



# COMMONWEALTH of VIRGINIA

Susan Cumbia Clare, M.Ed  
Executive Director

OFFICE OF COMPREHENSIVE SERVICES  
*Administering the Comprehensive Services Act for At-Risk Youth and Families*

July 31, 2013

Mr. Wayne Carter, CPMT Chair  
Mecklenburg County Administrator  
P.O. Box 307  
Boydton, VA 23917

RE: Mecklenburg County CSA Self-Assessment Validation, File No. 34-2013

Dear Mr. Carter,

In accordance with the Office of Comprehensive Service's (OCS) Audit Plan for Fiscal Years 2013-2015, the Mecklenburg 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 20, 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 Mecklenburg County CSA program, our independent validation:

Concurs

Partially Concurs

Does Not Concur

with the conclusion reported by the Mecklenburg County CPMT. We agree that no significant internal control weaknesses were found in the design or operation of the processes or services conducted on behalf of Mecklenburg County CSA. However, we do not agree with the Mecklenburg County CPMT's conclusion that no significant internal non-compliance observations were identified. The explanation for our assessment results are as follows:

***The Mecklenburg County CPMT concluded that there were only non-significant compliance and/or internal control weakness observations noted. However, validation procedures of the locally prepared CSA Self-Assessment Workbook indicated that there were significant instances of non-compliance observed in the local CSA program. Specifically, non-compliance with the statutory requirements of the Comprehensive Services Act (CSA) is considered significant because the local program is not fully operating in accordance with the laws of the Commonwealth.***

<b>SIGNIFICANT NON-COMPLIANCE OBSERVATIONS</b>	
▪	Conflict of interest statements have not yet been completed for the parent representative and private providers serving on CPMT and FAPT. <u>COV § 2.2-5205</u> , Paragraph 4.
▪	Coordination of long-range community wide planning in the development of services and resources for the Mecklenburg community (i.e. measurable goals, objectives, strategies, performance measures) has not been formally documented. The CPMT indicated that discussions occurred resulting from the annual GAP survey as the coordination of long range planning. However, no formal plan has been developed to address the identified services gaps. <u>COV § 2.2-5206</u> , Item 4.
▪	The Mecklenburg CPMT has not established an ICC policy, which is required per <u>COV § 2.2-5206</u> , item 17, and the corrective action submitted did not adequately address this non-compliance issue. The CPMT indicated that “the local CSB does not provide Intensive Care Coordination in this area. The CPMT is unsure if there should be a policy in place for services that are not locally available.” The establishment of a policy is not contingent upon whether ICC services are locally available. Guidance from the State Executive Council suggested regional collaboration by localities as an option in order to meet this requirement. Also, as of April 30, 2013, ICC services may be provided through private vendors.
<b>RECOMMENDATION: The Mecklenburg County CPMT should take appropriate action to ensure that the non-compliance issues are addressed in the immediate future.</b>	

The Office of Comprehensive Services respectfully requests that you submit a corrective action plan to address the observations outlined on this page no later than 30 days from receipt of this report. You may use the template included in the CSA Self-Assessment Workbook. The workbook may be accessed via: [http://www.csa.virginia.gov/html/Program\\_Audit/Program\\_Audits\\_information.cfm](http://www.csa.virginia.gov/html/Program_Audit/Program_Audits_information.cfm).

We would like to thank the Mecklenburg 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 Olympia Smith, CSA Coordinator during our on-site visit. Ms. Smith's efforts enabled the audit staff to quickly, and in some cases immediately, 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  
Samantha L. Finch, CPMT Fiscal Agent  
Mecklenburg County Treasurer's Office  
Olympia Smith, CSA Coordinator