF GOVERNMENTS

OTTAWA 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 7/30/2024

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This report is a matter of public record and is available online at
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