



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: Advancing Abilities, Inc. DBA Scioto Trails Group Home
Ohio Medicaid Number 0092366

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 Advancing Abilities, Inc. DBA Scioto Trails Group Home (hereafter referred to as the Provider) for the period January 1, 2018 through December 31, 2018. 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, Advancing Abilities, 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 report to *Schedule A-1, Summary of Inpatient Days*. We found no omitted days.
2. We selected eight residents' medical records and compared the total days of care with the inpatient days reported on the Monthly Census reports and *Schedule A-1*. We found no omitted days.

Revenue

1. We compared the General Ledger to the Medicaid Cost Report Trial Balance and the Trial Balance with *Attachment 1, Revenue Trial Balance*, the Appendix to Ohio Admin. Code § 5123:2-7, 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 in accordance with CMS Publication 15-1, Chapters 1, 6, and 8. We did not identify any revenue offsets/applicable credits exceeding \$500.

Medicaid Paid Claims

1. We compared one month of paid claims from the Quality Decision Support System (QDSS) for each of the eight residents selected in the Occupancy and Usage procedure to days documented on the residents' medical records. We found no unsupported days.

Medicaid Paid Claims, Continued:

We compared the medical records to the requirements of CMS Publication 15-1, Chapter 23; Ohio Admin. Code §§ 5123:2-7-12, 5123:2-3-04, and 5160-1-17.2; and the payment adjustment requirements for resident's admission, discharge or death of Ohio Admin. Code § 5123:2-7-15. We found no differences.

We also compared the medical records and documentation of any bed hold days to the paid claims data to identify any unauthorized bed hold days not in compliance with Ohio Admin. Code § 5123:2-7-08. We found no bed hold days in excess of 30 during the calendar year. We also found no waiver respite days not in compliance with Ohio Admin. Code § 5123:2-7-03.

2. We compared the paid Medicaid days per QDSS with the total Medicaid days reported on *Schedule A-1*. We found reported days equaled paid days.

Non-Payroll Expenses

1. We compared all non-payroll expenses on *Schedule B-1*, *Schedule B-2* and *Schedule C* to the Medicaid Cost Report Trail Balance, Home Office Costs Schedule, Cost Reports Adjustments report and the General Ledger. We found no variances.
2. We scanned the General Ledger and selected 20 non-payroll expenses and five home office expenses from *Schedules B-1*, *B-2*, and *C* and compared supporting documentation to Ohio Admin. Code § 5123-7-12, the Instructions for Intermediate Care Facilities for Individuals with Intellectual Disabilities (ICFs-IID) (Cost Report Instructions) 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 methodology used in the Home Office Allocation schedule for *Schedules B-2* and *C* to Ohio Admin. Code § 5123-7-12 and CMS Publication 15-1, Section 2150. We found no reclassifications or adjustments resulting in decreased costs exceeding five percent.
5. We compared the 2018 non-payroll costs reported on *Schedule B-1*, *Schedule B-2* and *Schedule C* by chart of account code to similar reported costs in 2017. We obtained explanations for five non-payroll variances that increased by more than five percent and \$500:
 - Medical Supplies - Medicare Non-Billable costs increased on *Schedule B-1* due to resident specific needs and rate increases;
 - Nurse Aides - Purchased Nursing costs increased on *Schedule B-2* due to staff call-offs and vacancies;
 - Office and Administrative Supplies costs increased on *Schedule C* due to replenishing supplies during 2018;
 - Travel and Entertainment costs increased on *Schedule C* due to increase of fleet size; and
 - Repair and Maintenance costs increased on *Schedule C* due to increase in repairs and replacement of equipment to serve the residents.

Property

1. We compared the initial square footage and year of construction of the 374 Good Manor Road facility from the Pike County Auditor's Property records to *Attachment 9, Fair Rental Value Survey*. We found no differences in the year or square footage variance exceeding 10 percent.

Property, Continued:

We did not test *Attachment 9, Log 1: Additions and Removals* as the Provider did not report any additions or removals.

2. We compared the project year, type and cost for five renovations from the invoices to *Attachment 9, Log 2: Renovations Projects*. We also compared the type and cost of the renovations to the Cost Report Instructions. We found no variances.
3. We compared the square footage and year of construction of the home office and records storage space located at the 374 Good Manor Road facility from *Attachment 9: Fair Rental Value Log 3: Secondary Buildings* to the building floor plan and Pike County Property Tax Records. We found variances in the year of construction as reported in the Appendix.

We compared the utilization percentage from the Secondary Building Summary Report to *Attachment 9* and to the Cost Report Instructions for ICF-IID and CMS Publication 15-1. We found no variances.

4. We compared equipment depreciation and lease costs from *Schedule D, Analysis of Property, Plant, and Equipment* to the 2018 depreciation schedule and lease agreement, and equipment lease schedule. We also compared the costs to the Cost Report Instructions and CMS Publication 15-1. We found no variances.

We selected one capital asset from account 8040 which was being depreciated in its first year. We recalculated the first year's depreciation based on the Cost Report instructions and useful life prescribed in Appendix A of Ohio Admin. Code § 5123:2-7-18. We compared the recalculated depreciation to the reported depreciation. We found no variances.

Payroll

1. We compared all salary, fringe benefits, payroll tax entries and hours worked on the Medicaid Cost Report Trail Balance, Home Office Costs Schedule, Cost Reports Adjustments report and the General Ledger to *Schedule B-2; Schedule C; Schedule C-1, Administrator's Compensation; and Schedule C-2, Owner's Relatives Compensation*. We found no variances.
2. We selected a sample of five employees and two contracted individuals reported on *Schedule B-1, B-2, C, C-1 and C-2*. We compared the organizational chart, job descriptions, contract agreement and one month of timesheets or other documentation of work performed to the schedule in which each employee's salary and fringe benefit expenses were reported. We compared the payroll costs to Ohio Admin. Code § 5123:2-7 and to CMS Publication 15-1, Chapter 9 and Section 2150. We found no variances.
3. We compared the 2018 payroll costs on *Schedules B-1, B-2, C, C-1 and C-2* by chart of account code to similarly reported 2017 costs. We obtained explanations for five payroll variances that increased by more than five percent and \$500:
 - Habilitation Staff costs increased on *Schedule B-2* due to an increase in salary and acuity.
 - Qualified Mental Retardation Professional increased on *Schedule B-2* due to salary increases and an increase to one full time employee;
 - Other Administrative Personnel Physical Therapist increased on *Schedule C* due to salary increases and an increase of 0.5 full time employees; and
 - Administrator Compensation increased on *Schedule C-1* and Owners'/Relatives Compensation on *Schedule C-2* due to a change in reallocation of time spent and salary increases.

Advancing Abilities, Inc. DBA Scioto Trails Group 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 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

October 6, 2020

Appendix A
Advancing Abilities, Inc. DBA Scioto Trails Group Home
Medicaid ICF-IID Cost Report Adjustments

	Reported Amount	Correction	Corrected Amount	Explanation of Correction
Attachment 9, Fair Rental Value Survey				
Fair Rental Value Log 3, Secondary Buildings				
Year of Construction	1950	4	1954	To correct the year of construction for secondary building

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OHIO AUDITOR OF STATE KEITH FABER



SCIOTO TRAILS GROUP HOME

PIKE COUNTY

AUDITOR OF STATE OF OHIO CERTIFICATION

This is a true and correct copy of the report, which is required to be filed pursuant to Section 117.26, Revised Code, and which is filed in the Office of the Ohio Auditor of State in Columbus, Ohio.



Certified for Release 10/20/2020

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This report is a matter of public record and is available online at
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