

**Department of Education
Office of Inspector General – Internal Audit
Six-Month Status Report on: Florida Alliance for Assistive Services and Technology, Inc.
Report # A1415-006 Issued: July 10, 2015
FAAST Status as of January 8, 2016**

Finding	Recommendation(s)	Management Response as of July 10, 2015	Management Response as of January 8, 2015	Anticipated Completion Date & Contact
<p>FAAST did not effectively monitor the regional demonstration centers.</p>	<p>We recommend FAAST enhance its procedures to ensure they monitor the RDCs in accordance with contract terms.</p>	<p>FAAST management concurs with this finding. All invoices along with check requests will be presented to the FAAST Executive Director along with Desktop Monitoring reports. The Executive Director will review the Desktop monitoring report and sign-off on it before approving all payments. Invoices, check requests, and Desktop Monitoring reports are stored in the FAAST Accounts Receivable files by month.</p>	<p>Beginning in October of 2014, FAAST implemented very rigorous desktop monitoring procedures. These procedures were strengthen in October, 2015 with the addition of a new contract manager. In addition, the FAAST Bookkeeper verifies that all the appropriate paperwork is included with the invoice.</p>	<p>February 15, 2016</p>
<p>FAAST did not meet all contract deliverables.</p>	<p>We recommend FAAST improve its procedures to ensure accuracy of reported deliverables and maintain adequate documentation to support performance. If FAAST makes adjustments subsequent to an approved invoice, they should provide</p>	<p>FAAST management concurs with this finding. FAAST implemented organization wide data collection procedures and online data collection tool on October 1, 2014. All deliverables now have a method for internal validity that can be used to determine which RDC</p>	<p>FAAST reformatted all of its deliverable reports to include cumulative totals for all objectives. Beginning in October, 2015 FAAST also started providing to DVR back-up documentation for all deliverables. The Statewide Director of</p>	<p>February 15, 2016</p>

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	an explanation to DVR.	conducted the activity and the count. Also, RDCs have been assigned to one contract to remove duplication of deliverables being counted on both DVR contacts.	Program Services has implemented procedures for verifying data and amending reports if needed.	
FAAST expenditures did not conform with the approved contract and budget.	<p>We recommend FAAST enhance its procedures to ensure they document expenses appropriately and they receive written approval from the DVR contract manager prior to making modifications to the approved budgets.</p> <p>We also recommend FAAST submit an updated allocation plan to DVR.</p>	<p>FAAST management concurs with this finding. All FAAST expenditures will have a financial facesheet that ensure proper allocation and coding back to contract deliverables.</p> <p>Current FAAST management was unaware it needed approval for budget modifications. FAAST will submit budget narratives more timely to DVR.</p> <p>In addition, FAAST will submit its allocation plan and time sample data to DVR.</p>	<p>FAAST uses financial face sheets for all expenditures. Allocations issues of the past have been corrected and all deliverables are coded back to a specific deliverable.</p> <p>FAAST has also been submitting budget narratives with its quality report.</p> <p>When the Florida Assistive Technology Council approves the indirect cost plan, FAAST will provide the plan to DVR.</p>	February 15, 2016

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DVR did not effectively monitor the FFAST contracts.	We recommend DVR enhance its procedures to ensure they monitor the contracts in accordance with procedures and the monitoring plans.	Concur. Desk procedures will be written for managing the FFAST contracts, which will include adherence with established monitoring plans.	Complete.	Wayarne Tolliver 245-3380
FAAST did not meet all contract deliverables.	We recommend DVR enhance their procedures to ensure they confirm FFAST is on track with quarterly deliverable amounts and meets all deliverable requirements prior to final payment.	Concur. Desk procedures will be written for managing the FFAST contracts, which will include tracking quarterly deliverable amounts and reviewing deliverables for compliance with all requirements.	Complete.	Wayarne Tolliver 245-3380
DVR did not adequately and timely approve invoices.	We recommend DVR enhance its procedures to ensure they review FFAST invoices in accordance with Florida Statute. If DVR requires FFAST to resubmit	Concur. Desk procedures will be written for managing the FFAST contracts, which will include timely review of invoices. Additionally, a tracking log will be developed to	Complete.	Wayarne Tolliver 245-3380

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	<p>an invoice, DVR should notate when the original review occurred and why they deemed the invoice incomplete.</p> <p>We also recommend DVR ensure FFAST submits all required documents prior to paying an invoice.</p>	<p>keep up with invoice receipt dates, rejection dates, and other pertinent details.</p>		
<p>FAAST expenditures did not conform with the approved contract and budget.</p>	<p>We recommend DVR more closely review invoices to ensure FFAST documents expenditures appropriately, and ensure the expenditures align with the approved budget.</p>	<p>Concur. Desk procedures will be written for managing the FFAST contracts, which will include closely reviewing invoices to ensure all expenditures fully align with the approved budget.</p>	<p>Complete.</p>	<p>Wayarne Tolliver 245-3380</p>