

***CHILDREN'S SERVICES ACT***  
***PROGRAM AUDIT***

***Russell County***  
***Self-Assessment Validation***

***Final Audit Report No. 09-2021***

**February 16, 2022**



**Office of Children's Services**  
Empowering communities to serve youth

## **Report Disclaimer**

Due to the COVID-19 pandemic, onsite visits to validate management's conclusions have been suspended until further notice. In lieu of onsite visits, self-assessment validation activities were conducted remotely.



## COMMONWEALTH of VIRGINIA

Scott Reiner, M.S.  
Executive Director

OFFICE OF CHILDREN'S SERVICES  
*Administering the Children's Services Act*

February 16, 2022

Jeff Brintle, CPMT Chair  
29<sup>th</sup> District Court Service Unit  
55 Sedgewood Drive  
Bluefield, Virginia 24605

RE: Russell County CSA Program Self-Assessment Validation  
Final Report, File No. 09-2021

Dear Mr. Brintle:

In accordance with the Office of Children's Services (OCS) Audit Plan for Fiscal Year 2021, the Russell County Community Policy and Management Team (CPMT) has completed and submitted the results of the self-assessment audit of your local Children's Service Act (CSA) Program. Based on the review and examination of the self-assessment workbook and supporting documentation provided by the Russell County CSA program completed April 30, 2021 and covering the period April 1, 2020 through March 31, 2021, our independent validation:

Concurs

Partially Concurs

Does Not Concur

with the conclusion reported by the Russell County CPMT that no significant observations of non-compliance or internal control weaknesses were found in the design or operation of the processes or services conducted on behalf of the Russell County CSA Program. In addition, validation procedures confirmed that all tasks included in the quality improvement plan submitted to OCS to address audit observations reported in the prior audit have been completed.

Jeff Brintle, CPMT Chair  
Russell County CSA Program Self–Assessment Validation  
February 16, 2022  
Page 2

We would like to thank the Russell County Community Policy and Management Teams (CPMT) and related CSA staff for their contributions in completing the CSA Self-Assessment Workbook. We also would like to acknowledge the excellent assistance and cooperation that was provided by Pamela Wimmer, CSA Coordinator during our review. Mrs. Wimmer’s efforts enabled the audit staff to resolve any questions/concerns observed during the validation process. Refer to the attachment for the CPMT’s formal response to the audit. Please feel free to contact us should you have any questions.

Sincerely,



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Annette E. Larkin, MBA  
Program Auditor



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Stephanie S. Bacote, CIGA  
Program Audit Manager

cc: Scott Reiner, Executive Director  
Lonzo Lester, Russell County Administrator  
Patrick Bunty, Fiscal Agent  
Pam Hendrickson-Wimmer, CSA Coordinator

Attachment

# ATTACHMENT

02/16/2022

Russell County CSA  
P.O. Box 1207  
Lebanon, VA 24266

Ms. Annette Larkin, Program Auditor  
Office of Children's Services  
1604 Santa Rosa Road, Ste. 137  
Richmond, VA 23229

RE: Final Audit Report No. 09-2021

Dear Ms. Larkin:

In formal response to the exit interview conducted with Russell County's Community Policy and Management Team (CPMT), Family Assessment and Planning Team (FAPT), and the Children's Services Act (CSA) coordinator on February 15, 2022 and pertaining to the recent Office of Children's Services (OCS) audit of the Russell County CSA program, the following comments are offered. First, we, the Russell County CPMT, would like to thank OCS and the auditors involved for their oversight, objectivity, and assistance throughout this audit process. We concur with the overall finding of no material non-compliance.

As to the discussion points and best practice suggestions communicated during this exit interview, Russell County CSA and CPMT offer remedies as follows;

- All concerns with the policies and/or procedures noted in the review of findings have been clarified through proposed revisions and are awaiting final review and approval by the Russell County CPMT.
- Efforts are currently being made to address the need for a Russell County CSA tab to be added to the Russell County website. Addition of this tab will provide a landing page for information on Russell County CSA services and funding process, as well as information on the CPMT's role.
- The strategic plan has been updated to a logic model which addresses "SMART" goal development. The newly revised strategic plan will be presented at the March 15, 2022 Russell County CPMT meeting for review and approval.
- The IFSP review process is being reviewed with plans to redesign the process by which any changes to the IFSP will be made. The CSA coordinator and Russell County FAPT will collaborate on revisions to the IFSP utilization review process to better reflect changes made to the original IFSP goals, objectives, and/or strategies.
- The reporting of services will be reviewed to ensure accurate recording categories are selected.

It is our intention to utilize this audit process and the recommendations made as a result from the findings to improve our policies, procedures, and processes by which we serve the local community. We

thank you for the opportunity to articulate a response to the suggestions made and hope to implement the stated remedies.

Respectfully,

*Jeffrey Brintle*

Jeffrey Brintle  
Russell County CPMT Chairperson

*Pamela Hendrickson-Wimmer*

Pamela Hendrickson-Wimmer  
CSA Coordinator