



Dave Yost • Auditor of State



NORTHWEST OHIO WAIVER ADMINISTRATION COUNCIL

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## Independent Auditor's Report on Applying Agreed-Upon Procedures

Halina Schroeder, Audit Chief  
Division of Fiscal Administration, Audit Office  
Ohio Department of Developmental Disabilities  
30 E. Broad Street, 13<sup>th</sup> Floor  
Columbus, Ohio 43215

Dear Ms. Schroeder:

As permitted by Ohio Revised 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 has 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 Northwest Ohio Waiver Administration Council (NOWAC or COG) prepared its *Income and Expenditure Report* (Cost Report) and *County Summary Workbooks*<sup>1</sup> for the year ended December 31, 2013 in accordance with DODD's Guide to Preparing Income and Expenditure Reports for COGs and County Boards of Developmental Disabilities (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. NOWAC'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.

### Revenue Testing

1. DODD requested that we compare the COG's receipts with those reported on Section II, Department of DD of *Schedule C, Income Report* on the *County Summary Workbooks* and report any variances.

We did not perform this procedure as the COG did not report receipts on Section II of *Schedule C* on any of the *County Summary Workbooks*. We scanned the receipts on the COG's general ledger reports for any receipts not reported on Section II of *Schedule C* on the *County Summary Workbooks*. We found no unreported Section II, *Schedule C* receipts.

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<sup>1</sup> NOWAC recorded receipts and disbursements on behalf of the county boards of developmental disabilities (County Boards). NOWAC prepared *County Summary Workbooks* to distribute these receipts and disbursements to each of the following County Boards: Defiance, Fulton, Henry, Paulding, Putnam, Van Wert and Williams.

### **Trial Balance Analysis and Non-Payroll Expenditure Testing**

1. DODD asked us to compare the COG's disbursements on the trial balance and general ledger reports to *Schedule A, Summary of Service Costs-By Program* and worksheets 2 through 5 of the Cost Report and *Schedule A* and worksheets 2 through 10 of the *County Summary Workbooks*, and report variances exceeding \$100 for total service contracts, other expenses and COG expenses on any worksheet.

We compared all service contracts, other expenses and COG expenses on *Schedule A, Summary of Service Costs-By Program* and worksheets 2 through 5 of the Cost Report and *Schedule A* and worksheets 2 through 10 of the *County Summary Workbooks* to disbursements on the COG's trial balance report and general ledger reports.

We found differences as reported in Appendix A.

2. DODD asked us to determine whether the COG's disbursements on the trial balance and general ledger reports were properly classified within two percent of total service contracts, other expenses and COG expenses for worksheets 2 through 5 of the Cost Report, and *Schedule A* and worksheets 2 through 10 of the *County Summary Workbooks*, if these worksheets included variances over \$100 which are nonfederal reimbursable under 2 CFR Appendix B.

We scanned the COG's trial balance and general ledger reports for service contracts, other expenses and COG expense rows on worksheets 2 through 5 of the Cost Report, and *Schedule A* and worksheets 2 through 10 of the *County Summary Workbooks* and reviewed documentation to identify disbursements not classified according to the Cost Report Guides or costs which are non-federal reimbursable under 2 CFR 225 Appendix B.

We also scanned for any program costs without corresponding statistics that are non-federal reimbursable because they do not demonstrate that the COG or one of the member County Board's programs received a measurable benefit as required under Appendix A, section (C) (3)(a) and the Cost Report Guides.

We found misclassified and non-federal reimbursable costs as reported in Appendix A. We found no program costs that lacked corresponding statistics.

3. DODD asked us to haphazardly select a sample of 60 non-payroll disbursements from the general ledger report that were classified as total service contracts, other expenses or COG expenses on worksheets 2 through 5 of the Cost Report and *Schedule A* and worksheets 2 through 10 of the *County Summary Workbooks*.

We selected a sample of 60 disbursements and determined if supporting documentation was maintained as required by 2 CFR 225 (OMB Circular A-87, Appendix A, (C)(1)(j)) and the disbursement was properly classified according to the Cost Report Guides.

We found misclassified and non-federal reimbursable costs as reported in Appendix A.

4. DODD asked us to scan the COG's general ledger reports for items purchased during 2013 that met the COG's capitalization criteria and traced them to inclusion on the COG's fixed asset listing.

### **Trial Balance Analysis and Non-Payroll Expenditure Testing (continued)**

We scanned the COG's general ledger report for items purchased during 2013 in accordance with the Cost Report Guides capitalization criteria, as the COG does not have a capitalization policy, and traced them to inclusion on the COG's 2013 fixed asset listing.

We found no unrecorded purchases meeting the capitalization criteria.

### **Payroll Testing**

1. DODD asked us to determine if employee salaries on the COG's payroll reports were within two percent of payroll costs reported on the Cost Report and the *County Summary Workbooks*.

We compared the total payroll costs per the COG's payroll register and trial balance report with payroll costs reported on the Cost Report and the *County Summary Workbooks*.

We found no differences exceeding two percent.

2. DODD asked us to scan the COG's payroll journal for 2013 and compare classification of employees to entries on the Cost Report and *County Summary Workbooks* to determine if salary and benefit costs were reported in accordance with the Cost Report Guides.

We found differences as reported in Appendix A.

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

1. DODD asked us to compare the COG'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 did not perform this procedure as the COG has no capitalization policy.

2. DODD asked us to compare the COG's depreciation schedule to *Worksheet 1, Capital Costs* of the Cost Report and report any variances exceeding \$100.

We did not perform this procedure as the COG had no depreciation schedule and stated it had no fixed assets.

3. DODD asked us to scan the COG's Depreciation Schedule for 2013 for depreciation taken on the same asset more than once, assets that have been fully depreciated, or depreciation taken on assets during the period of acquisition which were not in compliance with the Cost Report Guides.

We did not perform this procedure as the COG had no depreciation schedule and stated it had no fixed assets.

4. DODD asked us to compare the COG's final 2012 Depreciation Schedule to the COG's 2013 Depreciation Schedules for changes in the depreciation amounts for assets purchased prior to the period under review which were not in compliance with the Cost Report Guides.

We did not perform this procedure as the COG had no depreciation schedule and stated it had no fixed assets.

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

5. DODD asked us to haphazardly select the lesser of five of the COG's fixed assets or five percent of items which meet the COG's capitalization policy and are being depreciated in their first year in 2013 to determine if their useful lives agreed to the estimated useful lives prescribed in the 2008 AHA Asset Guides. DODD also requested that we re-compute 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.

We did not perform this procedure as the COG had no depreciation schedule and stated it had no fixed assets.

6. DODD asked us to haphazardly select the lesser of five percent or five disposed assets in 2013 from the COG's list of disposed assets and determine if the asset was removed from the COG's fixed asset ledger. DODD also asked us to recalculate depreciation and any gain or loss applicable to 2013 for the disposed items based on its undepreciated basis and any proceeds received from the disposal or sale of the asset to determine compliance with the Cost Report Guide and CMS Publication 15-1, Chapter 1.

We did not perform this procedure because the COG did not have a disposed asset list. We scanned the COG's general ledger report and did not identify any proceeds from the sale or exchange of fixed assets.

### **Medicaid Administrative Claiming Testing**

1. DODD asked us to contact its Random Moment Time Study (RMTS) Coordinator to report differences between the MAC salary and benefits versus the County Board's payroll records exceeding one percent.

We compared salaries and benefits entered on the MAC RMTS report to the COG's payroll journal.

We found a variance exceeding one percent and accordingly DODD adjusted the MAC RMTS report to correct the misstatements identified. We compared the adjusted report to the COG's payroll journal. We found no differences exceeding one percent.

2. DODD asked us to compare the adjusted MAC RMTS reports to Lines 1-2 of *Worksheet 4, Medicaid Administrative Claiming*.

We found differences as reported in Appendix A.

3. DODD asked us to compare Ancillary Costs on the Roll up Report for Ohio Department of Medicaid to Lines 6-10 of the *MAC Reconciliation Worksheet*.

We compared Ancillary Costs on the Roll up Report for Ohio Department of Medicaid to Lines 6 through 10 of the *MAC Reconciliation Worksheet*.

We found differences as reported in Appendix A.



**Medicaid Administrative Claiming Testing (continued)**

4. DODD asked us to select 12 RMTS observed moments completed by employees of the COG from the DODD RMTS Participant Moments Question and Answer report for the first quarter of 2013 in which they documented their time spent on administering Medicaid-funded programs. We determined if supporting documentation of the COG employees' activity for each observed moment was maintained and the observed moment was properly classified in accordance with DODD's Guide to Medicaid Administrative Claiming (MAC) using the Random Moment Time Studies (RMTS) Methodology for 2013.

We found no differences.

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

We were not engaged to and did not conduct an audit, the objective of which would be the expression of an opinion on the COG's Cost Report. 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 COG, DODD, the Ohio Department of Medicaid, 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

April 13, 2015

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**Appendix A**  
**Northwest Ohio Waiver Administration Council**  
**2013 Income and Expenditure Report and County Summary Workbook Adjustments**

<b>Cost Report Location</b>	<b>Reported Amount</b>	<b>Correction</b>	<b>Corrected Amount</b>	<b>Explanation of Correction</b>
<b>Northwest Ohio Waiver Administration Council</b>				
<b>Worksheet 1</b>				
6. Leases and Rental	\$ 21,600	\$ (21,600)	\$ -	To reclassify rent payments
<b>Worksheet 2</b>				
1. Salaries	\$ 162,853	\$ (7,000)	\$ 155,853	To agree to compiled report
3. Service Contracts			-	
4. Other Expenses	\$ 70,629	\$ 21,600		To reclassify rent payments
		\$ 304		To agree to compiled report
		\$ (20)		To reclassify unallowable food costs
		\$ (681)		To remove transfer
		\$ (22)	\$ 91,810	To reclassify unallowable food costs
<b>Worksheet 4</b>				
1. Salaries (A) MAC Costs	\$ 286,689	\$ (3,877)	\$ 282,812	To agree to revised MAC report
1. Salaries (B) Non-Federal Reimbursable	\$ 23,788	\$ (317)	\$ 23,471	To agree to revised MAC report
4. Other Expenses (A) MAC Costs			-	
4. Other Expenses (B) Non-Federal Reimbursable	\$ 10,180	\$ 20		To reclassify unallowable food costs
		\$ 22	\$ 10,222	To reclassify unallowable food costs
<b>MAC Reconciliation Worksheet</b>				
<b>Lines (6-10) Other Cost</b>				
Column A-Reimbursement Requested Through Calendar Year	\$ 16,974	\$ (1,599)	\$ 15,375	To agree to compiled report
<b>Defiance County</b>				
<b>Worksheet 2</b>				
10. Indirect Costs (O) Non-Federal Reimbursable	* \$ 40,375	\$ 611	\$ 40,986	To reclassify billing salaries
<b>Worksheet 5</b>				
15. Direct Services (O) Non-Federal Reimbursable	\$ 2,123	\$ 137	\$ 2,260	To reclassify MUI salaries
<b>Worksheet 7-B</b>				
18. Nursing Costs (L) Community Residential	\$ 1,131	\$ 2,738	\$ 3,869	To agree to compiled report
<b>Worksheet 9</b>				
26. Service & Support Adm (N) Service & Support Admin	\$ 4,212	\$ 14,362	\$ 18,574	To allocate SSA salaries using actual information
<b>Worksheet 10</b>				
27. Direct Costs (E) Facility Based Services	\$ -	\$ 306	\$ 306	To reclassify PAWS salaries
<b>Fulton County</b>				
<b>Worksheet 5</b>				
15. Direct Services (O) Non-Federal Reimbursable	\$ 4,893	\$ 246	\$ 5,139	To reclassify MUI salaries
<b>Henry County</b>				
<b>Worksheet 5</b>				
15. Direct Services (O) Non-Federal Reimbursable	\$ 7,015	\$ 311	\$ 7,326	To reclassify MUI salaries
<b>Paulding County</b>				
<b>Worksheet 5</b>				
15. Direct Services (O) Non-Federal Reimbursable	\$ 2,308	\$ 94	\$ 2,402	To reclassify MUI salaries
<b>Worksheet 9</b>				
26. Service & Support Adm (N) Service & Support Admin	\$ 4,212	\$ 523	\$ 4,735	To allocate SSA salaries using actual information
<b>Worksheet 10</b>				
27. Direct Costs (E) Facility Based Services	\$ -	\$ 306	\$ 306	To reclassify PAWS salaries
<b>Van Wert County</b>				
<b>Worksheet 5</b>				
15. Direct Services (O) Non-Federal Reimbursable	\$ 3,693	\$ 251	\$ 3,944	To reclassify MUI salaries
<b>Worksheet 9</b>				
26. Service & Support Adm (N) Service & Support Admin	\$ 53,001	\$ 904	\$ 53,905	To allocate SSA salaries using actual information
<b>Worksheet 10</b>				
27. Direct Costs (E) Facility Based Services	\$ -	\$ 306	\$ 306	To reclassify PAWS salaries

**Appendix A**  
**Northwest Ohio Waiver Administration Council**  
**2013 Income and Expenditure Report and County Summary Workbook Adjustments**

<b>Cost Report Location</b>	<b>Reported Amount</b>	<b>Correction</b>	<b>Corrected Amount</b>	<b>Explanation of Correction</b>
<b>Williams County</b>				
<b>Schedule A</b>				
1. Room and Board/Costs to Live (L) Community Residential	\$ 3,002	\$ (400)	\$ 2,602	To reclassify waiver evaluation costs
<b>Worksheet 2</b>				
10. Indirect Costs (O) Non-Federal Reimbursable	* \$ 1,877	\$ 611	\$ 2,488	To reclassify billing salaries
<b>Worksheet 5</b>				
15. Direct Services (L) Community Residential	\$ 4,804	\$ 400	\$ 5,204	To reclassify waiver evaluation costs
15. Direct Services (M) Family Support Services	\$ 26,438	\$ (1,729)	\$ 24,709	To remove transfer
15. Direct Services (O) Non-Federal Reimbursable	\$ 3,970	\$ 162	\$ 4,132	To reclassify MUI salaries
<b>Worksheet 9</b>				
26. Service & Support Adm (N) Service & Support Admin	\$ 23,192	\$ (8,050)	\$ 15,142	To allocate SSA salaries using actual information
<b>Worksheet 10</b>				
27. Direct Costs (E) Facility Based Services	\$ -	\$ 306	\$ 306	To reclassify PAWS salaries

\* Original Cost Report balances have been adjusted to reflect allocations as a result of the above adjustments to Worksheet 2 of the Cost Report. Other county summary workbooks have been affected by this same allocation; however, those adjustments are not shown here due to this being a function of how costs flow down from Schedule B of the Cost Report.



# Dave Yost • Auditor of State

**NORTHWEST OHIO WAIVER ADMINISTRATION COUNCIL**

**DEFIANCE 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  
MAY 19, 2015**