



OHIO AUDITOR OF STATE
KEITH FABER



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Independent Accountants' Report on Applying Agreed-Upon Procedures

Ohio Department of Medicaid
50 West Town Street, Suite 400
Columbus, Ohio 43215

RE: Buckeye Community Services, Inc. DBA Porter Road Home
Ohio Medicaid Number 2159588

We have performed the procedures enumerated below, which were agreed to by the Ohio Department of Medicaid (ODM) and the Ohio Department of Developmental Disabilities (DODD), on the Medicaid ICF-IID Cost Report of Buckeye Community Services, Inc. DBA Porter Road Home (hereafter referred to as the Provider) for the period January 1, 2017 through December 31, 2017. The Provider's management is responsible for preparing the Medicaid ICF-IID Cost Report. The sufficiency of these procedures is solely the responsibility of ODM and DODD. Consequently, we make no representation regarding the sufficiency of the procedures enumerated below either for the purpose for which this report has been requested or for any other purpose.

Unless otherwise specified, Buckeye Community Services, Inc. provided all reports used in the procedures and this report only describes exceptions exceeding \$500 and resulting in decreased costs.

Occupancy and Usage

1. We compared the number of Medicaid and non-Medicaid patient days from the Monthly Census Summary Report and Detailed Census Sheets to *Schedule A-1, Summary of Inpatient Days*. We found no variances.
2. We selected five residents' medical records in December 2017 and compared total days of care per the medical records with the inpatient days reported on the Monthly Census Summary Report and Detailed Census Sheets and *Schedule A-1*. We found no variances.

We also confirmed the Provider did not include any waiver respite days as Medicaid or Medicare.

3. We compared the number of reimbursed Medicaid days per the Quality Decision Support System (QDSS) with the total Medicaid days on *Schedule A-1*. We found no variances.

Medicaid Paid Claims

1. We selected paid claims for five residents in the Occupancy and Usage procedure above for December 2017. We compared the reimbursed days to the days documented per the resident's medical records. We found no variances.

We also compared the documentation to the general requirements of CMS Publication 15-1, Chapter 23; Ohio Admin. Code § 5123:2-7-12; the specific requirements of Ohio Admin. Code § 5123:2-7-08 (C) to (I) as an occupied or bed hold day; and Ohio Admin. Code § 5123:2-7-15 for the payment adjustment requirements for resident's admission, discharge or death. We found no differences.

Revenue

1. We compared the General Ledger and Trial Balance with *Attachment 1, Revenue Trial Balance* and the Appendix to Ohio Admin. Code § 5123:2-7-12 and CMS Publication 15-1. We found no differences.
2. We scanned the General Ledger for any revenue offsets or applicable credits which were not reported on *Attachment 2, Adjustments to Trial Balance; Schedule B-1, Other Protected Costs; Schedule B-2, Direct Care Cost Center; or Schedule C, Indirect Cost Care Center* to offset corresponding expenses exceeding \$500 in accordance with CMS Publication 15-1, Chapters 1, 6, and 8. We did not identify any revenue offsets/applicable credits.

Non-Payroll Expenses

1. We compared all non-payroll expenses reported on *Schedule B-1, Schedule B-2 and Schedule C* to the General Ledger, Trial Balance, Home Office Allocation, and Home Office Percentage Allocation reports. We found no variances.
2. We scanned the General Ledger and selected 20 non-payroll expenses that were reported on *Schedule B-1, Schedule B-2, and Schedule C* and inspected supporting documentation and compared the allocation and cost classification to Ohio Admin. Code § 5123:2-7, Cost Report Instructions for ICF-IID and CMS Publication 15-1. We found no variances exceeding \$500.
3. We scanned for any unreported contract costs which would require reporting on *Schedule C-3, Costs of Services from Related Parties*. We found no unreported contracts.
4. We compared the allocation methodology on the Home Office Allocation, Home Office Percentage Allocation, and Schedule I, Management reports to the home office costs on *Schedule B-1, Schedule B-2, and Schedule C* and to Ohio Admin. Code § 5123:2-7 and CMS Publication 15-1, Section 2150. We found no reclassifications or adjustments resulting in decreased costs exceeding five percent.
5. We compared the 2017 non-payroll costs reported on *Schedule B-1, Schedule B-2 and Schedule C* by chart of account code to similar reported costs in 2016. We obtained the following explanations for five non-payroll variances that increased by more than five percent and \$500:
 - Program Specialist costs increased on *Schedule B-2* due to increased music therapy services;
 - Employee Fringe Benefits - Direct Care costs increased on *Schedule B-2* due to insurance coverage of additional employees;
 - Habilitation Supplies costs increased on *Schedule C* due to increased leisure goal activities for residents;
 - Program Supplies costs increased on *Schedule C* due to a coding error; and
 - Repair and Maintenance costs increased on *Schedule C* due to major vehicle repairs.

Property

1. We compared the initial square footage and year of construction of the 528 Porter Road facility from the Gallia County Auditor's property tax records to *Attachment 9, Fair Rental Value Survey*. We found no variance in the year or square footage variances exceeding 10 percent. We did not test additions or removals from *Attachment 9, Log 1* as the Provider did not report any change in square footage in that section.

Property (Continued)

2. We compared the project year and cost for five renovations from the Asset Depreciation Short report to *Attachment 9, Log 2: Renovations Projects*. We found no exceptions.

We also compared the type and cost of renovation to the Cost Report Instructions. We found no variances.

3. We compared the square footage and year of construction of the home office building on *Attachment 9, Log 3: Secondary Buildings* to the Jackson County Auditor's Office property records. We found variances related to the 2008 improvement as reported in Appendix A.

We also compared the home office building use to the Cost Report Instructions and confirmed it was allowable.

We compared utilization percentage from the Home Office Allocation report to *Attachment 9*. We also compared the allocation methodology to the Cost Report Instructions and CMS Publication 15-1. We found no differences.

4. We compared equipment depreciation and lease costs from *Schedule D, Analysis of Property, Plant and Equipment* to the Asset Depreciation Short and Home Office Percentage Allocation reports. We also compared these costs to the Cost Report Instructions and CMS Publication 15-1. We found no variances.

Payroll

1. We compared all salary, fringe benefits, payroll tax entries and hours worked reported on the General Ledger, Trial Balance, Home Office Allocation, and Home Office Percentage Allocation reports to the amounts reported on *Schedule B-2; Schedule C; and Schedule C-1, Administrator's Compensation*. We found a variance as reported in Appendix A.
2. We selected five employees reported on *Schedule B-2* and *Schedule C-2* and compared the job description, and the Employee Earning and Administrator's Compensation Payroll Hours reports to the schedule in which each employee's salary and fringe benefit expenses were reported. We confirmed the payroll costs were properly classified, allocated and allowable in accordance with Ohio Admin. Code § 5123:2-7-12 and CMS Publication 15-1, Chapter 9 and Section 2150.
3. We compared the 2017 payroll costs reported on *Schedule B-1, Schedule B-2, Schedule C, Schedule C-1* and *Schedule C-2* by chart of account code to similar costs reported in 2016. We obtained explanations for the three payroll variances that increased by more than five percent and \$500.

- Licensed Practical Nurse costs increased on *Schedule B-2* due to salary and bonus increases;
- Qualified Intellectual Disability Professional costs increased on *Schedule B-2* due to salary and bonus increases; and
- Home Office Costs/Indirect Care costs increased on *Schedule C* due to salary and bonus increases.

Buckeye Community Services, Inc. DBA Porter Road Home
Independent Accountants' Report on
Applying Agreed-Upon Procedures

This agreed-upon procedures engagement was conducted in accordance with the American Institute of Certified Public Accountants' attestation standards. We were not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on the Medicaid ICF-IID Cost Report. Accordingly, we do not express such an opinion or conclusion. 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 information and use of the Provider, ODM and DODD, and is not intended to be, and should not be used by anyone other than the specified parties.



Keith Faber
Auditor of State
Columbus, Ohio

March 20, 2019

Appendix A

**Buckeye Community Services, Inc. DBA Porter Road Home
2017 Medicaid ICF-IID Cost Report Adjustments**

	Reported Amount	Correction	Corrected Amount	Explanation of Correction
Schedule B-2, Direct Care Cost Center				
40. EAP Administrator - Direct Care - 6535 - Other/Contract Wages (2)	\$ 72,687	\$ (1,398)	\$ 71,289	To agree to General Ledger
Attachment 9, Fair Rental Value Survey, Log 3: Secondary Buildings				
1. Home Office/Record Storage Year of Construction	2008	(1)	2007	To agree initial year of construction to supporting documentation
1. Home Office/Record Storage Total Square Footage	7,616	(2,616)	5,000	To agree to supporting documentation
2. Record Storage, Year of Construction	-	2008	2008	To report the 2008 improvement
2. Record Storage, Total Square Footage	-	560	560	To record square footage for 2008 improvement
2. Record Storage, Shared Space	-	Y	Y	To report the 2008 improvement
2. Record Storage Utilization/Allocation Percentage	-	7.37%	7.37%	To report information on the 2008 improvement

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BUCKEYE COMMUNITY SERVICES INC. DBA PORTER ROAD HOME

GALLIA 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
APRIL 4, 2019**