



Dave Yost • Auditor of State

MEDINA COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

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Independent Accountant'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, 13th 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) HCBS 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 Medina County Board of Developmental Disabilities (County Board) prepared its *Income and Expenditure Report* for the years ended December 31, 2009 and 2010 (Cost Reports) in accordance with DODD's Guide to Preparing Income and Expenditure Reports for 2009 and 2010 (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 attestation standards established by the American Institute of Certified Public Accountants. 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 us to 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 and, if final 2008 square footage totals are the same and no significant changes in the floor plan have occurred, to perform no additional procedures.

We toured 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 floor space. We found no unreported rented or idle floor space.

2. DODD requested us to 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* of the Cost Reports.

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

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

3. DODD requested us to 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* of the Cost Reports.

We compared one building and traced each room on the floor plan to the County Board's summary for each year. We found no variances exceeding 10 percent when comparing the total square footage of one floor plan to the County Board's summary.

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

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

We found no variances exceeding 10 percent.

5. We obtained the County Board's methodology for allocating square footage between programs and reviewed 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.

The County Board reported the same square footage in the 2009 and 2010 cost reports. Therefore we tested the 2009 methodology, and applied the results to both years' cost reports. We found no inconsistencies between the County Board's methodology and the Cost Report Guide.

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 Statistic*, worksheet 4, or worksheets 7A to 7H which result in unassigned program or general expenses-all program costs.

We determined that no statistics needed to be obtained.

2. DODD requested us to report variances if the Board's attendance statistics were not within two percent of the attendance statistics reported.

We compared the County Board's Individuals Served report for the number of individuals served, days of attendance, and 15 minute units with similar information reported for Day Habilitation/Adult Day Services/Vocational Habilitation, Enclave and Community Employment on *Schedule B-1, Section B, Attendance Statistics* of the Cost Reports 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 variances or computational errors exceeding two percent. We reported these variances in Appendix A (2009) and Appendix B (2010).

3. DODD requested us to report variances if the County Board's number of individuals served varied by more than 10 percent when compared to the prior year's final attendance statistics on *Schedule B-1, Section B, Attendance Statistics*.

We compared the County Board's final 2008 number of individuals served to the final individuals served for Day Habilitation/Adult Day Services/Vocational Habilitation, Enclave and Community Employment for 2009 and the final 2009 individual served to the final individuals served for 2010 on

Schedule B-1, Section B, Attendance Statistics and determined if the variances were over 10 percent.

The number of reported facility based individuals served did not change by more than 10 percent from the prior year's Schedule B-1. The number of reported Enclave individuals served changed more than 10 percent from the prior year's Schedule B-1 and as a result we performed procedure 5 below.

4. DODD requested us to report variances if the individuals served on *Schedule B-1, Section B, Attendance Statistics* of the Cost Reports 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 2009 and 15 individual names from the County Board's attendance sheets for 2010, and compared the individuals by name to the compiled listing of individuals served by program documentation which rolls up to *Schedule B-1, Section B, Attendance Statistics* of the Cost Reports

We found differences for 2010 as reported in Appendix B (2010).

5. DODD asked us to compare the County Board's final 2008 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 2009 and 2010 and, if the hours are the same, to do no additional procedures.

We compared the final 2008 typical hours of service to the typical hours of service reported on *Schedule B-1* for 2009 and 2010.

We found differences for 2009 and reported these variances in Appendix A (2009).

6. DODD requested us to 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 Guide.

We haphazardly selected 15 units from 2009 and 15 units from 2010 from the County Board's detailed Community Employment units report and determined if the units were calculated in accordance with the Cost Report Guide.

We found differences for 2009 as reported in Appendix A (2009).

Statistics – Transportation

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

We compared the number of one-way trips from the County Board's Quarterly Transportation report with those statistics as reported in *Schedule B-3, Quarterly Summary of Transportation Statistics* of the Cost Reports. We also footed the County Board's Quarterly Transportation report for accuracy.

We found no differences or computational errors.

2. DODD requested us to report variances of more than 10 percent of the total trips taken for five individuals for both 2009 and 2010, between the County Board's internal documentation versus the amount reported on *Schedule B-3, Quarterly Summary of Transportation Services*.

We traced the number of trips for five individuals for 2009 and five individuals for 2010 from the County Board's daily reporting documentation to *Schedule B-3, Quarterly Summary of Transportation Services*.

We found no differences exceeding 10 percent.

3. DODD requested us to report variances if the 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 Statistics*.

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

We found differences as reported in Appendix A (2009) and Appendix B (2010).

Statistics – Service and Support Administration (SSA)

1. DODD requested us to report variances if the 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 SSA units (Targeted Case Management (TCM), Other SSA Allowable, Home Choice, and SSA Unallowable,) from the County Board's Quarterly SSA reports with those statistics reported in *Schedule B-4, Quarterly Summary of Units of Service – Service and Support Administration*. We also footed the County Board's Quarterly SSA reports for accuracy.

We found differences as reported in Appendix A (2009) and Appendix B (2010).

2. DODD requested us to report variances if the SSA units tested had an error rate exceeding 10 percent and indicated a systemic issue.

We haphazardly selected two samples of 40 units for Other Allowable SSA services for both 2009 and 2010 from the TCM Unit 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 required by Ohio Admin. Code § 5101:3-48-01(F). We also determined if the 40 units for Other Allowable SSA services for both 2009 and 2010 were provided to individuals that were not Medicaid eligible at the time of service delivery per Medicaid Information Technology System (MITS).

The units found to be in error exceeded 10 percent of our Other Allowable SSA services sample; however, upon expanding the sample 20 additional units, review of supporting documentation did not indicate a systemic issue. Seven of our sample units were provided to individuals that were Medicaid eligible at the time of service delivery per MITS and incorrectly classified by the County Board as Other Allowable SSA services; therefore, we reclassified those 7 units as TCM units. We reported the differences in Appendix A (2009).

3. DODD requested us to report variances if the SSA Unallowable units tested had an error rate exceeding 10 percent and indicated a systemic issue.

We haphazardly selected a sample of 40 Unallowable SSA service units for 2009 and 40 units for 2010 from the TCM Allowable/Un-Allowable 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 required by Ohio Admin. Code § 5101:3-48-01(F).

We found units in error exceeding 10 percent of our original SSA Unallowable services sample in 2010; we then selected an additional sample of 20 units which still resulted in an error rate greater than 10 percent. Based on this, from the sample population of 788 Other SSA Unallowable units for 2010 and an error rate of 35 percent of those units sampled, we projected and reclassified 276 units as Other SSA Allowable.

We reported the differences in Appendix B (2010).

4. DODD requested us to report decreases exceeding five percent in total SSA units by line on *Schedule B-4* when compared to the prior year's final cost report.

We compared the final 2008 SSA units to the final 2009 SSA units and compared the final 2009 SSA units to the final 2010 SSA units.

The final units decreased by more than five percent from the prior year's *Schedule B-4* and we obtained the County Board's explanation that the decrease in Unallowables is due to the phasing out of services for 150 ICF/MR clients in January 2009. The phase out was substantially completed by April 2010. The decrease in Other Allowables could be due to the fact that the CB has tried to increase their diligence in assuring the clients maintain their Medicaid eligibility. All of the decreases in 2010 were related to a number of factors. The SSA's moved from one location to another and put more emphasis on quality of writing their ISP's. These factors led to a decrease in productivity from 2009 to 2010. Three SSA's also retired in 2010, aiding to the decrease in productivity. We reported no variances in Appendix A (2009) and Appendix B (2010).

Revenue Cost Reporting and Reconciliation to the County Auditor Report

1. We compared the receipt totals from the 12/31/2009 and 12/31/2010 County Auditor's Revenue report for funds 2855 MCBDD Capital Contingencies, 2856 MCBDD Sales Tax Capital Cont, 3300 Achievement Center, 3301 Business Enterprise Fund, 3315 MCBDD Donated Funds, 3316 AC ARRA Special Ed Part B IDEA, 3317 AC ARRA Early Childhood Spec, 3318 AC ARRA EFMAP, 3325 MCBDD Residential Services to the County Auditor's report totals reported on the *Reconciliation to County Auditor Worksheets*.

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.

Total county board receipts from were within 1/4 percent of the county auditor yearly receipt totals reported for these funds.

3. DODD asked that we compare the account description and amount for each revenue reconciling item on the *Reconciliation to County Auditor Worksheet* to the County Board's State Account Code Detail Reports and other supporting documentation unless Procedure 2 above reconciled within the 1/4 percent threshold.

We did not perform this procedure since the total County Board receipts were within 1/4 percent of the County Auditor yearly receipt totals in Procedure 2 above.

4. We compared revenue entries on *Schedule C Income Report* to the NEON Council of Government (COG) prepared County Board Summary Workbook.

We found differences as reported in Appendix A (2009) and Appendix B (2010).

5. We reviewed the County Board's detailed revenue report 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 in the amount of \$1,629 in 2009 and \$122 in 2010;
- General reimbursements in the amount of \$107,652 in 2009 and \$61,864 in 2010
- Insurance reimbursements in the amount of \$345 in 2009 and \$747 in 2010
- IDEA Part B revenues in the amount of \$35,905 in 2009 and \$40,859 in 2010;
- IDEA Early Childhood Special Education revenues in the amount of \$28,500 in 2009 and \$19,282 in 2010;
- Title V revenues in the amount of \$81 in 2009;
- School Lunch Program revenues in the amount of \$6,794 in 2009 and \$6,833 in 2010;
- Title XX revenues in the amount of \$99,076 in 2009 and \$120,418 in 2010;
- Ohio Rehabilitation Services Commission revenues in the amount of \$16,711.25 in 2009 and \$45,289 in 2010;
- ARRA Early Special Childhood Education revenues in the amount of \$14,493 in 2010;
- ARRA Sp. Ed. Part B revenues in the amount of \$20,187 in 2009 and \$309 in 2010; and
- Motor Fuel Tax Refund in the amount of \$2,854 in 2009 and \$2,961 in 2010

Paid Claims Testing

1. We selected 50 paid claims among all service codes from 2009 and 2010 from the Medicaid Billing System (MBS) data and determined if the claims met the following service documentation requirements of Ohio Admin. Code Sections 5123:2-9-05, 5123-2-9-18(H)(1)-(2), and 5101:3-48-01(F):

- Date of service;
- Place of service;
- Name of the recipient;
- 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 (for homemaker/personal care, type must include if routine, on-site/on-call, or level one emergency);
- Number of units of the delivered service or continuous amount of interrupted time during which the service was provided; 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.¹

Recoverable Finding - 2009

Finding \$599.46

We determined the County Board was over reimbursed for 460 units of Supported Employment - Enclave - 15 min, 4 units of Supported Employment - Enclave - Daily, and 2 units of ADS & Voc Hab "Combo" - 15 min service in which the County Board either billed too many units or auto-billed for a consumer who no longer participated in the services.

Service Code	Units	Review Results	FFP1 Amount	eFMAP2 Amount	Total Finding
ANF	460	billing error	\$425.93	\$67.50	\$493.42
AND	4	billing error	\$88.59	\$14.04	\$102.62
AXF	2	billing error	\$2.95	\$0.47	\$3.42
		TOTAL			\$599.46

1 Federal Financial Participation Amount (FFP)

2 Enhanced Federal Medical Assistance Percentage (eFMAP)

Recoverable Finding - 2010

Finding \$566.98

We determined the County Board was over reimbursed for 503 units of Supported Employment - Enclave - 15 min, 1 unit of Adult Day Support - 15 min, 3 units of Supported Employment - Enclave - Daily, and 1 units of ADS & Voc Hab "Combo" - 15 min service in which the County Board either billed too many units or auto-billed for a consumer who no longer participated in the services.

Service Code	Units	Review Results	FFP1 Amount	eFMAP2 Amount	Total Finding
ANF	503	billing error	\$465.74	\$73.81	\$539.55
FNF	1	billing error	\$0.93	\$0.10	\$1.03
AND	3	billing error	\$22.03	\$3.15	\$25.18
AXF	1	billing error	\$1.05	\$0.17	\$1.22
		TOTAL			\$566.98

1 Federal Financial Participation Amount (FFP)

2 Enhanced Federal Medical Assistance Percentage (eFMAP)

¹ 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).

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

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 audited TCM units.

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

We compared the amounts reported on *Schedule A, Summary of Service Costs – By Program*, Lines (20) to Line (27) for Community Residential to the amount reimbursed for these services in 2009 and 2010 on the MBS Summary by Service Code report.

We found no differences.

Non-Payroll Expenditures and Reconciliation to the County Auditor Report

1. We compared the disbursement totals from the 12/31/2009 and 12/31/2010 County auditor's report listed on the *Reconciliation to County Auditor Worksheets* to the County Auditor's Budget Report balances for funds 2855-MCBDD Capital Contingencies, 2856-MCBDD Sales Tax Capital Contingencies, 3300-Achievement Center, 3301-AC Business Enterprise, 3315-MCBDD Donated Funds, 3316-AC ARRA Special Ed Part B IDEA, 3317-AC ARRA Early Childhood Spec., 3318-AC ARRA EFMAP, and 3325-MCBDD Residential Services.

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.

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

3. DODD asked that we compare the account description and amount for each reconciling item on the *Reconciliation to County Auditor Worksheet* to the County Board's [State Expense Detailed Reports] and other supporting documentation unless Procedure 2 above reconciled within the 1/4 percent threshold.

We did not perform this procedure since total County Board disbursements were within 1/4 percent of the County Auditor yearly disbursement totals in Procedure 2 above.

4. DODD asked us to compare the County Board disbursements on the IHAC Expense Detail With CAC reports 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 IHAC Expense Detail With CAC reports.

We found no differences exceeding \$100 on any worksheet.

5. We compared disbursement entries on Schedule A, Summary of Service Costs – By Program and Worksheets 2 through 10 to the North East Ohio Network (NEON) Council of Government (COG) prepared County Board Summary Workbook.

We found differences as reported in Appendix A (2009) and Appendix B (2010).

6. DODD asked us to determine whether total County Board disbursements on the IHAC Expense Detail With CAC reports were properly classified, on Worksheets 2 through 10, within two percent of total service contracts and other expenses for each individual Worksheet and that no Worksheet included disbursements over \$100 which are non-federal reimbursable under 2 CFR 225 Appendix B.

We scanned the County Board's IHAC Expense Detail With CAC reports for service contracts and other expenses in the following columns and worksheets: Column X-Gen Expense all Programs on Worksheets 2, 3 and 8; Column N-Service and Support Admin Costs on Worksheet 9; and Columns E-Facility Based Services, F-Enclave, G-Community Employment, and H-unassigned 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 (2009) and Appendix B (2010) for misclassified and non-federal reimbursable costs.

7. We scanned the County Board's IHAC Expense Detail With CAC reports for items purchased during 2009 and 2010 that met the County Board's capitalization criteria and traced them to inclusion on the County Board's Depreciation Schedule.

We reported differences for purchases that were not properly capitalized as listed in Appendix A (2009) and Appendix B (2010).

8. We haphazardly selected 20 disbursements from 2009 and 2010 from the County Board's IHAC Expense Detail With CAC reports that were classified as service contract and other expenses on Worksheets 2-10 (not selected for scanning under Step 5 above). 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.

We found no differences exceeding two percent of total service contracts and other expenses on any Worksheet or any disbursements over \$100 which are non-federal reimbursable under 2 CFR 225 Appendix B.

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 between the County Board's capitalization procedures and the guidelines listed above.

2. We compared the County Board's final 2008 Depreciation Schedule to the County Board's 2009 and 2010 Depreciation Schedules for changes in the depreciation amounts for assets purchased prior to the periods under review which were not in compliance with the Cost Report Guides.

We found no differences.

3. DODD asked us to compare the depreciation costs reported in the County Board's Depreciation Schedule 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 Depreciation Schedule.

We found no differences exceeding \$100.

4. We scanned the County Board's Depreciation Schedule for 2009 and 2010 for 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 no differences in 2009. In 2010, we found differences for purchases that were not properly capitalized.

5. We haphazardly selected the lesser of 10 of the County Board's fixed assets or 10 percent of items which meet the County Board's capitalization policy and purchased in either 2009 or 2010 to determine if their useful life agreed to the estimated useful lives prescribed in the 2008 American Hospital Association (AHA) Asset Guide. We also recomputed the first year's depreciation for these assets, based on their cost, acquisition date and period of useful life to determine compliance with the Cost Report Guides and AHA Asset Guide.

We found no differences. In 2010, we found differences as reported in Appendix Appendix B.

6. We haphazardly selected the lesser of five percent or 20 disposed assets from 2009 and 2010 from the County Board's list of disposed assets 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 2009 (and 2010, if applicable) 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 found no differences.

Payroll Testing

1. DODD asked us to determine whether total County Board salaries and benefits in the 2009 and 2010 cost reports were within two percent of the county auditor's report totals for funds 2855-MCBDD Capital Contingencies, 2856-MCBDD Sales Tax Capital Contingencies, 3300-Achievement Center, 3301-AC Business Enterprise, 3315-MCBDD Donated Funds, 3316-AC ARRA Special Ed Part B

IDEA, 3317-AC ARRA Early Childhood Spec., 3318-AC ARRA EFMAP, and 3325-MCBDD Residential Services.

We totaled salaries and benefits from Worksheets 2-10 from the 2009 and 2010 cost reports and compared the yearly totals to the county auditor's Budget Report. The variance was less than two percent.

2. DODD asked us to compare the County Board disbursements on the IHAC Expense Detail With CAC report to the amounts reported on Worksheets 2 through 10, and to report variances exceeding \$100 for salaries or employee benefit expenses.

We compared all Salary and Employee Benefit entries on Worksheets 2 through 10 to the County Board's IHAC Expense Detail With CAC Reports.

We found no differences exceeding \$100 for Salary or Employee Benefit expenses on any Worksheet.

3. We selected 40 employees and compared the County Board's Totals Pay Distribution with IHAC and SAC (Detail) reports and organizational chart if needed to the worksheet in which each employee's salary and benefits cost were allocated to ensure allocation is consistent with the Cost Report Guides.

We found no differences.

Medicaid Administrative Claiming (MAC)

1. DODD asked us to contact its Office of Audits to report differences if the MAC salary and benefits exceeded the County Board's payroll records by one percent or more.

We compared the salary and benefits entered on the Individual MAC Costs by Code and MAC Random Moment Time Summary (RMTS) reports to the County Board's payroll records.

We found no variance exceeding one percent.

2. We compared the original or adjusted Individual MAC Costs by Code and MAC Random Moment Time Summary (RMTS) Report(s) to Worksheet 6, columns (I) and (O) for both years.

We reported differences in Appendix A (2009) and Appendix B (2010).

3. We compared Ancillary Costs on the Roll Up Report for the Ohio Department of Job and Family Services to Lines 6-10 of the MAC Reconciliation Worksheet.

We reported differences in Appendix A (2009) and Appendix B (2010).

4. We selected 11 RMTS observed moments completed by employees of the County Board from the DODD RMTS Participant Moments Question and Answer report for the fourth quarter of 2010 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.

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We found no differences.

We did not receive a response from officials to the exceptions noted above.

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 Job and Family Services, 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.

Sincerely,

A handwritten signature in black ink that reads "Dave Yost". The signature is written in a cursive style with a large, looping initial "D".

Dave Yost
Auditor of State

December 11, 2012

cc: Greg Laforme, Superintendent, Medina County Board of Developmental Disabilities
Jon Bluebond, Business Manager, Medina County Board of Developmental Disabilities
Julie Boyle, Board President, Medina County Board of Developmental Disabilities

Appendix A
Medina County Board of Developmental Disabilities
2009 Income and Expenditure Report Adjustments

	Reported Amount	Correction	Corrected Amount	Explanation of Correction
Schedule B-1, Section B				
1. Total Individuals Served By Program (A) Facility Based Services	350	(21)	329	To correct facility based individuals served
1. Total Individuals Served By Program (C) Supported Emp. -Community Employ	96	3	99	To correct individuals served
2. Days Of Attendance (B) Supported Emp. -Enclave	629	(48)	581	To correct enclave days of attendance
3. Typical Hours Of Service (A) Facility Based Services	7.2	(1.2)	6.0	To correct typical hours of service
3. Typical Hours Of Service (B) Supported Emp. -Enclave	9.4	(4.9)	4.5	To correct typical hours of service
4. 15 Minute Units (C) Supported Emp. -Community Employment	2,094	1,032	3,126	To correct 15 minute units
Schedule B-4				
1. TCM Units (D) 4th Quarter	12,328	7	12,335	To correct units in error
2. Other SSA Allowable Units (D) 4th Quarter	1,960	(7)	1,953	To correct units in error
5. SSA Unallowable Units (C) 3rd Quarter	476	(121)	355	To correct SSA units
5. SSA Unallowable Units (D) 4th Quarter	362	(362)	-	To correct SSA units
Worksheet 1				
5. Movable Equipment (A) Ages 0-2	\$ 373	\$ (13)	\$ 360	To remove depreciation on erroneous asset
5. Movable Equipment (B) Ages 3-5	\$ 559	\$ (20)	\$ 539	To remove depreciation on erroneous asset
5. Movable Equipment (C) Ages 6-21	\$ 928	\$ (33)	\$ 895	To remove depreciation on erroneous asset
5. Movable Equipment (E) Facility Based Services	\$ 13,724	\$ (140)	\$ 13,584	To remove depreciation on erroneous asset
5. Movable Equipment (G) Community Employment	\$ 174	\$ (6)	\$ 168	To remove depreciation on erroneous asset
5. Movable Equipment (I) Medicaid Admin	\$ 15	\$ (1)	\$ 14	To remove depreciation on erroneous asset
5. Movable Equipment (M) Family Support Services	\$ 15	\$ (1)	\$ 14	To remove depreciation on erroneous asset
5. Movable Equipment (N) Service & Support Admin	\$ 5,025	\$ (22)	\$ 5,003	To remove depreciation on erroneous asset
5. Movable Equipment (O) Non-Federal Reimbursable	\$ 30	\$ (1)	\$ 29	To remove depreciation on erroneous asset
5. Movable Equipment (U) Transportation	\$ 108,263	\$ (48)	\$ 108,215	To remove depreciation on erroneous asset
5. Movable Equipment (V) Admin	\$ 5,988	\$ (20)	\$ 5,968	To remove depreciation on erroneous asset
5. Movable Equipment (W) Program Supervision	\$ 96	\$ (3)	\$ 93	To remove depreciation on erroneous asset
8. COG Expenses (L) Community Residential	\$ 7,860	\$ (7,089)	\$ 771	To match audited COG reports
8. COG Expenses (M) Family Support Services	\$ 3,044	\$ (2,749)	\$ 295	To match audited COG reports
Worksheet 2				
3. Service Contracts (X) Gen Expense All Prgm.	\$ 93,892	\$ (4,169)	\$ 89,723	To reclassify non-Federal reimbursable expenses
		\$ (13,667)	\$ 76,056	To reclassify People Together contributions
		\$ (2,250)	\$ 73,806	To reclassify COG expense
4. Other Expenses (O) Non-Federal Reimbursable	\$ 9,303	\$ 4,169	\$ 13,472	To reclassify non-Federal reimbursable expenses
		\$ 8,080	\$ 21,552	To reclassify non-Federal reimbursable expenses
4. Other Expenses (X) Gen Expense All Prgm.	\$ 105,726	\$ (8,080)	\$ 97,646	To reclassify non-Federal reimbursable expenses
5. COG Expenses (L) Community Residential	\$ 110,922	\$ 1,144	\$ 112,066	To match audited COG reports
5. COG Expense (M) Family Support Services	\$ 42,956	\$ (140)	\$ 42,816	To match audited COG reports
Worksheet 2A				
5. COG Expenses (L) Community Residential	\$ 17,486	\$ (392)	\$ 17,094	To match audited COG reports
5. COG Expenses (M) Family Support Services	\$ 6,771	\$ (240)	\$ 6,531	To match audited COG reports
Worksheet 3				
4. Other Expenses (N) Service & Support Admin	\$ 4,414	\$ 22,068	\$ 26,482	To reclassify building service expenses
4. Other Expenses (U) Transportation	\$ 7,013	\$ 24,005	\$ 31,018	To reclassify building service expenses
Worksheet 5				
3. Service Contracts (M) Family Support Services	\$ 1	\$ 13,667	\$ 13,668	To reclassify People Together contributions
3. Service Contracts (O) Non-Federal Reimbursable	\$ 48,768	\$ (41,270)	\$ 7,498	To reclassify COG expenses
5. COG Expenses (L) Community Residential	\$ 308,885	\$ 4,201	\$ 313,086	To match audited COG reports
Worksheet 6				
1. Salaries (I) Medicaid Admin	\$ 81,132	\$ (57,853)	\$ 23,279	To reclassify MAC salaries
1. Salaries (O) Non-Federal Reimbursable	\$ -	\$ 57,853	\$ 57,853	To reclassify MAC salaries
Worksheet 8				
3. Service Contracts (X) Gen Expense All Prgm.	\$ 300,829	\$ (113,019)	\$ 187,810	To reclassify transportation expenses by program
		\$ (61,187)	\$ 126,623	To reclassify transportation expenses by program
4. Other Expenses (B) Ages 3-5	\$ -	\$ 876	\$ 876	To reclassify transportation expenses by program
4. Other Expenses (C) Ages 6-21	\$ -	\$ 1,786	\$ 1,786	To reclassify transportation expenses by program
4. Other Expenses (E) Facility Based Services	\$ -	\$ 113,019	\$ 113,019	To reclassify transportation expenses by program
		\$ 489	\$ 113,508	To reclassify transportation expenses by program
4. Other Expenses (F) Enclave	\$ -	\$ 29	\$ 29	To reclassify transportation expenses by program
4. Other Expenses (G) Community Employment	\$ -	\$ 61,187	\$ 61,187	To reclassify transportation expenses by program
		\$ 996	\$ 62,183	To reclassify transportation expenses by program
4. Other Expenses (X) Gen Expense All Prgm.	\$ 231,108	\$ (24,005)	\$ 207,103	To reclassify building service expenses
		\$ (876)	\$ 206,227	To reclassify transportation expenses by program
		\$ (1,786)	\$ 204,441	To reclassify transportation expenses by program
		\$ (489)	\$ 203,952	To reclassify transportation expenses by program
		\$ (29)	\$ 203,923	To reclassify transportation expenses by program
		\$ (996)	\$ 202,927	To reclassify transportation expenses by program
Worksheet 9				
4. Other Expenses (N) Service & Support Admin. Costs	\$ 97,101	\$ (22,068)	\$ 75,033	To reclassify building service expenses
Worksheet 10				
3. Service Contracts (E) Facility Based Services	\$ 251,235	\$ (236)	\$ 250,999	To reclassify non-Federal reimbursable expenses
4. Other Expenses (O) Non-Federal Reimbursable	\$ -	\$ 236	\$ 236	To reclassify non-Federal reimbursable expenses
Reconciliation to County Auditor Worksheet				
Expense:				
Plus: Fees Paid To COG, Or Payments And Transfers made To COG	\$ 178,297	\$ 41,270	\$ 219,567	To reclassify COG expenses
		\$ 2,250	\$ 221,817	To reclassify COG expenses
Less: Capital Costs	\$ (429,926)	\$ 309	\$ (429,617)	To reconcile off depreciation amounts
Medicaid Administration Worksheet				
Lines 6 -10 Ancillary Costs	\$ -	\$ 2,552	\$ 2,552	To record ancillary costs

Appendix B
Medina County Board of Developmental Disabilities
2010 Income and Expenditure Report Adjustments

	Reported Amount	Correction	Corrected Amount	Explanation of Correction
Schedule B-1, Section B				
1. Total Individuals Served By Program (A) Facility Based Services	312	(14)	298	To correct facility based individuals served
1. Total Individuals Served By Program (B) Supported Emp. -Enclave	11	(2)	9	To correct enclave individuals served
2. Days Of Attendance (B) Supported Emp. -Enclave	1,328	(117)	1,211	To correct enclave days of attendance
Schedule B-4				
2. Other SSA Allowable Units (D) 4th Quarter	1,979	276	2,255	To correct units in error
5. SSA Unallowable Units (B) 2nd Quarter	371	(8)		To correct SSA units
		(276)	87	To correct units in error
5. SSA Unallowable Units (C) 3rd Quarter	340	(340)	-	To correct SSA units
5. SSA Unallowable Units (D) 4th Quarter	229	(229)	-	To correct SSA units
Schedule C				
(E) Residential Facility- Non Waiver Services- COG Revenue	\$ 4,444	\$ (4,444)	\$ -	To match audited COG reports
(G) Waiver Administration- Subsidy- COG Revenue	\$ -	\$ 4,444	\$ 4,444	To match audited COG reports
Worksheet 1				
3. Buildings/Improve (A) Early Intervention	\$ 18,560	\$ (23)	\$ 18,537	To correct 1st year depreciation on assets
3. Buildings/Improve (B) Pre-School	\$ 27,768	\$ (34)	\$ 27,734	To correct 1st year depreciation on assets
3. Buildings/Improve (C) School Age	\$ 46,133	\$ (57)	\$ 46,076	To correct 1st year depreciation on assets
3. Buildings/Improve (E) Facility Based Services	\$ 154,663	\$ (189)	\$ 154,474	To correct 1st year depreciation on assets
3. Buildings/Improve (G) Community Employment	\$ 1,722	\$ (2)	\$ 1,720	To correct 1st year depreciation on assets
3. Buildings/Improve (I) Medicaid Admin	\$ 732	\$ (1)	\$ 731	To correct 1st year depreciation on assets
3. Buildings/Improve (O) Non-Federal Reimbursable	\$ 605	\$ (1)	\$ 604	To correct 1st year depreciation on assets
3. Buildings/Improve (V) Admin	\$ 28,487	\$ (35)	\$ 28,452	To correct 1st year depreciation on assets
3. Buildings/Improve (W) Program Supervision	\$ 3,122	\$ (4)	\$ 3,118	To correct 1st year depreciation on assets
5. Movable Equipment (A) Early Intervention	\$ 407	\$ (40)	\$ 367	To remove depreciation on erroneous asset
5. Movable Equipment (B) Pre-School	\$ 609	\$ (60)	\$ 549	To remove depreciation on erroneous asset
5. Movable Equipment (C) School Age	\$ 1,012	\$ (99)	\$ 913	To remove depreciation on erroneous asset
5. Movable Equipment (E) Facility Based Services	\$ 13,147	\$ (420)	\$ 12,727	To remove depreciation on erroneous asset
5. Movable Equipment (F) Enclave	\$ 8	\$ (1)	\$ 7	To remove depreciation on erroneous asset
5. Movable Equipment (G) Community Employment	\$ 190	\$ (19)	\$ 171	To remove depreciation on erroneous asset
5. Movable Equipment (I) Medicaid Admin	\$ 16	\$ (2)	\$ 14	To remove depreciation on erroneous asset
5. Movable Equipment (M) Family Support Services	\$ 17	\$ (2)	\$ 15	To remove depreciation on erroneous asset
5. Movable Equipment (N) Service & Support Admin	\$ 849	\$ (67)	\$ 782	To remove depreciation on erroneous asset
5. Movable Equipment (O) Non-Federal Reimbursable	\$ 33	\$ (3)	\$ 30	To remove depreciation on erroneous asset
5. Movable Equipment (U) Transportation	\$ 104,221	\$ (1,539)	\$ 102,682	To correct 1st year depreciation on assets
	\$ -	\$ (145)	\$ 102,537	To remove depreciation on erroneous asset
5. Movable Equipment (V) Admin	\$ 4,939	\$ (61)	\$ 4,878	To remove depreciation on erroneous asset
5. Movable Equipment (W) Program Supervision	\$ 104	\$ (10)	\$ 94	To remove depreciation on erroneous asset
8. COG Expenses (L) Community Residential	\$ 10,461	\$ (9,506)	\$ 955	To match audited COG report
8. COG Expenses (M) Family Support Services	\$ 3,669	\$ (3,319)	\$ 350	To match audited COG report
8. COG Expenses (N) Service & Support Admin	\$ -	\$ 32	\$ 32	To match audited COG report
8. COG Expenses (O) Non-Federal Reimbursable	\$ -	\$ 110	\$ 110	To match audited COG report
Worksheet 2				
1. Salaries (X) Gen Expense All Prgm.	\$ 956,263	\$ (72,747)	\$ 883,516	To reclassify MAC salaries
3. Service Contracts (X) Gen Expense All Prgm.	\$ 71,996	\$ (1,602)	\$ 70,394	To reclassify non-Federal reimbursable expenses
	\$ -	\$ (11,813)	\$ (11,813)	To reclassify CFFC contributions
	\$ -	\$ (1,350)	\$ (1,350)	To reclassify COG expense
4. Other Expenses (O) Non-Federal Reimbursable	\$ 16,139	\$ 1,602	\$ 17,741	To reclassify non-Federal reimbursable expenses
	\$ -	\$ 6,330	\$ 6,330	To reclassify non-Federal reimbursable expenses
4. Other Expenses (X) Gen Expense All Prgm.	\$ 84,395	\$ (6,330)	\$ 78,065	To reclassify non-Federal reimbursable expenses
5. COG Expenses (L) Community Residential	\$ 176,298	\$ (127,842)	\$ 48,456	To match audited COG report
5. COG Expense (M) Family Support Services	\$ 61,839	\$ (44,062)	\$ 17,777	To match audited COG report
5. COG Expense (N) Service & Support Admin	\$ -	\$ 1,604	\$ 1,604	To match audited COG report
5. COG Expense (O) Non-Federal Reimbursable	\$ -	\$ 133,867	\$ 133,867	To match audited COG report
Worksheet 2A				
5. COG Expenses (L) Community Residential	\$ 21,037	\$ (21,037)	\$ -	To match audited COG report
5. COG Expenses (M) Family Support Services	\$ 7,379	\$ (7,379)	\$ -	To match audited COG report
Worksheet 3				
4. Other Expenses (N) Service & Support Admin	\$ 2,078	\$ 2,404	\$ 4,482	To reclassify building service expenses
4. Other Expenses (U) Transportation	\$ 9,933	\$ 31,111	\$ 41,044	To reclassify building service expenses
Worksheet 5				
3. Service Contracts (M) Family Support Services	\$ -	\$ 11,813	\$ 11,813	To reclassify CFFC contributions
3. Service Contracts (O) Non-Federal Reimbursable	\$ 44,173	\$ (41,023)	\$ 3,150	To reclassify COG expenses
5. COG Expenses (L) Community Residential	\$ 335,893	\$ (7,906)	\$ 327,987	To match audited COG report
5. COG Expenses (M) Family Support Services	\$ 117,819	\$ 2,507	\$ 120,326	To match audited COG report
5. COG Expenses (O) Non-Federal Reimbursable	\$ -	\$ 37,702	\$ 37,702	To match audited COG report
Worksheet 6				
1. Salaries (I) Medicaid Admin	\$ 60,563	\$ 33	\$ 60,596	To reclassify MAC salaries
1. Salaries (O) Non-Federal Reimbursable	\$ -	\$ 79,547	\$ 79,547	To reclassify MAC salaries
Worksheet 8				
3. Service Contracts (X) Gen Expense All Prgm.	\$ 149,968	\$ (57,537)	\$ 92,431	To reclassify transportation expenses by program
	\$ -	\$ (63,908)	\$ (63,908)	To reclassify transportation expenses by program
4. Other Expenses (C) School Age	\$ -	\$ 1,228	\$ 1,228	To reclassify transportation expenses by program
4. Other Expenses (E) Facility Based Services	\$ -	\$ 57,537	\$ 57,537	To reclassify transportation expenses by program
4. Other Expenses (G) Community Employment	\$ -	\$ 63,908	\$ 63,908	To reclassify transportation expenses by program
	\$ -	\$ 929	\$ 929	To reclassify transportation expenses by program
4. Other Expenses (X) Gen Expense All Prgm.	\$ 261,775	\$ (31,111)	\$ 230,664	To reclassify building service expenses
	\$ -	\$ (929)	\$ (929)	To reclassify transportation expenses by program
	\$ -	\$ (1,228)	\$ (1,228)	To reclassify transportation expenses by program
Worksheet 9				
1. Salaries (N) Service & Support Admin. Costs	\$ 1,676,117	\$ (33)	\$ 1,676,084	To reclassify MAC salaries
	\$ -	\$ (6,799)	\$ (6,799)	To reclassify MAC salaries
3. Service Contracts (N) Service & Support Admin. Costs	\$ 29,152	\$ (900)	\$ 28,252	To reclassify COG expense
4. Other Expenses (N) Service & Support Admin. Costs	\$ 70,006	\$ (2,404)	\$ 67,602	To reclassify building service expenses
5. COG Expenses (N) Service & Support Admin. Costs	\$ -	\$ 10,855	\$ 10,855	To match audited COG report
Worksheet 10				
3. Service Contracts (E) Facility Based Services	\$ 241,867	\$ (221)	\$ 241,646	To reclassify non-Federal reimbursable expenses
3. Service Contracts (G) Community Employment	\$ 26,674	\$ (25,000)	\$ 1,674	To reclassify pathways match expense
4. Other Expenses (O) Non-Federal Reimbursable	\$ -	\$ 221	\$ 221	To reclassify non-Federal reimbursable expenses
Reconciliation to County Auditor Worksheet				
Expense:				
Plus: Fees Paid To COG, Or Payments And Transfers made To COG	\$ 327,193	\$ 41,023	\$ 368,216	To reclassify COG expenses
	\$ -	\$ 1,350	\$ 1,350	To reclassify COG expense
	\$ -	\$ 900	\$ 900	To reclassify COG expense
Plus: Pathways Match	\$ -	\$ 25,000	\$ 25,000	To reclassify pathways match expense
Less: Capital Costs	\$ (420,443)	\$ 1,539	\$ (418,904)	To reconcile depreciation expense
	\$ -	\$ 927	\$ 927	To reconcile off depreciation amounts
	\$ -	\$ 345	\$ 345	To reconcile depreciation expense
Medicaid Administration Worksheet				
Lines 6 -10 Ancillary Costs	\$ -	\$ 4,182	\$ 4,182	To record ancillary costs



Dave Yost • Auditor of State

MEDINA COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

MEDINA 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
FEBRUARY 12, 2013**