



ALLEN COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

AGREED UPON PROCEDURES

**FOR THE COST REPORTING PERIOD
JANUARY 1, 2009 THROUGH DECEMBER 31, 2009
AND
JANUARY 1, 2010 THROUGH DECEMBER 31, 2010**



Dave Yost • Auditor of State

ALLEN COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

TABLE OF CONTENTS

Title	Page
Independent Accountants' Report.....	1
Appendix A: Income and Expenditure Report Adjustments – 2009	12
Appendix B: Income and Expenditure Report Adjustments – 2010	14

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Independent Accountant's Report on Applying Agreed-Upon Procedures

Halina Schroeder, Audit Chief
Ohio Department of Developmental Disabilities, Office of Audits
30 E. Broad Street, 13th 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) HCBS 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 Allen County Board of Developmental Disabilities (County Board) prepared its *Income and Expenditure Report* for the years ended December 31, 2009 and 2010 (Cost Reports) in accordance with DODD's Guide to Preparing Income and Expenditure Reports for 2009 and 2010 (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 attestation standards established by the American Institute of Certified Public Accountants. 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 us to 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 and, if final 2008 square footage totals are the same and no significant changes in the floor plan have occurred, to perform no additional procedures.

We toured the facilities and found unreported idle floor space and reported these variances in Appendix A (2009) and Appendix B (2010).

We also compared the 2009 and 2010 square footage totals to final 2008 square footage totals and found significant changes in the floor plan. As a result, we discussed square footage changes with the County Board, we noted significant changes have occurred, and we performed the additional procedures below.

2. DODD requested us to 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* of the Cost Reports.

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

We found three rooms had a variance over 10 percent and we asked the County Board the cause of the variance. The County Board informed us that there were errors with measurements in the Marimor Industries building and they had maintenance staff re-measure all rooms in the building. We reported the variances exceeding 10 percent in Appendix A (2009) and Appendix B (2010).

3. DODD requested us to 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* of the Cost Reports.

We compared County Board's square footage for the Marimor Industries building in 2009 and the school building in 2010 and traced each room on the floor plan to the County Board's summary for each year.

We found no variances exceeding 10 percent when comparing the total square footage of the floor plans to the County Board's summary.

4. DODD requested us to 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* worksheet.

We compared the County Board's square footage summary to the square footage reported for each cell in *Schedule B-1, Section A, Square Footage* of the Cost Reports.

We found no variances exceeding 10 percent.

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 is allocated by program based on reported usage of the area in accordance with the Cost Report Guides.

We found no inconsistencies between the County Board's methodology and the Cost Report Guides except that square footage for MAC was reported for employees beyond the MAC Coordinator and Assistant Coordinator and we reported these variances in Appendix A (2009) and Appendix B (2010).

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 Statistic*, worksheet 4, or worksheets 7A to 7H which result in unassigned program or general expenses-all program costs.

We determined that there were no individuals served or units of service omitted on *Schedule B-1, Section B, Attendance Statistics*, worksheet 4, or worksheets 7A to 7H which resulted in unassigned program or general expenses-all program costs.

2. DODD asked us to compare the County Board's final 2008 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 2009 and 2010 and, if the hours are the same, to do no additional procedures.

We compared the final 2008 typical hours of service to the typical hours of service reported on *Schedule B-1* for 2009 and 2010.

We found no differences.

3. DODD requested us to report variances if the County Board's attendance statistics were not within two percent of the attendance statistics reported to DODD.

We compared the County Board's 2009 and 2010 Day Services Attendance Summary By Consumer Location and Month reports with the number of individuals served, days of attendance and the Billing History Summary reports with 15 minute units with similar information reported for Day Habilitation/Adult Day Services/Vocational Habilitation, Enclave and Community Employment on *Schedule B-1, Section B, Attendance Statistics* of the Cost Reports 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 found variances exceeding two percent for individuals served for Community Employment and reported these differences in Appendix A (2009) and Appendix B (2010). We found no other variances.

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

We compared the County Board's final 2008 number of individuals served to the final individuals served for Day Habilitation/Adult Day Services/Vocational Habilitation, and Enclave for 2009 and the final 2009 individuals served to the final individuals served for 2010 on *Schedule B-1, Section B, Attendance Statistics*.

The number of reported individuals served did not change by more than 10 percent from the prior year's Schedule B-1 for Day Habilitation/Adult Day Services/Vocational Habilitation. The number of reported individuals served did change by more than 10 percent for the prior year's schedule B-1 for Enclave, and as a result we performed procedure 5 below.

5. DODD requested us to report variances if the individuals served on *Schedule B-1, Section B, Attendance Statistics* of the Cost Reports were not within three of the individuals documented on the attendance sheets.

We haphazardly selected 15 Enclave individual names from the County Board's attendance sheets for 2009 and 15 Enclave individual names for 2010, and compared the individuals by name to the compiled listing of individuals served by program documentation which rolls up to *Schedule B-1, Section B, Attendance Statistics* of the Cost Reports.

We found no differences.

6. DODD requested us to 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 Guide.

We haphazardly selected 17 units from 2009 and 16 units from 2010 from the County Board's and determined if the units were calculated in accordance with the Cost Report Guide. We also identified, as a systemic issue, the matter in which Gatekeeper was counting a unit for code NTSX after 8 minutes of documented service, when the default setting should be 15 minutes.

We found differences as reported in Appendix A (2009) and Appendix B (2010).

Statistics – Transportation

1. DODD requested us to 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 Statistics*.

We compared the number of one-way trips from the County Board's transportation spreadsheets with those statistics as reported in *Schedule B-3, Quarterly Summary of Transportation Statistics* of the Cost Reports. We also footed the County Board's transportation spreadsheets for accuracy.

We found a variance for trips to and from Facility Based Services exceeding two percent in 2009 as reported in Appendix A.

2. DODD requested us to report variances of more than 10 percent of the total trips taken for ten individuals during 2009 and 2010, 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 ten individuals for 2009 and ten individuals for 2010 from the County Board's daily reporting documentation to *Schedule B-3, Quarterly Summary of Transportation Services*.

We found no differences exceeding 10 percent.

3. DODD requested us to 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 Statistics*.

We compared the cost of bus tokens/cabs from the County Board's Authority to Pay Sheet Fund 501 report to the amount reported in *Schedule B-3* of the Cost Reports.

We found no differences 2009. We found differences in 2010 as reported in Appendix B (2010).

We also noted differences impacting transportation related costs reported on *Worksheet 8, Transportation Services* in 2009 and 2010. We reported these differences in Appendix A (2009) and Appendix B (2010).

Statistics – Service and Support Administration (SSA)

1. DODD requested us to report variances if the 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 SSA units (Targeted Case Management (TCM), Other SSA Allowable, Home Choice, and SSA Unallowable,) from the County Board's Receivable Billing Reimbursable Summary reports with those statistics reported in *Schedule B-4, Quarterly Summary of Units of Service – Service and Support Administration*. We also footed the County Board's Receivable Billing Reimbursable units for accuracy.

We found no differences or computational errors.

2. DODD requested us to report variances if the Other SSA Allowable units tested had an error rate exceeding 10 percent and indicated a systemic issue.

We haphazardly selected a sample of 43 Other SSA Allowable units in 2009 and 44 units in 2010 from the Receivable Billing Reimbursable Detail reports and determined if the case note documentation described activities listed in Ohio Admin. Code § 5101:3-48-01(D), and also included the documentation required by Ohio Admin. Code § 5101:3-48-01(F). We also determined if the units for Other Allowable SSA services for both 2009 and 2010 were provided to individuals that were not Medicaid eligible at the time of service delivery per the Medicaid Information Technology System (MITS).

We found differences as reported in Appendix A (2009) and Appendix B (2010). The units found to be in error exceeded 10 percent of our Other SSA Allowable services sample; however, the County Board's explanation that the error was caused when an individual's Medicaid was updated without the County Board being aware and our review of supporting documentation did not indicate a systemic issue.

3. DODD requested us to report variances if the SSA Unallowable units tested had an error rate exceeding 10 percent and indicated a systemic issue.

We haphazardly selected a sample of 43 Unallowable SSA service units in 2009 and 42 units in 2010 from the Receivable Billing Reimbursable Detail reports and determined if the case note documentation described activities listed in Ohio Admin. Code § 5101:3-48-01(D), and also included the documentation required by Ohio Admin. Code § 5101:3-48-01(F).

We found no differences.

4. DODD requested us to report decreases exceeding five percent in total SSA units by line on *Schedule B-4* when compared to the prior year's final cost report.

We compared the final 2008 SSA units to the final 2009 SSA units and compared the final 2009 SSA units to the final 2010 SSA units.

The final 2009 TCM, Other SSA Allowable and Unallowable units decreased by more than five percent from the prior year's *Schedule B-4* and we obtained the County Board's explanation that the decrease was due to two SSAs on maternity leave creating vacant positions until two new SSAs were hired. The decrease from 2009 to 2010 in Other SSA Allowable units was due to the increase the number of Waivers in 2010, which would make more consumers Medicaid eligible. Consequently, we did not report any variances in Appendix A (2009) and Appendix B (2010).

Revenue Cost Reporting and Reconciliation to the County Auditor Report

1. We compared the receipt totals from the 12/31/2009 and 12/31/2010 Allen County Auditor's YTD Summary Revenue Reports for Allen County Board of DD (2018); Family Resources Services (2075); Residential Services (2077); Early Childhood Special Education IDEA (2460); ARRA Early Childhood Special Education IDEA (2461); ARRA Special Education, Part B-IDEA (2468); Special Education, Part B-IDEA (2469); MRDD Unrestricted (2930); MRDD Permanent Improvement (4018); MRDD FSA (9893); and HRA - Health Reib Arrangement (9896) funds to the County Auditor's report totals reported on the *Reconciliation to County Auditor Worksheets*.

We found no differences.

2. DODD asked us to 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.

Total county board receipts were within 1/4 percent of the county auditor 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 Detail Reports and other supporting documentation unless Procedure 2 above reconciled within the 1/4 percent threshold.

We did not perform this procedure since the total County Board receipts were within 1/4 percent of the County Auditor yearly receipt totals in Procedure 2 above.

4. We reviewed the County Board's Revenue back-up report 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 \$848,737 in 2009 and \$734,698 in 2010;
- IDEA Part B revenues in the amount of \$91,183 in 2009 and \$76,195 in 2010;
- IDEA Early Childhood Special Education revenues in the amount of \$36,045 in 2009 and \$20,389 in 2010;
- Title V revenues in the amount of \$111 in 2009;
- School Lunch Program revenues in the amount of \$39,760 in 2009 and \$41,602 in 2010;
- Title XX revenues in the amount of \$89,061 in 2009 and \$67,607 in 2010; and
- Ohio Rehabilitation Services Commission revenues in the amount of \$83,012 in 2009 and \$354,572 in 2010.

Paid Claims Testing

1. We selected 50 paid claims among all service codes from 2009 and 2010 from the Medicaid Billing System (MBS) data and determined if the claims met the following service documentation requirements of Ohio Admin. Code Sections 5123:2-9-05, 5123-2-9-18(H)(1)-(2), and 5101:3-48-01(F):

- Date of service;
- Place of service;
- Name of the recipient;
- Name of the provider;
- Signature of the person delivering the service or initials of the person delivering the service if the signature and corresponding initials are on file with the provider;
- Type of service (for homemaker/personal care, type must include if routine, on-site/on-call, or level one emergency);
- Number of units of the delivered service or continuous amount of uninterrupted time during which the service was provided; 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.¹

We found no instances of non-compliance with these documentation requirements for 2009 and/or 2010.

2. DODD requested us to 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 report, to the final units on *Schedule B-4, Quarterly Summary of Units of Service – Service and Support Administration*, Line (1)(F), *TCM Units* and to *Schedule B-1, Section B, Attendance Statistics, Line (4)(C), Supported Employment – Community Employment*, 15 minute units, respectively.

We found no instance where the Medicaid reimbursed units were greater than audited TCM units.

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

We compared the amounts reported on *Schedule A, Summary of Service Costs – By Program*, Lines (20) to Line (25), Column (L) Community Residential to the amount reimbursed for these services in 2009 and 2010 on the MBS Summary by Service Code report.

We found no differences exceeding two percent. However, since the County Board reported on Schedule A costs for which they were not reimbursed, an adjustment will be made to reclassify these costs to *Worksheet 5, Direct Services*.

Non-Payroll Expenditures and Reconciliation to the County Auditor Report

1. We compared the disbursement totals from the 12/31/2009 and 12/31/2010 County Auditor's report listed on the *Reconciliation to County Auditor Worksheets* to the County Auditor's YTD Summary Expenditure Report balances for the Allen County Board of DD (2018); Family Resources Services (2075); Residential Services (2077); Early Childhood Special Education IDEA (2460); ARRA Early Childhood Special Education IDEA (2461); ARRA Special Education, Part B-IDEA (2468); Special Education, Part B-IDEA (2469); MRDD Unrestricted (2930); MRDD Permanent Improvement (4018); MRDD FSA (9893); and HRA - Health Reib Arrangement (9896) funds.

We found no differences.

2. DODD asked us to 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.

¹ 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).

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

3. DODD asked that we compare the account description and amount for each reconciling item on the Reconciliation to County Auditor Worksheet to the County Board's State Expense Detailed Reports and other supporting documentation unless Procedure 2 above reconciled within the 1/4 percent threshold.

We did not perform this procedure since the total County Board disbursements were within 1/4 percent of the County Auditor yearly disbursement totals in Procedure 2 above.

4. DODD asked us to compare the County Board disbursements to the amounts reported on County Board's detailed expenditure reports for 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 2009 and 2010 YTD Summary Expenditure Reports, 2009 and 2010 Reconciliation to cost report worksheets, and 2009 Worksheet Backup reports. We found no differences on any worksheet.

5. DODD asked us to determine whether disbursements on the County Board's detailed expense reports were properly classified, on Worksheets 2 through 10, within two percent of total service contracts and other expenses for each individual Worksheet and that no Worksheet included disbursements over \$100 which are non-federal reimbursable under 2 CFR 225 Appendix B.

We scanned the County Board's YTD Detail Expenditure Reports for service contracts and other expenses in the following columns and worksheets: Column X-Gen Expense all Programs on Worksheets 2, 3 and 8; Column N-Service and Support Admin Costs on Worksheet 9; and Columns E-Facility Based Services, F-Enclave, G-Community Employment, and H-unassigned 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 differences as reported in Appendix A (2009) and Appendix B (2010) for misclassified and non-federal reimbursable costs.

6. We scanned the County Board's YTD Detail Expenditure Reports for items purchased during 2009 and 2010 that met the County Board's capitalization criteria and traced them to inclusion on the County Board's Depreciation Ledger.

We found no unrecorded purchases meeting the capitalization criteria.

7. We haphazardly selected 20 disbursements from 2009 and 2010 from the County Board's YTD Detail Expenditure Reports that were classified as service contract and other expenses on Worksheets 2-10. 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 found no differences exceeding two percent of total service contracts and other expenses on any Worksheet or any disbursements over \$100 which are non-federal reimbursable under 2 CFR 225 Appendix B.

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 between the County Board's capitalization policies and the guidelines listed above.

2. We compared the County Board's final 2008 Depreciation Schedule to the County Board's 2009 and 2010 Depreciation Schedules for changes in the depreciation amounts for assets purchased prior to the periods under review which were not in compliance with the Cost Report Guides.

We found no differences.

3. DODD asked us to compare the depreciation costs reported in the County Board's Depreciation Schedule 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 Depreciation Schedule.

We found no differences.

4. We scanned the County Board's Depreciation Schedule for 2009 and 2010 for 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 reported differences as reported in Appendix A (2009) and Appendix B (2010).

We haphazardly selected two of the County Board's fixed assets which meet the County Board's capitalization policy and were purchased in either 2009 or 2010 to determine if their useful life 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 period of useful life to determine compliance with the Cost Report Guides and AHA Asset Guide.

We found differences as reported in Appendix B (2010).

6. We haphazardly selected four disposed assets from 2009 and 2010 from the County Board's list of disposed assets and determined if the asset was removed from the County Board's fixed asset ledger. We also recalculated depreciation and any gain or loss applicable to 2009 and 2010 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 found differences as reported in Appendix A (2009) and Appendix B (2010).

Payroll Testing

1. DODD asked us to determine whether total County Board salaries and benefits in the 2009 and 2010 cost reports were within two percent of the County Auditor's report totals for Allen County Board

of DD (2018); Family Resources Services (2075); Early Childhood Special Education IDEA (2460); and Special Education, Part B-IDEA (2469) funds.

We totaled salaries and benefits from Worksheets 2-10 from the 2009 and 2010 cost reports and compared the yearly totals to the county auditor's YTD Summary Expenditure Reports. The variance was less than two percent.

2. DODD asked us to compare payroll disbursements on the County Board's detailed payroll reports 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 Payroll Reports.

We found no differences exceeding \$100 for Salary or Employee Benefit expenses on any Worksheet.

3. We selected 40 employees and compared the County Board's Table of Organization and job descriptions 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 (2009) and Appendix B (2010) and, because misclassification errors exceeded 10 percent of the sample size, we performed Procedure 4 below.

4. We scanned the County Board's payroll reports for 2009 and 2010 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 differences as reported in Appendix A (2009) and Appendix B (2010).

Medicaid Administrative Claiming (MAC)

1. DODD asked us to contact its Office of Audits to report differences if the MAC salary and benefits exceeded the County Board's payroll records by one percent or more.

We compared the salary and benefits entered on the Individual MAC Costs by Code and MAC Random Moment Time Summary (RMTS) reports to the County Board's payroll reports.

We found no variance exceeding one percent.

2. We compared the original Individual MAC Costs by Code and MAC Random Moment Time Summary (RMTS) Report(s) to Worksheet 6, columns (I) and (O) for both years.

We found no differences for MAC costs. However, payroll adjustments were made to report the non MAC portion to other worksheets as reported on Appendix A (2009) and Appendix B (2010).

3. We compared Ancillary Costs on the Roll Up Report for the Ohio Department of Job and Family Services to Lines 6-10 of the *MAC Reconciliation Worksheet*.

We reported differences in Appendix A (2009) and Appendix B (2010).

4. We selected 13 RMTS observed moments completed by employees of the County Board from the DODD RMTS Participant Moments Question and Answer report for the fourth quarter of 2010 in which they documented their time spent on administering Medicaid-funded programs. We determined if supporting documentation of the County Board 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 2010.

We found two errors for moments incorrectly coded. We found one RMTS observed moment that was improperly classified as Activity Code 4-Non-Medicaid Outreach in accordance with the above guidelines when it should have been classified as Activity Code 3- Medicaid Outreach.

We found another RMTS observed moment classified as Activity Code 12- Program Planning, Development and Intragency Coordination of Non-Medicaid Services when it should have been coded Activity 11-Program Planning, Development and Intragency Coordination of Medicaid Services, since the activity was Medicaid related. We have reported these instances of non-compliance to DODD.

We did not receive a formal 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 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, the Ohio Department of Job and Family Services, 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.

Sincerely,

A handwritten signature in black ink that reads "Dave Yost". The signature is written in a cursive, flowing style.

Dave Yost
Auditor of State

March 6, 2013

cc: Ester Baldrige, Superintendent, Allen County Board of Developmental Disabilities
Martha Nance, Director of Business, Allen County Board of Developmental Disabilities
Thomas Fleming, Board President, Allen County Board of Developmental Disabilities

Appendix A
Allen County Board of Developmental Disabilities
2009 Income and Expenditure Report Adjustments

	Reported Amount	Correction	Corrected Amount	Explanation of Correction
Schedule A				
20. Environmental Accessibility Adaptations And/Or Modifications And Supplies (L) Community Residential	\$ 101,978	\$ (101,978)	\$ -	To reclassify expenses to worksheet 5.
23. Homemaker/Personal Care (L) Community Residential	\$ 101,088	\$ (101,088)	\$ -	To reclassify expenses to worksheet 5.
25. Other Waiver Services (L) Community Residential	\$ 5,289	\$ (5,289)	\$ -	To reclassify expenses to worksheet 5.
Schedule B-1, Section A				
11. Early Intervention (C) Child	832	36	868	To revise square footage allocated to 0-2
12. Pre-School (C) Child	2,896	18	2,914	To revise square footage allocated to 3-5
13. School Age (C) Child	9,312	21	9,333	To revise square footage allocated to 6-21
14. Facility Based Services (B) Adult	32,944	(4,652)	28,480	To revise based on re-measurement of rooms.
17. Medicaid Administration (A) MAC	1,505	188	28,480	To revise square footage to Facility Based
		(225)		To revise square footage to SSA
		(376)		To revise square footage to Supervision
		(220)		To revise square footage to Administration
		(140)		To revise square footage to NFR
		(188)		To revise square footage to Facility Based
		(36)		To revise square footage allocated to 0-2
		(18)		To revise square footage allocated to 3-5
		(21)	281	To revise square footage allocated to 6-21
21. Service And Support Admin (D) General	1,976	(287)	1,914	To revise based on re-measurement of rooms.
		225	1,914	To revise square footage to SSA
22. Program Supervision (B) Adult	848	376	1,224	To revise square footage to Supervision
23. Administration (D) General	1,672	220	1,892	To revise square footage to Administration
25. Non-Reimbursable (C) Child	-	2,640	2,640	To report idle square footage for pool at school
25. Non-Reimbursable (D) General	-	140	140	To revise square footage to NFR
Schedule B-1, Section B				
1. Total Individuals Served By Program (C) Supported Emp. - Community Employment	89	45	134	To revise individuals served
4. 15 Minute Units (C) Supported Emp. -Community Employment	20,918	(407)	20,510	To revise based on systemic issue
		(1)		To revise unsupported unit.
Schedule B-3				
5. Facility Based Services (G) One Way Trips	17,191	(5,280)	11,911	To revise one-way trips
Schedule B-4				
1 TCM Units (D) Fourth Quarter	18,062	15	18,077	To reclassify TCM units
2 Other SSA Allowable Units (D) Fourth Quarter	2,747	(15)	2,732	To reclassify TCM units
Worksheet 1				
2. Land Improvements (X) Gen Expense All Prgm.	\$ 42,478	\$ (792)	\$ 41,686	To adjust assets depreciated during acquisition
3. Buildings/Improve (D) Unasgn Children Programs	\$ 60,816	\$ (1,581)	\$ 59,235	To adjust assets depreciated during acquisition
3. Buildings/Improve (X) Gen Expense All Prgm.	\$ 135,794	\$ (2,205)		To adjust assets depreciated during acquisition
		\$ (148)		To adjust for depreciation taken on a fully depreciated asset
		\$ (3,216)	\$ 130,225	To adjust for depreciation taken on capital housing
5. Movable Equipment (U) Transportation	\$ 77,247	\$ (23,532)		To adjust assets depreciated during acquisition
		\$ 1,782	\$ 55,497	To adjust for loss on disposal of an asset
Worksheet 2				
10. Unallowable Fees (O) Non-Federal Reimbursable	\$ 120,322	\$ 112,906	\$ 233,228	To adjust for unrecorded tax settlement fees
Worksheet 2A				
1. Salaries (A) Ages 0-2	\$ 55,384	\$ (55,384)	\$ -	To reclassify Guyton salaries
1. Salaries (D) Unasgn Children Program	\$ 171,633	\$ (89,156)	\$ 82,477	To adjust support employee salaries
1. Salaries (E) Facility Based Services	\$ 5,966	\$ (5,966)	\$ -	To adjust MAC Unallowable salaries Burko & ROWD
1. Salaries (F) Enclave	\$ 38,221	\$ (38,221)	\$ -	To adjust Conley and Caprella salaries
1. Salaries (G) Community Employment	\$ 43,623	\$ (43,623)	\$ -	To adjust Conley and Caprella salaries
1. Salaries (H) Unasgn Adult Program	\$ 148,153	\$ (99,843)	\$ 48,310	To adjust adult support employee salaries
1. Salaries (N) Service & Support Admin	\$ 35,456	\$ (4,631)		To reclassify allocated Blackston payroll
		\$ (15,437)		To reclassify allocated Blackston payroll
		\$ (1,544)	\$ 13,844	To reclassify allocated Blackston payroll
2. Employee Benefits (A) Ages 0-2	\$ 17,312	\$ (17,312)	\$ -	To reclassify Guyton benefits
2. Employee Benefits (D) Unasgn Children Program	\$ 76,801	\$ (38,650)	\$ 38,151	To adjust support employee benefits
2. Employee Benefits (E) Facility Based Services	\$ 1,065	\$ (1,065)	\$ -	To adjust MAC Unallowable benefits Burklo & ROWD
2. Employee Benefits (F) Enclave	\$ 21,667	\$ (21,667)	\$ -	To adjust Conley and Caprella benefits
2. Employee Benefits (G) Community Employment	\$ 24,729	\$ (24,729)	\$ -	To adjust Conley and Caprella benefits
2. Employee Benefits (H) Unasgn Adult Program	\$ 58,270	\$ (33,873)	\$ 24,397	To adjust adult support employee benefits
2. Employee Benefits (N) Service & Support Admin	\$ 12,834	\$ (1,787)		To reclassify allocated Blackston payroll
		\$ (5,958)		To reclassify allocated Blackston payroll
		\$ (596)	\$ 4,493	To reclassify allocated Blackston payroll

Appendix A
 Allen County Board of Developmental Disabilities
 2009 Income and Expenditure Report Adjustments

	Reported Amount	Correction	Corrected Amount	Explanation of Correction
Worksheet 5				
1. Salaries (A) Ages 0-2	\$ 88,390	\$ 55,384	\$ 143,774	To reclassify Guyton salaries
1. Salaries (D) Unasgn Children Program	\$ 129,384	\$ 89,156	\$ 218,540	To adjust support employee salaries
1. Salaries (L) Community Residential	\$ 48,900	\$ 4,631	\$ 53,531	To reclassify Blackston payroll
1. Salaries (M) Family Support Services	\$ 19,616	\$ 15,437	\$ 35,053	To reclassify Blackston payroll
2. Employee Benefits (A) Ages (0-2)	\$ 22,825	\$ 17,312	\$ 40,137	To reclassify Guyton benefits
2. Employee Benefits (D) Unasgn Children Program	\$ 36,081	\$ 38,650	\$ 74,731	To adjust support employee benefits
2. Employee Benefits (L) Community Residential	\$ 24,405	\$ 1,787	\$ 26,192	To reclassify Blackston payroll
2. Employee Benefits (M) Family Support Services	\$ 3,098	\$ 5,958	\$ 9,056	To reclassify Blackston payroll
3. Service Contracts (L) Community Residential		\$ 101,978		To reclassify expenses to worksheet 5
		\$ 101,088		To reclassify expenses to worksheet 5
		\$ 5,289	\$ 208,355	To reclassify expenses to worksheet 5
Worksheet 8				
3. Service Contracts (E) Facility Based Services	\$ -	\$ 49,844	\$ 49,844	To move bus token/cab costs
3. Service Contracts (F) Enclave	\$ -	\$ 5,502	\$ 5,502	To move bus token/cab costs
3. Service Contracts (G) Community Employment	\$ -	\$ 110	\$ 110	To move bus token/cab costs
3. Service Contracts (X) Gen Expense All Prgm.	\$ 100,882	\$ (49,844)		To move bus token/cab costs
		\$ (5,502)		To move bus token/cab costs
		\$ (110)	\$ 45,426	To move bus token/cab costs
Worksheet 9				
1. Salaries (N) Service & Support Admin. Costs	\$ 876,023	\$ 1,544	\$ 877,567	To reclassify Blackston payroll
2. Employee Benefits (N) Service & Support Administration Costs	\$ 377,209	\$ 596	\$ 377,805	To reclassify Blackston payroll
Worksheet 10				
1. Salaries (E) Facility Based Services	\$ 1,438,412	\$ 5,966	\$ 1,444,378	To adjust MAC Unallowable salaries Burklo & R
1. Salaries (F) Enclave	\$ 98,853	\$ 38,221	\$ 137,074	To adjust Conley and Caprella salaries
1. Salaries (G) Community Employment	\$ 283,201	\$ 43,623		To adjust Conley and Caprella salaries
		\$ 15,600	\$ 342,424	To reclassify the Pathways program
1. Salaries (H) Unasgn Adult Program	\$ 56,518	\$ 99,843	\$ 156,361	To adjust adult support employees salaries
2. Employee Benefits (E) Facility Based Services	\$ 720,911	\$ 1,065	\$ 721,976	To adjust MAC Unallowable benefits Burklo & R
2. Employee Benefits (F) Enclave	\$ 48,453	\$ 21,667	\$ 70,120	To adjust Conley and Caprella benefits
2. Employee Benefits (G) Community Employment	\$ 96,094	\$ 24,729		To adjust Conley and Caprella benefits
		\$ 2,525	\$ 123,348	To reclassify the Pathways program
2. Employee Benefits (H) Unasgn Adult Program	\$ 40,992	\$ 33,873	\$ 74,865	To adjust adult support employees benefits
4. Other Expenses (G) Community Employment	\$ 20,815	\$ 5,094	\$ 25,909	To reclassify the Pathways program
A1 Adult				
10. Community Employment (B) Less Revenue	\$ -	\$ 23,219	\$ 23,219	To report Pathways expenses on A1 worksheet
Reconciliation to County Auditor Worksheet Expense:				
Plus: HMG and Pathways expenditures	\$ 972,842	\$ (5,094)		To reclassify the Pathways program
		\$ (15,600)		To reclassify the Pathways program
		\$ (2,525)	\$ 949,623	To reclassify the Pathways program
Less: Capital Costs	\$ (385,685)	\$ 1,581		To adjust asset depreciation
		\$ 23,532		To adjust asset depreciation
		\$ 792		To adjust asset depreciation
		\$ (1,782)		To adjust asset depreciation
		\$ 5,569	\$ (355,993)	To adjust asset depreciation
Less: Tax Settlement Fees not Reported in the County Auditor's Records for the Board	\$ -	\$ (112,906)	\$ (112,906)	To adjust for unrecorded tax settlement fees
Medicaid Administration Worksheet				
Lines 6 -10 Ancillary Costs	\$ -	\$ 34,784	\$ 34,784	To report ancillary costs

Appendix B
Allen County Board of Developmental Disabilities
2010 Income and Expenditure Report Adjustments

	Reported Amount	Correction	Corrected Amount	Explanation of Correction
Schedule B-1, Section A				
11. Early Intervention (C) Child	832	34	866	To revise square footage allocated to 0-2
12. Pre-School (C) Child	2,221	17	2,238	To revise square footage allocated to 3-5
13. School Age (C) Child	9,987	19	10,006	To revise square footage allocated to 6-21
14. Facility Based Services (B) Adult	32,944	(4,652)		To revise based on re-measurement of rooms.
		137	28,429	To revise square footage to Facility Based
17. Medicaid Administration (A) MAC	1,115	(170)		To revise square footage to SSA
		(260)		To revise square footage to Supervision
		(203)		To revise square footage to Administration
		(125)		To revise square footage to NFR
		(137)		To revise square footage to Facility Based
		(34)		To revise square footage allocated to 0-2
		(17)		To revise square footage allocated to 3-5
		(19)	150	To revise square footage allocated to 6-21
21. Service And Support Admin (D) General	2,094	(284)		To revise based on re-measurement of rooms.
		170	1,980	To revise square footage to SSA
22. Program Supervision (B) Adult	965	260	1,225	To revise square footage to Supervision
23. Administration (D) General	1,828	203	2,031	To revise square footage to Administration
25. Non-Reimbursable (C) Child	-	2,640	2,640	To report idle square footage for pool at school
25. Non-Reimbursable (D) General	-	125	125	To revise square footage to NFR
Schedule B-1, Section B				
1. Total Individuals Served By Program (C) Supported Emp. - Community Employment	82	41	123	To revise individuals served
4. 15 Minute Units (C) Supported Emp. -Community Employment	9,983	(326)	9,657	To revise based on systemic issue
Schedule B-3				
5. Facility Based Services (H) Cost of Bus, Tokens, Cabs- Fourth Quarter	15,013	(3,779)	11,234	To revise bus token/cab costs
6. Supported Emp. -Enclave (H) Cost of Bus, Tokens, Cabs- Fourth Quarter	1,108	(212)	896	To revise bus token/cab costs
Schedule B-4				
1 TCM Units (D) Fourth Quarter	19,313	6	19,319	To reclassify TCM units
2 Other SSA Allowable Units (D) Fourth Quarter	1,874	(6)	1,868	To reclassify TCM units
Worksheet 1				
2. Land Improvements (X) Gen Expense All Prgm.	\$ 43,336	\$ (857)	\$ 42,479	To adjust assets depreciated during acquisition
3. Buildings/Improve (D) Unasgn Children Programs	\$ 63,602	\$ (2,861)	\$ 60,741	To adjust assets depreciated during acquisition
3. Buildings/Improve (X) Gen Expense All Prgm.	\$ 126,436	\$ (3,557)		To adjust assets depreciated during acquisition
		\$ 1,024	\$ 123,903	To adjust asset (incorrect useful life used - admin roof)
5. Movable Equipment (U) Transportation	\$ 86,226	\$ (11,860)		To adjust assets depreciated during acquisition
		\$ 2,254	\$ 76,620	To adjust for loss on disposal of assets
Worksheet 2				
4. Other Expenses (X) Gen Expense All Prgm.	\$ 131,432	\$ (193)	\$ 131,239	To reclassify non-federal reimbursable expenses
10. Unallowable Fees (O) Non-Federal Reimbursable	\$ 269,690	\$ 193	\$ 269,883	To reclassify non-federal reimbursable expenses
Worksheet 2A				
1. Salaries (D) Unasgn Children Program	\$ 179,556	\$ (93,881)	\$ 85,675	To adjust support employee salaries
1. Salaries (E) Facility Based Services	\$ 25,403	\$ (25,403)	\$ -	To revise MAC Unallowable expenses
1. Salaries (F) Enclave	\$ 28,779	\$ (28,779)	\$ -	To adjust Conley and Caprella salaries
1. Salaries (G) Community Employment	\$ 32,454	\$ (32,454)	\$ -	To adjust Conley and Caprella salaries
1. Salaries (H) Unasgn Adult Program	\$ 181,121	\$ (108,484)	\$ 72,637	To adjust adult support employee salaries
1. Salaries (N) Service & Support Admin	\$ 42,707	\$ (4,664)		To reclassify allocated Blackston salary
		\$ (15,546)		To reclassify allocated Blackston salary
		\$ (1,555)	\$ 20,942	To reclassify allocated Blackston salary
2. Employee Benefits (D) Unasgn Children Program	\$ 79,922	\$ (40,517)	\$ 39,405	To adjust support employee benefits
2. Employee Benefits (E) Facility Based Services	\$ 9,970	\$ (9,970)	\$ -	To revise MAC Unallowable expenses
2. Employee Benefits (F) Enclave	\$ 20,788	\$ (20,788)	\$ -	To adjust Conley and Caprella benefits
2. Employee Benefits (G) Community Employment	\$ 23,442	\$ (23,442)	\$ -	To adjust Conley and Caprella benefits
2. Employee Benefits (H) Unasgn Adult Program	\$ 97,058	\$ (32,435)	\$ 64,623	To adjust adult support employee benefits
2. Employee Benefits (N) Service & Support Admin	\$ 12,385	\$ (1,858)		To reclassify allocated Blackston benefit
		\$ (6,192)		To reclassify allocated Blackston benefit
		\$ (619)	\$ 3,716	To reclassify allocated Blackston benefit
Worksheet 5				
1. Salaries (D) Unasgn Children Program	\$ 135,672	\$ 93,881	\$ 229,553	To adjust support employee salaries
1. Salaries (L) Community Residential	\$ 51,072	\$ 4,664	\$ 55,736	To reclassify Blackston payroll
1. Salaries (M) Family Support Services	\$ 10,436	\$ 15,546	\$ 25,982	To reclassify Blackston payroll
1. Salaries (O) Non-Federal Reimbursable	\$ -	\$ 14,057	\$ 14,057	To adjust Evans and Snyder Unallowable salaries
2. Employee Benefits (D) Unasgn Children Program	\$ 34,959	\$ 40,517	\$ 75,476	To adjust support employee benefits
2. Employee Benefits (L) Community Residential	\$ 22,103	\$ 1,858	\$ 23,961	To reclassify Blackston payroll
2. Employee Benefits (M) Family Support Services	\$ 1,548	\$ 6,192	\$ 7,740	To reclassify Blackston payroll
2. Employee Benefits (O) Non-Federal Reimbursable	\$ -	\$ 2,655	\$ 2,655	To adjust Evans and Snyder Unallowable benefits
4. Other Expenses (D) Unasgn Children Program	\$ 33,786	\$ (1,629)	\$ 32,157	To reclassify non-federal reimbursable expenses
4. Other Expenses (M) Family Support Services	\$ 28,671	\$ (1,629)	\$ 27,042	To reclassify non-federal reimbursable expenses
4. Other Expenses (O) Non-Federal Reimbursable	\$ -	\$ 1,629		To reclassify non-federal reimbursable expenses
		\$ 1,629	\$ 3,258	To reclassify non-federal reimbursable expenses

Appendix B
Allen County Board of Developmental Disabilities
2010 Income and Expenditure Report Adjustments

	Reported Amount	Correction	Corrected Amount	Explanation of Correction
Worksheet 8				
3. Service Contracts (A) Ages 0-2	\$ -	\$ 1,674	\$ 1,674	To move bus token/cab costs
3. Service Contracts (B) Ages 3-5	\$ -	\$ 4,250	\$ 4,250	To move bus token/cab costs
3. Service Contracts (C) Ages 6-21	\$ -	\$ 104	\$ 104	To move bus token/cab costs
3. Service Contracts (E) Facility Based Services	\$ -	\$ 62,614	\$ 62,614	To move bus token/cab costs
3. Service Contracts (F) Enclave	\$ -	\$ 5,495	\$ 5,495	To move bus token/cab costs
3. Service Contracts (G) Community Employment	\$ -	\$ 165	\$ 165	To move bus token/cab costs
3. Service Contracts (X) Gen Expense All Prgm.	\$ 166,424	\$ 2,500		Asset does not meet capitalization threshold
		\$ (1,674)		To move bus token/cab costs
		\$ (4,250)		To move bus token/cab costs
		\$ (104)		To move bus token/cab costs
		\$ (62,614)		To move bus token/cab costs
		\$ (5,495)		To move bus token/cab costs
		\$ (165)	\$ 94,622	To move bus token/cab costs
Worksheet 9				
1. Salaries (N) Service & Support Admin. Costs	\$ 1,023,233	\$ (14,057)		To adjust Evans and Snyder Unallowable salaries
		\$ 1,555	\$ 1,010,731	To reclassify Blackston payroll
2. Employee Benefits (N) Service & Support Admin. Costs	\$ 430,866	\$ (2,655)		To adjust Evans and Snyder Unallowable benefits
		\$ 619	\$ 428,830	To reclassify Blackston payroll
Worksheet 10				
1. Salaries (E) Facility Based Services	\$ 1,465,275	\$ 25,403	\$ 1,490,678	To revise MAC Unallowable expenses
1. Salaries (F) Enclave	\$ 102,650	\$ 28,779	\$ 131,429	To adjust Conley and Caprella salaries
1. Salaries (G) Community Employment	\$ 393,587	\$ 32,454	\$ 426,041	To adjust Conley and Caprella salaries
1. Salaries (H) Unasgn Adult Program	\$ 46,552	\$ 108,484	\$ 155,036	To adjust adult support employee salaries
2. Employee Benefits (E) Facility Based Services	\$ 661,667	\$ 9,970	\$ 671,637	To revise MAC Unallowable expenses
2. Employee Benefits (F) Enclave	\$ 48,267	\$ 20,788	\$ 69,055	To adjust Conley and Caprella benefits
2. Employee Benefits (G) Community Employment	\$ 122,877	\$ 23,442	\$ 146,319	To adjust Conley and Caprella benefits
2. Employee Benefits (H) Unasgn Adult Program	\$ 30,449	\$ 32,435	\$ 62,884	To adjust adult support employee benefits
4. Other Expenses (G) Community Employment	\$ 73,005	\$ 152,049	\$ 225,054	To adjust Pathways expenditures
A1 Adult				
8. Facility Based Services (B) Less Revenue	\$ -	\$ 244,021	\$ 244,021	To report Pathways expenses on A1 adult worksheet
Reconciliation to County Auditor Worksheet				
Expense:				
Plus: VRP3 Partner pass-through for Match and Admin Payments	\$ 428,232	\$ (152,049)	\$ 276,183	To adjust Pathways expenditures
Less: Capital Costs	\$ 138,273	\$ (2,500)	\$ 135,773	Asset does not meet capitalization threshold
Less: Depreciation	\$ (388,221)	\$ 11,860		To adjust assets depreciated during acquisition
		\$ 2,861		To adjust assets depreciated during acquisition
		\$ 857		To adjust assets depreciated during acquisition
		\$ (1,024)		To adjust asset (incorrect useful life used - admin roof)
		\$ 2,254		To adjust for loss on disposal of assets
		\$ 3,557	\$ (367,856)	
Medicaid Administration Worksheet				
Lines 6 -10 Ancillary Costs	\$ -	\$ 30,323	\$ 30,323	To report ancillary costs

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Dave Yost • Auditor of State

ALLEN COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

ALLEN 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
MARCH 26, 2013