

DEPARTMENT OF DEVELOPMENTAL SERVICES'
AUDIT OF
TRAINING TOWARD SELF RELIANCE, INC.

Programs and Services:

Parenting Support Services – P18890

Activity Center – HA1000

Independent Living Program – H09452

Audit Period: July 1, 2018, through June 30, 2021

Audit Section

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TRAINING TOWARD SELF RELIANCE, INC.

TABLE OF CONTENTS

	Page(s)
EXECUTIVE SUMMARY	1
BACKGROUND.....	2
OBJECTIVE, SCOPE AND METHODOLOGY	2
CONCLUSION.....	5
VIEWS OF RESPONSIBLE OFFICIALS	5
RESTRICTED USE	5

EXECUTIVE SUMMARY

The Department of Developmental Services (DDS) has audited Training Toward Self Reliance, Inc. (TTSR). The audit was performed upon the Parenting Support Services (PSS), Activity Center (AC) and Independent Living Program (ILP) for the period of July 1, 2018, through June 30, 2021.

The result of the audit disclosed no issues of non-compliance.

BACKGROUND

DDS is responsible, under the Lanterman Developmental Disabilities Services Act, for ensuring that persons with developmental disabilities receive the services and supports they need to lead more independent, productive and normal lives. DDS contracts with 21 private, nonprofit regional centers that provide fixed points of contact in the community for serving eligible individuals with developmental disabilities and their families in California. In order for regional centers to fulfill their objectives, they secure services and supports from qualified service providers and/or contractors. Pursuant to the Welfare and Institutions (W&I) Code, Section 4648.1, DDS has the authority to audit those service providers and/or contractors that provide services and supports to persons with developmental disabilities.

OBJECTIVE, SCOPE AND METHODOLOGY

Objective

The audit was conducted to determine whether TTSR's programs were compliant with the W&I Code, California Code of Regulations (CCR), Title 17, State and Federal laws and regulations and the regional centers' contracts with TTSR for the period of July 1, 2018, through June 30, 2021.

Scope

The audit was conducted in accordance with the Generally Accepted Government Auditing Standards (GAGAS) issued by the Comptroller General of the United States. The auditors did not review the financial statements of TTSR, nor was this audit intended to express an opinion on the financial statements. The auditors limited the review of TTSR's internal controls to gain an understanding of the transaction flow and invoice preparation process, as necessary, to develop appropriate auditing procedures. The audit scope was limited to planning and performing audit procedures necessary to obtain reasonable assurance that TTSR complied with W&I Code and CCR, Title 17. Also, any complaints that DDS' Audit Section was aware of regarding non-compliance with laws and regulations were reviewed and addressed during the course of the audit.

The audit scope was determined by reviewing the programs and services provided to ACRC that utilized TTSR's services during the audit period. TTSR provided three types of services, which DDS audited. Services chosen by DDS were based on the amount of purchase of services (POS) expenditures invoiced by TTSR. By analyzing the information received during a pre-audit meeting with the vendor, an internal control questionnaire and a risk analysis, it was determined that a fifteen-month sample period would be sufficient to fulfill the audit objectives.

Parenting Support Services

During the audit period, TTSR operated one PSS program. The audit included the review of the PSS program, Vendor Number P18890, SC 108 and testing was conducted for the sampled months of January 2019 through, March 2020.

Activity Center

During the audit period, TTSR operated one AC program. The audit included the review of the AC program, Vendor Number HA1000, SC 505 and testing was conducted for the sample months of January 2019 through, March 2020.

Independent Living Program

During the audit period, TTSR operated one ILP. The audit included the review of the ILP, Vendor Number H09452, SC 520 and testing was conducted for the sample months of January 2019 through, March 2020.

Methodology

The following methodology was used by DDS to ensure the audit objectives were met. The methodology was designed to obtain a reasonable assurance that the evidence provided was sufficient and appropriate to support the findings and conclusions in relation to the audit objectives. The procedures performed included, but were not limited to, the following:

- Reviewed vendor files for contracts, rate letters, program designs, POS authorizations and correspondence pertinent to the review.
- Interviewed regional center staff for vendor background information and to obtain insight into the vendor's operations.
- Interviewed vendor staff and management to gain an understanding of the vendor's accounting procedures and processes for regional center billing.
- Obtained and reviewed the vendor's internal control questionnaire.
- Reviewed vendor payroll records to determine if the vendor had sufficient and appropriate evidence to support the direct care services billed to the regional center.
- Analyzed the vendor's payroll records to determine if the appropriate level of staffing was provided.

- Interviewed the vendor's Executive Director and Administrator for vendor background information and to gain understanding of accounting procedures and financial reporting process.

CONCLUSION

The audit of TTSR revealed that this vendor maintained its records in accordance with the requirements of CCR, Title 17. For the sampled months tested, DDS was able to obtain the evidence necessary to achieve the audit objectives. The billing for the service and programs audited were found to have sufficient, competent, and relevant evidence to support the direct-care hours billed.

VIEWS OF RESPONSIBLE OFFICIALS

DDS was unsuccessful in reaching you via email and telephone to discuss the results of the audit; therefore, this report is considered final.

RESTRICTED USE

This report is solely for the information and use of DDS, Department of Health Care Services, ACRC and TTSR. This restriction is not intended to limit distribution of this report, which is a matter of public record.