

Alpine County MHA Plan of Correction

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| County: Alpine County | POC Due Date: 07-25-2022 | Date Received by DHCS:07-29-2022 | Completed Date: 08/08/2022 |
| County Contact Person: | | | |
| (The Above Line Will Be Removed Prior To Posting on the DHCS Website) | | | |

| Finding # or Suggested Improvement # | Finding or Suggested Improvement | Recommendation # (State Corrective Action Step / Identify Timeline / and Evidence of Corrections / Mechanisms for Monitoring Effectiveness) | DHCS Comments and Notes | |
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| Finding #1: | Audits reviewed the RER submission correspondence, report versions, and certifications. Per W&I Code 5899(a), County is required to certify accuracy of accurate annual RER to be submitted to the Department by December 31 st of the reporting fiscal year. The date the County | Recommendation #1: | <p>The County should develop and implement procedures to ensure the annual RER and certifications are submitted by December 31st following the end of the reporting fiscal year.</p> <ul style="list-style-type: none"> a) The County hired a financial consultant FY18/19 to develop and implement procedures b) The department hired a Fiscal & Technical Specialist FY19/20 to support the developed and implemented procedures. c) The FY20/21 ARER was submitted on time. <ul style="list-style-type: none"> i. At this time ACBHS considers that the appropriate corrective action has been taken and the finding has been corrected. | Approved |

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| | submitted the RER for FY 14/15 was June 23, 2017. | | | |
| Finding #2: | <p>W&I Code 5891(a) and CCR, Title 9, Section 3410 require MHPA funds to only be used to expand mental health services or program capacity.</p> <p>CCR Title 9, Section 3410(a) requires that "Funds distributed under this chapter should not be used to provide mental health programs and/or services that were in existence in November 2, 2004".</p> | <p>Recommendation #1:</p> <p>Recommendation #2:</p> | <p>The County should develop and implement a written non-supplant policy.</p> <p>a) Non-supplant policy was written and effective as of 12/08/2016. Attached as supporting evidence (<i>Word Document 3900 Revenue Sources</i>).</p> <p>The County should develop schedules documenting how each fiscal year's MHPA expenditures expanded mental health services or program capacity.</p> <p>i. Work with the ACBHS Director, the MHPA Program Specialist/Coordinator, and the MHPA 3-Year plan consultant to establish a schedule that documents how our mental health services and/or program capacity has been expanded with the use of MHPA funds. This corrective action shall be completed by 12/31/2023.</p> | Approved |

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| | At the time of the audit the County did not have a formal written policy and accounting records to document meeting the MHSA non-supplant requirement. | | | |
| Finding #3: | <p>W&I Section 5892(f) requires the County to invest Local Mental Health Services Funds consistent with the other County funds. CCR, Title 9, Section 3420.30 has specific Prudent Reserve funding level requirements.</p> <p>The County did not provide documentation to support compliance with</p> | <p>Recommendation #1:</p> <p>Recommendation #2:</p> | <p>The County should develop and maintain schedules and accounts to support investments, interest, or gains specific to the prudent reserve funds.</p> <p>a) An account has been established in order to track investments, interest or gains specific to the prudent reserve funds. Attached is a PDF document of the established account for supporting evidence.</p> <p>The County should develop and maintain documentation supporting compliance with Prudent Reserve funding level requirements.</p> <p>a) An internal excel spreadsheet has been developed in order to track prudent reserve funds. The spreadsheet is attached as supporting evidence</p> | Approved |

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| | <p>the above requirements. Audits requested bank statements, remittance advices, and invoices to support that prudent reserve funds were invested consistently with the other County funds. However, the requested documents were not provided, therefore, the County was not able to support its compliance with the regulations. Additionally, the calculation for prudent reserve reasonableness provided by the County was for a different fiscal year than this</p> | | <p><i>(FY2021 MHS Component & Interest Balance Wkst Summ's).</i></p> <p>At this time ACBHS considers that the appropriate corrective action has been taken and the finding has been corrected.</p> | |
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| | <p>fiscal year under audit. As a result, we were not able to determine the propriety of the County's prudent reserve balance for the audited fiscal year ended June 30, 2015.</p> <p>The reported, but unsupported prudent reserve balance was \$457,114.</p> | | | |
| <p>Finding #4:</p> | <p>W&I Section 5892(f), requires the County to invest Local Mental Health Services Funds consistent with the other County funds.</p> <p>The County did not have detailed investment documentation</p> | <p>Recommendation #1:</p> | <p>The County should develop and maintain documentation including schedules and accounts to support that MHSA funds are invested consistent with other County funds and gains earned are fully accounted for.</p> <p>a) Internal excel spreadsheets have been developed in order to track MHSA funds. The spreadsheets are attached as supporting evidence (<i>FY2021 ACBHS Revenue / FY2021 MHSA Component & Interest Balance Wkst Summ's</i>).</p> | <p>Approved</p> |

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| | <p>to support that MHA funds were invested consistently with other County funds. The County's reported interest earned on the Revenue and Expenditure Report (RER) did not agree with the County's general ledger account. Since the general ledger is the only support provided during the audit by the County, Audits proposed an adjustment to the reported interest earned amount to agree with the County records.</p> | | <p>At this time ACBHS considers that the appropriate corrective action has been taken and the finding has been corrected.</p> | |
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