

State of South Carolina



Office of the State Auditor

1401 MAIN STREET, SUITE 1200
COLUMBIA, S.C. 29201

RICHARD H. GILBERT, JR., CPA
DEPUTY STATE AUDITOR

(803) 253-4160
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June 11, 2009

Ms. Rhonda Nelson, Director of Accounting
Epic Management, LLC
402 Hunting Crest Court
Boiling Springs, South Carolina 29316

Re: AC# 3-WOF-J5 – Woodruff Manor, LLC

Dear Ms. Nelson:

The accompanying report has been prepared by our office based on your Medicaid Financial and Statistical Report submitted to the Department of Health and Human Services for the cost report period October 1, 2004 through September 30, 2005. That report was used to set the rate covering the contract period beginning October 1, 2006.

We are recommending that the Department of Health and Human Services certify an accounts receivable to recover amounts due as a result of the rate change shown on Exhibit A. You will be notified of repayment terms by that Agency.

If you take exception to this report in any manner, you have the right to appeal in accordance with the Code of Laws of South Carolina, 1976, as amended, Title 44, and Department of Health and Human Services Regulation R.126-150, and you must respond in writing within thirty (30) calendar days of the date of this letter. This written response must address the specific items in the report being appealed, and must be directed to the Appeals and Hearings, Department of Health and Human Services, Post Office Box 8206, Columbia, South Carolina 29202-8206. Any correspondence should include the control number appearing on Exhibit A of this report.

Yours very truly,

A handwritten signature in black ink, appearing to read "Richard H. Gilbert, Jr.", written in a cursive style.

Richard H. Gilbert, Jr., CPA
Deputy State Auditor

RHGjr/sag

cc: Ms. Brenda L. Hyleman
Mr. Jeff Saxon
Ms. Kathleen C. Snider

**WOODRUFF MANOR, LLC
WOODRUFF, SOUTH CAROLINA**

**CONTRACT PERIOD
BEGINNING OCTOBER 1, 2006
AC# 3-WOF-J5**

**AGREED-UPON PROCEDURES REPORT
ON CONTRACT
FOR
PURCHASE OF NURSING CARE SERVICES
WITH
STATE OF SOUTH CAROLINA
DEPARTMENT OF HEALTH AND HUMAN SERVICES**

CONTENTS

| | <u>EXHIBIT OR SCHEDULE</u> | <u>PAGE</u> |
|---|------------------------------------|-------------|
| INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES | | 1 |
| COMPUTATION OF RATE CHANGE FOR THE CONTRACT PERIOD BEGINNING OCTOBER 1, 2006 | A | 3 |
| COMPUTATION OF ADJUSTED REIMBURSEMENT RATE FOR THE CONTRACT PERIOD OCTOBER 1, 2006 THROUGH SEPTEMBER 30, 2007 | B | 4 |
| SUMMARY OF COSTS AND TOTAL PATIENT DAYS FOR THE COST REPORT PERIOD ENDED SEPTEMBER 30, 2005 | C | 5 |
| ADJUSTMENT REPORT | 1 | 7 |
| COST OF CAPITAL REIMBURSEMENT ANALYSIS | 2 | 9 |

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INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

September 19, 2008

Department of Health and Human Services
State of South Carolina
Columbia, South Carolina

We have performed the procedures enumerated below, which were agreed to by the South Carolina Department of Health and Human Services, solely to compute the rate change and related adjusted reimbursement rate to be used by the Department in determining the reimbursement settlement with Woodruff Manor, LLC, for the contract period beginning October 1, 2006, and for the twelve month cost report period ended September 30, 2005, as set forth in the accompanying schedules. The management of Woodruff Manor, LLC is responsible for the Financial and Statistical Report for Nursing Homes and supporting accounting and statistical records. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures is solely the responsibility of the South Carolina Department of Health and Human Services. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

The procedures and the associated findings are as follows:

1. We selected costs or areas based on our analytical procedures applied to the reimbursable Medicaid program costs as shown on the Financial and Statistical Report for Nursing Homes, as filed by Woodruff Manor, LLC, to determine if these costs were allowable as defined by the State Plan for Medicaid reimbursement purposes and supported by accounting and statistical records maintained by the Provider. Our findings as a result of these procedures are presented in the Adjustment Report, Summary of Costs and Total Patient Days, and Cost of Capital Reimbursement Analysis sections of this report.
2. We recomputed the Computation of Reimbursement Rate using the adjusted costs and calculated the rate change in accordance with the provisions of the contract between the South Carolina Department of Health and Human Services and Woodruff Manor, LLC dated as of October 1, 2006, as amended. Our findings as a result of these procedures are presented in the Computation of Rate Change and Computation of Adjusted Reimbursement Rate sections of this report.

Department of Health and Human Services
State of South Carolina
September 19, 2008

We were not engaged to and did not conduct an examination, the objective of which would be the expression of an opinion on the financial statements or a part thereof. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the South Carolina Department of Health and Human Services and is not intended to be and should not be used by anyone other than the specified party.

A handwritten signature in black ink, appearing to read "Richard H. Gilbert, Jr.", with a stylized flourish at the end.

Richard H. Gilbert, Jr., CPA
Deputy State Auditor

WOODRUFF MANOR, LLC
Computation of Rate Change
For the Contract Period
Beginning October 1, 2006
AC# 3-WOF-J5

| | 10/01/06- <u>09/30/07</u> |
|--------------------------------|------------------------------|
| Interim Reimbursement Rate (1) | \$128.21 |
| Adjusted Reimbursement Rate | <u>127.03</u> |
| Decrease in Reimbursement Rate | \$ <u><u>1.18</u></u> |

(1) Interim reimbursement rate from the South Carolina Medicaid Management Information System (MMIS) Provider Rate Listing dated February 13, 2008.

WOODRUFF MANOR, LLC
 Computation of Adjusted Reimbursement Rate
 For the Contract Period October 1, 2006 Through September 30, 2007
 AC# 3-WOF-J5

| | <u>Incentives</u> | <u>Allowable Cost</u> | <u>Cost Standard</u> | <u>Computed Rate</u> |
|---|-------------------|---------------------------|--------------------------|--------------------------|
| <u>Costs Subject to Standards:</u> | | | | |
| General Services | | \$ 65.63 | \$ 85.47 | |
| Dietary | | 14.10 | 13.72 | |
| Laundry/Housekeeping/Maintenance | | <u>11.74</u> | <u>12.61</u> | |
| Subtotal | <u>\$7.83</u> | 91.47 | 111.80 | \$ 91.47 |
| Administration & Medical Records | <u>\$4.43</u> | <u>11.88</u> | <u>16.31</u> | <u>11.88</u> |
| Subtotal | | 103.35 | <u>\$128.11</u> | 103.35 |
| <u>Costs Not Subject to Standards:</u> | | | | |
| Utilities | | 2.61 | | 2.61 |
| Special Services | | .02 | | .02 |
| Medical Supplies & Oxygen | | 4.24 | | 4.24 |
| Taxes and Insurance | | 3.44 | | 3.44 |
| Legal Fees | | <u>.01</u> | | <u>.01</u> |
| TOTAL | | <u>\$113.67</u> | | 113.67 |
| Inflation Factor (4.60%) | | | | 5.23 |
| Cost of Capital | | | | 6.38 |
| Cost of Capital Limitation | | | | - |
| Profit Incentive (Maximum 3.5% of Allowable Cost) | | | | 3.98 |
| Cost Incentive | | | | 7.83 |
| Effect of \$1.75 Cap on Cost/Profit Incentives | | | | <u>(10.06)</u> |
| ADJUSTED REIMBURSEMENT RATE | | | | <u>\$127.03</u> |

WOODRUFF MANOR, LLC
 Summary of Costs and Total Patient Days
 For the Cost Report Period Ended September 30, 2005
 AC# 3-WOF-J5

| <u>Expenses</u> | Totals (From Schedule SC 13) as <u>Adjusted by DH&HS</u> | <u>Debit</u> | <u>Credit</u> | <u>Adjusted Totals</u> |
|-------------------------------------|--|--------------|-------------------------------------|----------------------------|
| General Services | \$2,113,717 | \$ - | \$24,520 (4) | \$2,089,197 |
| Dietary | 451,733 | - | 3,037 (4) | 448,696 |
| Laundry | 50,537 | - | 451 (4) | 50,086 |
| Housekeeping | 219,267 | - | 2,324 (4) | 216,943 |
| Maintenance | 107,580 | - | 769 (4) | 106,811 |
| Administration & Medical Records | 374,582 | 9,238 (5) | 2,188 (1) 2,162 (4) 1,306 (7) | 378,164 |
| Utilities | 82,947 | - | - | 82,947 |
| Special Services | 568 | - | - | 568 |
| Medical Supplies & Oxygen | 136,699 | - | 1,752 (6) | 134,947 |
| Taxes and Insurance | 116,467 | 13 (5) | 3,641 (2) 3,285 (3) | 109,554 |
| Legal Fees | - | 188 (5) | - | 188 |
| Cost of Capital | <u>203,134</u> | <u>-</u> | <u>-</u> | <u>203,134</u> |
| Subtotal | 3,857,231 | 9,439 | 45,435 | 3,821,235 |

WOODRUFF MANOR, LLC
Summary of Costs and Total Patient Days
For the Cost Report Period Ended September 30, 2005
AC# 3-WOF-J5

| <u>Expenses</u> | Totals (From Schedule SC 13) as <u>Adjusted by DH&HS</u> | Adjustments | | Adjusted <u>Totals</u> |
|-----------------------------|--|---|-----------------|---------------------------|
| | | <u>Debit</u> | <u>Credit</u> | |
| Ancillary | 106,337 | - | - | 106,337 |
| Nonallowable | 760,949 | 2,188 (1) 3,641 (2) 3,285 (3) 33,263 (4) 1,752 (6) 1,306 (7) | 9,439 (5) | 796,945 |
| CNA Training & Testing | <u>425</u> | <u>-</u> | <u>-</u> | <u>425</u> |
| Total Operating Expenses | <u>\$4,724,942</u> | <u>\$54,874</u> | <u>\$54,874</u> | <u>\$4,724,942</u> |
| Total Patient Days | <u>31,833</u> | <u>-</u> | <u>-</u> | <u>31,833</u> |
| Total Beds | <u>88</u> | | | |

WOODRUFF MANOR, LLC
Adjustment Report
Cost Report Period Ended September 30, 2005
AC# 3-WOF-J5

| <u>ADJUSTMENT</u> <u>NUMBER</u> | <u>ACCOUNT TITLE</u> | <u>DEBIT</u> | <u>CREDIT</u> |
|------------------------------------|---|--------------------|---|
| 1 | Nonallowable Administration & Medical Records | \$ 2,188 | \$ 2,188 |
| | To remove start up cost HIM-15-1, Sections 2132 and 2134 State Plan, Attachment 4.19D | | |
| 2 | Nonallowable Taxes and Insurance | 3,641 | 3,641 |
| | To adjust property taxes to actual HIM-15-1, Section 2304 | | |
| 3 | Nonallowable Taxes and Insurance | 3,285 | 3,285 |
| | To adjust general insurance HIM-15-1, Section 2304 | | |
| 4 | Nonallowable General Services Dietary Laundry Housekeeping Maintenance Administration & Medical Records | 33,263 | 24,520 3,037 451 2,324 769 2,162 |
| | To adjust fringe benefits and related allocation HIM-15-1, Section 2304 State Plan, Attachment 4.19D | | |
| 5 | Administration & Medical Records Legal Taxes and Insurance Nonallowable | 9,238 188 13 | 9,439 |
| | To adjust home office allocation HIM-15-1, Section 2304 State Plan, Attachment 4.19D | | |

WOODRUFF MANOR, LLC
Adjustment Report
Cost Report Period Ended September 30, 2005
AC# 3-WOF-J5

| <u>ADJUSTMENT NUMBER</u> | <u>ACCOUNT TITLE</u> | <u>DEBIT</u> | <u>CREDIT</u> |
|------------------------------|---|--------------|---------------|
| 6 | Nonallowable Medical Supplies & Oxygen To remove special (ancillary) services reimbursed by Medicare State Plan, Attachment 4.19D | 1,752 | 1,752 |
| 7 | Nonallowable Administration & Medical Records To remove travel expense State Plan, Attachment 4.19D | 1,306 | 1,306 |
| | TOTAL ADJUSTMENTS | \$54,874 | \$54,874 |

Due to the nature of compliance reporting, adjustment descriptions and references contained in the preceding Adjustment Report are provided for general guidance only and are not intended to be all-inclusive.

WOODRUFF MANOR, LLC
 Cost of Capital Reimbursement Analysis
 For the Cost Report Period Ended September 30, 2005
 AC# 3-WOF-J5

| | |
|--|-----------------------|
| Original Asset Cost (Per Bed) | \$ 15,618 |
| Inflation Adjustment | <u>2.77878</u> |
| Deemed Asset Value (Per Bed) | 43,399 |
| Number of Beds | <u>88</u> |
| Deemed Asset Value | 3,819,112 |
| Improvements Since 1981 | 323,518 |
| Accumulated Depreciation at 9/30/05 | <u>(1,221,395)</u> |
| Deemed Depreciated Value | 2,921,235 |
| Market Rate of Return | <u>.0490</u> |
| Total Annual Return | 143,141 |
| Return Applicable to Non-Reimbursable Cost Centers | - |
| Allocation of Interest to Non-Reimbursable Cost Centers | <u>-</u> |
| Allowable Annual Return | 143,141 |
| Depreciation Expense | 59,993 |
| Amortization Expense | - |
| Capital Related Income Offsets | - |
| Allocation of Capital Expenses to Non-Reimbursable Cost Centers | <u>-</u> |
| Allowable Cost of Capital Expense | 203,134 |
| Total Patient Days (Actual) | <u>31,833</u> |
| Cost of Capital Per Diem | \$ <u><u>6.38</u></u> |

WOODRUFF MANOR, LLC
Cost of Capital Reimbursement Analysis
For the Cost Report Period Ended September 30, 2005
AC# 3-WOF-J5

| | |
|--|-------------|
| 6/30/89 Cost of Capital and Return on Equity Capital Per Diem Reimbursement | \$ N/A |
| Adjustment for Maximum Increase | <u>N/A</u> |
| Maximum Cost of Capital Per Diem | \$ <u>-</u> |
| Reimbursable Cost of Capital Per Diem | \$6.38 |
| Cost of Capital Per Diem | <u>6.38</u> |
| Cost of Capital Per Diem Limitation | \$ <u>-</u> |

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