



Dave Yost • Auditor of State

LAWRENCE 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, 8th 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 Lawrence County Board of Developmental Disabilities (County Board) prepared its *Income and Expenditure Report* for the years ended December 31, 2011 and 2012 (Cost Reports) in accordance with DODD's Guide to Preparing Income and Expenditure Reports for 2011 and 2012 (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. DODD requested that we 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. DODD also asked that we perform the additional procedures listed below only on those areas that changed by more than 10 percent from the final 2010 square footage totals.

We toured the facilities and found no unreported rented or idle floor space.

We compared the 2011 and 2012 square footage totals to final 2010 square footage totals and found that the square footage reported changed by more than 10 percent.

In 2012, the County Board reviewed all of its buildings and rooms and updated its reporting of square footage. The County Board updated the 2012 Cost Report to reflect this new methodology and stated that it would be more accurate to use the 2012 updated for the 2011 Cost Report. Based on this information, we performed the procedures below for 2011 and 2012 using only the 2012 square footage summary.

STATISTICS – SQUARE FOOTAGE (Continued)

2. DODD requested that we 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*.

We measured three rooms and compared the square footage to the County Board's 2012 square footage summary.

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

3. DODD requested that we 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*.

We compared square footage for each room on the floor plan of the Adult Workshop building to the County Board's 2012 summary.

We found no variances exceeding 10 percent; however, we found the County Board classified Facility Based Services square footage as common space and we reported this difference in Appendix A (2011) and Appendix B (2012).

4. DODD requested that we 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*.

We compared the County Board's 2012 square footage summary to the square footage reported in each cell in *Schedule B-1, Section A, Square Footage* for both 2011 and 2012.

We found variances exceeding 10 percent in 2011. We also found variances in 2011 that did not exceed 10 percent; however, the County Board asked that we report all differences. We reported all variances in Appendix A. We found no variances in 2012.

5. We obtained the County Board's methodology for allocating square footage between programs and reviewed the methodology to ensure that square footage for areas shared by more than one type of service was allocated by program based on reported usage of the area in accordance with the Cost Report Guides.

We found no inconsistencies as a result of applying this procedure.

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 was no unassigned program or general expenses-all program costs.

2. DODD asked that we compare the County Board's final 2010 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 2011 and, if the hours are the same, to do no additional procedures.

We compared the final 2010 typical hours of service to the typical hours of service reported on *Schedule B-1* for 2011.

STATISTICS – ATTENDANCE (Continued)

We found no differences.

3. DODD requested that we 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 Day Services Attendance Summary by Consumer, Location, Acuity and Month Reports for the number of individuals served and days of attendance with similar information reported for Day Habilitation/Adult Day Services/Vocational Habilitation on *Schedule B-1, Section B, Attendance Statistics* 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 reported variances in Appendix A (2011). We found no differences in 2012.

4. DODD requested that we report variances if the County Board's number of individuals served in 2011 varied by more than 10 percent when compared to the prior period's final attendance statistics on *Schedule B-1, Section B, Attendance Statistics*.

We compared the County Board's final 2010 number of individuals served to the final individuals served for Day Habilitation/Adult Day Services/Vocational Habilitation for 2011 on *Schedule B-1, Section B, Attendance Statistics*.

The number of reported individuals served in 2011 changed by more than 10 percent from the prior year's *Schedule B-1* and, as a result, we performed procedure 5.

5. DODD requested that we report variances if the individuals served on the 2011 *Schedule B-1, Section B, Attendance Statistics* were not within three of the individuals documented on the attendance sheets if the variance in procedure 4 was greater than 10 percent.

We haphazardly selected 15 individual names from the County Board's attendance sheets for 2011 and compared the individuals by name to the compiled listing of individuals served by program documentation which rolls up to *Schedule B-1*.

We found no differences exceeding three individuals.

6. DODD requested that we report variances in the total attendance days for eight individuals for two months in 2012 between the County Board's monthly attendance documentation and the number of days reported on *Schedule B-1, Section B, Attendance Statistics*. DODD also asked that we compare the acuity level on the County Board's 2012 Day Services Attendance Summary by Consumer, Location, Acuity and Month Report to the Acuity Assessment Instrument or other documentation for each individual.

We traced the number of attendance days for eight Adult Day Service individuals from January through December 2012 from the County Board's Day daily attendance reports to *Schedule B-1*. We reported variances in Appendix B (2012).

We compared each acuity level on the 2012 Day Services Attendance Summary By Consumer, Location, Acuity and Month Report to the Acuity Assessment Instrument for the same eight individuals. We ensured that at least two individuals from each acuity level were tested. We found no acuity variances.

STATISTICS – ATTENDANCE (Continued)

7. DODD requested that we 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 Guides or if any units did not meet the service documentation requirements of Ohio Admin. Code § 5123:2-9-05.

We did not perform this procedure as the County Board did not provide Community Employment services.

ACUITY TESTING

1. DODD requested that we report variances if the Days of Attendance by Acuity supplemental worksheet for 2009, 2010 and 2011 did not agree to the County Board's supporting documentation.

We compared the County Board's 2009 and 2010 Attendance by Acuity and 2011 Day Services Attendance Summary by Consumer, Location, Acuity and Month reports for the days of attendance for Day Habilitation/Adult Day Services/Vocational Habilitation services with the Days of Attendance by Acuity supplemental worksheet for 2009, 2010 and 2011.

We found no variances in 2009 or 2010.

For 2011, we found 11,164 Adult Day Service attendance days should be removed from acuity level A-1 and added to A.

2. We also compared two individuals from each acuity level on the County Board's 2009 and 2010 Attendance by Acuity and 2011 Day Services Attendance Summary by Consumer, Location, Acuity and Month reports to the Acuity Assessment Instrument or other supporting documentation for each individual for each respective year.

We found no variances in 2009 or 2010.

For 2011, we found seven Adult Day Service attendance days should be reclassified from acuity level C to A-1.

For the three years tested, we found two individuals where the acuity assessment instrument or equivalent document could not be located by the County Board.

We reported the differences from procedures 1 and 2 on a revised Days of Attendance by Acuity supplemental worksheet for 2011 and submitted it to DODD.

STATISTICS – TRANSPORTATION

1. DODD requested that we 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 Services*.

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*. We also footed the County Board's transportation reports for accuracy.

We found differences as reported in Appendix A (2011). We found no differences in 2012.

STATISTICS – TRANSPORTATION (Continued)

2. DODD requested that we report variances of more than 10 percent of the total trips taken for five individuals for both 2011 and 2012, 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 four adults and one child for August 2011 and February 2012 from the County Board's daily reporting documentation to *Schedule B-3*.

We found no differences in 2011. We reported differences in Appendix B (2012).

3. DODD requested that we report variances if the County 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 Services*.

The County Board did not report the cost of bus tokens, cabs on *Schedule B-3* for 2011. We reviewed the County Board's State Expenses Detailed Report for any of these costs not identified by the County Board and found unreported costs. We reported the differences in Appendix A (2011).

We compared the cost of bus tokens/cabs from the County Board's State Expenses Detailed Reports to the amount reported in *Schedule B-3* for 2012. We determined the amounts reported were not properly classified by program area and we reported variances in Appendix B (2012).

STATISTICS – SERVICE AND SUPPORT ADMINISTRATION (SSA)

1. DODD requested that we 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 Targeted Case Management (TCM), Other SSA Allowable and SSA Unallowable units from the County Board's Units Delivered Targeted Case Management by Service, Month and Age Group reports with those statistics reported in *Schedule B-4*. We also footed the County Board's SSA reports for accuracy.

We found differences as reported in Appendix A (2011) and Appendix B (2012).

We also found that Home Choice units were not classified as such on *Schedule B-4* in 2012. We obtained compiled documentation of the units and reported the variances in Appendix B (2012).

In addition, we found the County Board included general time units in the total SSA Unallowable units in 2012. We totaled the general time units and reported the variances in Appendix B (2012).

2. DODD requested that we report variances if the Other SSA Allowable units tested had an error rate exceeding 10 percent.

We haphazardly selected two samples of 60 Other SSA Allowable units for both 2011 and 2012 from the Case Note 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 also included the elements required by Ohio Admin. Code § 5101:3-48-01(F).

We found no differences in 2011. We found differences as reported in Appendix B (2012).

STATISTICS – SERVICE AND SUPPORT ADMINISTRATION (Continued)

3. DODD requested that we report variances if the SSA Unallowable units tested had an error rate exceeding 10 percent.

We haphazardly selected a sample of 60 SSA Unallowable units for both 2011 and 2012 from the Case Note 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 also included the elements required by Ohio Admin. Code § 5101:3-48-01(F).

We found no differences exceeding 10 percent in 2011. We found differences as reported in Appendix B (2012).

4. DODD requested that we report decreases exceeding five percent in total 2011 SSA units by line on *Schedule B-4* when compared to the prior year's final Cost Report. DODD also asked that we report changes exceeding five percent in total 2012 SSA units by line on *Schedule B-4* when compared to the prior year's final Cost Report.

We compared the final 2010 SSA units to the final 2011 SSA units and the final 2011 SSA units to the final 2012 SSA units.

The final 2011 SSA Unallowable units decreased by more than five percent or more from 2010. We obtained the County Board's explanation that it was likely there was a training that led to Service and Support Administrators documenting services differently.

The final 2012 TCM and Other SSA Allowable units decreased by more than five percent and Home Choice and SSA Unallowable units increased by more than five percent from 2011. We obtained the County Board's explanation that the variance in TCM units and Other SSA Allowable units was due to the overall decrease in the number of units case noted. The County Board participated in Home Choice for the first year causing an increase in the number of units and SSA Unallowable units increased due to Medicaid inquiries every quarter which causes fluctuations in the number of units.

5. DODD requested that we determine 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. If 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, DODD asked that we determine if they were properly classified and report any variances exceeding 10 percent and indicating a systemic issue.

We haphazardly selected a sample of 60 general time units for both 2011 and 2012 from the Case Note 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. We found no differences in 2011. We found no differences exceeding 10 percent in 2012.

REVENUE COST REPORTING AND RECONCILIATION TO THE COUNTY AUDITOR REPORT

1. DODD asked that we compare the receipt totals from the county auditor's detailed receipt reports for the County Board to the county auditor's report totals reported on the *Reconciliation to County Auditor Worksheets*.

REVENUE COST REPORTING AND RECONCILIATION TO THE COUNTY AUDITOR REPORT (Continued)

We compared the receipt totals from the 12/31/2011 and 12/31/2012 county auditor's Revenue Reports for the Supported Living (B40), General (B50), Appalachian Family and Children First Council (B52), Capital Projects (N43) and Family Resources (T50) funds to the county auditor's report totals reported on the *Reconciliation to County Auditor Worksheets*.

We found no differences.

2. DODD asked that we 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 and, if the Cost Reports do not reconcile within limits, to perform procedure 3.

Total County Board receipts were within 1/4 percent of the county auditor's 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 Detailed Reports and other supporting documentation.

We did not perform this procedure as the Cost Reports reconciled within limits.

4. DODD requested that we compare revenue entries on *Schedule C, Income Report* to the Council of Governments prepared County Board Summary Workbooks for 2011 and 2012.

We compared revenue entries on *Schedule C, Income Report* to the Southern Ohio Council of Governments (COG) prepared County Board Summary Workbooks.

We found no differences.

5. We reviewed the County Board's State Account Code 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 \$214,155 in 2011 and \$199,428 in 2012;
- IDEA Part B revenues in the amount of \$58,955 in 2011 and \$95,147 in 2012;
- IDEA Early Childhood Special Education revenues in the amount of \$59,802 in 2011 and \$102,140 in 2012;
- School Lunch Program revenues in the amount of \$28,573 in 2011 and \$32,718 in 2012;
- Title XX revenues in the amount of \$36,428 in 2011 and \$37,691 in 2012;
- Help Me Grow revenues in the amount of \$141,907 in 2011 and \$194,884 in 2012; and
- Pre-School Excess Costs revenues in the amount of \$459,970 in 2011 and \$515,057 in 2012.

We also noted Opportunities for Ohioans with Disabilities (formerly the Ohio Rehabilitation Services Commission) revenue in the amount of \$2,478 in 2011 and \$2,478 in 2012; however, corresponding expenses were offset on *Schedule a1, Adult Program* as reported in Appendix A (2011) and Appendix B (2012).

PAID CLAIMS TESTING

1. We selected 100 paid services among all service codes from 2011 and 2012 from the Medicaid Billing System (MBS) data and determined if the services met the following service documentation requirements of Ohio Admin. Code §§ 5123:2-9-05, 5123-2-9-18(H)(1)-(2), and 5101:3-48-01(F) as applicable to the specific service provided:

- Date of service;
- Place of service;
- Name of the recipient;
- Name of the provider;
- Signature or initials of the person delivering the service;
- Type of service;
- Number of units of the delivered service or continuous amount of uninterrupted time during which the service was provided;
- Group size in which the services were delivered; 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.

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). In addition, for selected transportation service codes that have contracted services, DODD asked that we compare 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, DODD asked that we obtain documentation and identify all overpayments related to reimbursements exceeding the usual and customary rate.

We found no instances of non-compliance with these documentation requirements in 2011 or 2012. There were no non-medical transportation services provided by a commercial vehicle/bus or taxi/livery in our sample.

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

We compared the number of reimbursed TCM units and Community Employment units from the MBS Summary by Service Code reports to the final units on *Schedule B-4, Quarterly Summary of Units of Service – Service and Support Administration, Line (1)(F), TCM Units* and to *Schedule B-1, Section B, Attendance Statistics, Line (4)(C), Supported Employment – Community Employment, 15 minute units*, respectively.

We found no instance where the Medicaid reimbursed units were greater than final TCM units. The County Board was not reimbursed for Supported Employment - Community Employment units during 2011 or 2012.

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

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 2011 on the MBS Summary by Service Code report. We found difference as reported in Appendix A (2011).

PAID CLAIMS TESTING (Continued)

The County Board did not report costs on *Schedule A, Summary of Service Costs - By Program*, for Lines (20) to Line (25) in 2012. We reviewed the MBS Summary by Service Code report and found the County Board was not reimbursed for these services.

NON-PAYROLL EXPENDITURES AND RECONCILIATION TO THE COUNTY AUDITOR REPORT

1. DODD asked that we compare the disbursement totals from the county auditor's report listed on the *Reconciliation to County Auditor Worksheets* to the county auditor's disbursements report for County Board's funds.

We compared the disbursement totals from the 12/31/2011 and 12/31/2012 county auditor's report listed on the *Reconciliation to County Auditor Worksheets* to the county auditor's Expense Reports for the Supported Living (B40), General (B50), Appalachian Family and Children First Council (B52), Capital Projects (N43) and Family Resources (T50) funds.

We found no differences.

2. DODD asked that we 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 and, if Cost Reports did not reconcile within acceptable limits, to perform procedure 3.

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

3. DODD asked that we compare the account description and amount for each reconciling item on the *County Auditor Reconciliation Worksheets* to the County Board's State Expenses Detailed Reports and other supporting documentation.

We did not perform this procedure as the Cost Reports reconciled within acceptable limits.

4. DODD asked that we compare the County Board's detailed disbursements 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 State Expenses Detail Reports and other supporting documentation such as tax settlement sheets.

We found differences as reported in Appendix A (2011) and Appendix B (2012).

5. DODD asked that we compare disbursement entries on *Schedule A, Summary of Service Costs – By Program* and worksheets 1 through 10 to the COG prepared County Board Summary Workbooks.

We compared disbursement entries on *Schedule A, Summary of Service Costs – By Program* and worksheets 1 through 10 to the COG prepared County Board Summary Workbooks. We found differences as reported in Appendix A (2011). We found no differences in 2012.

NON-PAYROLL EXPENDITURES AND RECONCILIATION TO THE COUNTY AUDITOR REPORT (Continued)

6. DODD asked that we determine whether the County Board's detailed disbursements were properly classified within two percent of total service contracts and other expenses for all worksheets and if any worksheet included disbursements over \$100 which are non-federal reimbursable under 2 CFR 225 Appendix B.

We scanned the County Board's State Expenses Detailed Reports for service contracts and other expenses in the following columns and worksheets: column (X) General Expense-All Programs on worksheets 2 through 8; column (N) Service and Support Administration Costs on worksheet 9; and columns (E) Facility Based Services and (G) Community Employment 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 misclassified and non-federal reimbursable costs as reported in Appendix A (2011) and Appendix B (2012).

7. DODD asked that we scan the County Board's detailed expense reports for items purchased during 2011 and 2012 that met the County Board's capitalization threshold and trace them to inclusion on the County Board's fixed asset listing.

We scanned the County Board's State Expenses Detailed Reports for items purchased during 2011 and 2012 that met the County Board's capitalization criteria and traced them to inclusion on the County Board's Assets Not Totally Depreciated (By Date Span) Reports.

We reported differences for purchases that were not properly capitalized in Appendix A (2011). We found no unrecorded purchases meeting the capitalization threshold criteria in 2012.

8. DODD asked that we select 20 disbursements from 2011 and 2012 from the County Board's detailed expense reports that were classified as service contract and other expenses on worksheets 2 through 10 and determine 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 haphazardly selected 20 disbursements from 2011 and 2012 from the County Board's State Expenses Detailed Reports that were classified as service contract and other expenses on worksheets 2 through 10. 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 misclassified and non-federal reimbursable costs in Appendix A (2011). We reported misclassified costs in Appendix B (2012).

PROPERTY, DEPRECIATION AND ASSET VERIFICATION TESTING

1. We compared the County Board's procedures regarding capitalization of fixed assets with the Cost Report Guides for preparing *Worksheet 1, Capital Costs* and 2 CFR 225 (OMB Circular A-87, Appendix B, 15(a)(2)).

We found no inconsistencies as a result of applying this procedure.

PROPERTY, DEPRECIATION AND ASSET VERIFICATION TESTING (Continued)

2. DODD asked that we compare the depreciation costs reported in the County Board's depreciation schedules 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 Assets Not Totally Depreciated (By Date Span) Reports.

We found no differences.

3. We compared the County Board's final 2010 Assets Not Totally Depreciated (By Date Span) Report to the County Board's 2011 and 2012 Assets Not Totally Depreciated (By Date Span) Reports 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.

We found differences as reported in Appendix A (2011) and Appendix B (2012).

4. We haphazardly selected two of the County Board's fixed assets which meet the County Board's capitalization policy and were being depreciated in their first year in either 2011 or 2012 and determined if the useful lives 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 useful life to determine compliance with the Cost Report Guides and AHA Asset Guide.

We reported differences as reported in Appendix A (2011) and Appendix B (2012).

5. DODD asked that we haphazardly select the lesser of five percent or 20 disposed assets from 2011 and 2012 from the County Board's list of disposed assets and determine if the asset was removed from the County Board's fixed asset ledger. DODD also asked that we recalculate depreciation and any gain or loss applicable to 2011 and 2012 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 in 2011 because the County Board stated no capital assets were disposed. We scanned the County Board's State Account Code Detailed Report and did not find any proceeds from the sale or exchange of fixed assets.

We haphazardly selected one disposed asset from the County Board's 2012 list of disposed assets and determined if the asset was removed from the County Board's fixed asset ledger. We also recalculated depreciation and any gain or loss applicable to 2012 for the disposed items based on its undepreciated basis and any proceeds received from the sale of the asset to determine compliance with the Cost Report Guides and CMS Publication 15-1, Chapter 1.

We found difference as reported in Appendix B (2012).

PAYROLL TESTING

1. DODD asked that we determine whether total County Board salaries and benefits in the Cost Reports were within two percent of the county auditor's report totals for the County Board's funds.

PAYROLL TESTING (Continued)

We totaled salaries and benefits from worksheets 2 through 10 from the Cost Reports and compared the yearly totals to the county auditor's Expense Reports for the Supported Living (B40), General (B50), Appalachian Family and Children First Council (B52), Capital Projects (N43) and Family Resources (T50) funds.

The variance was less than two percent.

2. DODD asked that we compare the County Board's detailed payroll disbursements 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 State Expenses Detailed Reports.

We found differences as reported in Appendix A (2011). We found no differences in 2012.

We also noted that the County Board did not allocate worker's compensation premiums to all applicable worksheets in 2011 and 2012. We reported variances in Appendix A (2011) and Appendix B (2012).

As a result of these adjustments, the Cost Report did not reconcile within limits in 2011. We notified the County Board and it determined there were employee benefits that were not reported on the Cost Report. The County Board prepared a worksheet to allocate these benefits and we reported the differences in Appendix A (2011). With these adjustments, the County Board disbursements are within 1/4 percent of the county auditor's yearly disbursement total.

3. DODD requested that we select a sample of 25 percent of the average number of employees for the two-year period and compare the County Board's organizational chart, staffing/payroll journal and job descriptions, if needed, to the worksheet in which each employee's salary and benefit costs were allocated to ensure allocation is consistent with the Cost Report Guides. If misclassification errors exceed 10 percent, DODD requested that we perform procedure 4.

We selected 40 employees and compared the County Board's organizational chart, State Expenses Detailed Reports and job descriptions where needed 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 reported differences in Appendix A (2011) and Appendix B (2012) and because misclassification errors exceeded 10 percent in 2011, we performed procedure 4.

4. DODD asked that we scan the County Board's detailed payroll reports for 2011 and 2012 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 exceeded 10 percent.

We scanned the County Board's State Expenses Detailed Report for 2011 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.

MEDICAID ADMINISTRATIVE CLAIMING (MAC)

1. DODD asked that we contact its Random Moment Time Study (RMTS) Coordinator to report differences if the MAC salary and benefits versus the County Board's payroll records exceeded one percent or more.

We compared the salary and benefits entered on the MAC Cost by Individual reports to the County Board's State Expenses Detailed Reports.

We found no variances exceeding one percent.

2. We compared the MAC Cost by Individual reports to *Worksheet 6, columns (I) and (O)*.

We found no differences.

3. We compared Ancillary Costs on the Roll Up Report for the Ohio Department of Medicaid (ODM) report to Lines 6-10 of the *MAC Reconciliation Worksheet*.

We reported differences in Appendix A (2011) and Appendix B (2012).

4. We selected 10 RMTS observed moments completed by employees of the County Board from the DODD RMTS Participant Moments Question and Answer report for the third quarter of 2011 and six RMTS observed moments from the second quarter of 2012. We determined if supporting documentation for each observed moment was maintained and the observed moment was properly classified in accordance with DODD's Guide to Medicaid Administrative Claiming (MAC) using the Random Moment Time Studies (RMTS) Methodology for 2010 and 2012.

We found two observed moments for Activity Code 18-General Administration that lacked supporting documentation and one observed moment for Activity Code 18-General Administration in which the accompanying supporting documentation was unclear or vague to support the response to the sampled moment as required by DODD's Guide to Medicaid Administrative Claiming (MAC), section on examples of unacceptable documentation in 2011. We found no differences in 2012. We reported these instances of non-compliance to DODD. In response, DODD communicated to us that it is working with ODM to calculate findings for recovery, if needed.

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.



Dave Yost
Auditor of State

August 4, 2015

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Appendix A
Lawrence County Board of Developmental Disabilities
2011 Income and Expenditure Report Adjustments

	Reported Amount	Correction	Corrected Amount	Explanation of Correction
Schedule A				
22. Respite (L) Community Residential	\$ 7,035	\$ (7,035)	\$ -	To reclassify community residential expenses
Schedule B-1, Section A				
1. Building Services (C) Child	280	(96)	184	To match the 2012 square footage summary
4. Nursing Services (C) Child	763	(480)	283	To match the 2012 square footage summary
5. Speech/Audiology (B) Adult			-	To match the square footage summary
5. Speech/Audiology (C) Child	699	(339)	360	To match the 2012 square footage summary
6. Psychology (B) Adult	123	(123)	-	To match the 2012 square footage summary
6. Psychology (C) Child			-	To match the square footage summary
7. Occupational Therapy (B) Adult			-	To match the square footage summary
7. Occupational Therapy (C) Child	1,471	(1,471)	-	To match the 2012 square footage summary
8. Physical Therapy (B) Adult			-	To match the square footage summary
8. Physical Therapy (C) Child	1,471	(1,471)	-	To match the 2012 square footage summary
11. Early Intervention (C) Child	1,024	(72)	952	To match the 2012 square footage summary
12. Pre-School (C) Child	4,377	(816)	3,561	To match the 2012 square footage summary
13. School Age (C) Child	11,112	(162)	10,950	To match the 2012 square footage summary
14. Facility Based Services (B) Adult	17,289	3,707		To record warehouse square footage
		(112)	20,884	To match the 2012 square footage summary
17. Medicaid Administration (A) MAC	-	50	50	To match the 2012 square footage summary
23. Administration (D) General	1,547	(50)	1,497	To match the 2012 square footage summary
25. Non-Reimbursable (B) Adult	108	(108)	-	To match the 2012 square footage summary
25. Non-Reimbursable (C) Child	4,624	(64)	4,560	To match the 2012 square footage summary
25. Non-Reimbursable (D) General	-	88	88	To match the 2012 square footage summary
Schedule B-1, Section B				
1. Total Individuals Served By Program (A) Facility Based Services	231	(32)	199	To correct individuals served
2. Days Of Attendance (A) Facility Based Services	28,937	1,011	29,948	To correct days of attendance
Schedule B-3				
3. School Age (G) One Way Trips- Fourth Quarter	3,239	(378)	2,861	To report correct number of one-way trips
3. School Age (H) Cost of Bus, Tokens, Cabs- Fourth Quarter	\$ -	\$ 3,264		To record parent trip reimbursement costs
		\$ 157	\$ 3,421	To record parent trip reimbursement costs
5. Facility Based Services (G) One Way Trips- Fourth Quarter	11,179	1,673	12,852	To report correct number of one-way trips
5. Facility Based Services (H) Cost of Bus, Tokens, Cabs- Fourth Quarter	\$ -	\$ 201		To record parent trip reimbursement costs
		\$ 1,461	\$ 1,662	To record parent trip reimbursement costs
Schedule B-4				
1. TCM Units (D) 4th Quarter	5,203	1,097	6,300	To correctly report SSA units
2. Other SSA Allowable Units (D) 4th Quarter	1,078	279	1,357	To correctly report SSA units
5. SSA Unallowable Units (D) 4th Quarter	428	144	572	To correctly report SSA units
Worksheet 1				
2. Land Improvements (C) School Age	\$ 4,359	\$ (472)	\$ 3,887	To remove duplicate asset depreciation
3. Buildings/Improve. (C) School Age	\$ 6,219	\$ 302		To record depreciation on bus garage improvement project
		\$ (140)	\$ 6,381	To correct depreciation on ODS AC unit
3. Buildings/Improve. (U) Transportation	\$ 3,053	\$ 248	\$ 3,301	To record depreciation on alarm door monitoring system
5. Movable Equipment (U) Transportation	\$ 3106	\$ (704)	\$ 2,402	To reclassify scissor lift depreciation
5. Movable Equipment (X) Gen Expense All	\$	\$ 704	\$ 704	To reclassify scissor lift depreciation
6. Capital Leases (C) School Age	\$ 1,243	\$ (1,243)	\$ -	To reclassify copier lease payments
6. Capital Leases (D) Unasgn Children Programs	\$ 1,243	\$ (1,243)	\$ -	To reclassify copier lease payments
6. Capital Leases (E) Facility Based Services	\$ 1,243	\$ (1,243)	\$ -	To reclassify copier lease payments
6. Capital Leases (N) Servic & Support Admin	\$ 1,243	\$ (1,243)	\$ -	To reclassify copier lease payments
6. Capital Leases (U) Transportation	\$ 1,243	\$ 6,983		To record depreciation on bus
		\$ (1,243)	\$ 6,983	To reclassify copier lease payments
6. Capital Leases (V) Admin	\$ 45,786	\$ (45,786)	\$ -	To reclassify capital lease payments

Appendix A (Page 2)
Lawrence County Board of Developmental Disabilities
2011 Income and Expenditure Report Adjustments

	Reported Amount	Correction	Corrected Amount	Explanation of Correction
Worksheet 1 (Continued)				
8. COG Expenses (N) Service & Support Admin	\$ 10	\$ (10)	\$ -	To match final COG workbook
Worksheet 2				
1. Salaries (X) Gen Expense All Prgm.	\$ 240,281	\$ (4,411)	\$ 235,870	To reclassify Public Relations/Personnel Director salary
2. Employee Benefits (X) Gen Expense All Prgm.	\$ 199,558	\$ (1,261)		To reclassify Public Relations/Personnel Director benefits
		\$ (73,507)		To reclassify worker's compensation premiums
		\$ 10,895		To reclassify worker's compensation premiums
4. Other Expenses (O) Non-Federal Reimbursable	\$ -	\$ 9,291	\$ 138,084	To record benefits
		\$ 4,411		To reclassify Public Relations/Personnel Director salary
		\$ 1,261		To reclassify Public Relations/Personnel Director benefits
		\$ 166		To reclassify worker's compensation premiums
4. Other Expenses (X) Gen Expense All Prgm.	\$ 179,055	\$ (21,249)	\$ 15,165	To record benefits
		\$ (9,291)		To reclassify contingent billing fees
		\$ 1,243		To reclassify advertising and general governmental expenses
		\$ 1,243		To reclassify copier lease payments
		\$ (1,962)		To reclassify community residential expenses
		\$ (6,049)		To reclassify home care waiver expenses
		\$ (3,304)		To reclassify RSC expenses
		\$ (60,142)	\$ 78,301	To reclassify worker's compensation premiums
5. COG Expense (M) Family Support Services	\$ 473	\$ (473)	\$ -	To match final COG workbook
10. Unallowable Fees (O) Non-Federal Reimbursable	\$ 78,334	\$ 17,097		To match to tax settlement sheets
		\$ 9,762		To reclassify administrative fees
		\$ 21,249	\$ 126,442	To reclassify contingent billing fees
Worksheet 2A				
1. Salaries (A) Early Intervention	\$ 25,536	\$ (25,536)	\$ -	To reclassify Help Me Grow Central Intake salary
1. Salaries (B) Pre-School	\$ 64,284	\$ (19,765)		To reclassify Secretary salary
		\$ (13,177)		To reclassify Secretary salary
		\$ (31,342)	\$ -	To reclassify Secretary salary
1. Salaries (C) School Age	\$ 84,503	\$ (22,663)		To reclassify Secretary salary
		\$ (18,552)		To reclassify Transportation Director salary
		\$ (43,288)	\$ -	To reclassify Principal salary
1. Salaries (D) Unasgn Children Program	\$ 67,248	\$ (67,248)	\$ -	To reclassify Early Childhood Director salary
1. Salaries (E) Facility Based Services	\$ 120,460	\$ (5,817)		To reclassify Substitute Receptionist salary
		\$ (27,930)		To reclassify Secretary salary
		\$ (32,838)	\$ 53,875	To reclassify Secretary salary
1. Salaries (L) Community Residential	\$ 46,726	\$ (46,726)	\$ -	To reclassify Residential Coordinator salary
1. Salaries (N) Service & Support Admin	\$ 22,905	\$ (22,905)	\$ -	To reclassify Director of SSA salary
1. Salaries (U) Transportation	\$ -	\$ 18,552	\$ 18,552	To reclassify Transportation Director salary
2. Employee Benefits (A) Early Intervention	\$ 3,648	\$ (3,648)	\$ -	To reclassify Help Me Grow Central Intake benefits
2. Employee Benefits (B) Pre-School	\$ 21,925	\$ (2,843)		To reclassify Secretary benefits
		\$ (1,895)		To reclassify Secretary benefits
		\$ (17,187)	\$ -	To reclassify Secretary benefits
2. Employee Benefits (C) School Age	\$ 18,534	\$ (3,188)		To reclassify Secretary benefits
		\$ (4,604)		To reclassify Transportation Director benefits
		\$ (10,742)	\$ -	To reclassify Principal benefits
2. Employee Benefits (D) Unasgn Children Program	\$ 9,819	\$ (9,819)	\$ -	To reclassify Early Childhood Director benefits

Appendix A (Page 3)
Lawrence County Board of Developmental Disabilities
2011 Income and Expenditure Report Adjustments

	Reported Amount	Correction	Corrected Amount	Explanation of Correction
Worksheet 2A (Continued)				
2. Employee Benefits (E) Facility Based Services	\$ 31,678	\$ (899)		To reclassify Substitute Receptionist benefits
		\$ (3,991)		To reclassify Secretary benefits
		\$ (10,521)		To reclassify Secretary benefits
		\$ 2,023		To reclassify worker's compensation premiums
		\$ 445	\$ 18,735	To record benefits
2. Employee Benefits (L) Community Residential	\$ 6,808	\$ (6,808)	\$ -	To reclassify Residential Coordinator benefits
2. Employee Benefits (N) Service & Support Admin	\$ 26,938	\$ (26,938)	\$ -	To reclassify Director of SSA benefits
2. Employee Benefits (U) Transportation	\$ -	\$ 4,604		To reclassify Transportation Director benefits
		\$ 151		To record benefits
		\$ 696	\$ 5,451	To reclassify worker's compensation premiums
4. Other Expenses (C) School Age	\$ 6,099	\$ (6,099)	\$ -	To reclassify direct children program expenses
4. Other Expenses (E) Facility Based Services	\$ -	\$ 543	\$ 543	To match to detailed expense report
4. Other Expenses (N) Service & Support Admin	\$ 1,850	\$ (1,850)	\$ -	To reclassify direct SSA expenses
5. COG Expenses (E) Facility Based Services	\$ 543	\$ (543)	\$ -	To match final COG workbook
5. COG Expenses (N) Service & Support Admin	\$ 29	\$ (29)	\$ -	To match final COG workbook
Worksheet 3				
2. Employee Benefits (B) Pre-School	\$ 18	\$ 5	\$ 23	To reclassify worker's compensation premiums
2. Employee Benefits (C) School Age	\$ 4,119	\$ 1,082		To reclassify worker's compensation premiums
		\$ 238	\$ 5,439	To record benefits
2. Employee Benefits (D) Unasgn Children Program	\$ 3,822	\$ 1,002		To reclassify worker's compensation premiums
		\$ 221	\$ 5,045	To record benefits
2. Employee Benefits (E) Facility Based Services	\$ 23,216	\$ 995		To reclassify worker's compensation premiums
		\$ 219	\$ 24,430	To record benefits
2. Employee Benefits (X) Gen Expense All Prgm.	\$ 5,635	\$ 1,401		To reclassify worker's compensation premiums
		\$ 309	\$ 7,345	To record benefits
4. Other Expenses (D) Unasgn Children Program	\$ 98,238	\$ (66,645)	\$ 31,593	To reclassify capital asset purchase
4. Other Expenses (X) Gen Expense All Prgm.	\$ -	\$ 698	\$ 698	To record building service expenses
5. COG Expenses (N) Service & Support Admin	\$ 3	\$ (3)	\$ -	To match final COG workbook
Worksheet 4				
2. Employee Benefits (B) Pre-School	\$ 19	\$ 6	\$ 25	To reclassify worker's compensation premiums
2. Employee Benefits (C) School Age	\$ 2,267	\$ 628		To reclassify worker's compensation premiums
		\$ 138	\$ 3,033	To record benefits
Worksheet 5				
1. Salaries (A) Early Intervention	\$ 190,784	\$ 25,536		To reclassify Help Me Grow Central Intake salary
		\$ 19,765	\$ 236,085	To reclassify Secretary salary
1. Salaries (B) Pre-School	\$ 480,485	\$ 13,177	\$ 493,662	To reclassify Secretary salary
1. Salaries (C) School Age	\$ 496,769	\$ 31,342		To reclassify Secretary salary
		\$ 22,663	\$ 550,774	To reclassify Secretary salary
1. Salaries (D) Unasgn Children Program	\$ 111	\$ 67,248		To reclassify Early Childhood Director salary
		\$ 43,288	\$ 110,647	To reclassify Principal salary
1. Salaries (L) Community Residential	\$ -	\$ 46,726	\$ 46,726	To reclassify Residential Coordinator salary
1. Salaries (O) Non-Federal Reimbursable	\$ 25,190	\$ (23,109)	\$ 2,081	To correct MAC payroll

Appendix A (Page 4)
Lawrence County Board of Developmental Disabilities
2011 Income and Expenditure Report Adjustments

	Reported Amount	Correction	Corrected Amount	Explanation of Correction
Worksheet 5 (Continued)				
2. Employee Benefits (A) Early Intervention	\$ 59,479	\$ 3,648		To reclassify Help Me Grow Central Intake benefits
		\$ 2,843		To reclassify Secretary benefits
		\$ 8,863		To reclassify worker's compensation premiums
2. Employee Benefits (B) Pre-School	\$ 204,157	\$ 1,895	\$ 76,784	To record benefits
		\$ 18,533		To reclassify Secretary benefits
		\$ 4,080	\$ 228,665	To reclassify worker's compensation premiums
2. Employee Benefits (C) School Age	\$ 163,450	\$ 17,187		To record benefits
		\$ 3,188		To reclassify Secretary benefits
		\$ 20,677		To reclassify worker's compensation premiums
2. Employee Benefits (D) Unasgn Children Program	\$ 17	\$ 4,552	\$ 209,054	To record benefits
		\$ 9,819		To reclassify Early Childhood Director benefits
		\$ 4,154		To reclassify worker's compensation premiums
		\$ 899		To record benefits
2. Employee Benefits (L) Community Residential	\$ -	\$ 10,742	\$ 25,631	To reclassify Principal benefits
		\$ 6,808		To reclassify Residential Coordinator benefits
		\$ 1,754		To reclassify worker's compensation premiums
2. Employee Benefits (O) Non-Federal Reimbursable	\$ 6,134	\$ 386	\$ 8,948	To record benefits
		\$ 1,584		To reclassify worker's compensation premiums
3. Service Contracts (L) Community Residential	\$ 66,143	\$ 349	\$ 8,067	To record benefits
4. Other Expenses (C) School Age	\$ 19,288	\$ (5,593)	\$ 60,550	To reclassify fees paid to COG
4. Other Expenses (D) Unasgn Children Program	\$ -	\$ 1,243	\$ 20,531	To reclassify copier lease payments
		\$ 1,243		To reclassify copier lease payments
		\$ 6,099	\$ 7,342	To reclassify direct children program expenses
4. Other Expenses (L) Community Residential	\$ 30,703	\$ (5,876)		To reclassify fees paid to COG
		\$ 1,962		To reclassify community residential expenses
		\$ 6,049		To reclassify home care waiver expenses
		\$ 7,035	\$ 39,873	To reclassify community residential expenses
4. Other Expenses (M) Family Support Services	\$ 8,063	\$ (1,461)	\$ 6,602	To reclassify parent trip reimbursement expenses
Worksheet 7-B				
2. Employee Benefits (B) Pre-School	\$ 3,438	\$ 890		To reclassify worker's compensation premiums
		\$ 196	\$ 4,524	To record benefits
2. Employee Benefits (C) School Age	\$ 15,788	\$ 879		To reclassify worker's compensation premiums
		\$ 194	\$ 16,861	To record benefits
2. Employee Benefits (E) Facility Based Services	\$ 19,251	\$ 1,691		To reclassify worker's compensation premiums
		\$ 372	\$ 21,314	To record benefits
4. Other Expenses (E) Facility Based Services	\$ -	\$ 620		To reclassify nursing expenses
		\$ 7,650	\$ 8,270	To reclassify nursing expenses
Worksheet 7-C				
2. Employee Benefits (B) Pre-School	\$ 7,989	\$ 2,054		To reclassify worker's compensation premiums
		\$ 452	\$ 10,495	To record benefits
2. Employee Benefits (C) School Age	\$ 15,967	\$ 1,712		To reclassify worker's compensation premiums
		\$ 377	\$ 18,056	To record benefits

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Lawrence County Board of Developmental Disabilities
2011 Income and Expenditure Report Adjustments

	Reported Amount	Correction	Corrected Amount	Explanation of Correction
Worksheet 8				
2. Employee Benefits (X) Gen Expense All Prgm.	\$ 87,297	\$ 9,798		To reclassify worker's compensation premiums
		\$ 2,157	\$ 99,252	To record benefits
3. Service Contracts (E) Facility Based Services	\$ 201	\$ 1,461	\$ 1,662	To reclassify parent trip reimbursement expenses
3. Service Contracts (X) Gen Expense All Prgm.	\$ 3,264	\$ (3,264)	\$ -	To reclassify parent trip reimbursement expenses
4. Other Expenses (C) School Age	\$ -	\$ 3,264		To reclassify parent trip reimbursement expenses
		\$ 157	\$ 3,421	To reclassify parent trip reimbursement expenses
4. Other Expenses (X) Gen Expense All Prgm.	\$ 146,530	\$ (157)	\$ 146,373	To reclassify parent trip reimbursement expenses
Worksheet 9				
1. Salaries (N) Service & Support Admin. Costs	\$ 352,324	\$ 22,905		To reclassify Director of SSA salary
		\$ (22,905)	\$ 352,324	To correct MAC payroll
2. Employee Benefits (N) Service & Support Admin. Costs	\$ 133,591	\$ 26,938		To reclassify Director of SSA benefits
		\$ (16,073)		To correct MAC payroll
		\$ 15,162		To reclassify worker's compensation premiums
4. Other Expenses (N) Service & Support Admin. Costs	\$ 7,201	\$ 1,243	\$ 162,956	To record benefits
		\$ 3,338		To reclassify copier lease payments
5. COG Expenses (N) Service & Support Admin. Costs	\$ 2,684	\$ 1,850	\$ 10,294	To reclassify direct SSA expenses
		\$ 1,570	\$ 4,254	To match final COG workbook
Worksheet 10				
1. Salaries (E) Facility Based Services	\$ 623,287	\$ 5,817		To reclassify Substitute Receptionist salary
		\$ 29,343		To match detailed payroll report
		\$ 27,930		To reclassify Secretary salary
		\$ 32,838	\$ 719,215	To reclassify Secretary salary
1. Salaries (G) Community Employment	\$ 29,342	\$ (29,342)	\$ -	To match detailed payroll report
2. Employee Benefits (E) Facility Based Services	\$ 195,865	\$ 899		To reclassify Substitute Receptionist benefits
		\$ 4,218		To match detailed payroll report
		\$ 3,991		To reclassify Secretary benefits
		\$ 10,521		To reclassify Secretary benefits
		\$ 27,000		To reclassify worker's compensation premiums
2. Employee Benefits (G) Community Employment	\$ 4,216	\$ (4,216)	\$ 248,439	To record benefits
		\$ 5,945	\$ -	To match detailed payroll report
3. Service Contracts (E) Facility Based Services	\$ 7,650	\$ (7,650)	\$ -	To reclassify nursing expenses
4. Other Expenses (E) Facility Based Services	\$ 46,334	\$ 1,243		To reclassify copier lease payments
		\$ 109		To match detailed expense report
		\$ (620)	\$ 47,066	To reclassify nursing expenses
4. Other Expenses (G) Community Employment	\$ 109	\$ 3,304		To reclassify RSC expenses
		\$ (109)	\$ 3,304	To match detailed expense report
a1 Adult				
10. Community Employment (B) Less Revenue	\$ -	\$ 3,304	\$ 3,304	To record RSC expenses
Reconciliation to County Auditor Worksheet				
Expense:				
Plus: Real Estate Fees	\$ (46,627)	\$ (17,097)	\$ (63,724)	To reconcile auditor and treasurer fees
Plus: Leases And Rentals	\$ -	\$ 45,786	\$ 45,786	To reclassify capital lease payments
Plus: Purchases Greater Than \$5,000	\$ -	\$ 14,120		To record capital asset purchases
		\$ 66,645	\$ 80,765	To reclassify capital asset purchase
Plus: Fees Paid To COG, Or Payments And Transfers made To COG	\$ -	\$ 5,593		To reclassify fees paid to COG
		\$ 5,876	\$ 11,469	To reclassify fees paid to COG

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 Lawrence County Board of Developmental Disabilities
 2011 Income and Expenditure Report Adjustments

	<u>Reported Amount</u>		<u>Correction</u>		<u>Corrected Amount</u>	<u>Explanation of Correction</u>
Reconciliation to County Auditor Worksheet (Continued)						
Plus: AFCFC	\$ 481,365	\$	(9,762)	\$	471,603	To reclassify administrative fees
Less: Capital Costs	\$ (137,401)	\$	(248)			To reconcile off depreciation expense
		\$	(302)			To reconcile off depreciation expense
		\$	140			To reconcile off depreciation expense
		\$	(6,983)			To reconcile off depreciation expense
		\$	472	\$	(144,322)	To reconcile off depreciation expense
Less: Schedule A COG	\$ (7,035)	\$	7,035	\$	-	To reconcile Schedule A COG expenses
Medicaid Administration Worksheet						
6- Ancillary Costs (A) Reimbursement	\$ -	\$	67,487	\$	67,487	To record ancillary costs
10. Requested Through Calendar Year						

Appendix B
Lawrence County Board of Developmental Disabilities
2012 Income and Expenditure Report Adjustments

	<u>Reported Amount</u>	<u>Correction</u>	<u>Corrected Amount</u>	<u>Explanation of Correction</u>
Schedule B-1, Section A				
14. Facility Based Services (B) Adult	17,177	3,707	20,884	To record warehouse square footage
Schedule B-1, Section B				
11. A-1 (A) Facility Based Services	4,942	3	4,945	To correct days of attendance
13. C (A) Facility Based Services	5,039	2	5,041	To correct days of attendance
Schedule B-3				
3. School Age (G) One Way Trips- Fourth Quarter	3,424	(7)	3,417	To remove trips with no supporting documentation
3. School Age (H) Cost of Bus, Tokens, Cabs- Fourth Quarter	\$ 1,976	\$ (1,765)	\$ 211	To reclassify facility based transportation costs
5. Facility Based Services (H) Cost of Bus, Tokens, Cabs- Fourth Quarter	\$ -	\$ 1,765	\$ 1,765	To reclassify facility based transportation costs
Schedule B-4				
2. Other SSA Allowable Units (D) 4th Quarter	728	77		To correctly report SSA units
		7		To reclassify units found to be in error
		(8)	804	To reclassify units found to be in error
3. Home Choice Units (D) 4th Quarter	-	14		To reclassify units found to be in error
		411	425	To reclassify Home Choice units
5. SSA Unallowable Units (C) 3rd Quarter	712	(524)	188	To remove general time units
5. SSA Unallowable Units (D) 4th Quarter	826	(14)		To reclassify units found to be in error
		(7)		To reclassify units found to be in error
		(411)		To reclassify Home Choice units
		8	402	To reclassify units found to be in error
Worksheet 1				
2. Land Improvements (B) Pre-School	\$ 3,999	\$ 3,499	\$ 7,498	To correct depreciation for parking lot paving
3. Buildings/Improve (U) Transportation	\$ 3,053	\$ 248	\$ 3,301	To record depreciation on alarm door monitoring system
5. Movable Equipment (U) Transportation	\$ 8,581	\$ (1,125)		To remove depreciation on engine rebuild for bus 23
		\$ 3,896	\$ 11,352	To record loss on disposal of bus
6. Capital Leases (B) Pre-School	\$ 1,027	\$ (1,027)	\$ -	To reclassify copier lease payments
6. Capital Leases (C) School Age	\$ 1,027	\$ (1,027)	\$ -	To reclassify copier lease payments
6. Capital Leases (E) Facility Based Services	\$ 823	\$ (823)	\$ -	To reclassify copier lease payments
6. Capital Leases (N) Servic & Support Admin	\$ 823	\$ (823)	\$ -	To reclassify copier lease payments
6. Capital Leases (U) Transportation	\$ 24,716	\$ (24,716)	\$ -	To remove capital bus lease payment
6. Capital Leases (V) Admin	\$ 823	\$ (823)	\$ -	To reclassify copier lease payments
Worksheet 2				
1. Salaries (X) Gen Expense All Prgm.	\$ 261,597	\$ (4,626)	\$ 256,971	To reclassify Public Relations/Personnel Director salary
2. Employee Benefits (X) Gen Expense All Prgm.	\$ 305,459	\$ (1,349)		To reclassify Public Relations/Personnel Director benefits
		\$ (126,756)		To reclassify worker's compensation premiums
		\$ 10,523	\$ 187,877	To reclassify worker's compensation premiums
4. Other Expenses (O) Non-Federal Reimbursable	\$ -	\$ 8,603		To reclassify unallowable promotional expenses
		\$ 4,626		To reclassify Public Relations/Personnel Director salary
		\$ 1,349		To reclassify Public Relations/Personnel Director benefits
		\$ 161	\$ 14,739	To reclassify worker's compensation premiums
4. Other Expenses (X) Gen Expense All Prgm.	\$ 104,772	\$ 823		To reclassify copier lease payments
		\$ (8,603)		To reclassify unallowable promotional expenses
		\$ (7,050)		To reclassify home care expenses
		\$ (2,650)		To reclassify building service costs
		\$ (2,478)		To reclassify RSC expenses
		\$ (6,075)	\$ 78,739	To reclassify building service costs

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Lawrence County Board of Developmental Disabilities
2012 Income and Expenditure Report Adjustments

	<u>Reported Amount</u>		<u>Correction</u>		<u>Corrected Amount</u>	<u>Explanation of Correction</u>
Worksheet 2 (Continued)						
10. Unallowable Fees (O) Non-Federal Reimbursable	\$ 119,877	\$	159	\$	120,036	To match to tax settlement sheets
Worksheet 2A						
1. Salaries (C) School Age	\$ 64,761	\$	(19,428)			To reclassify Transportation Director salary
		\$	(45,333)	\$	-	To reclassify Principal salary
1. Salaries (U) Transportation	\$ -	\$	19,428	\$	19,428	To reclassify Transportation Director salary
2. Employee Benefits (A) Early Intervention	\$ 6,315	\$	1,448	\$	7,763	To reclassify worker's compensation premiums
2. Employee Benefits (B) Pre-School	\$ 4,210	\$	965	\$	5,175	To reclassify worker's compensation premiums
2. Employee Benefits (C) School Age	\$ 18,319	\$	(5,496)			To reclassify Transportation Director benefits
		\$	(12,823)	\$	-	To reclassify Principal benefits
2. Employee Benefits (E) Facility Based Services	\$ 22,214	\$	1,966	\$	24,180	To reclassify worker's compensation premiums
2. Employee Benefits (U) Transportation	\$ -	\$	5,496			To reclassify Transportation Director benefits
		\$	684	\$	6,180	To reclassify worker's compensation premiums
4. Other Expenses (C) School Age	\$ 3,270	\$	(3,270)	\$	-	To reclassify children program expenses
Worksheet 3						
2. Employee Benefits (A) Early Intervention	\$ 901	\$	213	\$	1,114	To reclassify worker's compensation premiums
2. Employee Benefits (B) Pre-School	\$ 3,195	\$	754	\$	3,949	To reclassify worker's compensation premiums
2. Employee Benefits (C) School Age	\$ 4,398	\$	1,036	\$	5,434	To reclassify worker's compensation premiums
2. Employee Benefits (E) Facility Based Services	\$ 25,257	\$	997	\$	26,254	To reclassify worker's compensation premiums
2. Employee Benefits (X) Gen Expense All Prgm.	\$ 5,447	\$	1,366	\$	6,813	To reclassify worker's compensation premiums
4. Other Expenses (E) Facility Based Services	\$ 64,015	\$	6,075			To reclassify building service costs
		\$	(1,290)	\$	68,800	To reclassify workshop expenses
4. Other Expenses (X) Gen Expense All Prgm.	\$ 2,132	\$	2,650	\$	4,782	To reclassify building service costs
Worksheet 4						
2. Employee Benefits (C) School Age	\$ 2,410	\$	592	\$	3,002	To reclassify worker's compensation premiums
Worksheet 5						
1. Salaries (D) Unasgn Children Program	\$ -	\$	45,333	\$	45,333	To reclassify Principal salary
2. Employee Benefits (A) Early Intervention	\$ 69,597	\$	8,262	\$	77,859	To reclassify worker's compensation premiums
2. Employee Benefits (B) Pre-School	\$ 209,328	\$	18,390	\$	227,718	To reclassify worker's compensation premiums
2. Employee Benefits (C) School Age	\$ 189,578	\$	19,786	\$	209,364	To reclassify worker's compensation premiums
2. Employee Benefits (D) Unasgn Children Program	\$ -	\$	12,823			To reclassify Principal benefits
		\$	1,575	\$	14,398	To reclassify worker's compensation premiums
2. Employee Benefits (L) Community Residential	\$ 7,258	\$	1,683	\$	8,941	To reclassify worker's compensation premiums
2. Employee Benefits (O) Non-Federal Reimbursable	\$ 6,645	\$	1,540	\$	8,185	To reclassify worker's compensation premiums
4. Other Expenses (B) Pre-School	\$ 16,164	\$	1,027	\$	17,191	To reclassify copier lease payments
4. Other Expenses (C) School Age	\$ 33,988	\$	1,027	\$	35,015	To reclassify copier lease payments
4. Other Expenses (D) Unasgn Children Program	\$ -	\$	3,270	\$	3,270	To reclassify children program expenses
4. Other Expenses (L) Community Residential	\$ 32,465	\$	7,050	\$	39,515	To reclassify home care expenses

Appendix B (Page 3)
Lawrence County Board of Developmental Disabilities
2012 Income and Expenditure Report Adjustments

	Reported Amount	Correction	Corrected Amount	Explanation of Correction
Worksheet 7-B				
2. Employee Benefits (B) Pre-School	\$ 5,712	\$ 1,331	\$ 7,043	To reclassify worker's compensation premiums
2. Employee Benefits (C) School Age	\$ 16,573	\$ 832	\$ 17,405	To reclassify worker's compensation premiums
2. Employee Benefits (E) Facility Based Services	\$ 20,611	\$ 1,628	\$ 22,239	To reclassify worker's compensation premiums
4. Other Expenses (E) Facility Based Services	\$ 42	\$ 921	\$ 963	To reclassify nursing expenses
Worksheet 7-C				
2. Employee Benefits (B) Pre-School	\$ 7,687	\$ 1,974	\$ 9,661	To reclassify worker's compensation premiums
2. Employee Benefits (C) School Age	\$ 5,178	\$ 468	\$ 5,646	To reclassify worker's compensation premiums
Worksheet 8				
2. Employee Benefits (X) Gen Expense All Prgm.	\$ 84,799	\$ 9,179	\$ 93,978	To reclassify worker's compensation premiums
4. Other Expenses (C) School Age	\$ -	\$ 4,317	\$ 4,317	To reclassify school age transportation expenses
4. Other Expenses (E) Facility Based Services	\$ -	\$ 1,765	\$ 1,765	To reclassify facility based transportation expenses
4. Other Expenses (X) Gen Expense All Prgm.	\$ 182,419	\$ (1,765)		To reclassify facility based transportation expenses
		\$ (4,317)	\$ 176,337	To reclassify school age transportation expenses
Worksheet 9				
2. Employee Benefits (N) Service & Support Admin. Costs	\$ 156,864	\$ 14,273	\$ 171,137	To reclassify worker's compensation premiums
4. Other Expenses (N) Service & Support Admin. Costs	\$ 17,281	\$ 823	\$ 18,104	To reclassify copier lease payments
Worksheet 10				
2. Employee Benefits (E) Facility Based Services	\$ 237,658	\$ 25,140	\$ 262,798	To reclassify worker's compensation premiums
4. Other Expenses (E) Facility Based Services	\$ 21,449	\$ 823		To reclassify copier lease payments
		\$ 1,290		To reclassify workshop expenses
		\$ (921)	\$ 22,641	To reclassify nursing expenses
4. Other Expenses (G) Community Employment	\$ -	\$ 2,478	\$ 2,478	To reclassify RSC expenses
a1 Adult				
10. Community Employment (B) Less Revenue	\$ -	\$ 2,478	\$ 2,478	To record RSC expenses
Reconciliation to County Auditor Worksheet Expense:				
Plus: Real Estate Fees	\$ -	\$ (159)	\$ (159)	To reconcile auditor and treasurer fees
Plus: Leases And Rentals	\$ 29,240	\$ (1,027)		To remove copier lease payments
		\$ (1,027)		To remove copier lease payments
		\$ (823)		To remove copier lease payments
		\$ (823)		To remove copier lease payments
		\$ (823)	\$ 24,717	To remove copier lease payments
Less: Capital Costs	\$ (176,988)	\$ 1,027		To reconcile off depreciation expense
		\$ 1,027		To reconcile off depreciation expense
		\$ 823		To reconcile off depreciation expense
		\$ 823		To reconcile off depreciation expense
		\$ 823		To reconcile off depreciation expense
		\$ 1,125		To reconcile off depreciation expense
		\$ (248)		To reconcile off depreciation expense
		\$ 24,716		To reconcile off depreciation expense
		\$ (3,499)		To reconcile off depreciation expense
		\$ (3,896)	\$ (154,267)	To reconcile off depreciation expense

Appendix B (Page 4)
 Lawrence County Board of Developmental Disabilities
 2012 Income and Expenditure Report Adjustments

	<u>Reported Amount</u>	<u>Correction</u>	<u>Corrected Amount</u>	<u>Explanation of Correction</u>
Medicaid Administration Worksheet				
6- Ancillary Costs (A) Reimbursement	\$ -	\$ 75,335	\$ 75,335	To record ancillary costs
10. Requested Through Calendar Year				



Dave Yost • Auditor of State

LAWRENCE COUNTY DEPARTMENT OF DEVELOPMENTAL DISABILITIES

LAWRENCE 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
SEPTEMBER 10, 2015