

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

***City of Winchester
Self-Assessment Validation***

Final Audit Report No. 18-2022

February 7, 2023



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 7, 2023

Denise Acker, CPMT Chair
Northwestern Community Service Board
209 W. Criser Rd., Ste. 300
Front Royal, VA 22630

RE: City of Winchester CSA Program Self-Assessment Validation
Final Report, File No. 18-2022

Dear Ms. Acker,

In accordance with the Office of Children's Services (OCS) Audit Plan for Fiscal Year 2022, the City of Winchester 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 completed by the City of Winchester CSA program February 28, 2022, and covering the period March 1, 2021, through February 28, 2022, our independent validation:

Concur

Partially Concur

Does Not Concur

with the conclusion reported by the City of Winchester CPMT that no significant observations of non-compliance or internal control weaknesses were found in the design or operation of the processes or services on behalf of the City of Winchester CSA Program. A summary of internal control enhancements reported by the CPMT are included as Attachment A to this report.

We would like to thank the City of Winchester Community Policy and Management Team, CSA staff and partners 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 Rachel Schulhof, CSA Coordinator during our review. Mrs. Schulhof's efforts enabled the audit staff to resolve any questions/concerns that we observed during the validation process. Please feel free to contact us should you have any questions.

Sincerely,



Annette E. Larkin, MBA
Program Auditor



Stephanie S. Bacote, CIGA
Program Audit Manager

cc: Scott Reiner, Executive Director
Dan Hoffman, Winchester City Manager
Celeste Broadstreet, CPMT Fiscal Agent
Rachel Schulhof, CSA Coordinator

Attachment



CSA Self-Assessment Validation
City of Winchester CSA Program Audit- SAV
Summary of Self-Reported Internal Control Enhancements

Observations	Criteria	Prior Audit Repeat Observation	Quality Improvement Plan Submitted	Quality Improvement Plan Action Date/Status
1. Virtual service provision - community based providers are required to submit a "change in plan form" to request permission to provide a service virtually.	ARMICS - ¹ Control Activity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	January 2022 Completed
2. Internal utilization review process to monitor service provision.	ARMICS - ³ Monitoring	<input type="checkbox"/>	<input checked="" type="checkbox"/>	November 2021 Completed
3. Implementation of community-based provider contracting.	ARMICS - ¹ Control Activities ² Control Environment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	March 2023 In progress

ARMICS (Department of Accounts, Agency Risk Management and Internal Control Standards:

- ¹Control Activities: Documentation,
- ²Control Environment: Governance
- ³Monitoring: Program Evaluation
- ⁴Communication