

LIMITED REVIEW OF ADULT DRUG COURT PROGRAM BILLING

**Report by the
Office of County Comptroller**

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Richard T. Crotty, County Mayor
And
Board of County Commissioners

We have conducted a limited review of the Orange County Adult Drug Court Program's billing practices. The review was limited to verifying that Orange County payments made to the Center For Drug Free Living for substance abuse treatment and case management services met the provisions in contracts Y5-116 and Y5-1054-LC, respectively. The period reviewed was October 1, 2004 through June 30, 2007.

We conducted this limited review in accordance with generally accepted government auditing standards. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our review objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our review objectives.

As noted in the report, the Center For Drug Free Living is providing substance abuse treatment and case management services to the clients sampled as provided for in the respective contracts and no recommendations for improvement were included. As such, a response was not requested.

We appreciate the cooperation of the personnel of the Office for a Drug Free Community and the Center For Drug Free Living during the course of the review.

Martha O. Haynie, CPA
County Comptroller

c: Ajit Lalchandani, County Administrator
Michael McCoy, Director of Public Safety
Carol Burkett, Director, Office for a Drug Free Community

INTRODUCTION

Background

Orange County's Adult Drug Court Program (authorized under Chapter 397, Florida Statutes) began in 2000 to place non-violent felony drug offenders in substance abuse therapy. The program consists of intensive outpatient individual and group counseling, case evaluation and management, drug screening, and judicial oversight.

During our review period, the Center For Drug Free Living (Center) agreed with the County to provide substance abuse treatment and case management services under contracts Y5-116 and Y5-1054-LC respectively for offenders referred to the program by Orange County Drug Court judges. In March 2008, the parties entered into contract Y8-102-LC for drug treatment and case management services. The initial term for the new contract is one year.

Clients participate in four phases of care which are designed to provide an intensely structured regimen of participation during the first phase followed by decreasing levels of intensity in the remaining phases as the individual progresses successfully through the program. Participants are enrolled in the program for seven to eighteen months. According to Center statistics, over 70 percent of the participants have successfully completed treatment annually since the program's inception. Contract Y5-116 for substance abuse treatment had an annual expenditure limit of \$717,760 and contract Y5-1054-LC for case management was limited to \$455,200. The County's payment for drug treatment and case management services under contract Y8-102-LC is limited to \$569,000 in the first year.

Since its inception in 1971, the Center has served the Central Florida community by providing a diverse regimen of treatment, intervention, and prevention services to help clients develop healthy and responsible lifestyles. A staff of approximately 600 counselors, nurses, behavioral technicians, medical staff, and administrators operate over 30 sites providing a comprehensive spectrum of addiction recovery and health services. We were informed that governing bodies such as the Orange County School Board, Orlando Mayor and City Commission, the Orange County Mayor and the Board of County Commissioners, and the

Scope, Objectives, and Methodology

Governor's Office of Drug Control Policy frequently consult the Center for guidance and education in the field of substance abuse prevention and treatment.

The scope of the review was limited to gaining assurance that County payments made to the Center for substance abuse treatment and case management services met the provisions in contracts Y5-116 and Y5-1054-LC respectively. The audit period was from October 1, 2004 through June 30, 2007.

Our objectives were the following:

- To ensure that clients for whom the Center received payment from the County for treatment and case management services were enrolled in the Drug Court Program;
- To ensure that treatment services (e.g. individual and group therapy sessions) provided to clients met minimum contracted service benchmarks;
- To determine whether the Center performed client evaluation and case management supervision sufficient to justify the County's payments for these activities;
- To evaluate the reasonableness and mathematical accuracy of the Center's payment requests for treatment services, client evaluation, and case management supervision;
- To determine whether billing requests for drug testing are adequately documented in client case history files; and,
- To verify that clients have paid court ordered program participation fees.

We examined the population of Board of County Commissioners checks issued to the Center for drug program services during the review period and determined the units (hours, number of clients) of each service billed. The Center provided reports of service charges for individual and group counseling, case management, case evaluation, and drug screening that comprise the billings submitted to the County. From these sources, we chose a sample of 30 clients who participated in the program at least nine months and designed tests emphasizing the verification of counseling charges. Counseling charges were approximately 82 percent of the total amount paid by the County for drug program services during the review period.

Criminal justice referral forms signed by the client and identifying the referring drug court judge and judicial hearing summaries were located in client files to obtain reasonable assurance that case numbers in the Center's billing reports correspond to bona fide individuals. Numerous client signed program intake forms including authorizations to treat and release confidential information were examined to confirm clients' participation in the drug program.

Contact records identifying dates when clients used the Center's services and corresponding counselor progress notes were examined to verify that clients received individual and group drug therapy on the 120 billing dates selected for review. Progress notes and judicial hearing summaries were reviewed to ensure that treatment services provided by the Center in each phase of the program met contractual benchmarks. Service benchmarks evaluated included clients' length of stay in each treatment phase and the number of individual, group, and self-help (Alcoholics/Narcotics Anonymous) therapy sessions attended.

The Contractor provides HIV/AIDS health information and education, life skills development and vocational/educational information to individuals ordered into the program. HIV and AIDS risk assessments, medical screening forms, discharge plans, psychosocial assessments, treatment plans, treatment plan reviews, and life skills training forms were

reviewed to ensure that the Consultant was performing a level of service that would justify payment of case evaluation and management fees.

Three billing invoices submitted by the Center were reviewed to:

- 1) Verify that no services other than those stipulated in the contracts were paid by the County, and
- 2) Ensure that the total service charges on the invoices matched the amount in the Consultant's reports.

To verify that drug testing charges were substantiated by documentation in client files, we selected two screening dates per sample participant. Sixty test result forms signed by the client and a Center representative were located in the files.

The Center's case files were examined and Orange County Clerk of Courts financial data analyzed to ensure that program participation fees were paid.

Overall Evaluation

Based on the results of our testing of the sampled items, the Center provided substance abuse treatment and case management services that met the provisions in contracts Y5-116 and Y5-1054-LC, respectively. No Recommendations for Improvement are included in this report.

