



OHIO AUDITOR OF STATE
KEITH FABER



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Independent Accountants' Report on Applying Agreed-Up Procedures

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

We have performed the procedures enumerated below, which were agreed to by the Ohio Department of Medicaid (ODM) and the Ohio Department of Aging (ODA), on the Aging Administered Waiver Annual Cost Report (Cost Report) for the Area Agency on Aging, Planning and Service Area 2, a PASSPORT Administrative Agency (hereafter referred to as the PAA), for the period July 1, 2018 through June 30, 2019. The PAA's management is responsible for preparing the Cost Report. The sufficiency of these procedures is solely the responsibility of ODM and ODA. 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, the PAA provided all of the documents used in the procedures.

Revenue

1. We compared the revenue on *Final Page A* to the Working Trial Balance and the 2018 Cost Report. There were no variances.
2. We agreed the Year to Date Collected and Year to Date Due reports to the Working Trial Balance and the Trial Balance and 2018 Cost Report to *Final Page C*. There were no variances.

Square Footage

1. We did not test square footage as the PAA did not use square footage as an allocation method.

Trial Balance and Non-Payroll Expenses

1. We compared the disbursements on the Working Trial Balance to the Summary Budget Comparison report. We then compared the Summary Budget report and the Time Study Allocation report to *Worksheet 1, Total Allowable Expenses by Line Item*. There were no variances.

We also compared total PASSPORT Information Management System (PIMS) costs to total costs on *Worksheet 2, Waiver Services Expenses Detail*. There were no variances.

2. We selected 60 disbursements from any cost report accounts on *Worksheet 1* exceeding 10 percent of total non-payroll costs on each waiver worksheet. We compared supporting documentation and classification of the disbursements to the Cost Report Instructions and 2 CFR part 200. We then totaled any identified variances by Cost Report account. We reported the aggregated variances exceeding \$1,000, by waiver specific worksheet, in the Appendix. For errors identified, we scanned the corresponding voucher. There were no additional similar variances.
3. We compared the allocation methodology applied on *Worksheet 1* to the approve methodologies in the Cost Report Instructions. There were no differences.

Payroll

1. We compared salaries and benefit disbursements on the Working Trial Balance to the Summary Budget Comparison report. We then compared the Summary Budget report and Time Study Allocation report to *Worksheet 1, Total Allowable Expenses by Line Item*. There were no variances.
2. We selected 10 employees and compared the hours on the Monthly Time Study report to the hours and cost categories for each employee on the Posted General Ledger Transaction report and the Time Study Allocation report. We then compared the Transaction report to the Working Trial Balance and Summary Budget Comparison report and finally the Budget and Time Study Allocation reports to the salaries and benefits reported on the Cost Report. We then compared the reported salaries and benefits to the Cost Reports Instructions and 2 CFR part 200 to confirm costs were properly allocated, classified and allowable. There were no variances.

Property

1. We compared the capital costs on the Depreciation Schedules to the General Ledgers and the Ledger to the Working Trial Balance and Summary Budget Comparison report. We then traced the Comparison report to *Worksheet 1*. There were no variances.
2. We compared the fiscal year (FY) 2019 Depreciation Schedule to the FY 2018 Depreciation Schedule Expense Report for changes in the depreciation amounts for assets purchased prior to the cost report period, depreciation taken on the same asset more than once, assets that have been fully depreciated in prior years or depreciation which was not in compliance with the Cost Report Instructions. There were no variances.
3. We did not perform procedures to recalculate the first year's depreciation as there were no capital assets purchased during FY 2019.
4. We selected one disposed asset from FY 2019 from the List of Disposed Assets and confirmed the disposed asset was not removed from the Depreciation Expense Report. There were losses reported on *Worksheet 1*. We removed the losses in accordance with CMS Publication 15-1, Chapter 1, §104.10(E) as reported in the Appendix.
5. We scanned the General Ledgers for items purchased during the FY 2019 that met the capitalization criteria and traced them to the Depreciation Schedule. There were no variances.

Contract Monitoring

1. We obtained the PAA's written procedures and supporting documentation for all provider oversight processes during the cost report period. We selected providers for each type of provider oversight, including five pre-certification reviews, five structural compliance reviews and the five contract terminated reviews and determined if the PAA maintained supporting documentation showing it performed oversight processes in accordance with Section II (A)(3)(d)(ii) in the Three Party Agreement and its written procedure requirements. There were no differences.

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 Aging Administered Waiver Annual 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.

This report is for the use of the ODM and ODA to assist in evaluating revenues and expenditures recorded in the Cost Report for the year ended June 30, 2019, and certain compliance requirements related to these transactions and is not suitable for any other purpose.

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

Keith Faber
Auditor of State
Columbus, Ohio

December 17, 2020

SUMMARY OF COST AND EXPENSE ADJUSTMENTS (Corrections)

PROGRAM		PASSPORT							
		COST REPORT							
Finding Number	Work sheet	Line	Account	Cost Center	Type of Finding	Specific Compliance Citation	Reported Costs	Adjustment	Adjusted Cost
1	1	10	Capital Cost	Screening	To remove loss on disposal	CMS 15-1 § 104.10E	\$33,874	(\$736)	\$33,138
1	1	10	Capital Cost	Assessment	To remove loss on disposal	CMS 15-1 § 104.10E	\$78,477	(\$1,836)	\$76,641
1	1	10	Capital Cost	Case Mgmt.	To remove loss on disposal	CMS 15-1 § 104.10E	\$115,136	(\$2,694)	\$112,442
1	1	10	Capital Cost	Provider Relations	To remove loss on disposal	CMS 15-1 § 104.10E	\$4,319	(\$101)	\$4,218
1	1	10	Capital Cost	General Admin	To remove loss on disposal	CMS 15-1 § 104.10E	\$23,678	(\$554)	\$23,124
2	1	3	Service Contracts	Screening	Misclassification	Cost Report Instructions	\$7,877	(\$227)	\$7,650
2	1	3	Service Contracts	Assessment	Misclassification	Cost Report Instructions	\$19,639	(\$566)	\$19,073
2	1	3	Service Contracts	Case Mgmt.	Misclassification	Cost Report Instructions	\$28,813	(\$831)	\$27,982
2	1	3	Service Contracts	Provider Relations	Misclassification	Cost Report Instructions	\$1,081	(\$31)	\$1,050
2	1	3	Service Contracts	General Admin.	Misclassification	Cost Report Instructions	\$5,925	(\$171)	\$5,754
2	1	8	Building Services	Screening	Misclassification	Cost Report Instructions	\$3,910	\$227	\$4,137
2	1	8	Building Services	Assessment	Misclassification	Cost Report Instructions	\$9,749	\$566	\$10,315
2	1	8	Building Services	Case Mgmt.	Misclassification	Cost Report Instructions	\$14,303	\$831	\$15,134
2	1	8	Building Services	Provider Relations	Misclassification	Cost Report Instructions	\$537	\$31	\$568
2	1	8	Building Services	General Admin.	Misclassification	Cost Report Instructions	\$2,942	\$171	\$3,113

Total Effect on Cost Report **(\$5,921)**

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AREA AGENCY ON AGING, PLANNING AND SERVICE AREA 2

MONTGOMERY 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 12/31/2020

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