



Department of Medicaid

Mike DeWine, Governor
Jon Husted, Lt. Governor

Maureen M. Corcoran, Director

April 26, 2023

Adult Day Services Provider

Dear provider:

The Health and Human Services (HHS), Office of Inspector General (OIG) notified the Ohio Department of Medicaid (ODM) of its intent to perform an audit of Adult Day Services provided to Ohio Medicaid recipients who are enrolled on a home and community-based services waiver.

The objective of the audit is to determine whether Ohio complied with applicable Federal, State, and local regulations and standards for ensuring the health and safety of the persons in care of adult day service providers.

All providers that receive Medicaid payments are subject to OIG audits and other reviews. Pursuant to 45 CFR § 75.364(a), OIG has the right to timely and unrestricted access to all books, documents, papers, or other records that are pertinent to Ohio Medicaid. Ohio Administrative Code rule 5160-1-27 also requires all Medicaid providers to maintain and provide records to ODM and the HHS OIG.

Please provide access to all records pertaining to services provided to Ohio Medicaid recipients.

Thank you in advance for your cooperation.

Sincerely,

Megan Powell

Megan Powell, Chief
Bureau of Program Integrity
Ohio Department of Medicaid
Megan.Powell@Medicaid.Ohio.Gov

OIG Document Request

1. List of all staff with position descriptions (including volunteers)
 - a. List of staff working today
2. List of the number of individuals served at this facility (avg. daily/monthly/yearly)
 - a. List of individuals currently at the facility today
3. Fire Safety and Emergency Response Plan/Fire Safety Training Program ✓
4. Fire drills performed in the last 12 months ✓
5. Tornado drills performed in the last 12 months ✓
6. Daily/Monthly Activities Planned
7. Internal Compliance Program
8. Policies and Procedures related to the following: ✓
 - a. Licensure
 - b. Personnel
 - c. Training
 - d. Service Delivery
 - e. Transportation
9. Personnel Records (Paid and Unpaid-Volunteers)
 - a. Individual Information (dates of hire, job title, DOB, address, phone number, driver's license, education, prior work experience, etc.)
 - b. Background Checks
 - c. Trainings
 - d. Certifications
 - e. Annual Notices
10. Transportation vehicle inspection ✓
11. Individual Service Plan for a select number of individuals