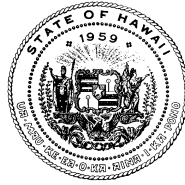


DAVID Y. IGE
GOVERNOR OF HAWAII



VIRGINIA PRESSLER, M.D.
DIRECTOR OF HEALTH

In reply, please refer to:
File:

**STATE OF HAWAII
DEPARTMENT OF HEALTH
DEVELOPMENTAL DISABILITIES DIVISION**

P. O. BOX 3378
HONOLULU, HI 96801-3378
TELEPHONE: (808) 586-5840
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DDD Medicaid Waiver Program
Memo No.: 2016-05
Date: July 14, 2016

TO: DD/ID Medicaid Waiver Program Providers

FROM: Vanessa Lau, Public Health Administrative Officer *Vanessa Lau*
Developmental Disabilities Division

SUBJECT: REQUIRED ANNUAL FISCAL AUDIT DOCUMENTS

The Developmental Disabilities Division (DDD) Fiscal Section has noted an increase in missing documentation during recent fiscal audits. This has resulted in delays in completing audits and has required numerous requests to obtain the required documents. As a reminder, all Medicaid waiver providers are required per the Department of Human Services (DHS) Provider Agreement, #9 "to make, keep and maintain in a systematic and orderly manner, and have readily retrievable, such records as are necessary to fully disclose the type and extent of all services provided to Hawaii Medicaid beneficiaries, including, but not limited to, the records described in 42 CFR §431.107."

To assist your agency with meeting these requirements, the DDD will provide a checklist of the required documents for your annual Fiscal Audit for fiscal audits scheduled after July 1, 2016 (see attached). The DDD Community Resources Branch staff will call your agency two (2) days prior to the audit to identify the documents specified in the checklist and provide the names of the participants selected for the review and the dates of the periods to be audited. The checklist will also be emailed to you at this time.

The checklist is intended to help you ensure all necessary documentation is readily retrievable by the auditors on the date of the review. Specifically, you must verify that the Individualized Service Plan (ISP) and timesheets for participants in the audit sample

DD/ID Medicaid Waiver Program Providers

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for the dates of the audit period are physically present for the on-site visit by the DDD fiscal auditor.

The Fiscal Audit unit has budgeted time for your review based upon the expectation that your agency is in full compliance with the State and Federal laws and regulations that mandate accurate and complete documentation of all billed services. Your provision of the required records as specified in this letter and your cooperation are greatly appreciated, and will help DDD complete your audit in a timely manner.

We have attached a sample of the audit checklist for your information. If you have any questions, please contact Mr. Nigel Yung, Fiscal Supervisor at (808) 733-9195.

Attachment

c: Mary Brogan, DDD Administrator
Acting Administrator, DHS, MQD, HCSB