

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

Finding	Recommendation(s)	Previous Management Response	Management Response as of July 10, 2016	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><b>Response as of July 10, 2015:</b> 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><b>Response as of January 8, 2016:</b> Beginning in October of 2014, FAAST implemented very rigorous desktop monitoring procedures. These procedures were strengthened 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>A correction from July 10, 2015: The Executive Director signs-off on the Desktop Monitoring report by approving and signing the corresponding monthly check.</p> <p>FAAST has continued the rigorous desktop monitoring procedures as outlined on January 8, 2016.</p>	<p>FAAST management feels this finding has been resolved. Completion Date: 06/30/2016 Contact Person: Michael Daniels 850-487-3278, Ext. 102</p>

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

Finding	Recommendation(s)	Previous Management Response	Management Response as of July 10, 2016	Anticipated Completion Date & Contact
<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 an explanation to DVR.</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 Program Services has implemented procedures for verifying data and amending reports if needed.</p>	<p>FAAST has continued the new quarterly format and has already achieved a majority of its deliverables for both agreements with DVR.</p>	<p>FAAST management feels this finding has been resolved. Completion Date: 06/30/2016 Contact Person: Michael Daniels 850-487-3278, Ext. 102</p>
<p>FAAST expenditures did not conform with the approved contract and budget.</p>	<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</p>	<p><b>Response as of July 10, 2015:</b> FAAST has completed using 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</p>	<p>FAAST has continued using financial face sheets for all expenditures.</p> <p>FAAST submits a budget narrative with its quarterly reports.</p> <p>With the two reports due on July 15, 2016, FAAST will submit its indirect cost plan for FY 2017.</p>	<p>FAAST management feels this finding has been resolved. Completion Date: 06/30/2016 Contact Person: Michael Daniels</p>

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

Finding	Recommendation(s)	Previous Management Response	Management Response as of July 10, 2016	Anticipated Completion Date & Contact
	submit an updated allocation plan to DVR.	<p>provide the plan to DVR.</p> <p><b>Response as of January 8, 2016:</b> FFAST has completed using 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>FFAST has also been submitting budget narratives with its quality report.</p> <p>When the Florida Assistive Technology Council approves the indirect cost plan, FFAST will provide the plan to DVR.</p>		850-487-3278, Ext. 102