



State of Utah

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October 12, 2018

Red Rock Center for Independence
Barbara Lefler
168 N. 100 E, Suite 101
St. George, UT 84770

Dear Ms. Lefler:

We have completed our review of the Pre-ETS contract with Red Rock Center for Independence for state fiscal year 2018. The scope of this review is outlined in the procedures section of this report.

Red Rock Center for Independence is responsible for adopting sound policies, establishing and maintaining effective internal control, and preventing and detecting fraud. Our responsibility is to conduct the reviews considered necessary to meet the objective of the contract and ensure contractor responsibilities are met. The resulting recommendations identified in the review are presented in this report.

Please provide your written response to each of the findings and recommendations no later than November 2, 2018. Please include the anticipated completion date for corrective action to assist us in coordinating resolution and follow-up of these recommendations.

We recognize and appreciate the cooperation and assistance of the personnel of the Red Rock Center for Independence during the course of the review. Please contact me if you have any questions regarding this report.

Sincerely,

Aimee Langone, MEd, CRC, LVRC
Transition and Supported Employment Coordinator
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INTRODUCTION

The review was conducted to evaluate the Pre-ETS contract at Red Rock Center for Independence.

The pre-employment transition services are activities that achieve the following objectives:

1. Job exploration counseling;
2. Work-based learning experiences, which may include in-school or after school opportunities, or experience outside the traditional school setting (including internships), that is provided in an integrated environment to the maximum extent possible;
3. Counseling on opportunities for enrollment in comprehensive transition or postsecondary educational programs at institutions of higher education;
4. Workplace readiness training to develop social skills and independent living; and
5. Instruction in self-advocacy, which may include peer mentoring.

PROCEDURES

Federal and state laws, policies and procedures as well as contract requirements provide a framework of both suggested and required contract monitoring activities. This review was designed to evaluate whether the Pre-ETS contract was in compliance with these requirements. We performed the following procedures:

1. We conducted onsite monitoring on **September 17, 2018**. During the onsite monitoring, we paid special attention to students served and the services provided. On September 28, 2018, we reviewed your fiscal records off-site.
2. We selected the months of January-March 2018 to review case files and fiscal records.
 - a. Case File Review: We selected 15 number of case files and reviewed for correct eligibility determination and if the contractor provided the required Pre-ETS services.
 - b. Fiscal Review: We reviewed the bank statements and profit and loss statements, and compared those against receipts and reimbursements to ensure proper expenditure of funds

c. FINDINGS AND RECOMMENDATIONS

1. Service Area

We found the following weaknesses related to documentation:

- RRCI has not covered the entire service area (Counties) as anticipated when the scope of work was drafted. However, RRCI has increased service area from year 1 and has provided outreach in outlying areas such as Beaver, UT.

Recommendation:

It is recommended that RRCI continue to market their program and provide outreach to surrounding counties in their service area as proposed.

Contractor's Response:

No response needed.

Responsible Individual: Barbara Lefler
Anticipated Completion Date: Ongoing