



Dave Yost • Auditor of State

MONROE 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 Monroe 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.

We also compared 2009 and 2010 square footage totals to final 2008 square footage totals and we discussed square footage changes with the County Board and noted significant changes have occurred and we performed limited procedures below.

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 did not perform this procedure as there were no significant changes in square footage allocated between programs from the square footage reported in the final 2008 cost report through 2009 and 2010 except for those noted in Procedure 1 above.

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 did not perform this procedure as there were no significant changes in square footage allocated between programs from the square footage reported in the final 2008 cost report through 2009 and 2010 (see Procedure 1 above).

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 final 2008 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 variances exceeding 10 percent and we reported these variances in Appendix A (2009) and Appendix B (2010).

5. DODD asked us to obtain 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.

We obtained the County Board's methodology for allocating square footage for those areas that changed from the final 2008 square footage and compared the methodology with the Cost Report Guides.

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

We determined that there were no individuals served or units of service omitted on *Schedule B-1, Section B, Attendance Statistics*, worksheet 4, or worksheets 7A to 7H which resulted in unassigned program or general expenses-all program costs.

2. 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 as reported in Appendix A (2009). We found no differences in 2010.

3. DODD requested us to 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 'Attendance By Month All Clients (By Age Group)' for the number of individuals served and days of attendance with similar information reported for Day Habilitation/Adult Day Services/Vocational Habilitation and Enclave 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 errors exceeding two percent. We reported these variances in Appendix A (2009) and Appendix B (2010).

4. 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 and Enclave 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 Day Habilitation/Adult Day Services/Vocational Habilitation 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.

5. 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 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 no differences.

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.

The County Board does not provide community employment services.

Statistics – Transportation

1. DODD requested us to 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 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 differences as reported in Appendix A (2009) and Appendix B (2010).

We also noted that transportation statistics for the enclave program for both years were not documented on Schedule B-3, Quarterly Summary of Transportation Statistics of the Cost Reports. We asked for a methodology for estimating these trips.

The County Board estimated the number of enclave trips using the Infall report 'Monroe Attendance by Month All Clients (By Age Group) by Program' for enclave individuals served and days of attendance. The County Board does track enclave transportation; however it is done on a per mile basis instead of on a per trip basis. To estimate on a per trip basis, the County Board took the total enclave days of attendance and multiplied that number by 2, assuming that every enclave individual would have 2 trips (one to the enclave site and one from the enclave site) for every day the individual attended enclave.

We reviewed the 'Monroe Attendance by Month All Clients (By Age Group) by Program' report and the supporting documentation provided by the County Board for compliance with the Cost Report Guide and 2 CFR 225 Appendix B.

Recommendation: We recommend the County Board maintain the required documentation for services as required by the Cost Report Guide in section Schedule B-3, Quarterly Summary of Transportation Services which states in pertinent part, "This worksheet requires statistical information for children and adult programs. Transportation records indicating trips to and from the County Board programs must be maintained for each person transported and must be maintained by each County Board" and the Audit and Records Retention Requirements section, which states, "Expenditure and Income Reports are subject to audit by DODD, ODJFS and CMS at their discretion. Records, documentation, and supplemental worksheets used to prepare the report must be kept on file for a period of seven years from the date of receipt of payment from all sources, or for six years following completion and adjudication of any state or federal initiated audit, whichever period of time is longer."

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 did not perform this procedure as the County Board did not report the cost of bus tokens, cabs on *Schedule B-3* of the Cost report for 2009 or 2010. However, we did review the County Board's detailed expenditure report for any of these costs not identified by the County Board (see procedures and results in the Non-Payroll Expenditures and Reconciliation to the County Audit Report Section) and noted no such expenditures.

Statistics – Service and Support Administration (SSA)

1. DODD requested us to 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 SSA units (Targeted Case Management (TCM), Other SSA Allowable, Home Choice, and SSA Unallowable) from the County Board's TCM Units Quarterly 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 TCM Units Quarterly reports for accuracy.

We found no differences or computational errors in 2009. We found differences as reported in Appendix B (2010).

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

We haphazardly selected a sample of 40 Other SSA Allowable units for both 2009 and 2010 from the TCM Other 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 also determined if the 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 the Medicaid Information Technology System (MITS).

The units found to be in error exceeded 10 percent of our Other SSA Allowable services sample; however, when we expanded our test we found no additional errors. We reported all known errors in Appendix A (2009) and Appendix B (2010).

The County Board stated they do not have a process in place to determine ongoing Medicaid eligibility. Currently, the only way to determine Medicaid Eligibility is during the intake process, which occurs annually. During that time, individuals receiving services could fall off Medicaid while continuing to receive services; however, the Board does not get reimbursed for those services the individual receives while not enrolled on Medicaid.

Recommendation: We recommend the County Board develop a process to help determine Medicaid eligibility of individuals served and ensure that TCM services to Medicaid eligible recipients are appropriately classified as Line 1-TCM units on *Schedule B-4, Quarterly Summary of Units of Service - Service and Support Administration* as required by the Cost Report Guide. Section *Schedule B-4, Quarterly Summary of Units of Service - Service and Support Administration* of the Cost Report Guide states in pertinent part, "Units of Service, for purposes of this schedule, are to be separated into two categories as denoted below. The below activities generate units of service for statistical purposes. Allowable Units (Units generated by performing activities noted in Columns (A) and (C) below:

- TCM – Medicaid Eligible Individuals;
- Other SSA Allowable Units – Non-Medicaid Eligible Individuals; and
- Transition Coordination services provided under the Home Choice demonstration grant."

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 both 2009 and 2010 from the TCM 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).

The units found to be in error did not exceed 10 percent of our sample for 2009 and/or 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 audited 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 did not decrease by more than five percent from the prior year's *Schedule B-4*, with the exception of the unallowable units. The final unallowable units decreased by more than five percent from the prior year's *Schedule B-4* and we obtained the County Board's explanation that they went from two pre-school units to one unit in May of 2009. Therefore, more time was devoted to IEP's in 2009 than in 2010. 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 History for MRDD Operating Fund (120), MRDD Community Residential Fund (142), MRDD Capital Improvement Fund (144), and MEORC Fund (354) to the County Auditor's report totals reported on the *Reconciliation to County Auditor Worksheets*.

We found differences for 2009 as reported in Appendix A (2009). We found no differences in 2010.

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 MEORC 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 Revenue History 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, reimbursements and other income in the amount of \$12,439 in 2009 and \$8,990 in 2010;
- IDEA Part B revenues in the amount of \$17,122 in 2009 and \$19,758 in 2010;
- IDEA Part B (ARRA) revenues in the amount of \$12,457 in 2010;
- IDEA Early Childhood Special Education revenues in the amount of \$6,381 in 2009 and \$4,548 in 2010;
- Title V revenues in the amount of \$20 in 2009;
- School Lunch Program revenues in the amount of \$9,684 in 2009 and \$7,635 in 2010; and
- Title XX revenues in the amount of \$9,443 in 2009 and \$10,582 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 uninterrupted 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

We found no instances of non-compliance with these documentation requirements for 2009 or 2010.

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 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*.

We found no instances 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.

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).

We compared the amounts reported on *Schedule A, Summary of Service Costs – By Program*, Lines (20) to Line (25) 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 appropriation history report balances for funds 120-Operating, 142-Community Residential, 144-Capital Improvements and 354-MEORC.

We found differences in 2009 as reported in Appendix A (2009). We found no differences in 2010.

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 detailed expenditure 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 detailed expenditure reports.

We found differences as reported in Appendix A (2009). We found no differences in 2010.

5. We compared disbursement entries on Schedule A, Summary of Service Costs – By Program and Worksheets 2 through 10 to the MEORC 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 detailed 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 detailed 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 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 for misclassified and non-federal reimbursable costs as reported in Appendix A (2009) and Appendix B (2010).

Recommendation: We noted that the County Board did not regularly use the proper group, department and facility when entering expenditures into their system. We recommend the County Board maintain the system as required by the Cost Report Guide in the Documentation Requirements section which states in pertinent part, "keep records that clearly trace or allocate all costs from accounting records to this report."

7. We scanned the County Board's detailed 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 Fixed Asset Listing.

We reported differences for purchases that were not properly capitalized as reported in Appendix A (2009) and Appendix B (2010). We reported differences noted for 1st year depreciation on 2009 capital purchases in Appendix B (2010). However, we did not determine if 2010 purchases were properly capitalized in 2011.

8. We haphazardly selected 20 disbursements from 2009 and 2010 from the County Board's detailed expenditure report 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 reported differences from these procedures in Appendix A (2009) and Appendix B (2010) for misclassified 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) to ensure assets are either capitalized or expensed in accordance with established guidelines.

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

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.

5. We haphazardly selected 3 County Board's fixed assets 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 2009. We found differences in 2010 as reported in Appendix B (2010).

6. DODD asked us to haphazardly select 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. DODD also asked us to recalculate 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 did not perform this procedure because the County Board stated that no capital assets were disposed of in 2009 or 2010.

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 fund 120-Operating and fund 142-Community Residential.

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 appropriation history reports. The variance was less than two percent.

2. DODD asked us to compare the County Board disbursements on the Payroll & Benefit Allocation Reports 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 Payroll & Benefit Allocation Reports.

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

3. We selected 12 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.

We found misclassification errors exceeding 10 percent that we reported in Appendix A (2009) and Appendix B (2010). As a result of the misclassification errors we performed procedure 4 below.

4. DODD asked us to scan the County Board's Payroll & Benefit Allocation Reports for 2009 and 2010 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 Payroll & Benefit Allocation report for 2009 and 2010 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.

Recommendation: To ensure proper allocation of payroll expenditures between programs, we recommend the County Board track actual time by program or define the allocation in the job descriptions.

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 Office of Medical Assistance, 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,



Dave Yost
Auditor of State

April 30, 2013

cc: Helen Ring, Superintendent/Business Manager, Monroe County Board of Developmental Disabilities
Chris Williams, Board President, Monroe County Board of Developmental Disabilities

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

	Reported Amount	Correction	Corrected Amount	Explanation of Correction
Schedule B-1, Section A				
1. Building Services (B) Adult	\$ 1,268	\$ (560)	\$ 708	To agree to 2008 audited square footage
1. Building Services (C) Child	\$ -	\$ 509	\$ 509	To agree to 2008 audited square footage
2. Dietary Services (C) Child	\$ 599	\$ (80)	\$ 519	To adjust to 2008 audited square footage
4. Nursing Services (C) Child	\$ 144	\$ (10)	\$ 134	To agree to 2008 audited square footage
5. Speech/Audiology (C) Child	\$ 176	\$ (176)	\$ -	To remove speech/audiology square footage
11. 0-2 Age Children (C) Child	\$ -	\$ 124	\$ 124	To add square footage for early intervention
12. 3-5 Age Children (C) Child	\$ 2,229	\$ 234	\$ 2,463	To agree to 2008 audited square footage
13. 6-21 Age Children (C) Child	\$ 3,541	\$ 123	\$ 3,664	To agree to 2008 audited square footage
14. Facility Based Services (B) Adult	\$ 5,554	\$ 381	\$ 5,935	To agree to 2008 audited square footage
21. Service And Support Admin (D) General	\$ 120	\$ 4	\$ 124	To reclassify facility based square footage
22. Program Supervision (B) Adult	\$ 42	\$ 43	\$ 85	To agree to 2008 audited square footage
	\$ -	\$ (85)	\$ -	To reclassify facility based square footage
23. Administration (D) General	\$ 1,130	\$ 273	\$ 1,403	To agree to 2008 audited square footage
24. Transportation (D) General	\$ 42	\$ 43	\$ 85	To agree to 2008 audited square footage
25. Non-Reimbursable (C) Child	\$ -	\$ 180	\$ 180	To add non-federal reimbursable square footage
Schedule B-1, Section B				
1. Total Individuals Served By Program (A) Facility Based Services	\$ 46	\$ 3	\$ 49	To correct individuals served
1. Total Individuals Served By Program (B) Supported Emp. -Enclave	\$ -	\$ 6	\$ 6	To correct individuals served
2. Days Of Attendance (A) Facility Based Services	\$ 8,445	\$ 314	\$ 8,759	To correct days of attendance
3. Typical Hours Of Service (B) Supported Emp. -Enclave	\$ -	\$ 6	\$ 6	To report typical hours of service
Schedule B-3				
2. Children 3-5 (G) One Way Trips- Fourth Quarter	\$ -	\$ 545	\$ 545	To correct one way trips
3. Children 6-21 (G) One Way Trips- Fourth Quarter	\$ -	\$ 1,354	\$ 1,354	To correct one way trips
Schedule B-4				
1. TCM Units (D) 4th Quarter	\$ 164	\$ 27	\$ 191	To correct TCM units
	\$ -	\$ 27	\$ 27	To reclassify TCM units
2. Other SSA Allowable Units (D) 4th Quarter	\$ 64	\$ (27)	\$ 37	To correct TCM units
	\$ -	\$ (27)	\$ (27)	To reclassify TCM units
Worksheet 1				
3. Buildings/Improve (H) Unasn Adult Programs	\$ 7,486	\$ (2,313)	\$ 5,173	To correct depreciation
5. Movable Equipment (U) Transportation	\$ 6,388	\$ 4,525	\$ 10,913	To correct depreciation
5. Movable Equipment (V) Admin	\$ 549	\$ (549)	\$ -	To correct depreciation
6. Capital Leases (U) Transportation	\$ 24,960	\$ (24,960)	\$ -	To reclassify bus lease payments
8. COG Expenses (L) Community Residential	\$ 483	\$ (395)	\$ 88	To agree to audited COG amount
8. COG Expenses (N) Service & Support Admin	\$ 155	\$ (125)	\$ 30	To agree to audited COG amount
Worksheet 2				
4. Other Expenses (X) Gen Expense All Prgm.	\$ 24,104	\$ (3,375)	\$ 20,729	To reclassify transportation expenses
	\$ -	\$ (739)	\$ (739)	To reclassify building expenses
	\$ -	\$ (1,000)	\$ (1,000)	To reclassify Special Olympics expenses
5. COG Expenses (L) Community Residential	\$ 2,438	\$ 1,987	\$ 4,425	To agree to audited COG amount
5. COG Expense (N) Service & Support Admin	\$ 780	\$ 726	\$ 1,506	To agree to audited COG amount
10. Unallowable Fees (O) Non-Federal Reimbursable	\$ 8,924	\$ 28,899	\$ 37,823	To report real estate fees
Worksheet 2A				
1. Salaries (D) Unasn Children Program	\$ 2,371	\$ (2,371)	\$ -	To reclassify salaries for first line supervisor
1. Salaries (E) Facility Based Services	\$ 46,341	\$ (46,341)	\$ -	To reclassify salaries for first line supervisor
1. Salaries (U) Transportation	\$ 28,523	\$ (28,523)	\$ -	To reclassify salaries for first line supervisor
2. Employee Benefits (D) Unasn Children Program	\$ 868	\$ (868)	\$ -	To reclassify benefits for first line supervisor
2. Employee Benefits (E) Facility Based Services	\$ 16,966	\$ (16,966)	\$ -	To reclassify benefits for first line supervisor
2. Employee Benefits (U) Transportation	\$ 10,442	\$ (10,442)	\$ -	To reclassify benefits for first line supervisor
4. Other Expenses (D) Unasn Children Program	\$ 3,523	\$ (270)	\$ 3,253	To agree to compiled amount
	\$ -	\$ (3,253)	\$ (3,253)	To reclassify unassigned children expenses
5. COG Expenses (L) Community Residential	\$ -	\$ 4,425	\$ 4,425	To agree to audited COG amount
5. COG Expenses (N) Service & Support Admin	\$ -	\$ 1,506	\$ 1,506	To agree to audited COG amount
Worksheet 3				
4. Other Expenses (X) Gen Expense All Prgm.	\$ 2,979	\$ 739	\$ 3,718	To reclassify building expenses
	\$ -	\$ 1,942	\$ 1,942	To reclassify building services expenses
Worksheet 4				
14. No. of Individual Meals Served (A) Ages (0-2)	\$ 14	\$ (14)	\$ -	To remove individuals served
Worksheet 5				
1. Salaries (D) Unasn Children Program	\$ 11,532	\$ 2,371	\$ 13,903	To reclassify salaries for first line supervisor
2. Employee Benefits (D) Unasn Children Program	\$ 4,222	\$ 868	\$ 5,090	To reclassify benefits for first line supervisor
4. Other Expenses (D) Unasn Children Program	\$ 274	\$ 3,253	\$ 3,527	To reclassify unassigned children expenses
4. Other Expenses (L) Community Residential	\$ -	\$ 130,244	\$ 130,244	To reclassify community residential expenses
4. Other Expenses (M) Family Support Services	\$ 1,861	\$ 1,000	\$ 2,861	To reclassify Special Olympics expenses
5. COG Expenses (L) Community Residential	\$ 16,103	\$ (965)	\$ 15,138	To agree to audited COG amount
Worksheet 7-B				
4. Other Expenses (D) Unasn Children Program	\$ 1,739	\$ (1,739)	\$ -	To reclassify nursing expenses
4. Other Expenses (E) Facility Based Services	\$ 952	\$ (952)	\$ -	To agree to compiled amount
4. Other Expenses (X) Gen Expense All Prgm.	\$ -	\$ 1,739	\$ 1,739	To reclassify nursing expenses
Worksheet 7-E				
4. Other Expenses (C) Ages 6-21	\$ 952	\$ (952)	\$ -	To reclassify transportation expenses
Worksheet 8				
1. Salaries (X) Gen Expense All Prgm.	\$ 95,314	\$ 28,523	\$ 123,837	To reclassify salaries for first line supervisor
2. Employee Benefits (X) Gen Expense All Prgm.	\$ 34,895	\$ 10,442	\$ 45,337	To reclassify benefits for first line supervisor
4. Other Expenses (X) Gen Expense All Prgm.	\$ 62,028	\$ 3,375	\$ 65,403	To reclassify transportation expenses
	\$ -	\$ (1,942)	\$ (1,942)	To reclassify building services expenses
	\$ -	\$ 952	\$ 952	To reclassify transportation expenses
Worksheet 10				
1. Salaries (E) Facility Based Services	\$ 151,146	\$ 46,341	\$ 197,487	To reclassify salaries for first line supervisor
	\$ -	\$ (197,487)	\$ (197,487)	To reclassify adult expenses
1. Salaries (H) Unasn Adult Program	\$ -	\$ 197,487	\$ 197,487	To reclassify adult expenses
2. Employee Benefits (E) Facility Based Services	\$ 55,337	\$ 16,966	\$ 72,303	To reclassify benefits for first line supervisor
	\$ -	\$ (72,303)	\$ (72,303)	To reclassify adult expenses
2. Employee Benefits (H) Unasn Adult Program	\$ -	\$ 72,303	\$ 72,303	To reclassify adult expenses
4. Other Expenses (E) Facility Based Services	\$ 2,900	\$ (2,481)	\$ 419	To reclassify match payments
	\$ -	\$ (419)	\$ (419)	To reclassify adult expenses
4. Other Expenses (H) Unasn Adult Program	\$ -	\$ 419	\$ 419	To reclassify adult expenses
Reconciliation to County Auditor Worksheet				
Expense:				
Plus: Real Estate Fees	\$ -	\$ (28,899)	\$ (28,899)	To reconcile off real estate fees
Plus: Leases And Rentals	\$ -	\$ 24,960	\$ 24,960	To reclassify bus lease payments
Plus: Match Paid To ODMRDD For IO & LVI Waivers	\$ 192	\$ 192	\$ 384	To agree to compiled amount
Plus: Capital Housing	\$ 130,244	\$ (130,244)	\$ -	To reclassify community residential expenses
Less: Capital Costs	\$ (17,331)	\$ (1,663)	\$ (18,994)	To reconcile off depreciation
Less: Schedule A COG Expense	\$ -	\$ (153)	\$ (153)	To reconcile off Schedule A COG expense

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

	Reported Amount	Correction	Corrected Amount	Explanation of Correction
Less: Other Match Payments	\$ -	\$ 2,481	\$ 2,481	To reclassify match payments
Total from 12/31 County Auditor's Report	\$ 1,406,215	\$ (1,395)	\$ 1,404,820	To agree to County Auditor total
Revenue:				
Total from 12/31 County Auditor's Report	\$ 1,559,750	\$ 92	\$ 1,559,842	To agree to County Auditor total

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

	Reported Amount	Correction	Corrected Amount	Explanation of Correction
Schedule A				
20. Environmental Accessibility Adaptations And/Or Modifications And Supplies (L) Community Residential	\$ -	\$ 3,700	\$ 3,700	To agree to audited COG amount
Schedule B-1, Section A				
1. Building Services (B) Adult	\$ 1,137	\$ (429)	\$ 708	To agree to 2008 audited square footage
1. Building Services (C) Child	\$ -	\$ 509	\$ 509	To agree to 2008 audited square footage
2. Dietary Services (C) Child	\$ 599	\$ (80)	\$ 519	To agree to 2008 audited square footage
5. Speech/Audiology (C) Child	\$ 300	\$ (300)	\$ -	To remove speech/audiology square footage
7. Occupational Therapy (C) Child	\$ 294	\$ (294)	\$ -	To agree to 2008 audited square footage
8. Physical Therapy (C) Child	\$ 294	\$ (294)	\$ -	To agree to 2008 audited square footage
12. Pre-School (C) Child	\$ 2,365	\$ 98	\$ 2,463	To agree to 2008 audited square footage
13. School Age (C) Child	\$ 3,881	\$ (217)	\$ 3,664	To agree to 2008 audited square footage
14. Facility Based Services (B) Adult	\$ 4,679	\$ 1,256	\$ 5,935	To agree to 2008 audited square footage
	\$ -	\$ 85	\$ 85	To reclassify facility based square footage
22. Program Supervision (B) Adult	\$ 346	\$ (261)	\$ 85	To agree to 2008 audited square footage
	\$ -	\$ (85)	\$ (85)	To reclassify facility based square footage
23. Administration (D) General	\$ 1,373	\$ 30	\$ 1,403	To agree to 2008 audited square footage
25. Non-Reimbursable (C) Child	\$ -	\$ 180	\$ 180	To add non-federal reimbursable square footage
Schedule B-1, Section B				
1. Total Individuals Served By Program (B) Supported Emp. -Enclave	\$ 20	\$ (1)	\$ 19	To correct individuals served
2. Days Of Attendance (A) Facility Based Services	\$ 8,161	\$ 723	\$ 8,884	To correct days of attendance
2. Days Of Attendance (B) Supported Emp. -Enclave	\$ 698	\$ 15	\$ 713	To correct days of attendance
Schedule B-3				
2. Pre-School (G) One Way Trips- Fourth Quarter	\$ 500	\$ (270)	\$ 230	To correct one way trips
3. School Age (G) One Way Trips- Fourth Quarter	\$ 624	\$ (179)	\$ 445	To correct one way trips
5. Facility Based Services (G) One Way Trips- Fourth Quarter	\$ 3,446	\$ 1,318	\$ 4,764	To correct one way trips
6. Supported Emp. -Enclave (G) One Way Trips- Fourth Quarter	\$ 348	\$ 30	\$ 378	To correct one way trips
Schedule B-4				
1. TCM Units (D) 4th Quarter	\$ 283	\$ 10	\$ 293	To reclassify TCM units
2. Other SSA Allowable Units (D) 4th Quarter	\$ 61	\$ (33)	\$ 28	To correct TCM units
	\$ -	\$ (10)	\$ (10)	To reclassify TCM units
5. SSA Unallowable Units (D) 4th Quarter	\$ -	\$ 33	\$ 33	To correct TCM units
Worksheet 1				
3. Buildings/Improve (E) Facility Based Services	\$ 7,486	\$ (7,486)	\$ -	To correct depreciation
3. Buildings/Improve (H) Unasn Adult Programs	\$ -	\$ 5,173	\$ 5,173	To correct depreciation
5. Movable Equipment (H) Unasn Adult Programs	\$ -	\$ 217	\$ 217	To correct depreciation
5. Movable Equipment (U) Transportation	\$ 6,388	\$ 20,250	\$ 26,638	To correct depreciation
6. Capital Leases (U) Transportation	\$ 24,959	\$ (24,959)	\$ -	To reclassify bus lease payments
8. COG Expenses (L) Community Residential	\$ 133	\$ (101)	\$ 32	To agree to audited COG amount
8. COG Expenses (N) Service & Support Admin	\$ 40	\$ (27)	\$ 13	To agree to audited COG amount
Worksheet 2				
4. Other Expenses (X) Gen Expense All Prgm.	\$ 61,290	\$ (1,679)	\$ 59,611	To reclassify contingent billing fees
	\$ -	\$ (2,167)	\$ (2,167)	To capitalize a purchase
	\$ -	\$ (4,800)	\$ (4,800)	To reclassify lighting expense
	\$ -	\$ (1,581)	\$ (1,581)	To reclassify TCM match payments
	\$ -	\$ (9,345)	\$ (9,345)	To reclassify Waiver match payments
	\$ -	\$ (10,543)	\$ (10,543)	To reclassify community residential expenses
	\$ -	\$ (5,591)	\$ (5,591)	To reclassify Waiver match payments
	\$ -	\$ (1,000)	\$ (1,000)	To reclassify Special Olympics expenses
	\$ -	\$ (3,279)	\$ (3,279)	To reclassify adult expenses
	\$ -	\$ 2,250	\$ 2,250	To reclassify general program liability expenses
	\$ -	\$ (643)	\$ (643)	To capitalize a purchase
5. COG Expenses (L) Community Residential	\$ 4,493	\$ (2,537)	\$ 1,956	To agree to audited COG amount
5. COG Expense (N) Service & Support Admin	\$ 1,360	\$ (534)	\$ 826	To agree to audited COG amount
5. COG Expense (O) Non-Federal Reimbursable	\$ -	\$ 10,660	\$ 10,660	To agree to audited COG amount
10. Unallowable Fees (O) Non-Federal Reimbursable	\$ 8,752	\$ 1,679	\$ 10,431	To reclassify contingent billing fees
	\$ -	\$ 26,387	\$ 26,387	To report real estate fees
Worksheet 2A				
1. Salaries (E) Facility Based Services	\$ 47,670	\$ (47,670)	\$ -	To reclassify salaries for first line supervisor
1. Salaries (U) Transportation	\$ 31,780	\$ (31,780)	\$ -	To reclassify salaries for first line supervisor
2. Employee Benefits (E) Facility Based Services	\$ 16,762	\$ (16,762)	\$ -	To reclassify benefits for first line supervisor
2. Employee Benefits (U) Transportation	\$ 11,175	\$ (11,175)	\$ -	To reclassify benefits for first line supervisor
Worksheet 3				
4. Other Expenses (X) Gen Expense All Prgm.	\$ 134,198	\$ (4,334)	\$ 129,864	To capitalize a purchase
	\$ -	\$ (6,137)	\$ (6,137)	To reclassify vehicle insurance
	\$ -	\$ 787	\$ 787	To reclassify building maintenance expenses
	\$ -	\$ 4,800	\$ 4,800	To reclassify lighting expense
	\$ -	\$ 765	\$ 765	To reclassify building services expenses
	\$ -	\$ (2,250)	\$ (2,250)	To reclassify general program liability expenses
	\$ -	\$ (32,101)	\$ (32,101)	To capitalize a purchase
5. COG Expenses (L) Community Residential	\$ 70	\$ (19)	\$ 51	To agree to audited COG amount
5. COG Expenses (O) Non-Federal Reimbursable	\$ -	\$ 6	\$ 6	To agree to audited COG amount
Worksheet 5				
4. Other Expenses (C) School Age	\$ 7,054	\$ (787)	\$ 6,267	To reclassify building maintenance expenses
4. Other Expenses (L) Community Residential	\$ 5,487	\$ 10,543	\$ 16,030	To reclassify community residential expenses
4. Other Expenses (M) Family Support Services	\$ 2,585	\$ 1,000	\$ 3,585	To reclassify Special Olympics expenses
5. COG Expenses (L) Community Residential	\$ 13,071	\$ (3,700)	\$ 9,371	To agree to audited COG amount
5. COG Expenses (O) Non-Federal Reimbursable	\$ -	\$ 1,123	\$ 1,123	To agree to audited COG amount
Worksheet 7-B				
4. Other Expenses (D) Unasn Children Program	\$ 299	\$ (299)	\$ -	To reclassify nursing expenses
4. Other Expenses (E) Facility Based Services	\$ 354	\$ (354)	\$ -	To reclassify nursing expenses
4. Other Expenses (X) Gen Expense All Prgm.	\$ -	\$ 299	\$ 299	To reclassify nursing expenses
	\$ -	\$ 354	\$ 354	To reclassify nursing expenses
Worksheet 8				
1. Salaries (X) Gen Expense All Prgm.	\$ 106,642	\$ 31,780	\$ 138,422	To reclassify salaries for first line supervisor
2. Employee Benefits (X) Gen Expense All Prgm.	\$ 37,499	\$ 11,175	\$ 48,674	To reclassify benefits for first line supervisor
4. Other Expenses (X) Gen Expense All Prgm.	\$ 63,221	\$ 6,137	\$ 69,358	To reclassify vehicle insurance
Worksheet 10				
1. Salaries (E) Facility Based Services	\$ 155,811	\$ 47,670	\$ 203,481	To reclassify salaries for first line supervisor
	\$ -	\$ (203,481)	\$ (203,481)	To reclassify adult expenses
1. Salaries (H) Unasn Adult Program	\$ -	\$ 203,481	\$ 203,481	To reclassify adult expenses
2. Employee Benefits (E) Facility Based Services	\$ 54,788	\$ 16,762	\$ 71,550	To reclassify benefits for first line supervisor
	\$ -	\$ (71,550)	\$ (71,550)	To reclassify adult expenses
2. Employee Benefits (H) Unasn Adult Program	\$ -	\$ 71,550	\$ 71,550	To reclassify adult expenses
4. Other Expenses (E) Facility Based Services	\$ 5,278	\$ (765)	\$ 4,513	To reclassify building services expenses
	\$ -	\$ (4,513)	\$ (4,513)	To reclassify adult expenses
4. Other Expenses (H) Unasn Adult Program	\$ -	\$ 4,513	\$ 4,513	To reclassify adult expenses
	\$ -	\$ 3,279	\$ 3,279	To reclassify adult expenses
Reconciliation to County Auditor Worksheet Expense:				

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

	Reported Amount	Correction	Corrected Amount	Explanation of Correction
Plus: Real Estate Fees	\$ -	\$ (26,387)	\$ (26,387)	To reconcile off real estate fees
Plus: Leases And Rentals	\$ -	\$ 24,959	\$ 24,959	To reclassify bus lease payments
		\$ 643	\$ 25,602	To capitalize a purchase
Plus: Purchases Greater than \$5,000	\$ 7,657	\$ 6,501	\$ 14,158	To capitalize a purchase
		\$ 32,101	\$ 46,259	To capitalize a purchase
Plus: Match Paid To ODMRDD For IO & LVI Waivers	\$ -	\$ 9,345	\$ 9,345	To reclassify Waiver match payments
		\$ 5,591	\$ 14,936	To reclassify Waiver match payments
Plus: Match Paid To ODMRDD For TCM	\$ -	\$ 1,581	\$ 1,581	To reclassify TCM match payments
Less: Capital Costs	\$ (16,565)	\$ (18,154)	\$ (34,719)	To reconcile off depreciation
Less: Schedule A COG expense	\$ -	\$ (3,700)	\$ (3,700)	To reconcile off Schedule A COG expense

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Dave Yost • Auditor of State

MONROE COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

MONROE 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
JULY 9, 2013**