

## **REPORT DIGEST**

### **DEPARTMENT OF MENTAL HEALTH AND DEVELOPMENTAL DISABILITIES GEORGE A. ZELLER MENTAL HEALTH CENTER COMPLIANCE AUDIT FOR THE TWO YEARS ENDED JUNE 30, 1995**

#### **SYNOPSIS**

Twenty of 25 employees selected for testing had not completed all required training courses. Some of the employees lacked training in such courses as: aggression, infection control, fire safety, toxic substances, suicide response, and CPR review. As a result, employees may not have adequate knowledge to perform their jobs properly.

{Expenditures and Activity Measures are summarized on the reverse page.}

## **FINDINGS, CONCLUSIONS, AND RECOMMENDATIONS**

### **EMPLOYEES LACKED REQUIRED TRAINING**

Twenty of 25 employees selected for testing had not completed all required training. A summary of the training some of the employees lacked is as follows:

- Fourteen did not participate in OSHA Bloodborne Pathogens training.
- Two did not complete fire safety, toxic substance, and safe and secure environment training.
- Five did not participate in aggression-management training.
- Seven did not participate in suicide-response training.
- Four did not participate in a CPR review course.

Center officials attribute the lack of training to a decreasing number of employees and to increasing work responsibilities which prohibit employees from leaving their regular work assignments. They have accepted our recommendation to develop training programs that can be presented in one to two-hour increments over several sessions and to provide on-site training at employees' work stations. (Finding 1, page 6, first reported in 1991.) We will review the Center's progress towards implementation of our audit recommendation during our next audit. Mr. Leonard Beck, Chief Internal Auditor, provided the Department's response to the recommendation.

### **AUDITORS' OPINION**

We conducted a compliance audit of the Center as required by the Illinois State Auditing Act. We also performed certain agreed-upon procedures with respect to the accounting records of the Center to assist our single audit of the entire Department. Financial statements for the Department will be presented in the single audit report.

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WILLIAM G. HOLLAND, Auditor General

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**SUMMARY OF AUDIT FINDINGS**

<u>Number of</u>	<u>This Audit</u>	<u>Prior Audit</u>
Audit findings	1	2
Prior recommendations repeated	1	1
Prior recommendations implemented or not repeated	1	5

**SPECIAL ASSISTANT AUDITORS**

Sulaski & Webb were our special assistant auditors for this audit.

**GEORGE A. ZELLER MENTAL HEALTH CENTER**  
**COMPLIANCE AUDIT**  
**For The Two Years Ended June 30, 1995**

<b>EXPENDITURE STATISTICS</b>	<b>FY 1995</b>	<b>FY 1994</b>	<b>FY 1993</b>
<b>●Total Expenditures (All Funds)</b>	<b>\$13,605,892</b>	<b>\$13,606,468</b>	<b>\$13,390,109</b>
<u>OPERATIONS TOTAL</u>	\$13,605,892	\$13,606,468	\$13,390,109
% of <b>Total</b> Expenditures	100%	100%	100%
Personal Services	\$11,244,386	\$11,057,873	\$10,729,198
% of Operations Expenditures	82.6%	81.3%	80.1%
Average No. of Employees	304	326	335
Other Payroll Costs (FICA, Retirement)			
% of Operations Expenditures	\$1,181,824 8.7%	\$1,164,812 8.5%	\$1,139,073 8.5%
Contractual Services	\$751,369	\$842,723	\$956,821
% of Operations Expenditures	5.5%	6.2%	7.2%
Commodities	\$281,883	\$367,012	\$401,487
% of Operations Expenditures	2.1%	2.7%	3.0%
All Other Operations Items	\$146,430	\$174,048	\$163,530
% of Operations Expenditures	1.1%	1.3%	1.2%
<u>GRANTS TOTAL</u>	\$0	\$0	\$0
% of <b>Total</b> Expenditures	0%	0%	0%
<b>●Cost of Property and Equipment</b>	<b>\$12,961,592</b>	<b>\$12,721,679</b>	<b>\$12,621,878</b>

<b>SELECTED ACTIVITY MEASURES</b>	<b>FY 1995</b>	<b>FY 1994</b>	<b>FY 1993</b>
<b>●Average Number of Residents</b>	131	121	172
<b>●Ratio of Employees to Residents</b>	2.3	2.7	1.9
<b>●Cost Per Year Per Resident</b>	\$151,069	\$128,242	\$98,484
<b>●National School Lunch Program Receipts</b>	*\$2	*\$6,883	\$15,704

\* Beginning in 1994, receipts went directly to the Department's Central Office.

<b>FACILITY DIRECTOR(S)</b>
During Audit Period: Dr. Robert Vyverberg, Facility Director Currently: Dr. Robert Vyverberg, Facility Director