



COMMONWEALTH of VIRGINIA

OFFICE OF COMPREHENSIVE SERVICES

Administering the Comprehensive Services Act for At-Risk Youth and Families

Susan Cumbia Clare, M.Ed.
Executive Director

August 7, 2013

Ms. Kathy Ralston, CPMT Chair
Albemarle County CSA Program
P.O. Box 911
Charlottesville, VA 22902

RE: Albemarle County CSA Self-Assessment Validation, File No. 22-2013

Dear Ms. Ralston,

In accordance with the Office of Comprehensive Service's (OCS) Audit Plan for Fiscal Years 2013-2015, the Albemarle County Community Policy and Management Team (CPMT) has completed and submitted the results of the self assessment audit of your local CSA Program by the established due date of March 31, 2013. An on-site visit was scheduled and conducted by OCS Program Auditors on June 27, 2013 to perform the independent validation phase of the process.

Based on the review and examination of the self assessment workbook and supporting documentation provided by the Albemarle County CSA program, our independent validation:

Concurs Partially Concurs Does Not Concur

with the conclusion reported by the Albemarle County CPMT that no significant observations of non-compliance and/or weaknesses were found in the design or operation of the internal controls applicable to the processes or services conducted on behalf of Albemarle CSA. The CPMT has submitted a corrective action plan addressing all non-significant observations that were identified by the CPMT, which includes action steps, responsible parties, and targeted completion dates. However, an additional action step is warranted to fully address the following non-compliance observation identified by the Albemarle County CPMT:

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NON-COMPLIANCE OBSERVATION

Two emergency placements were not presented to the Family Assessment and Planning Team (FAPT) within 14 days of the admission as required by Code of Virginia Section § 2.2-5209. Referrals to family assessment and planning teams. As a result, use of CSA pool funds was not appropriate. The corrective action plan submitted by the local program did not indicate a locally initiated reimbursement to CSA for funds expended where CSA requirements were not met. The total CSA costs (state and local share) incurred for those placements was \$4,237.

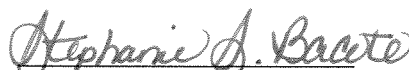
- Client A - \$2,970
- Client B - \$1,266.84

RECOMMENDATION: The CPMT should consult with OCS on the appropriate action to be taken where CSA pool funds were not appropriately expended.

The Office of Comprehensive Services respectfully requests that you submit a revised corrective action plan to address the observations outlined on this page no later than 30 days from receipt of this report. In addition, we ask that you notify this office as corrective actions are completed. OCS will conduct a follow up validation to ensure the corrective actions have been implemented as reported.

We would like to thank the Albemarle County Community Policy and Management Team 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 Cheryl Lewis, CSA Coordinator during our on-site visit. Ms. Lewis' efforts enabled the audit staff to quickly resolve any questions/concerns that we observed during the validation process. Please feel free to contact us should you have any questions.

Sincerely,


Stephanie S. Bacote, CIGA
Program Auditor

cc: Susan C. Clare, Executive Director
Thomas Foley, Albemarle County Executive
Betty Burrell, CPMT Fiscal Agent/
Albemarle County Director of Finance
Cheryl Lewis, CSA Coordinator