

**OFFICE OF COMPREHENSIVE SERVICES
FOR AT-RISK YOUTH AND FAMILIES
RICHMOND, VIRGINIA**

**REPORT ON AUDIT
FOR THE YEAR ENDED
JUNE 30, 2002**



AUDIT SUMMARY

We audited the Office of Comprehensive Services for At-Risk Youth and Families for the year ended June 30, 2002. The Department of Education is the designated fiscal agent for the Office. Our audit found:

- proper recording and reporting of transactions, in all material respects, in the Commonwealth Accounting and Reporting System;
- no matters involving the internal control and its operation that we consider material weaknesses; and
- no instances of noncompliance that are required to be reported.

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November 18, 2002

The Honorable Mark R. Warner
Governor of Virginia
State Capitol
Richmond, Virginia

The Honorable Kevin G. Miller
Chairman, Joint Legislative Audit
and Review Commission
General Assembly Building
Richmond, Virginia

INDEPENDENT AUDITOR'S REPORT

We have audited the financial records and operations of the **Office of Comprehensive Services** for the year ended June 30, 2002. We conducted our audit in accordance with Government Auditing Standards, issued by the Comptroller General of the United States.

Audit Objectives, Scope, and Methodology

Our audit's primary objectives were to evaluate the accuracy of recording financial transactions on the Commonwealth Accounting and Reporting System and in the Department's accounting records, review the adequacy of the Department's internal control, and test compliance with applicable laws and regulations.

Our audit procedures included inquiries of appropriate personnel, inspection of documents and records, and observation of the Department's operations. We also tested transactions and performed such other auditing procedures as we considered necessary to achieve our objectives. We reviewed the overall internal accounting controls, including controls for administering compliance with applicable laws and regulations. Our review encompassed controls over the following significant cycles, classes of transactions, and account balances:

Expenditures
Revenues

We obtained an understanding of the relevant internal control components sufficient to plan the audit. We considered materiality and control risk in determining the nature and extent of our audit procedures. We performed audit tests to determine whether the Department's controls were adequate, had been placed in operation, and were being followed. Our audit also included tests of compliance with provisions of applicable laws and regulations.

The Department's management has responsibility for establishing and maintaining internal control and complying with applicable laws and regulations. Internal control is a process designed to provide

reasonable, but not absolute, assurance regarding the reliability of financial reporting, effectiveness and efficiency of operations, and compliance with applicable laws and regulations.

Our audit was more limited than would be necessary to provide assurance on internal control or to provide an opinion on overall compliance with laws and regulations. Because of inherent limitations in internal control, errors, irregularities, or noncompliance may nevertheless occur and not be detected. Also, projecting the evaluation of internal control to future periods is subject to the risk that the controls may become inadequate because of changes in conditions or that the effectiveness of the design and operation of controls may deteriorate.

Audit Conclusions

We found that the Department properly stated, in all material respects, the amounts recorded and reported in the Commonwealth Accounting and Reporting System and in the Department's accounting records. The Department records its financial transactions on the cash basis of accounting, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America. The financial information presented in this report came directly from the Commonwealth Accounting and Reporting System.

We noted no matters involving internal control and its operation that we consider to be material weaknesses. Our consideration of internal control would not necessarily disclose all matters in internal control that might be material weaknesses. A material weakness is a condition in which the design or operation of the specific internal control components does not reduce to a relatively low level the risk that errors or irregularities in amounts that would be material to financial operations may occur and not be detected promptly by employees in the normal course of performing their duties.

The results of our tests of compliance with applicable laws and regulations disclosed no instances of noncompliance that are required to be reported under Government Auditing Standards.

This report is intended for the information and use of the Governor and General Assembly, management, and the citizens of the Commonwealth of Virginia and is a public record.

EXIT CONFERENCE

We discussed this report with management on December 10, 2002.

AUDITOR OF PUBLIC ACCOUNTS

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AGENCY INFORMATION

The Office of Comprehensive Services (Office) administers the Comprehensive Services Act for At-Risk Youth and Families (CSA), which provides services and funding to address the needs of emotionally and behaviorally disturbed youth and their families. Through a collaborative effort of local government, private providers, and family members that address each child's and family's individual needs, CSA works to return at-risk youth back to their homes and schools.

The State Executive Council (Council) governs the Office and establishes interagency programmatic policy development and fiscal policies, identifies and establishes goals for comprehensive services, and advises the Governor on proposed policy changes. The Department of Education serves as the fiscal agent and has assigned two employees in the central office to process CSA disbursements. The Office has 12 employees that are employees of the Department of Social Services.

The program delivery under CSA occurs through management of the cases at the local level and includes funding sources other than those disbursed through this Office. The report discusses other funding sources below in the section entitled "Financial Information." CSA uses three teams to manage collective efforts among state and local agencies.

State and Local Advisory Team

The State and Local Advisory Team (SLAT) makes recommendations to the Council on interagency programs and fiscal policies, and advises the Council on the impacts of proposed policies, regulations, and guidelines. They also offer training and technical assistance to state agencies and localities.

Community Policy and Management Team

The Community Policy and Management Team (CPMT) serves as the community's liaison to the Office. The CPMTs coordinate long-range, community-wide planning, which ensures the development of resources and services needed by children and families in its community. It is their duty to establish policies governing referrals and reviews of children and families to the Family Assessment and Planning Teams. Each CPMT establishes and appoints one or more Family Assessment and Planning teams based on the needs of the community. CPMTs also authorize and monitor the disbursement of funds by each Family Assessment and Planning Team.

Family Assessment and Planning Team

The Family Assessment and Planning Team (FAPT) assesses the strengths and needs of troubled youth and families and develops an individual family service plan, which provides appropriate services. The FAPT recommends expenditures to the Community Policy and Management Team.

Financial Information

As illustrated below, the Office received funding from the Commonwealth's General Fund and federal grants. In fiscal year 2002, the Office served 14,992 children and had total revenues of over \$128 million, of which 93 percent came from the Commonwealth's General Fund. Total revenue increased approximately seven percent from fiscal year 2001 because of normal program increases resulting from inflation and increased children service needs.

Revenues

Fiscal Year	General Funds	Federal Funds	Total Funds
2000	\$123,388,029	\$8,769,740	\$132,157,769
2001	110,463,957	9,418,998	119,882,955
2002	118,902,126	9,419,998	128,322,124

Source: CARS 402 C1 Report as of 6/30/02

The Office separates the state and federal expenses into three funds: state pool, state trust, and administrative. The Office allocates the funds based on Appropriation Act requirements. The decrease in State Trust Fund expenses is because the Department of Social Services began administering these funds in fiscal year 2002. Therefore, the Trust Fund expenses for fiscal year 2002, as illustrated in the table below, were the result of program funds carried forward from the preceding fiscal year.

The following table summarizes the Office's expenses over the last three fiscal years.

Fiscal Year	State Pool Funds Expenses	State Trust Funds Expenses	Administrative Funds Expenses	Other Expenses**	Total
2000	\$125,661,788	\$1,096,331	\$1,376,834	\$ 87,638	\$128,222,591
2001	112,488,025	1,113,346	1,389,538	100,295	115,091,204
2002	125,977,332	334,550	1,448,490	79,718	127,840,090

Source: CARS 402 C1 Report as of 6/30/02

**Other Expenses include CSA central office operation expenditures

State Pool Funds

The Office classifies the majority of its funds as pool funds. The Office uses state and federal funds to reimburse localities for costs of providing private residential or day special education, foster care, and foster care prevention services for eligible children and their families.

In fiscal year 2002, the Office implemented a web-based process for pool fund reimbursement requests. Under this new process, localities request pool fund reimbursements through the CSA Internet site rather than manually.

State Trust Funds

The Office gives state and federal funds to localities for the costs associated with new programs and early intervention services for at-risk young children.

Administrative Funds

Administrative funds offset the additional cost localities incur for implementing the CSA. The localities may use these funds for administrative and coordinating expenses, or even direct services to eligible youth and families.

Other Program Support

In addition to the state pool funds illustrated in this report, CSA program receives Medicaid and local funding. The Department of Medical Assistance Services (DMAS) processes Medicaid requests for CSA and

disbursed approximately \$51 million during Fiscal 2002 directly to medical providers. Medicaid expenses for the program are part of the Medicaid program.

Initially, the local governments pay for all of the program costs of treating a child; the Office reimburses the local government the pooled program funding. Local program costs incurred, but not reimbursed from pool funds, would add approximately \$83 million or 36 percent of the total program costs. The amounts in this report do not include these local government program costs.

SUBSEQUENT EVENTS

As the date of this report, the Governor has exempted the CSA program from the initial round of statewide budget reductions. However, the Office is prepared to adjust program plans as necessary to meet any future budget reductions that could occur during fiscal years 2003 and 2004.