

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

***City of Hampton
Self-Assessment Validation***

Audit Report No. 36-2022

June 14, 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

June 14, 2023

Lisa Hogge, CPMT Chair
Hampton – Newport News Community Services Board
600 Medical Drive
Hampton, VA 23666

RE: City of Hampton CSA Program - Self-Assessment Validation (SAV)
Final Report, File No. 36-2022

Dear Ms. Hogge:

In accordance with the Office of Children's Services (OCS) Audit Plan for Fiscal Year (FY) 2022, the City of Hampton 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 City of Hampton CSA program completed on January 31, 2022, and covering the period of December 1, 2020 through November 30, 2021, our independent validation:

Concurs

Partially Concurs

Does Not Concur

with the conclusion reported by the City of Hampton 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. A summary of internal control enhancements reported by the CPMT are included in Attachment A to this report.

CLIENT COMMENT

On behalf of the Hampton CPMT, I am writing to offer my agreement with the findings of the Hampton Self-Assessment Validation. We appreciate the ongoing support and partnership with OCS and offer our sincere thanks to both Mr. Briggs and Ms. Bacote. Respectfully, Lisa S. Hogge

We would like to thank the City of Hampton CPMT, CSA staff and partners for their contributions to completing the CSA Self-Assessment Workbook. We also would like to acknowledge the excellent assistance and cooperation provided by Elizabeth Clark, CSA Coordinator during our review. Ms. Clark'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,



Rendell R. Briggs, CAMS
Program Auditor



Stephanie S. Bacote, CIGA
Program Audit Manager

cc: Scott Reiner, Executive Director
Mary Bunting, Hampton City Manager
Karl S. Daughtrey, CPMT Fiscal Agent
Elizabeth Clark, CSA Coordinator

Attachment



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

Observation	Criteria	Prior Audit Repeat Observation	Quality Improvement Plan Submitted	Quality Improvement Plan Action Date
<p>“In completion of compliance supplemental worksheets there was a noted delay in the destruction of comprehensive records according to the Library of Records Management and Retention Schedule.</p> <p>The agency was able to utilize staff from other departments for the specific task of reviewing and destroying records to ensure compliance with required timelines. This process was delayed in part due to building closure/remote work as a result of the pandemic. Identified staff were able to complete records retention destruction.”</p>	<p>Library of Virginia, Records Management Retention Schedules, General Schedules for Localities GS-15</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>May 2022 Completed</p>
<p>“Providing/receiving documentation from former CPMT jurisdiction when child/family’s residence has changed to a new locality.</p> <p>There was an incident (1) noted in which our locality was not notified in a timely manner regarding the youth’s change of residence. Documentation was sent immediately following notification.</p> <p>Creation of new policy and training to agency and system staff regarding residency requirements and timely documentation of moves. Releases were updated to include local jurisdictions to not further delay the process.”</p>	<p>CSA Policy Manual 4.2</p> <p>ARMICS^{1,2,3}</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>02/01/22 Completed</p>

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

- ¹Control Activities: Physical security over assets
- ²Control Activities: Education, training, and coaching
- ³Control Environment: Governance/ policies and procedures; workforce competence