



REPORT OF REVIEW

MARSHALL UNIVERSITY RESEARCH CORPORATION HUNTINGTON, WEST VIRGINIA

Community Oriented Health Care Project

Grant No. WV-11888-95-I-302-0301

July 1, 1995 - September 30, 1996

OIG Report No. 98-10(H)

March 31, 1998

I. INTRODUCTION

A. PURPOSE

The purposes of our review were (1) to determine the allowability of the costs claimed under the ARC grant, (2) to determine if the grant objectives were met, and (3) to determine the current status of the project.

B. SCOPE

Our survey included procedures to review costs incurred and claimed for reimbursement under the grant, as well as costs claimed as matching funds. The period of performance was July 1, 1995 through September 30, 1996. We reviewed the grantee's reports, examined records, and held discussions with grantee officials in Huntington, West Virginia, December 3-4, 1997. As a basis for determining allowable costs and compliance requirements, we used the provisions of the grant agreement, Office of Management and Budget (OMB) Circulars A-21 and A-110, and the ARC Code.

C. BACKGROUND

ARC Grant WV-11888-95-I-302-0301 was awarded to Marshall University Research Corporation to assist three new primary care centers in designing practice opportunities to recruit and retain health professionals in underserved areas of West Virginia. The centers are located in Braxton, Fayette and Pocahontas Counties. According to the grant agreement, the following tasks were to be completed:

- 1) Meet with executive management of the primary care center and local health providers in order to lay out goals and objectives of the project;

- 2) Identify community leadership and invite participation on the physician recruitment committee;
- 3) Meet with members to review goals and objectives and refine budget;
- 4) Over a twelve month period, conduct at least three workshops/seminars at each center in order to identify community strengths, weaknesses, opportunities and threats;
- 5) Consider appropriate public relations materials for dissemination to prospects;
- 6) Clearly identify the role of each community team member with his/her areas of expertise regarding the community.
- 7) Develop an idealized sequence, yet flexible, method of rotating candidates among team members;
- 8) Commensurate with the above, identify appropriate social activities which will lend themselves to informal mutual assessment of the community and the prospect;
- 9) Identify financial services such as financial aid at the local, state, national, public and private levels, that may be available to both the prospective candidates and the communities in order to offer practice incentives;
- 10) Identify Marshall University School of Medicine students and residents who plan to practice primary care and may have an interest in locating at one of the three centers;
- 11) Develop a method for community physician recruitment organizations to regularly evaluate their systems for recruitment and make modifications where appropriate;
- 12) Build upon this additional experience in developing model community physician recruitment organizations by disseminating information to other primary care centers in West Virginia as well as to those that are already in the planning state for development in the very near future; and
- 13) Appoint a Physician Recruitment Advisory Committee which will provide additional insight into practitioner perspectives and community organization methods.

The grant was for the lesser of \$95,435 or 75 percent of the actual, reasonable and eligible costs of the project, as determined and approved by ARC. The grantee was to provide the non-federal share

of \$32,260, or 25% in cash, contributed services, and in-kind contributions as approved by ARC. At the time of our review, the grantee had claimed and been paid \$95,351.22 based on total project expenditures of \$127,611.22 and a matching share of \$32,260. Grant funds totaling \$83.78 were deobligated and the grant was closed out at ARC in February 1997.

II. SURVEY RESULTS

A. Grant and Matching Costs


We reviewed the grantees accounting records and selected a sample of grant expenditures for review. We noted that some travel vouchers did not include the purpose of the travel and we discussed the need for the additional information with the grantee. They agreed to include the purpose of travel on travel vouchers if they receive future ARC grants.

At the time of our visit, detailed documentation was not readily available for claimed matching costs of \$32,260 and for some of the grant costs in our sample. Subsequent to our visit, the grantee provided additional documentation. No deficiencies were noted as to the allowability or documentation of the claimed grant costs. However, detailed information (receipts, invoices, purchase orders, etc.) was not provided to support the \$2,500 claimed as in-kind match for "construction and maintenance of Web-Site Recruitment & Retention page." We also noted that documentation for matching costs totaling \$5,800 included summary amounts for personnel costs related to the attendance of university staff at various grant-related meetings but did not include the basis for the amounts, i.e. the number of hours involved or the cost per hour. We are not questioning the \$5,800 in this report, however, more detailed information should be provided for this type of cost if the grantee receives future ARC grants.

Recommendation: We recommend that the grantee provide additional documentation to ARC for the \$2,500 claimed as match for their Web-Site Recruitment and Retention page. We also recommend that the grantee ensure that documentation for grant and matching costs is complete and readily available for review if they receive future ARC grants.

B. Grant Status

We determined that the tasks required of the grantee under the grant agreement were completed. The physician recruitment boards established under the ARC grant still exist and continue to function as planned.


Hubert N. Sparks
Inspector General



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Office of the Inspector General

April 6, 1998

MEMORANDUM FOR The Federal Co-Chairman
 ARC Executive Director

SUBJECT: OIG Reports 98-10(H) and 98-22(H),
 Grants WV-11888-95 and CO-11484-94

Enclosed is a copy of each report dealing with a community oriented health care project at Marshall University and a project to assist Appalachian Textile and carpet manufacturers conducted by the Georgia Tech Research Corporation. Minor items were resolved with the grantee, and we have requested additional information to support a \$2,500 contribution to the health care project.


Hubert N. Sparks
Inspector General

Enclosures



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Office of the Inspector General

April 1, 1998

Mr. Robert Walker, Chairman
Department of Family and Community Health
Marshall University School of Medicine
Huntington, WV 25755-9421

re: OIG Report 98-10(H), ARC Grant WV-11888-95

Dear Mr. Walker:

Enclosed is a copy of our report dealing with a grant for the Community Oriented Health Care Project. The report indicates that supporting documentation was not sufficient for matching costs related to the construction and maintenance of the Web-Site Recruitment and Retention Page or the attendance of university staff at grant related meetings.


Although we accepted the documentation provided for the attendance at grant related meetings, documentation of in-kind contributions for future grants should include a better identification of how the value of in-kind contributions was determined. This could include the total hours of attendance and incurred salary costs.

We would, however, appreciate some additional information, within 60 days, to support the \$2,500 claimed as match for the Web-Site Recruitment and Retention Page.

A copy of this report is being forwarded to the Federal Co-Chairman, ARC Executive Director, and West Virginia State Alternate.

The courtesies and cooperation provided the auditor were appreciated.

Sincerely,


Hubert N. Sparks
Inspector General

Enclosure

cc: Mr. Ron L. Schelling, Executive Director
Marshall University Research Corporation

1666 CONNECTICUT AVENUE, NW WASHINGTON, DC 20235 (202) 884-7675 FAX (202) 884-7691

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West Virginia



SCHOOL OF MEDICINE
Department of Family and Community Health
Office of Chairman
Huntington, West Virginia 25755-9421
304/696-7039

May 29, 1998

Hubert N. Sparks
Inspector General
Appalachian Regional Commission
1666 Connecticut Avenue, NW
Washington, DC 20235

Re: OIG Report 98-10(H), ARC Grant WV-11888-95

Dear Mr. Sparks:

This is a letter in response to your April 1, 1998 letter regarding Community Oriented Health Care Project. The Department of Family and Community Health at Marshall University School of Medicine supported the \$2,500.00 for the Web-Site Recruitment and Retention Page.

At the time of this grant, the department employed a computer technician along with administrative support, including management and secretarial level positions, in excess of \$2,500 to assist in the development of computer programs. The average cost of setting up a web-site and the expense to gather and collect information, in addition to scanning and maintaining, was contributed in-kind by the department. The establishment of this web-site required a large amount of time in collecting the information from the various primary care sites. Furthermore, the necessary hardware to maintain and update the web-site were provided by the department.

The web page can be reviewed at the following address:

<http://wvbph.marshall.edu/recruit/>

If you need further information or clarification, please feel free to call me at 304-696-7038.

Sincerely,

Robert Walker, M.D.
Professor and Chairman

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Office of the Inspector General

April 1, 1998


Mr. Ralph H. Goolsby, ARC Manager
Local Capacity Development
West Virginia Development Office
State Capitol Complex, Building 6, Room 553
Charleston, WV 25305

re: **OIG Report 98-10(H), ARC
Grant WV-11888-95**

Dear Mr. Goolsby:

Enclosed is a copy of our report dealing with a grant for the Community Oriented Health Care Project at Marshall University.

Sincerely,


Hubert M. Sparks
Inspector General

Enclosure



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Office of the Inspector General

April 1, 1998


Mr. Ralph H. Goolsby, ARC Manager
Local Capacity Development
West Virginia Development Office
State Capitol Complex, Building 6, Room 553
Charleston, WV 25305

re: OIG Report 98-10(H), ARC
Grant WV-11888-95

Dear Mr. Goolsby:

Enclosed is a copy of our report dealing with a grant for the Community Oriented Health Care Project at Marshall University.

Sincerely,


Hubert M. Sparks
Inspector General

Enclosure