



Dave Yost • Auditor of State



**ASHLAND COUNTY BOARD OF DEVELOPMENTAL DISABILITIES  
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## Independent Accountants' 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, 8<sup>th</sup> Floor  
Columbus, Ohio 43215

Dear Ms. Schroeder:

As permitted by Ohio Rev. Code § 5123.05 and as required by the *Application for a § 1915(c) Home and Community Based Services Waiver*, Appendix I-2(c), the Auditor of State's Office performed the procedures enumerated below, to which the Ohio Department of Developmental Disabilities (DODD) agreed. The purpose is to assist you in evaluating whether the Ashland County Board of Developmental Disabilities (County Board) prepared its *Income and Expenditure Report* for the years ended December 31, 2012 and 2013 (Cost Reports) in accordance with DODD's Guide to Preparing Income and Expenditure Reports for 2012 and 2013 (Cost Report Guides) and to assist you in evaluating whether reported receipts and disbursements complied with 2 CFR 225 (OMB Circular A-87 *Cost Principles for State, Local, and Indian Tribal Governments*), and other compliance requirements described in the procedures below. The County Board's management is responsible for preparing these reports. This agreed-upon procedures engagement was conducted in accordance with the American Institute of Certified Public Accountants' attestation standards. The sufficiency of these procedures is solely the responsibility of DODD. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

### **Statistics – Square Footage**

1. We compared program costs and statistics to square footage reported in the Cost Reports to identify potential square footage errors. We inquired with the County Board to obtain explanation of any potential errors.

We found costs for Medicaid Administrative Claiming (MAC), but no corresponding square footage was reported in 2012 and 2013. We inquired of the County Board and it provided the square footage used for MAC. The square footage was less than one; therefore, we reported no differences.

We also compared the 2012 and 2013 square footage totals to the final 2011 totals and found variances above 10 percent. We performed the remaining square footage procedures on those areas that changed by more than 10 percent.

2. We compared the square footage for each room on the floor plan of Dale Roy School building to the County Board's summary for each year which rolls up to *Schedule B-1, Section A, Square Footage* to ensure that square footage was allocated in accordance with the Cost Report Guides and identified any variances greater than 10 percent.

We found no variances.

**Statistics – Square Footage (Continued)**

3. We compared the County Board's square footage summary for each year to the square footage reported in each cell in *Schedule B-1, Section A, Square Footage* and identified variances greater than 10 percent for any cell in *Schedule B-1*.

We reported variances greater than 10 percent in Appendix A (2012) and Appendix B (2013).

4. We reviewed differences from our payroll testing procedures to determine if they resulted in square footage variances greater than 10 percent for any cell in *Schedule B-1*.

We reported differences in Appendix A (2012). We found no differences in 2013.

**Statistics – Attendance**

1. We reviewed the Cost Reports and determined 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 resulted in program or general expenses-all program costs not being allocated to the County Board's programs.

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

2. We compared the County Board's Day Services Attendance Summary by Consumer, Location, Acuity and Month and Services Provided Detail reports 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 and Community Employment on *Schedule B-1, Section B, Attendance Statistics* and determined if the statistics were reported in accordance with the Cost Report Guides. We identified any variances greater than two percent of reported attendance statistics at each acuity level. We also footed the County Board's reports on attendance statistics for accuracy.

We reported variances greater than two percent in Appendix A (2012) and Appendix B (2013).

We also found the County Board provided Enclave services, but did not report these statistics on *Schedule B-1, Section B, Attendance Statistics*. The County Board requested that in lieu of reporting these statistics, we reclassify the corresponding expenditures as non-federal reimbursable costs. We reported these differences in Appendix A (2012) and Appendix B (2013).

3. We traced the number of total attendance days for five Adult Day Service individuals for two months in 2012 and 2013 between the County Board's monthly attendance documentation and Day Services Attendance Summary by Consumer, Location, Acuity and Month report and the number of days reported on *Schedule B-1, Section B, Attendance Statistics*. We then compared the acuity level on the County Board's Day Services Attendance Summary by Consumer, Location, Acuity and Month report to the Acuity Assessment Instrument or other documentation for each individual. We also selected an additional four individuals in 2012 and six individuals in 2013 to ensure at least two individuals from each acuity level were tested, and performed the same acuity level comparison. If differences were noted in acuity or attendance days were noted we also compared the paid claims in the Medicaid Billing System (MBS) data to the County Board's Documentation of Individual Goal, Documentation of Services/Support Delivery, Documentation of Adult Day Support/Vocational Habilitation Programming and acuity assessment instrument to ensure the County Board was reimbursed for the proper number of attendance days and at the correct acuity level.

### Statistics – Attendance (Continued)

We reported variances in Appendix A (2012) and Appendix B (2013). We found an overpayment; see Paid Claims Testing for recoverable findings.

We also found two individuals where the acuity assessment instrument or equivalent document could not be located by the County Board.

4. We selected 30 supported employment-community employment units from the Services Provided Detail and determined if the units were calculated in accordance with the Cost Report Guides and met the service documentation requirements of Ohio Admin. Code § 5123:2-9 to identify variances greater than 10 percent to *Schedule B-1, Section B, Attendance Statistics*.

We found no differences exceeding 10 percent. We found instances of non-compliance with these requirements; however, the County Board did not receive Medicaid reimbursement for these services.

### Statistics – Transportation

1. We compared the number of one-way trips from the County Board's Units Delivered Transportation by Service, Month and Age Group reports with those statistics as reported in *Schedule B-3, Quarterly Summary of Transportation Services* and identified any variances greater than two percent of total units reported on each row of *Schedule B-3*. We also footed the County Board's Units Delivered Transportation By Service, Month, and Age Group reports for accuracy.

We found differences as reported in Appendix A (2012) and Appendix B (2013).

2. We traced the number of trips for four adults and one child for February 2012 and February 2013 from the County Board's daily reporting documentation to *Schedule B-3, Quarterly Summary of Transportation Services* and identified any variances greater than 10 percent of the total trips tested each year.

We found no differences in 2012. We reported differences in Appendix B (2013).

3. We compared the cost of bus tokens/cabs from the County Board's State Expenses Without Payroll or Benefits (Detailed) Reports to the amount reported in *Schedule B-3, Quarterly Summary of Transportation Services* and identified any variances greater than two percent of total units reported on each row of *Schedule B-3*. We also made any corresponding changes on *Worksheet 8, Transportation Services*.

We found variances greater than two percent and noted differences impacting transportation related costs reported on *Worksheet 8, Transportation Services* as reported in Appendix A (2012) and Appendix B (2013).

In addition, we found the County Board did not record per mile transportation costs for the Enclave program in 2013 on *Schedule B-3*. We inquired with the County Board and determined the Enclave trips were round trips between the sheltered workshop and the Enclave site.

### **Statistics – Transportation (Continued)**

Using the County Board's estimated days of attendance and the total calculated mileage between the sheltered workshop and the enclave location, we calculated a total mileage. We used this calculated mileage and the reimbursement rate from Ohio Admin. Code § 5123:2-9-19 Appendix C to develop an estimated cost. We also noted differences impacting transportation related costs on *Worksheet 8, Transportation Services*. We reported these differences in Appendix B (2013).

#### **Recommendation:**

We recommend the County Board maintain the required documentation for Enclave transportation, such as weekly route sheets and monthly summary transportation reports, 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 DD programs must be maintained for each person transported" 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."

### **Statistics – Service and Support Administration (SSA)**

1. We compared the number of Targeted Case Management (TCM), Other SSA Allowable and SSA Unallowable units from the County Board's Case Notes Listing for TCM Billing - Subtotaled by Consumer reports with those statistics reported in *Schedule B-4, Quarterly Summary of Units of Service-Service and Support Administration* and identified any variances greater than two percent of total units reported on each row of *Schedule B-4*. We also footed the County Board's SSA reports for accuracy.

We reported differences exceeding two percent in Appendix A (2012). We found no differences exceeding two percent in 2013.

2. We haphazardly selected two samples of 60 Other SSA Allowable units for both 2012 and 2013 from the Case Notes Listing for TCM Billing - Subtotaled by Consumer reports and determined if the case note documentation described activities listed in Ohio Admin. Code § 5101:3-48-01(D) and included the elements required by Ohio Admin. Code § 5101:3-48-01(F) to identify any variances greater than 10 percent of total units tested in each year.

We found no differences exceeding 10 percent in 2012. We found no differences in 2013.

3. We haphazardly selected samples of 33 SSA Unallowable units for 2012 and 30 SSA Unallowable units for 2013 from the Case Notes Listing for TCM Billing - Subtotaled by Consumer and determined if the case note documentation described activities listed in Ohio Admin. Code § 5101:3-48-01(D) and included the elements required by Ohio Admin. Code § 5101:3-48-01(F) to identify any variances greater than 10 percent of total units tested in each year. If the variance identified was greater than 25 percent, we would select an additional sample of 30 units for that year and perform the same test. If the combined error rate of both samples for the same year was greater than 25 percent, we would project these differences across the population.

The differences exceeded 10 percent, but were less than 25 percent. We reported these differences in Appendix A (2012) and Appendix B (2013).

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

4. We determined if the County Board maintained case note documentation for non-individual specific activities (general time units) as described in Worksheet 9, Service and Support Administration Costs of the Cost Report Guides.

The County Board did record general time units and they accounted for over 10 percent of total SSA units on the final *Schedule B-4* plus any general time units recorded.

We then haphazardly selected a sample of 60 general time units for both 2012 and 2013 from the Case Notes Listing for TCM Billing - Subtotaled by Consumer reports and determined if the case note documentation described activities listed in Ohio Admin. Code § 5101:3-48-01(D) or in Worksheet 9, Service and Support Administration Costs, Section 1(b) of the Cost Report Guides to identify any variances greater than 10 percent of total units tested in each year. If the variance identified was greater than 25 percent, we would select an additional sample of 60 units and perform the same test. If the combined error rate of both samples for the same year was greater than 25 percent, we would project these differences across the population.

We found no differences exceeding 10 percent.

**Revenue Cost Reporting and Reconciliation to the County Auditor Report**

1. We compared the receipt totals from the county auditor's 2012 and 2013 Summary Revenue Reports for the Daleroy School (0008), Family Resources/Respite (0017), D-R Capital Improvement (0139), Daleroy Trust (0153) and Residential Service (0161) funds to the county auditor's report total reported on the *Reconciliation to County Auditor Worksheet*.

We then compared the total County Board receipts reported in the *Reconciliation to County Auditor Worksheets* to the county auditor's receipt totals to determine if the Cost Reports reconciled within acceptable limits.

We found no differences and the Cost Reports reconciled within acceptable limits.

2. We compared revenue entries on *Schedule C, Income Report* to the final North East Ohio Network (COG) County Board Summary Workbooks for 2012 and 2013.

We found no differences.

3. We reviewed the County Board's In House Revenue Detailed reports and *Schedule C, Income Report* to determine whether revenues are maintained separately to offset corresponding expense via the use of specific expenditure costs centers and identified any potential revenue offsets/applicable credits.

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

- Miscellaneous refunds, reimbursements and other income in the amount of \$29,693 in 2012 and \$40,443 in 2013;
- Rental income in the amount of \$28,071 in 2012 and \$30,693 in 2013;
- Refund to Warrensville Developmental Center of \$56,828 in 2013;
- IDEA Part B revenues in the amount of \$49,002 in 2012 and \$37,157 in 2013;

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

- IDEA Early Childhood Special Education revenues in the amount of \$13,192 in 2012 and \$13,799 in 2013;
- School Lunch Program revenues in the amount of \$39,254 in 2012 and \$45,805 in 2013; and
- Title XX revenues in the amount of \$38,792 in 2012 and \$40,610 in 2013.

**Paid Claims Testing**

1. We selected 100 paid claims among all service codes from 2012 and 2013 from the MBS data and compared these services to the County Board's service documentation and determined if the documentation matched requirements of each respective service code per Ohio Admin. Code § 5123:2-9. We applied the service documentation rules in effect at the time of service delivery.

For selected commercial transportation services codes that have contracted services, we compared the County Board's usual and customary rate with the reimbursed rate to ensure that the County Board was reimbursed the lesser of the two as per Ohio Admin. Code § 5123:2-9-06. For any errors found, we obtained documentation and identified all overpayments related to reimbursements exceeding the usual and customary rate. Additionally, for any other selected services codes that have contracted services, we compared the County Board's contract rate with the reimbursed rate to ensure that the County Board was reimbursed no more than the contracted rate. For any errors found, we obtained documentation and identified all overpayments related to reimbursements exceeding the contract rate.

If there is no documentation to support paid claims or the units paid are not supported by service documentation per the Ohio Admin. Code, DODD asked us to calculate a recoverable finding and make any corresponding unit adjustments to *Schedule B-1, B-3 or B-4*. Recoverable findings are subject to interest collection pursuant to Ohio Rev. Code § 5164.60.

We found no instances of contracted services for commercial transportation or other contracted services in our sample. We found instances of non-compliance in the Non-Medical Transportation - One-Way Trip (ATB/FTB) service codes. In addition, we made corresponding adjustments to *Schedule B-3, Quarterly Summary of Transportation Services* as reported in Appendix A (2012) and Appendix B (2013). As a result of testing in the Statistics - Attendance section, we reported an instance of non-compliance in 2012 in which the County Board billed a unit of Adult Day and Vocational Habilitation Combination - Daily unit (AXD) with no supporting documentation.

**Recoverable Finding - 2012                      Finding \$99.80**

<b>Service Code</b>	<b>Units</b>	<b>Review Results</b>	<b>Finding</b>
ATB	4	Units billed in excess of actual service delivery; lack of supporting documentation	\$49.11
AXD	1	Lack of supporting documentation	\$26.14
FTB	2	Lack of supporting documentation	\$24.55
		<b>Total</b>	<b>\$99.80</b>

**Paid Claims Testing (Continued)**

**Recoverable Finding - 2013**

**Finding \$48.89**

Service Code	Units	Review Results	Finding
ATB	4	Units billed in excess of actual service delivery	\$48.89

2. 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 to determine whether Medicaid reimbursed units were greater than final TCM and Supported Employment-Community Employment units.

We found no instances where the Medicaid reimbursed units were greater than final TCM and Supported Employment - Community Employment units.

3. We compared the amounts reported on *Schedule A, Summary of Service Costs – By Program*, Lines (20), Environmental Accessibility Adaptations to Line (25), Other Waiver Services to the amount reimbursed for these services in 2012 and 2013 on the MBS Summary by Service Code report to determine whether any reimbursements exceeded disbursements on *Schedule A* by two percent.

We found no differences.

**Non-Payroll Expenditures and Reconciliation to the County Auditor Report**

1. We compared the disbursement totals from the county auditor's report listed on the *Reconciliation to County Auditor Worksheets* to the county auditor's 2012 Appropriation Report and 2013 Monthly Budget Report for the Daleroy School (0008), Family Resources/Respite (0017), Daleroy School Debt (0078), Daleroy Stimulus (0085), D-R Capital Improvement (0139), Daleroy Trust (0153) and Residential Service (0161) funds.

We then compared the total County Board disbursements reported in the *Reconciliation to County Auditor Worksheets* to the county auditor's disbursement totals to determine if the Cost Reports reconciled within acceptable limits.

We found differences as reported in Appendix A (2012). The Cost Report did not reconcile within acceptable limits due to the Daleroy Stimulus (0085) fund not being included in the Cost Report. We reported the difference in Appendix A (2012) and, with this adjustment, the Cost Report reconciles within acceptable limits.

In 2013, we found no differences and the Cost Report reconciled within acceptable limits.

2. We compared County Board's State Expenses Without Payroll or Benefits (Detailed) Reports to all service contract and other expenses entries on worksheets 2 through 10, to identify variances resulting in reclassification to another program or worksheet exceeding \$250.

We found differences as reported in Appendix A (2012). We found no differences in 2013.

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

3. We compared disbursement entries on *Schedule A, Summary of Service Costs – By Program* and worksheets 1 through 10 to the final COG prepared County Board Summary Workbooks.

We found differences as reported in Appendix A (2012) and Appendix B (2013).

4. We scanned the County Board's 2012 and 2013 State Expenses Without Payroll or Benefits (Detailed) Reports and judgmentally selected 20 disbursements from the service contracts and other expenses reported on worksheets 2 through 10. We determined if supporting documentation was maintained, the costs were allowable and properly classified according to the Cost Report Guides and 2 CFR 225 and identified any variances greater than two percent of total service contracts and other expenses on any worksheet or costs which are non-federal reimbursable under 2 CFR 225 Appendix B and greater than \$250.

We reported misclassified and non-federal reimbursable costs in Appendix A (2012) and Appendix B (2013).

We also scanned for contracted services or COG expenses on *Worksheet 8, Transportation Services; Worksheet 9, Service and Support Administration Costs; and Worksheet 10, Adult Program* without corresponding statistics that are non-federal reimbursable because they do not demonstrate that the County Board's programs received a measurable benefit as required under Appendix A, section (C) (3)(a) and the Cost Report Guides.

We found no additional program costs that lacked corresponding statistics.

5. We scanned the County Board's State Expenses Without Payroll or Benefits (Detailed) Reports for items purchased during 2012 and 2013 that met the County Board's capitalization criteria and traced them to inclusion on the County Board's 2012 All Assets Report and 2013 Assets Not Totally Depreciated (By Date Span) Report.

We reported differences for purchases that were not properly capitalized in Appendix A (2012) and Appendix B (2013). We reported differences for the 2012 purchase and recorded the first year's depreciation in Appendix B (2013).

6. We determined if the County Board reconciled its income and expenditures on a monthly basis by verifying that the County Board maintained documentation of the reconciliation for at least one month in each calendar year.

The County Board had supporting documentation for the months of February 2012 and October 2013 showing that it reconciled its income and expenditures with the county auditor.

**Property, Depreciation, and Asset Verification Testing**

1. We compared the depreciation costs reported in the County Board's 2012 All Assets Report and 2013 Assets Not Totally Depreciated (By Date Span) Report to the amounts reported on *Worksheet 1, Capital Costs*, and identified any cell variances greater than \$250.

We found differences as reported in Appendix A (2012). We found no differences in 2013.

### **Property, Depreciation, and Asset Verification Testing (Continued)**

2. We compared the County Board's final 2011 Assets Not Totally Depreciated (By Date Span) Report and prior year depreciation adjustments to the County Board's 2012 All Assets Report and 2013 Assets Not Totally Depreciated (By Date Span) Report for changes in the depreciation amounts for assets purchased prior to the periods under review, depreciation taken on the same asset more than once, assets that have been fully depreciated in prior years, or depreciation taken on assets during the period of acquisition which were not in compliance with the Cost Report Guides to identify any cell variances greater than \$250.

We found differences as reported in Appendix A (2012) and Appendix B (2013).

3. We verified the County Board's capitalization threshold and haphazardly selected the lesser of 10 or 10 percent of the County Board's fixed assets which meet the capitalization threshold and were being depreciated in their first year in either 2012 or 2013 and determined if the useful lives agreed to the estimated useful lives prescribed in the 2008 or 2013 American Hospital Association (AHA) Asset Guide. We also recomputed the first year's depreciation for the two assets tested, based on their cost, acquisition date and useful life to determine compliance with the Cost Report Guides and AHA Asset Guide and identified any variances.

We found differences as reported in Appendix A (2012) and Appendix B (2013).

4. We haphazardly selected the lesser of 10 percent or 10 disposed assets from 2012 and 2013 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 for the one disposed item tested, 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 differences as reported in Appendix B (2013).

### **Payroll Testing**

1. We compared total salaries and benefits from worksheets 2 through 10 from the Cost Reports and the yearly totals to the payroll disbursements on the county auditor's 2012 Appropriation Report and 2013 Monthly Budget Report for the Daleroy School (0008), Family Resources/Respite (0017), Daleroy Stimulus (0085), D-R Capital Improvement (0139), Daleroy Trust (0153), Residential Service (0161), and Dale Roy School Debt (0078) funds to identify variances greater than two percent of the county auditor's report totals for these funds.

The variance was less than two percent.

2. We compared the salaries and benefit costs on the County Board's State Expenses Payroll Only (Detailed) Reports and State Expenses Without Payroll or Benefits (Detailed) Reports to the amounts reported on worksheets 2 through 10 to identify variances resulting in differences to another program or worksheet exceeding \$250.

We found differences as reported in Appendix A (2012). We found no differences in 2013.

### **Payroll Testing (Continued)**

3. We calculated a sample size of the lesser of 40 employees or 25 percent of the average number of total employees over the two year period. For the sample of 37 selected, we compared the County Board's organizational charts, State Expenses Payroll Only (Detailed) Reports and job descriptions to the worksheet in which each employee's salary and benefit costs were allocated to ensure the allocation is consistent with the Cost Report Guides. We identified any misclassification errors and, if the misclassification errors are greater than 10 percent of the sample tested, we would perform procedure 4.

We reported differences in Appendix A (2012). We found no differences in 2013.

4. We were asked to scan the County Board's State Expenses Payroll Only (Detailed) Reports for 2012 and 2013 and compare the 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 did not perform this procedure as the errors in procedure 3 did not exceed 10 percent.

### **Medicaid Administrative Claiming**

1. We compared the salary and benefits entered on the MAC Cost by Individual reports to the County Board's Payroll and Benefits by Date Span Summary By Post Date reports and determined if the MAC salary and benefits were greater. If the variance was greater than one percent, we would contact DODD's Random Moment Time Study (RMTS) Coordinator to correct the misstatements identified.

We found no variance exceeding one percent for both years.

2. We compared the MAC Cost by Individual reports to *Worksheet 6* for both years.

We found no differences.

3. We selected 10 RMTS observed moments and 10 percent of any RMTS moments above that amount that were completed by employees of the County Board from the DODD RMTS Participant Moments Question and Answer report for the 2nd quarter of 2012 and the 1st quarter of 2013. We selected 12 observed moments in 2012 and 11 observed moments in 2013 and determined if supporting documentation was maintained and the moments were properly classified in accordance with DODD's Guide to Medicaid Administrative Claiming (MAC) using the Random Moment Time Studies (RMTS) Methodology for 2012.

We found one observed moment for Activity Code 18-General Administration and one incomplete moment that lacked supporting documentation in 2012. We found no differences in 2013.

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

Ashland County Board of Developmental Disabilities  
Independent Accountants' Report on  
Applying Agreed-Upon Procedures

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, ODM, and the Centers for Medicare and Medicaid Services and is not intended to be, and should not be used by anyone other than these specified parties.

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

**Dave Yost**  
Auditor of State

September 1, 2015

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**Appendix A**  
**Ashland County Board of Developmental Disabilities**  
**2012 Income and Expenditure Report Adjustments**

	<b>Reported Amount</b>	<b>Correction</b>	<b>Corrected Amount</b>	<b>Explanation of Correction</b>
<b>Schedule B-1, Section A</b>				
14. Facility Based Services (B) Adult	102,668	(92,400)	10,268	To agree to square footage summary
21. Service And Support Admin (D) General	728	(132)	596	To reclassify to administrative square footage
23. Administration (D) General	929	132	1,061	To reclassify to administrative square footage
25. Non-Reimbursable (C) Child	4,138	3,852	7,990	To agree to square footage summary
25. Non-Reimbursable (D) General	100	(100)	-	To agree to square footage summary
<b>Schedule B-1, Section B</b>				
4. 15 Minute Units (C) Supported Emp. - Community Employment	182	8	190	To correct 15 minute units
6. A (A) Facility Based Services	73	2		To correct number of individuals served
		1	76	To reclassify individual due to acuity testing
7. A-1 (A) Facility Based Services	3	(1)		To correct number of individuals served
		(1)	1	To reclassify individual due to acuity testing
8. B (A) Facility Based Services	15	(1)	14	To correct number of individuals served
10. A (A) Facility Based Services	12,154	(1)		To correct days of attendance as a result of unrecorded test
		1	12,154	To reclassify days of attendance due to acuity testing
11. A-1 (A) Facility Based Services	266	(61)		To correct days of attendance
		(1)	204	To reclassify days of attendance due to acuity testing
<b>Schedule B-3</b>				
3. School Age (H) Cost of Bus, Tokens, Cabs- Fourth Quarter	\$ -	\$ 457	\$ 457	To record parent transportation costs
5. Facility Based Services (G) One Way Trips- Fourth Quarter	6,370	(6)	6,364	To remove one-way trips due to paid claims errors
7. Supported Emp. - Comm. Emp. (E) One Way Trips- Third Quarter	4	(4)	-	To report correct number of one-way trips
7. Supported Emp. - Comm. Emp. (G) One Way Trips- Fourth Quarter	11	(11)	-	To report correct number of one-way trips
<b>Schedule B-4</b>				
2. Other SSA Allowable Units (D) 4th Quarter	231	2	233	To reclassify Other SSA Allowable units found during testing
5. SSA Unallowable Units (D) 4th Quarter	17	57		To correctly report SSA units
		(2)		To reclassify Other SSA Allowable units found during testing
		(3)	69	To remove general time units found during testing
<b>Worksheet 1</b>				
3. Buildings/Improve (E) Facility Based Services	\$ 1,680	\$ 1,073	\$ 2,753	To match depreciation schedule
3. Buildings/Improve (X) Gen Expense All Prgm.	\$ 18,384	\$ 9,434		To match depreciation schedule
		\$ 2,128	\$ 29,946	To record depreciation for roof repair
5. Movable Equipment (C) School Age	\$ 2,635	\$ 293	\$ 2,928	To match depreciation schedule
5. Movable Equipment (D) Unasgn Children Programs	\$ -	\$ 1,870	\$ 1,870	To match depreciation schedule
5. Movable Equipment (E) Facility Based Services	\$ 3,745	\$ (2,645)	\$ 1,100	To match depreciation schedule
5. Movable Equipment (U) Transportation	\$ 59,959	\$ 8,438		To record depreciation for three buses
		\$ 563	\$ 68,960	To correct depreciation on asset tested
5. Movable Equipment (X) Gen Expense All	\$ 3,308	\$ 2,959	\$ 6,267	To match depreciation schedule
7. Other (X) Gen Expense All Prgm.	\$ -	\$ 1,950	\$ 1,950	To match depreciation schedule
8. COG Expenses (L) Community Residential	\$ -	\$ 6	\$ 6	To match final COG workbook
8. COG Expenses (N) Service & Support Admin	\$ 4	\$ (4)	\$ -	To match final COG workbook
8. COG Expenses (O) Non-Federal Reimbursable	\$ 10	\$ (4)	\$ 6	To match final COG workbook
<b>Worksheet 2</b>				
1. Salaries (X) Gen Expense All Prgm.	\$ 75,278	\$ (40,145)		To match payroll report
		\$ 2,153	\$ 37,286	To reclassify File Clerk salary

**Appendix A (Page 2)**  
**Ashland County Board of Developmental Disabilities**  
**2012 Income and Expenditure Report Adjustments**

	<b>Reported Amount</b>	<b>Correction</b>	<b>Corrected Amount</b>	<b>Explanation of Correction</b>
<b>Worksheet 2 (Continued)</b>				
2. Employee Benefits (X) Gen Expense All Prgm.	\$ 41,423	\$ 56,813		To match payroll report
		\$ 1,690		To reclassify File Clerk benefits
		\$ 6,299	\$ 106,225	To reclassify Administrative Assistant benefits
4. Other Expenses (O) Non-Federal Reimbursable	\$ 87,261	\$ 1,083		To reclassify unallowable retirement gifts, flowers and advertising expenses
		\$ (6,100)	\$ 82,244	To reclassify a capital asset acquisition
4. Other Expenses (X) Gen Expense All Prgm.	\$ 103,677	\$ (1,083)	\$ 102,594	To reclassify unallowable retirement gifts, flowers and advertising expenses
5. COG Expenses (L) Community Residential	\$ -	\$ 307	\$ 307	To match final COG workbook
5. COG Expense (M) Family Support Services	\$ -	\$ 2	\$ 2	To match final COG workbook
5. COG Expense (N) Service & Support Admin	\$ 141	\$ (141)	\$ -	To match final COG workbook
5. COG Expense (O) Non-Federal Reimbursable	\$ 364	\$ (84)	\$ 280	To match final COG workbook
<b>Worksheet 2A</b>				
5. COG Expenses (N) Service & Support Admin	\$ 5	\$ (5)	\$ -	To match final COG workbook
5. COG Expenses (O) Non-Federal Reimbursable	\$ 12	\$ (12)	\$ -	To match final COG workbook
<b>Worksheet 3</b>				
3. Service Contracts (X) Gen Expense All Prgm.	\$ 23,877	\$ (21,465)	\$ 2,412	To reclassify direct facility based expenses
4. Other Expenses (X) Gen Expense All Prgm.	\$ 139,480	\$ 3,650	\$ 143,130	To match expense report
5. COG Expenses (L) Community Residential	\$ -	\$ 22	\$ 22	To match final COG workbook
5. COG Expenses (N) Service & Support Admin	\$ 9	\$ (9)	\$ -	To match final COG workbook
5. COG Expenses (O) Non-Federal Reimbursable	\$ 22	\$ (2)	\$ 20	To match final COG workbook
<b>Worksheet 5</b>				
1. Salaries (O) Non-Federal Reimbursable	\$ 10,145	\$ (9,556)	\$ 589	To match payroll report
2. Employee Benefits (O) Non-Federal Reimbursable	\$ 2,227	\$ 5,163	\$ 7,390	To match payroll report
4. Other Expenses (D) Unasgn Children Program	\$ 28,906	\$ (20,870)	\$ 8,036	To reclassify occupational therapy expenses
5. COG Expenses (L) Community Residential	\$ -	\$ 2,503	\$ 2,503	To match final COG workbook
5. COG Expenses (M) Family Support Services	\$ -	\$ 39	\$ 39	To match final COG workbook
5. COG Expenses (O) Non-Federal Reimbursable	\$ 4,188	\$ 415	\$ 4,603	To match final COG workbook
<b>Worksheet 7-B</b>				
1. Salaries (H) Unasgn Adult Program	\$ -	\$ 37,615	\$ 37,615	To reclassify Nurse LPN salary
1. Salaries (X) Gen Expense All Prgm.	\$ 44,167	\$ (37,615)	\$ 6,552	To reclassify Nurse LPN salary
2. Employee Benefits (H) Unasgn Adult Program	\$ -	\$ 11,249	\$ 11,249	To reclassify Nurse LPN benefits
2. Employee Benefits (X) Gen Expense All Prgm.	\$ 12,261	\$ (11,249)	\$ 1,012	To reclassify Nurse LPN benefits
3. Service Contracts (L) Community Residential	\$ 5,484	\$ (5,484)	\$ -	To reclassify fees paid to COG
5. COG Expenses (L) Community Residential	\$ -	\$ 2,524	\$ 2,524	To match final COG workbook
<b>Worksheet 7-E</b>				
3. Service Contracts (D) Unasgn Children Program	\$ 115,717	\$ 20,870	\$ 136,587	To reclassify occupational therapy expenses
<b>Worksheet 7-F</b>				
5. COG Expenses (D) Unasgn Children Program	\$ 93	\$ (93)	\$ -	To match final COG workbook
<b>Worksheet 8</b>				
1. Salaries (X) Gen Expense All Prgm.	\$ 325,087	\$ (442)	\$ 324,645	To match payroll report
2. Employee Benefits (X) Gen Expense All Prgm.	\$ 154,727	\$ (513)	\$ 154,214	To match payroll report
3. Service Contracts (C) School Age	\$ -	\$ 457	\$ 457	To reclassify per mile school age costs
3. Service Contracts (X) Gen Expense All Prgm.	\$ 1,871	\$ (457)	\$ 1,414	To reclassify per mile school age costs
4. Other Expenses (X) Gen Expense All Prgm.	\$ 131,049	\$ (1,138)	\$ 129,911	To match expense report
<b>Worksheet 9</b>				
2. Employee Benefits (N) Service & Support Admin. Costs	\$ 70,910	\$ (6,299)	\$ 64,611	To reclassify Administrative Assistant benefits

**Appendix A (Page 3)**  
**Ashland County Board of Developmental Disabilities**  
**2012 Income and Expenditure Report Adjustments**

	<b>Reported Amount</b>		<b>Correction</b>		<b>Corrected Amount</b>	<b>Explanation of Correction</b>
<b>Worksheet 9 (Continued)</b>						
5. COG Expenses (N) Service & Support Admin. Costs	\$ 1,620	\$	(1,620)	\$	-	To match final COG workbook
<b>Worksheet 10</b>						
1. Salaries (E) Facility Based Services	\$ 908,901	\$	(2,153)	\$	906,748	To reclassify File Clerk salary
1. Salaries (G) Community Employment	\$ 83,354	\$	(959)	\$	82,395	To reclassify Enclave Job Trainer salary
1. Salaries (O) Non-Federal Reimbursable	\$ -	\$	959	\$	959	To reclassify Enclave Job Trainer salary
2. Employee Benefits (E) Facility Based Services	\$ 501,865	\$	(1,690)	\$	500,175	To reclassify File Clerk benefits
2. Employee Benefits (G) Community Employment	\$ 39,931	\$	(357)	\$	39,574	To reclassify Enclave Job Trainer benefits
2. Employee Benefits (O) Non-Federal Reimbursable	\$ -	\$	357	\$	357	To reclassify Enclave Job Trainer benefits
3. Service Contracts (E) Facility Based Services	\$ 4,793	\$	84,460	\$		To reclassify facility based expenses
		\$	21,465	\$	110,718	To reclassify direct facility based expenses
3. Service Contracts (H) Unasgn Adult Program	\$ 88,383	\$	(84,460)	\$	3,923	To reclassify facility based expenses
<b>Reconciliation to County Auditor Worksheet</b>						
<b>Expense:</b>						
Plus: Purchases Greater Than \$5,000	\$ -	\$	6,100	\$	6,100	To reclassify a capital asset acquisition
Plus: Fees Paid To COG, Or Payments And Transfers made To COG	\$ -	\$	5,484	\$	5,484	To reclassify fees paid to COG
Plus: Match Paid To DODD For TCM	\$ -	\$	17,041	\$	17,041	To record TCM match payment
Less: Capital Costs	\$ (96,072)	\$	(293)			To reconcile off depreciation adjustment
		\$	(2,959)			To reconcile off depreciation adjustment
		\$	(1,950)			To reconcile off depreciation adjustment
		\$	(9,434)			To reconcile off depreciation adjustment
		\$	2,645			To reconcile off depreciation adjustment
		\$	(1,870)			To reconcile off depreciation adjustment
		\$	(2,128)			To reconcile off depreciation adjustment
		\$	(8,438)			To reconcile off depreciation adjustment
		\$	(563)			To reconcile off depreciation adjustment
		\$	(1,073)		(122,135)	To reconcile off depreciation adjustment
Total from 12/31 County Auditor's Report	\$ 6,994,230	\$	17,042	\$	7,011,272	To correct the county auditor's total

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**Appendix B**  
**Ashland County Board of Developmental Disabilities**  
**2013 Income and Expenditure Report Adjustments**

	<u>Reported</u> <u>Amount</u>	<u>Correction</u>	<u>Corrected</u> <u>Amount</u>	<u>Explanation of Correction</u>
<b>Schedule B-1, Section A</b>				
25. Non-Reimbursable (C) Child	-	7,990	7,990	To agree to square footage summary
<b>Schedule B-1, Section B</b>				
4. 15 Minute Units (C) Supported Emp. - Community Employment	374	765	1,139	To correct 15 minute units
10. A (A) Facility Based Services	10,626	27	10,653	To correct days of attendance as a result of unrecorded test
<b>Schedule B-3</b>				
2. Pre-School (H) Cost Of Bus, Tokens, Cabs- Fourth Quarter	\$ -	\$ 15	\$ 15	To record bus passes
2. Pre-School (G) One Way Trips- Fourth Quarter	-	156	156	To report correct number of one-way trips
3. School Age (C) One Way Trips- Second Quarter	3,788	(8)	3,780	To report correct number of one-way trips to match manual logs
3. School Age (G) One Way Trips- Fourth Quarter	-	2,246	2,246	To report correct number of one-way trips
3. School Age (H) Cost of Bus, Tokens, Cabs- Fourth Quarter	\$ -	\$ 476	\$ 476	To record parent transportation costs
5. Facility Based Services (G) One Way Trips- Fourth Quarter	5,078	(16)		To report correct number of one-way trips to match manual logs
		(4)	5,058	To remove one-way trips due to paid claims errors
6. Supported Emp. - Enclave (H) Cost of Bus, Tokens, Cabs- Fourth Quarter	\$ -	\$ 354	\$ 354	To record per mile transportation costs
7. Supported Emp. - Comm. Emp. (A) One Way Trips- First Quarter	15	(15)	-	To report correct number of one-way trips
7. Supported Emp. - Comm. Emp. (C) One Way Trips- Second Quarter	6	(6)	-	To report correct number of one-way trips
7. Supported Emp. - Comm. Emp. (E) One Way Trips- Third Quarter	4	(4)	-	To report correct number of one-way trips
7. Supported Emp. - Comm. Emp. (G) One Way Trips- Fourth Quarter	6	(6)	-	To report correct number of one-way trips
<b>Schedule B-4</b>				
5. SSA Unallowable Units (D) 4th Quarter	122	(5)	117	To remove general time units found during testing
<b>Worksheet 1</b>				
3. Buildings/Improve (X) Gen Expense All Prgm.	\$ 30,455	\$ 2,128		To record depreciation for roof repair
		\$ (1,620)	\$ 30,963	To remove duplicate depreciation
5. Movable Equipment (E) Facility Based Services	\$ 1,100	\$ 549	\$ 1,649	To record depreciation for golf cart
5. Movable Equipment (U) Transportation	\$ 47,362	\$ 8,438		To record depreciation for three buses
		\$ (1,000)		To record gain on sale of bus
		\$ 563	\$ 55,363	To correct depreciation on asset tested
8. COG Expenses (L) Community Residential	\$ -	\$ 4	\$ 4	To match final COG workbook
8. COG Expenses (X) Gen Expense All Prgm.	\$ 1,950	\$ (1,950)	\$ -	To match final COG workbook
<b>Worksheet 2</b>				
4. Other Expenses (O) Non-Federal Reimbursable	\$ 2,915	\$ 682	\$ 3,597	To reclassify unallowable advertising and plaque engraving
4. Other Expenses (X) Gen Expense All Prgm.	\$ 87,572	\$ (682)		To reclassify unallowable advertising and plaque engraving
		\$ (10,000)	\$ 76,890	To reclassify transfer of funds
5. COG Expenses (L) Community Residential	\$ -	\$ 109	\$ 109	To match final COG workbook
5. COG Expense (N) Service & Support Admin	\$ 97	\$ (97)	\$ -	To match final COG workbook
<b>Worksheet 2A</b>				
5. COG Expenses (N) Service & Support Admin	\$ 1	\$ (1)	\$ -	To match final COG workbook

**Appendix B (Page 2)**  
**Ashland County Board of Developmental Disabilities**  
**2013 Income and Expenditure Report Adjustments**

	Reported Amount	Correction	Corrected Amount	Explanation of Correction
<b>Worksheet 3</b>				
3. Service Contracts (X) Gen Expense All Prgm.	\$ 21,585	\$ (21,585)	\$ -	To reclassify direct facility based expenses
4. Other Expenses (X) Gen Expense All Prgm.	\$ 129,915	\$ (5,490)	\$ 124,425	To reclassify capital asset acquisition
5. COG Expenses (L) Community Residential	\$ -	\$ 9	\$ 9	To match final COG workbook
5. COG Expenses (N) Service & Support Admin	\$ 7	\$ (7)	\$ -	To match final COG workbook
<b>Worksheet 5</b>				
4. Other Expenses (L) Community Residential	\$ 6,611	\$ (525)	\$ 6,086	To reclassify psychology expense
5. COG Expenses (L) Community Residential	\$ -	\$ 1,317	\$ 1,317	To match final COG workbook
<b>Worksheet 7-B</b>				
3. Service Contracts (L) Community Residential	\$ 855	\$ (855)	\$ -	To reclassify fees paid to COG
<b>Worksheet 7-D</b>				
4. Other Expenses (L) Community Residential	\$ -	\$ 525	\$ 525	To reclassify psychology expense
<b>Worksheet 8</b>				
1. Salaries (F) Enclave	\$ -	\$ 150	\$ 150	To reclassify Enclave Job Trainer salary
2. Employee Benefits (F) Enclave	\$ -	\$ 60	\$ 60	To reclassify Enclave Job Trainer benefits
3. Service Contracts (B) Pre-School	\$ -	\$ 15	\$ 15	To reclassify per mile preschool expenses
3. Service Contracts (C) School Age	\$ -	\$ 476	\$ 476	To reclassify per mile school age expenses
3. Service Contracts (F) Enclave	\$ -	\$ 354	\$ 354	To reclassify per mile Enclave expenses
3. Service Contracts (X) Gen Expense All Prgm.	\$ 6,619	\$ (15)		To reclassify per mile preschool expenses
		\$ (354)		To reclassify per mile Enclave expenses
		\$ (476)	\$ 5,774	To reclassify per mile school age expenses
<b>Worksheet 9</b>				
5. COG Expenses (N) Service & Support Admin. Costs	\$ 934	\$ (934)	\$ -	To match final COG workbook
<b>Worksheet 10</b>				
1. Salaries (G) Community Employment	\$ 82,705	\$ (3,838)		To reclassify Enclave Job Trainer salary
		\$ (150)	\$ 78,717	To reclassify Enclave Job Trainer salary
1. Salaries (O) Non-Federal Reimbursable	\$ -	\$ 3,838	\$ 3,838	To reclassify Enclave Job Trainer salary
2. Employee Benefits (G) Community Employment	\$ 30,718	\$ (1,548)		To reclassify Enclave Job Trainer benefits
		\$ (60)	\$ 29,110	To reclassify Enclave Job Trainer benefits
2. Employee Benefits (O) Non-Federal Reimbursable	\$ -	\$ 1,548	\$ 1,548	To reclassify Enclave Job Trainer benefits
3. Service Contracts (E) Facility Based Services	\$ 77,392	\$ 21,585	\$ 98,977	To reclassify direct facility based expenses
<b>Reconciliation to County Auditor Worksheet</b>				
<b>Expense:</b>				
Plus: Transfers Out-General	\$ -	\$ 10,000	\$ 10,000	To record transfer of funds
Plus: Purchases Greater Than \$5,000	\$ 132,731	\$ 5,490	\$ 138,221	To reclassify capital asset acquisition
Plus: Fees Paid To COG, Or Payments And Transfers made To COG	\$ -	\$ 855	\$ 855	To reclassify fees paid to COG
Less: Capital Costs	\$ (99,403)	\$ (2,128)		To reconcile off depreciation adjustment
		\$ (563)		To reconcile off depreciation adjustment
		\$ (8,438)		To reconcile off depreciation adjustment
		\$ 1,000		To reconcile off depreciation adjustment
		\$ 1,620		To reconcile off depreciation adjustment
		\$ (549)	\$ (108,461)	To reconcile off depreciation adjustment



# Dave Yost • Auditor of State

## ASHLAND COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

### ASHLAND 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  
NOVEMBER 24, 2015