

# DOH PROGRAM 15 – AGING & DISABILITY RESOURCE CENTERS AND DEVELOPMENTAL DISABILITY RESOURCE CONNECTION PROGRAM

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## I. PROGRAM OBJECTIVES

Aging and Disability Resource Centers (ADRC) and Developmental Disability Resource Connection (DDRC) programs are a non-biased single-entry point for information and assistance with accessing long term care services and supports administered by the Division of Senior and Disabilities Services. ADRCs services are targeted to programs for individuals with disabilities and seniors, and DDRC services are targeted to individuals with developmental disabilities and their families. ADRC and DDRC provide a Person-Centered Intake to learn about the individuals and their preferences, provide options counseling based on the results of the PCI and provide follow up to ensure the individual connects with services.

## II. PROGRAM PROCEDURES

ADRC and DDRC grant funds are awarded to nonprofit organizations, Tribal organizations, and one municipality statewide. Persons receiving ADRC/DDRC Services must reside in the geographical area related to Census Areas specified in the Grant Agreement with the exception of one DDRC program that serves statewide.

ADRC/DDRC Programs must conduct customer satisfaction surveys and participate in Senior and Disabilities Services Quality Assurance activities. Grantees that are awarded funds for ADRC/DDRC Programs must comply with Department of Health and Social Services requirements for the expenditure and reporting of the use of grant funds, as well as participating in the Medicaid Administrative Claiming process, through the random moment time study.

## III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

### A. TYPES OF SERVICES ALLOWED OR UNALLOWED

1. **Final Compliance Requirement:** Grant funds under this program are used to provide assistance with applications for developmental disabilities, Person Centered Intakes, providing comprehensive information and assistance accessing long term services and supports, referral to public programs including Adult Public Assistance, housing, transportation and other and other local or community-based supports as needed by the individual. Grant funds can also be used for outreach activities to educate the public about available community resources.

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**Suggested Audit Procedures:** Perform audit procedures to verify compliance with applicable state and federal guidelines. Review the following:

- a) A copy of the most recent Request for Proposal(s);
- b) Final Grant Award (GA) including all conditions;
- c) Grant revisions and related transmittal letters;
- d) Public Assistance Cost Allocation Plan
- e) Medicaid Administrative Claiming Provider Agreement
- f) RMS/MAC Grantee Manual

## **B. ELIGIBILITY -**

**Compliance Requirement:** The grantee must be a nonprofit agency or political subdivision or Alaska Native Entity meeting the requirements of 7 AAC 78.030.

**Suggested Audit Procedures:** Perform audit procedures to verify compliance with applicable state and federal guidelines.

## **C. MATCHING, LEVEL OF EFFORT AND/OR EARMARKING REQUIREMENTS -**

There is no level of effort requirements. Any match requirements will appear in the budget page on the grant award.

## **D. REPORTING REQUIREMENTS -**

**1. Compliance Requirement:** Quarterly fiscal and statistical reports are required within thirty days (30) following the end of each quarter. Medicaid Administrative Claims are calculated based on each agencies MAC rate as determined by the random moment time study. Each agency submits a Certificate of Expenditure (COE) that includes expenditures for the program for each quarter. The MAC rate is applied to their quarterly expenditures and submitted for reimbursement. Grant funds are used to cover any expenses not covered by the MAC reimbursement, or other eligible costs not included in the COE.

**Suggested Audit Procedures:**

- a) Review procedures for preparing reports and evaluate adequacy;
- b) Review a sampling of reports for completeness of submission;
- c) Review a sampling of MAC COE and invoices,
- d) Trace data in selected reports to the supporting documentation; and
- e) Evaluate adjustments, if any, for propriety.

**2. Compliance Requirement:** The agency's audit report must present a statement of revenue and expenses, budget and actual, for each state grant. Such statements must show, for each state fiscal year grant, the final approved budget by line item category, actual revenues and

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expenditures and variance between budgeted and actual revenues and expenditures. Disallowed or questioned costs must be clearly disclosed.

**Suggested Audit Procedures:**

- a) Review grant regulation 7 AAC 78.230.
- b) Review audit report for compliance with the above.

- 3. Compliance Requirement:** The agency must clearly show on their audit report any outstanding liability to the State as payable to the State. This includes unspent grant funds and disallowed costs.

**Suggested Audit Procedures:**

- a) Determine whether the agency has any outstanding liability to the State.
- b) Review grant regulation 7 AAC 78.230.
- c) Review audit report to ensure proper presentation.

**E. SPECIAL TESTS AND PROVISIONS -**

**Compliance Requirement:** The agency must act upon any recommendations made by program site review.

**Suggested Audit Procedures:** Obtain copy of program site review; and determine if recommendations in the site review are being implemented.