

Prepared by _____

Date _____

Reviewed by _____

Monitoring Assessment Tool - TITLE XX Review Program

Background:

ODJFS prepares a Title XX state plan outlining the services that may be provided with such monies. Each Ohio county is required to prepare a similar plan outlining their use at the county level. Title XX funds should be expended within the context of the state plan, the county plan and applicable federal rules. Title XX, unlike other HHS programs, is not subject to the grants management common rule, 45 CFR 92.

Objectives: To determine whether:

- Evidence of program eligibility is present;
- Costs charged to the program are allowable; and
- Costs are properly recorded.

General

Inquire of management as to their policies for the use of Title XX monies, and obtain a copy of their Title XX profile.

If Foster Care placement and maintenance costs are charged to Title XX, determine whether the agency maintains documentation demonstrating that Foster Care placement and maintenance costs are secondary to the child's need for medical treatment.

Direct Charges Using Contracts

Select a contract for goods or services the cost of which is directly charged to the Title XX program. Review the contract to determine whether:

- The goods or services were used for a Title XX allowable activity; and
- The goods or services were allowable under the terms of the county's Title XX profile.

Select one invoice that was paid under the contract and determine whether:

- The goods or services invoiced were provided and are within the context of the contract deliverables;
- The invoiced goods or services were provided within the contract term;
- The invoice was mathematically correct and the charges agreed with the contract e.g., unit rate;

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- The goods or service meet the program needs; and
- The payment made matched the invoice amount and was charged to the proper financial code.

If any individual eligibility criteria exist for the services provided, from the invoice reviewed, select two recipients and verify the documentation supports their eligibility.

Direct Charges Non-Contract

Select two invoices, the cost of which was directly charged to the Title XX program. Review the invoices to determine whether:

- The goods or services invoiced were provided;
- The invoices were mathematically correct;
- The goods or services were used for a Title XX allowable activity; and
- The goods or services were allowable under the terms of the county's Title XX profile;
- The goods or service meet the program needs; and
- The payment made matched the invoice amount and was charged to the proper financial code.

If any individual eligibility criteria exist for the services provided, from the invoice reviewed, select two recipients and verify the documentation supports their eligibility.

Conclusion:

Consider whether a systemic problem or a lack of adequate internal control exists with regard to Title XX activity. If so, make an appropriate notation in the MA form.

Summarize your results in a narrative form.