

Department of Education
Office of Inspector General – Internal Audit
18 Month Status Report on: CIL of South Florida
Report # A-1718-004 Issued: June 28, 2018
Status as of December 28, 2019

Finding	Recommendation(s)	Management Response as of June 28, 2018	Management Response as of December 28, 2019	Anticipated Completion Date & Contact
<p>The CILSF did not ensure consumer service records contained all required documentation.</p>	<p>We recommend DVR include a review of CSRs in its monitoring activities.</p>	<p>DVR will add the CSRs to the CILs monitoring plan and monitoring tool. <i>Anticipated Completion Date & Contact</i> July 1, 2018 Paul Martel 245-3492</p> <p><i>Management Response as of December 28, 2018</i> DVR is in the process of revising the CIL monitoring tool to include a review of Consumer Service Records (CSRs) that includes elements based on the IG report and recommendation. <i>Anticipated Completion Date & Contact</i> March 2019/ Paul Martell 850- 245-3492</p> <p><i>Management Response as of June 28, 2019</i> February 28 – March 1</p>	<p>DVR had completed it update to the CIL Monitoring tool for use in conducting monitoring with all CILs and the Center for Independent Living of South Florida (CILSF).</p> <p>CILSF has been placed on VR’s monitoring plan for 2019-20.</p>	<p>Completed Paul N. Martell 850-245-3492</p> <p>Anticipated completions dates: January 15, 2020 March 15, 2020 May 15, 2020 July 15, 2020 850-245-3492</p>

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		<p>DVR conducted a post – audit site visit to CILSF and a random review of 5 CSRs in addition to a review of policies and procedures that guide staff in providing independent living services.</p> <p><i>Anticipated Completion Date & Contact</i> August 1, 2019 Paul Martell 850-245-3492</p> <p>DVR staff is still in the process of reviewing information to apply to the monitoring tool to for CILs.</p> <p><i>Anticipated Completion Date & Contact</i> July 31, 2019 Paul Martell 850-245-3492</p>		
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<p>The CILSF policies and procedures need improvements.</p>	<p>We recommend the CILSF update its policies and procedures so they do not conflict with contract terms, each other, or the federal regulations.</p>	<p>CILSF is going to reach out to DVR for their recommendations for best practices. Once something has been created acceptable for the agency and DVR, it will be put before the Board for vote and approval.</p> <p><i>Anticipated Completion Date & Contact</i> 12/31/18 (Peter O’Connell, CEO & Maria Rodriguez, Director of Programs)</p> <p><i>Management Response as of December 28, 2018</i> The CEO reached out to VR to recommend a CIL whose P&P they recommend, CIL Orlando. The CEO then reached out to his counterpart in Orlando and procured a copy and modified them to meet the needs of CILSF. Sadly the CEO’s wife gave birth on the day of the late</p>	<p>Proposed P&P is awaiting review during upcoming BOD meeting for quorum and adoption. Due to the length and complexity of the process, approval has resulted in a need for continuation in anticipated outcome.</p>	<p>04 /21/2020 (Peter O’Connell, CEO & Maria Rodriguez, Director of Programs)</p>

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		<p>October meeting. It will be put forward and adopted in the next meeting June 29th 2019 meeting.</p> <p><i>Anticipated Completion Date & Contact</i> 02/28/2019 (Peter O’Connell, CEO & Maria Rodriguez, Director of Programs)</p> <p><i>Management Response as of June 28, 2019</i> Proposed P&P is awaiting review during upcoming BOD meeting for quorum and adoption. Due to the length and complexity of the process, approval has resulted in a need for continuation in anticipated outcome.</p> <p><i>Anticipated Completion Date & Contact</i> 8/30/2019</p> <p><i>Management Response as of December 17, 2019</i></p>		
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		<p><i>(Peter O’Connell, CEO & Maria Rodriguez, Director of Programs)</i></p> <p>Due to a desire to use this opportunity to completely overhaul the policies & procedures manual. It continues to be a work in progress. To help speed up the process and include expertise on the subject, the CEO has hired an expert on CIL operations and governance as a consultant. While delayed progress is being made towards adopting an updated policy and procedures.</p> <p><i>Anticipated Completion Date & Contact</i> 4/21/2020</p>		
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