

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

Surry County

Audit Report No. 14-2019

April 17, 2019



Office of Children's Services
Empowering communities to serve youth

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EXECUTIVE SUMMARY

The Office of Children's Services has completed an audit of the Surry County Children's Services Act (CSA) program. The Surry County CSA program provided services and/or funding to (4) four eligible youth and families in fiscal year (FY) 2018. The audit included review and evaluation of management oversight, operational, and fiscal practices. Based on the review and examination of the Surry County CSA Program and supporting documentation provided, internal controls governing management oversight, operational, and fiscal practices were determined as adequate and functioning as intended. No significant reportable non-compliance issues were observed. Based upon established statewide CSA performance measures reported as of fiscal year (FY) 2018, significant achievements for the Surry County CSA program included:

- One hundred (100%) of youth had demonstrated improvement in the Child and Adolescent Needs and Strengths (CANS) strengths domain, which is 45.5% above the statewide average.
- One hundred (100%) of youth had a decrease in the CANS scores within the behavior/emotional needs domain, which is 54.7% above the statewide average. Decreases in CANS score are indicative of improved functioning.
- Seventy-five (75%) of youth served received community-based services out of all the youth served in Surry County, which exceeds the statewide target by 25% and is 22% higher than the statewide average.

OCS appreciates the cooperation and assistance provided on behalf of the Surry County CPMT and other CSA staff. We also would like to acknowledge the excellent assistance and cooperation that was provided by Mrs. LaJeune Stone, CSA Coordinator, during our on-site visit. Mrs. Stone efforts enabled the audit staff to quickly resolve any questions/concerns observed throughout the audit process. Formal responses from the Surry County CPMT are included in the body of the full report.



Stephanie S. Bacote, CIGA
Program Audit Manager



Annette E. Larkin, MBA
Program Auditor

INTRODUCTION

The Office of Children's Services has completed a financial/compliance audit of the Surry County Children's Services Act program. The audit was conducted in conformance with the International Standards for the Professional Practice of Internal Auditing (Standards). The standards require planning and performance of the audit pursuant to stated audit objectives in order to provide a reasonable basis for audit observations, recommendations, and conclusions. The audit was completed on April 17, 2019 and covered the period January 31, 2018 through December 31, 2018.

The objectives of the audit were:

- To determine whether adequate internal controls have been established and implemented over CSA expenditures.
- To determine the adequacy of training and technical assistance by assessing local government CSA staff knowledge and proficiency in implementing local CSA programs.
- To assess whether operations have maintained high standards for sound fiscal accountability and ensured responsible use of taxpayer funds by evaluating fiscal activities of the local CSA program.
- To assess the level of coordination among local government CSA stakeholders and efforts to improve CSA performance by evaluating the local CSA program's operational and utilization review practices.
- Assess implementation of quality improvements addressing prior audit observations reported by OCS and/or identified in the prior self-assessment evaluation completed by the Surry County. The prior CSA program audit self-assessment validation was completed July 23, 2015.

The scope of the audit included youth and their families who received CSA funded services during the calendar year 2018. Audit procedures included reviews of relevant laws, policies, procedures, and regulations; interviews with various CSA stakeholders; flowcharts of operational and fiscal processes; various tests and examination of records; and other audit procedures deemed necessary to meet the audit objectives.

BACKGROUND

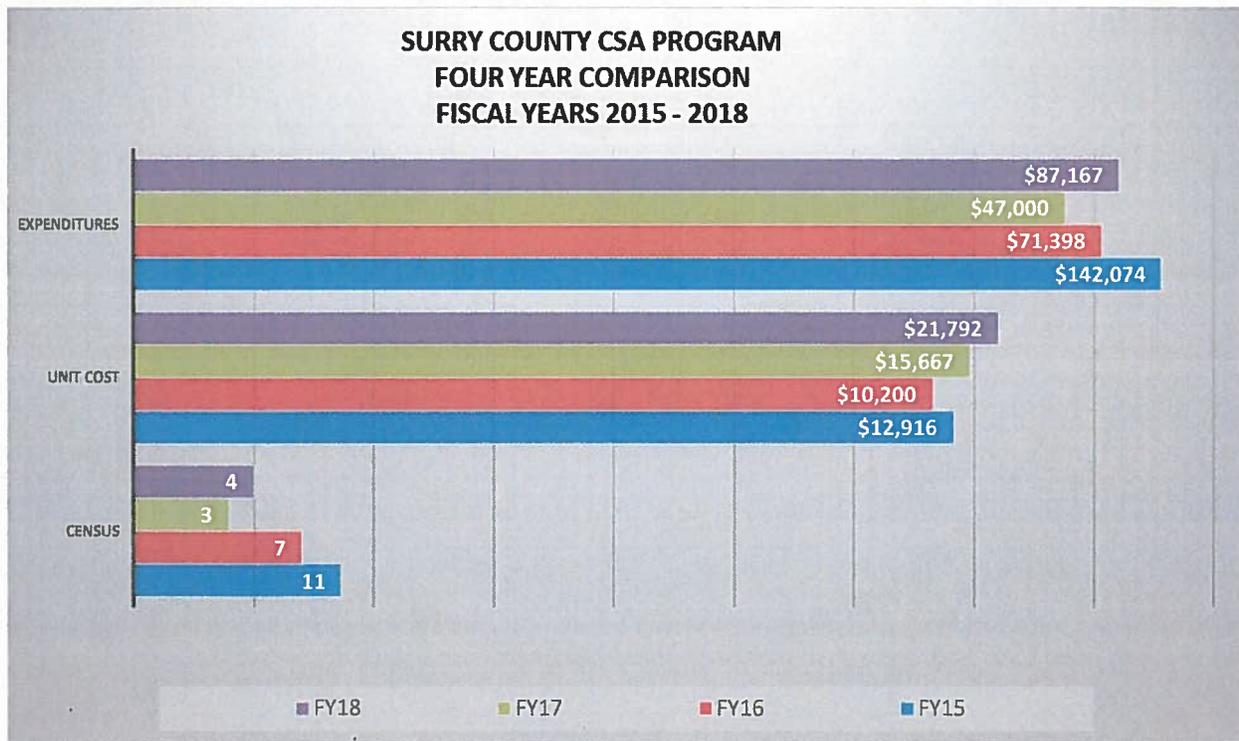
Surry County, located in southeastern Virginia was founded in 1652. Surry County borders the counties of Charles City (northwest), Isle of Wright (southeast), James City (northeast), Prince George (west), Southampton (south) and Sussex (southwest). According to the US Census Bureau Quick Facts, the estimated population in 2017 was 6,540 and the median household income from 2013-2017 was \$54,656.

The Children’s Services Act (CSA) is a law enacted in 1993 that establishes a single state pool of funds to purchase services for eligible youth and their families. The state funds, combined with local community funds, are managed by a local interagency team, referred to as the Community Policy and Management Team (CPMT) that plans and oversees services to youth. The CPMT is supported by a Family Assessment and Planning Team (FAPT) responsible for recommending appropriate services to eligible children and families, and a CSA Coordinator. Expenditure demographics for fiscal 2015 to 2018 are depicted below.

CSA Pool & Census Data by FY for the Surry County (2015-2018)

FY	Census	Census Change	Census % Change	Pool Expenditures	Expenditures \$ Change	Expenditures % Change	Unit Cost	Unit Cost % Change
15	11	3	38	\$ 142,074	\$ -81,793	-37	\$ 12,916	-54
16	7	-4	-36	\$ 71,398	\$ -70,676	-50	\$ 10,200	-21
17	3	-4	-57	\$ 47,000	\$ -24,398	-34	\$ 15,667	54
18	4	1	33	\$ 87,167	\$ 40,167	85	\$ 21,792	39

Note: Changes recorded for FY 15 are based on difference from fiscal year 2015 to 2014



OBSERVATIONS AND RECOMMENDATIONS

None Reported

CONCLUSION

Our audit concluded that internal controls governing management oversight, operational, and fiscal practices were adequate and functioning as intended. No significant reportable non-compliance issues were observed. An exit conference was conducted on April 17, 2019 to present the audit results to the Surry County CPMT. Persons in attendance representing Surry County CPMT were:

Sophenia Pierce, CPMT Chair and Director of Department of Youth and Family Resources
LaJeune Stone, CSA Coordinator

Representing the Office of Children's Services was Annette Larkin, Program Auditor. We would like to thank the Surry County CPMT and related CSA staff for their cooperation and assistance on this audit.

REPORT DISTRIBUTION

Scott Reiner, Executive Director
Office of Children's Services
Jonathan Lynn, County Administrator
and Fiscal Agent
Sophenia Pierce, CPMT Chair,
LaJeune Stone, CSA Coordinator