



Department of Alcohol & Drug Addiction Services



Department of Mental Health

Orman Hall, ODADAS Director • John R. Kasich, Governor • Tracy J. Plouck, ODMH Director

June 28, 2013

OFFICE OF  
INSPECTOR GENERAL  
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Mr. Randall J. Meyer  
Ohio Inspector General  
30 East Broad Street, Suite 2940  
Columbus, Ohio 43215

RE: Report on Charity Martin-Via 2012-CA00060

Dear Inspector General Meyer:

I have included in this document the Ohio Department of Alcohol and Drug Addiction Services' (ODADAS) response to your recommendations included in the State of Ohio's Office of the Inspector General Investigative Report File ID#: 2012-CA00060 dated June 4, 2013. Please note that Sub. Am. H.B. 59 of the 130<sup>th</sup> General Assembly creates the Ohio Department of Mental Health and Addiction Services (OhioMHAS) by consolidating ODADAS with the Ohio Department of Mental Health (ODMH) effective July 1, 2013. As such, much of the ODADAS response reflects work that is taking place in the new agency.

**RECOMMENDATIONS AND RESPONSES**

- 1. Revise existing policies to require written supervisory verification and approval of a subordinate's work schedule.

Agency Response: ODADAS currently has implemented a policy to require supervisory verification and approval of a subordinate's work schedule. Effective June 16, 2013, ODADAS has implemented the KRONOS timekeeping system, which was already in use by ODMH, including its six hospitals.

- 2. Require supervisors to annually confirm an employee's secondary employment status.

Agency Response: ODADAS will work with OhioMHAS in developing a secondary employment policy and will ensure that there is an annual confirmation of external employment activities by employees.

3. Require supervisors to verify and approve the accuracy of subordinates' by-weekly time and attendance records, with significant attention to call-off forms, work schedule deviations, and compensatory forms.

Agency Response: Effective June 16, 2013, ODADAS has implemented the KRONOS timekeeping system. The KRONOS system, which was already operating at ODMH Central Office and its six hospitals, eliminates paper timekeeping and assists managers in monitoring subordinates bi-weekly time.

4. Add greater formality to the process of an employee's acknowledgement of receipt, and agreement to adhere to, the policies and procedures instituted by the agency, including a similar acknowledgement for any future revisions.

Agency Response: ODADAS will work with OhioMHAS in developing and implementing a process related to employee's acknowledgement of receipt, and agreement to adhere to agency policies.

5. Emphasize the importance for supervisory employees to adhere to the policy of completing a required "call off" form any time a supervisor receives notice that an employee will be late for work or be absent for the work day.

Agency Response: ODADAS will work with OhioMHAS in developing a call off policy and procedure that includes documentation of the time absent.

6. Continue to perform periodic time and attendance audits to verify the accuracy of the times the employee recorded on the paper timesheets, and to identify any discrepancies which may require training or disciplinary action.

Agency Response: Implementation of the KRONOS timekeeping system means ODADAS is paperless. Additionally, ODADAS will work with OhioMHAS in developing a process to ensure that employee time and attendance are accurate.

Thank you for your recommendations in making improvements. If you have any questions please feel free to contact me.

Sincerely,



Orman Hall, Director  
Ohio Department of Alcohol and Drug Addiction Services

cc: Tracy Plouck, Director of the Ohio Department of Mental Health