



600 East Ash, Building 400, 3rd Floor • Springfield, Illinois 62703

MEMORANDUM

DATE: May 28, 2021

TO: Division of Developmental Disabilities (DDD) Providers/DDD EEC Vendors

FROM: Brian K. Bond, Director
Office of Contract Administration

SUBJECT: Supplemental DDD Provider/DDD EEC Vendors FY 2021 Year-End Financial Reporting Requirements

This supplemental memorandum is specifically for DDD Providers/DDD EEC Vendors who have an audit requirement and/or a requirement for completion of the CFR (Consolidated Financial Report) on their FY21 IDHS Financial Reporting Checklist, and who also have GATA reporting requirements due to receipt of State of Illinois Grant Funding through IDHS or another State Agency.

Please note the following:

- These DDD Provider/Vendors will be required to complete both the CYEFR (Consolidated Year End Financial Report) in the GATA Portal, and the CFR, which will be uploaded into the CRV. The detailed information on the CFR is utilized by IDHS DDD staff for analysis of future rates and fees.
- DDD Provider/Vendors have two levels of audits that they could be required to complete per Section VII-D of "Attachment A", a part of their Medicaid Impact Agreement. The Contract Attachment A can be found at <http://intranet.dhs.illinois.gov/oneweb/page.aspx?item=134482>. Attachment A reads: "Providers/Vendors of Developmental Disabilities Medicaid Waiver and Vendor Services covered by this paragraph, which receive between \$500,000.00 and \$749,999.99 through the Division of Developmental Disabilities, must have a financial statement audit conducted in accordance with Generally Accepted Auditing Standards (GAAS). Provider/Vendors which receive \$750,000.00 or more through the Division of Developmental Disabilities, must have a financial statement audit conducted in accordance with Generally Accepted Government Auditing Standards (GAGAS)"

DDD Providers will need to carefully address their GATA audit requirements when completing the Audit Certification Form in the GATA Portal. **Below are instructions on how DDD Providers/Vendors should answer the first four (4) GATA Audit Certification questions:**

SUBJECT: Supplemental DDD Provider/DDD EEC Vendors FY 2020 Year-End Financial Reporting Requirements (cont.)

1. The first question the GATA survey asks is: “Has this organization expended \$750,000 or more in federal awards this fiscal year?” If the answer is “No”, proceed to question 2. Answer this question “Yes” if you did expend \$750,000 or more in federal awards. You will be required by GATA to complete a Single Audit. This Single Audit will take the place of the IDHS audit listed on the IDHS Financial Reporting Checklist. You will not be required to load the Single Audit to the CRV since it will be uploaded into the GATA Portal. Keep in mind that Medicaid Waiver/EEC payments are not considered a Federal Award by GATA because they are not a Grant.

2. The second question the GATA survey asks is: “Has this organization expended \$500,000 or more in federal and state awards this fiscal year?” If the answer is “No”, proceed to question 3. Answer this question “Yes” if you did expend \$500,000 or more in federal and state awards. You will be required by GATA to complete a GAGAS audit. This GAGAS audit at GATA will supersede either the GAAS or GAGAS audit requirement listed on the IDHS Financial Reporting Checklist. You will not be required to load the GATA required GAGAS audit to the CRV since the audit will be uploaded into the GATA Portal.

3. The third question the GATA survey asks is: “Has this organization expended \$300,000 or more in federal and state awards this fiscal year?” If the answer is “No”, proceed to question 4. Answer this question “Yes” if you did expend \$300,000 or more in federal and state awards. GATA will direct you to complete a GAAS audit.

- If GATA determines you are to complete a GAAS audit **but** you have been notified of a GAGAS audit requirement on your IDHS Financial Reporting Checklist, you will still be required to complete a GAGAS audit as per IDHS DDD Attachment - A. You will complete and load the IDHS contractually required GAGAS audit to the GATA Grantee Portal instead of the GAAS audit as determined by GATA. This higher level of audit required by IDHS will meet your IDHS-DDD contractual obligation and will also meet the GATA audit requirements. You will not be required to load the GAGAS audit to the CRV since it goes to the GATA portal.

4. The fourth question the GATA survey asks: “Will an audit be conducted for this organization this fiscal year?” If you have answered the first three questions “No” but have either a GAAS or a GAGAS audit requirement on the IDHS Checklist, the answer to the fourth question must be “Yes”. (This audit requirement is due to the DDD payments you received.) By answering “Yes” to the fourth question, you will satisfy both GATA requirements and IDHS audit requirements as seen on the IDHS Financial Reporting Checklist. You will need to have either a GAGAS or a GAAS level audit performed and loaded to the GATA Portal, per the Reporting Checklist. You will not be required to load the audit to the CRV since it goes to the GATA Portal.

If you have questions about what to do in either GATA and/or the CRV, please, contact the Office of Contract Administration by calling (217) 785-9260. Or, you may submit your question(s) via email to DHS.OCA.FinancialReporting@illinois.gov.

Attachment

DDD Supplemental Memorandum Flow Chart

