

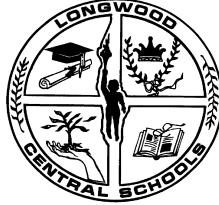
LONGWOOD CENTRAL SCHOOLS

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Corrective Action Plan - Agreed-Upon Procedures Report 2016-2017 School Year

SPECIAL EDUCATION REVENUES & EXPENDITURES

Recommendation #1: We recommend that the District ensure rates charged by the vendor agree with rates stated in the contract with the vendor. To further strengthen the internal controls over the review of related service provider invoices, we recommend that the District develop a tracking system to verify the services provided are in agreement with the services listed in the student's IEP. The tracking system will also enable the District to better budget for anticipated costs. We are aware that Riverhead Charter School has attendance cards signed by service providers each time a service is provided and has a system that tracks when a student is not present. Therefore, we also recommend the District work with Complete Rehab to request and obtain such supporting documentation from the charter school. We are aware the subsequent to our testing the District followed our recommendation and will be receiving both a negative attendance report from the charter school to confirm the District was not billed for any dates in which the student was marked absent and receive the sign-in cards which are filled out by the outside agency (e.g. Complete Rehab) providing services to a charter school from the charter school to compare to the outside agency's bill. In addition, the District has met with the Complete Rehab to discuss the format of the bill and the agency has agreed to adjust the format of the bill to display the individual cost for the service and/or session.

Districts Response: The following is the corrective action that the Special Education Department has implemented:

1. Charter Schools
 - a. The District now receives attendance for our students who attend Riverhead Charter School
 - b. The District worked with Complete Rehab immediately after receiving this report and they have updated their billing format to show the individual cost for the service and/or session
2. Related Services Expenditures
 - a. When Complete Rehab or any outside agency provides a service to a Charter School student they are required to sign in, the District can now compare this sign in card to the Complete Rehab bill or any other outside agency

Recommendation #2: Currently, the District is unable to claim reimbursement through the School Supportive Health Services Program and Preschool Supportive Health Services Program (SSHSP) for Medicaid eligible students receiving psychological services (e.g. evaluations, counseling, etc.) in-district as the District does not have licensed psychologists. However, the District is able to receive reimbursement for those Medicaid eligible students receiving psychological services through BOCES as BOCES ensures Medicaid licensed psychologists are providing services to Medicaid eligible students. We recommend that the District ensure licensed psychologists provide services to Medicaid eligible students. We are aware that the District plans to have licensed psychologists providing services in-district during the 2017-2018 school year, which will allow the District to request reimbursement from the SSHSP.

Districts Response: The District billed for Medicaid for our BOCES students and students who received OT/PT. The District can only bill for psychological counseling/evaluation services for services provided by with a certain licensure. At that time BOCES did not have adequate staff who held that licensure. This is a current issue at Longwood as well. We only have 2 of our 14 psychologists with licensure for Medicaid billing. This year schedules were arranged so the 2 licensed psychologists could complete all initial psychological evaluations. The District will submit a bill if the student is Medicaid eligible.