

Department of Education
Office of Inspector General – Internal Audit
Twelve-Month Status Report on: CIL of South Florida
Report # A-1718-004 Issued: June 28, 2018
Status as of June 28, 2019

Finding	Recommendation(s)	Management Response as of June 28, 2018	Management Response as of June 28, 2019	Anticipated Completion Date & Contact
<p>The CILSF did not ensure consumer service records contained all required documentation.</p>	<p>We recommend DVR include a review of CSRs in its monitoring activities.</p>	<p>DVR will add the CSRs to the CILs monitoring plan and monitoring tool. <i>Anticipated Completion Date & Contact</i> July 1, 2018 Paul Martel 245-3492</p> <p><i>Management Response as of December 28, 2018</i> DVR is in the process of revising the CIL monitoring tool to include a review of Consumer Service Records (CSRs) that includes elements based on the IG report and recommendation. <i>Anticipated Completion Date & Contact</i> March 2019/ Paul Martell 850-245-3492</p>	<p>February 28 – March 1 DVR conducted a post – audit site visit to CILSF and a random review of 5 CSRs in addition to a review of policies and procedures that guide staff in providing independent living services.</p> <p>DVR staff is still in the process of reviewing information to apply to the monitoring tool to for CILs.</p>	<p>August 1, 2019 Paul Martell 850-245-3492</p> <p>July 31, 2019 Paul Martell 850-245-3492</p>
<p>The CILSF recorded service hours inconsistently.</p>	<p>We recommend DVR periodically request and review supporting documentation for the</p>	<p>DVR will require the CIL to submit quarterly supporting documentation of their service hours.</p>		

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	<p>service hours submitted by CILSF through the invoices.</p>	<p><i>September 30, 2018</i> <i>Paul Martel</i> <i>245-3492</i></p> <p><i>Management Response as of December 28, 2018</i> VR has requested that CILSF provide VR with support documentation for the service hours provided for the 3rd quarter January -March 2019. <i>Anticipated Completion Date & Contact</i> April 2019/Paul Martell 850-245-3492</p>	<p>DVR requested and received 3rd quarter documentation of (January – March 2019) of CILSF’s reported service hours. There were no issues of non-compliance.</p>	<p>March 2019 Completed.</p> <p>Paul Martell 850-245-3492</p>

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<p>The CILSF policies and procedures need improvements.</p>	<p>We recommend the CILSF update its policies and procedures so they do not conflict with contract terms, each other, or the federal regulations.</p>	<p>CILSF is going to reach out to DVR for their recommendations for best practices. Once something has been created acceptable for the agency and DVR, it will be put before the Board for vote and approval.</p> <p><i>Anticipated Completion Date & Contact</i> 12/31/18 (Peter O’Connell, CEO & Maria Rodriguez, Director of Programs)</p> <p><i>Management Response as of December 28, 2018</i> The CEO reached out to VR to recommend a CIL whose P&P they recommend, CIL Orlando. The CEO then reached out to his counterpart in Orlando and procured a copy and modified them to meet the needs of CILSF. Sadly the CEO’s wife gave birth on the day of the late</p>	<p><i>Management Response</i> Proposed P&P is awaiting review during upcoming BOD meeting for quorum and adoption. Due to the length and complexity of the process, approval has resulted in a need for continuation in anticipated outcome.</p>	<p>8/30/2019 (Peter O’Connell, CEO & Maria Rodriguez, Director of Programs)</p>

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		<p>October meeting. It will be put forward and adopted in the next meeting June 29th 2019 meeting.</p> <p><i>Anticipated Completion Date & Contact</i></p> <p>02/28/2019 (Peter O’Connell, CEO & Maria Rodriguez, Director of Programs)</p>		
<p>The CILSF did not always follow its own internal policies.</p>	<p>We recommend the CILSF consistently follow its established policies and procedures and ensure board approval prior to purchases in excess of \$2,500.00. We additionally recommend all board approval is documented and maintained.</p>	<p>Established policies and procedures will be maintained even if it's last minute purchases. We will establish a template to forward to the Board President for approval on any purchases over \$2,500, even if the Board President is currently the 2nd signer of our checks. Approvals will be attached to the invoice or purchase to ensure proper maintenance. We plan on reviewing our current policies and procedures and ensure it's updated along with Board approval.</p> <p><i>Anticipated Completion Date & Contact</i></p>	<p>Management Response</p> <p>Accounting policy and procedures have been updated with Board Approval on 2/23/2019</p>	<p>Completed 2/24/2019 (Peter O’Connell, CEO & Zeb Jenkins, Finance Director)</p>

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