

## ***Introduction***

The audit of the contract with The House of the Good Shepherd (Agency) for residential foster care services, was selected based on the Office of Public Integrity's (OPI's) risk assessment for Monroe County.

## ***Background***

On 4/30/19, the Monroe County DSS Commissioner approved a contract for \$3,650,000 for the period of 4/01/19 – 6/30/20 for the Agency to provide foster care and medical services in accordance with the standards prescribed by OCFS and as prescribed by federal and New York State laws and regulations, including, but not limited to Article 6 of the Social Services Law; 18 NYCRR Parts 427, 428, 430, 431 and 441-451; and the Program Narrative.

The need for residential foster care services is determined by the DHS foster care caseworker and their supervisor. All of the youth are in the care and custody of DHS via a court order of placement on a voluntary instrument (approved by Family Court), and Article 10, PINS, or JD Order. This program also serves Raise the Age youth.

## ***Framework for Audit***

OPI's audits are based on the following 5 Control Objectives:

- Compliance with laws, regulations, and contracts
- Accomplishment of goals and objectives
- Reliability and integrity of financial and operational information
- Effectiveness and efficiency of operations
- Safeguarding of assets

Based on OPI's 5 Control Objectives, audit plans are developed to assess whether:

- All eligible customers are being served
- Revenues are maximized
- Receivables are collected
- Expenditures are proper and authorized
- Assets are safeguarded
- Employees are trained and competent
- Liabilities are minimized and laws are complied with
- Financial and operational reports are timely, relevant and accurate

## ***Risks to Monroe County***

Based on our preliminary research and discussions, we determined that the contract with the Agency poses the following potential risks to the County:

- a) The contract may be awarded without following the Monroe County Procurement Policy.
- b) Expenditures may not be proper and authorized.
- c) Clients may not be served in a timely and effective manner.
- d) The Agency may not be in compliance with the terms of the contract, including utilization of any M/WDBE entities.

### ***Audit Objectives***

Our objectives were to:

- a) Verify that the contract was executed in accordance with the Monroe County Procurement Policy.
- b) Verify that expenditures were proper and authorized.
- c) Verify that the Agency is in compliance with the contractual requirements.

We did not select individual case files to verify that clients were served in a timely and effective manner.

### ***Scope and Methodology***

OPI's scope was the services and payments for the period of April 1, 2019 through March 31, 2020.

To meet our objectives, OPI performed the following:

- Reviewed the documents related to the selection process.
- Reviewed the documents related to the contract process, including the executed contract, insurance certificates, and debarment certifications. We did not review any Legislative Referrals, as DSS contracts are authorized by the County's DSS Commissioner.

Since the County did not utilize the Agency nor make any payments to the Agency, we did not review any documents related to the payment process, and we did not need to assess performance or availability of services to clients.

### ***Opinion***

Based on the procedures performed during our audit, in our opinion, the contract with the Agency was executed in accordance with the Monroe County Procurement Policy. We did not perform the other anticipated procedures, as the County did not utilize the Agency during the contractual period.

### ***Final Note***

We would like to thank Amy Natale-McConnell, Director of Children and Family Services, and Katie Crouch, Supervisor of Claims and Accounts, for their time and assistance during our audit.



David T. Moore  
Director, Inspector General

***To report fraud, waste, or abuse, or to comment on this report, please contact the Monroe County Office of Public Integrity.***

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