

**Department of Education  
Office of Inspector General – Internal Audit  
Six-Month Status Report on: Jewish Community Services  
Report # A-1314-025 Issued: November 6, 2014  
Status as of May 8, 2015**

<b>Finding</b>	<b>Recommendation(s)</b>	<b>Management Response as of November 6, 2014</b>	<b>Management Response as of May 8, 2015</b>	<b>Anticipated Completion Date &amp; Contact</b>
<p>Activity reports lack required documentation:</p> <ul style="list-style-type: none"> <li>• 100% did not contain the DVR counselor’s written assignment</li> <li>• 8% did not contain the customer’s verification of services rendered</li> <li>• 20% did not contain the required DVR counselor or supervisor’s signature</li> <li>• 6% did not specify the nature and purpose of the assignment.</li> </ul>	<p>We recommend DVR counselors provide written assignments to the interpreters as required by the contract. We also recommend the contract manager ensure the interpreter activity reports contain all required documentation, to include signatures and the specific nature and purpose of the assignment, prior to approving the invoices.</p>	<p>Concur. Changes will be implemented as recommended. <i>Anticipated Completion: December 1, 2014</i></p>	<p>The Interpreter Request/Activity Report currently utilized by Broward County documents the Counselor’s Request to include Name, Date and Initials; the Assignment Type; Category/Purpose of Assignment, Customer Signature denoting verification of services rendered, and the DVR Counselor or Supervisor’s approval signature for each encounter. This form will also be implemented and utilized by the Palm Beach Unit.</p>	<p><i>Anticipated Completion: July 2015</i></p> <p>Ongoing monthly monitoring will be conducted by the Contract Manager.</p> <p>Contact: Wayarne Tolliver 850-245-3380</p>