



**DEPARTMENT OF MENTAL HEALTH
NORTHWEST MISSOURI PSYCHIATRIC
REHABILITATION CENTER**

**From The Office Of State Auditor
Claire McCaskill**

**Report No. 2003-92
September 18, 2003
www.auditor.state.mo.us**

AUDIT REPORT



Office Of The
State Auditor Of Missouri
Claire McCaskill

September 2003

The following problems were discovered as a result of an audit conducted by our office of the Department of Mental Health, Northwest Missouri Psychiatric Rehabilitation Center.

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For the two years ended June 30, 2002, the Northwest Missouri Psychiatric Rehabilitation Center (NWMPRC) should have reimbursed the state's General Revenue Fund \$104,800 for three state employees whose time was spent operating the canteen. According to the facility personnel, the percentage of time spent by state employees operating the canteen was approximately 76 percent and 51 percent for the years ended June 30, 2002 and 2001, respectively. Assuming an average of approximately 50 percent of the state employees' time is spent operating the canteen each year, an average retail price increase of approximately 25 percent would be necessary for the Canteen Fund to repay the state's General Revenue Fund for the operating costs related to the state employees. If the Canteen Fund does not generate enough annual profit to reimburse the state's General Revenue Fund for operating costs associated with state employees, the unreimbursed costs should be considered when determining future canteen prices.

During the two years ended June 30, 2002, the facility transferred work therapy program funds totaling approximately \$21,800 to the Mental Health Trust Fund instead of the state's General Revenue Fund. In addition, the facility does not maintain work therapy monies in a separate account, as required by state law, and does not adequately monitor operations and related financial activity of the work therapy program.

The facility uses state General Revenue Fund appropriations to pay all salary and benefit costs for the state employees who oversee the operations of the work therapy program. Although the facility had at least \$461,000 of costs related to this program, the facility only transferred approximately \$21,800 of work therapy program revenues to the Mental Health Trust Fund. Increases in the prices charged for program products and services would help offset some of the costs of operating the program. To adequately monitor work therapy program operations and to determine if they are efficient and being utilized, the facility should determine the net profit or loss of each work therapy program.

NWMPRC personnel are unable to identify the proper disposition of approximately \$17,490 in the Non-Appropriated Funds System (NAFS) holding account. Additionally, NWMPRC personnel did not always retain documentation to support expenditures of non-appropriated funds.

YELLOW SHEET

Some state-owned vehicles operated by the facility are underutilized. We noted 23 of 37 vehicles were driven less than 5,000 miles during the year ended June 30, 2002. Of these 23 underutilized vehicles, facility personnel indicated 17 of them are primarily used on the grounds. During 2001, the facility purchased three new vehicles for the fleet. One of these three was specially equipped, but the other two were not. One of these vehicles was driven only 1,295 miles during the year ended June 30, 2002.

According to facility management, the number of vehicles necessary for use on the grounds by each department has not been analyzed. During our audit, we noted the Carpenter Shop has three vehicles assigned to its department, but only has one full time employee. In addition, vehicle logs are not maintained for all facility vehicles and some logs were not complete and accurate.

NWMPRC personnel do not perform a monthly reconciliation of purchases, usage, and inventories for fuel maintained in the facility's bulk storage tank. We performed this reconciliation for the period November 15, 2001 through April 25, 2002, and found 118 gallons of unleaded gasoline were not accounted for properly.

The audit report also notes some other concerns related to use and maintenance of the revolving fund, contracts, and employee meals.

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DEPARTMENT OF MENTAL HEALTH
NORTHWEST MISSOURI PSYCHIATRIC REHABILITATION CENTER

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STATE AUDITOR'S REPORT



CLAIRE C. McCASKILL
Missouri State Auditor

Honorable Bob Holden, Governor
and
Mental Health Commission
and
Dorn Schuffman, Director
Department of Mental Health
and
Diane McFarland, Director of Comprehensive Psychiatric Services
Department of Mental Health
and
Laurent D. Javois, Superintendent
Northwest Missouri Psychiatric Rehabilitation Center
St. Joseph, MO 64506

We have audited the Department of Mental Health, Northwest Missouri Psychiatric Rehabilitation Center. The scope of this audit included, but was not necessarily limited to, the years ended June 30, 2002 and 2001. The objectives of this audit were to:

1. Review certain management practices and financial information for compliance with applicable constitutional provisions, statutes, regulations, and administrative rules.
2. Review the efficiency and effectiveness of certain management practices.
3. Review certain expenditures made by the Northwest Missouri Psychiatric Rehabilitation Center.

Our audit was conducted in accordance with applicable standards contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and included such procedures as we considered necessary in the circumstances. In this regard, we reviewed minutes of meetings, written policies, financial records, and other pertinent procedures and documents, and interviewed various personnel of the facility.

As part of our audit, we assessed the facility's management controls to the extent we determined necessary to evaluate the specific matters described above and not to provide assurance on those controls. With respect to management controls, we obtained an understanding of the design of relevant policies and procedures and whether they have been placed in operation.

Our audit was limited to the specific matters described above and was based on selective tests and procedures considered appropriate in the circumstances. Had we performed additional procedures, other information might have come to our attention that would have been included in this report.

The accompanying History, Organization, and Statistical Information is presented for informational purposes. This information was obtained from the facility's management and the Statewide Advantage for Missouri (SAM II) system and was not subjected to the procedures applied in the audit of the facility.

The accompanying Management Advisory Report presents our findings arising from our audit of the Department of Mental Health, Northwest Missouri Psychiatric Rehabilitation Center.



Claire McCaskill
State Auditor

March 13, 2003 (fieldwork completion date)

The following auditors participated in the preparation of this report:

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MANAGEMENT ADVISORY REPORT -
STATE AUDITOR'S FINDINGS

DEPARTMENT OF MENTAL HEALTH
NORTHWEST MISSOURI PSYCHIATRIC REHABILITATION CENTER
MANAGEMENT ADVISORY REPORT -
STATE AUDITOR'S FINDINGS

1. Canteen Procedures

- A. For the two years ended June 30, 2002, the facility should have reimbursed the state's General Revenue Fund \$104,800 for the amount of time spent by three state employees operating the canteen. One of the primary duties of the state employees in the canteen is to supervise and train the patients who work in the canteen. The salary costs noted above represent time these employees operated the canteen when no patients were working. According to the facility personnel, the percentage of time spent by state employees operating the canteen was approximately 76 percent and 51 percent for the years ended June 30, 2002 and 2001, respectively. These percentages were determined by comparing the total hours of canteen operations to the total training hours.

Assuming an average of approximately 50 percent of the state employees' time is spent operating the canteen each year, an average retail price increase of approximately 25 percent would be necessary for the Canteen Fund to repay the state's General Revenue Fund for the operating costs relating to state employees. Facility personnel indicate that imposing employee salary operating costs on the Canteen Fund would result in significant opposition by the patients because the prices of canteen goods would have to increase substantially. While we recognize patients typically have limited income and financial support, our analysis of the prices of canteen products currently held for sale suggests that prices may be artificially low. For example, a 25 percent price increase would raise the price of a 20 ounce bottle of soda from 80 cents to \$1.00, and the price of a generic pack of cigarettes from \$1.40 to \$1.75. If the Canteen Fund does not generate enough annual profit to reimburse the state's General Revenue Fund for operating costs associated with state employees, the unreimbursed costs should be considered when determining future canteen prices.

The Canteen Fund was established under Section 630.335, RSMo 2000, which states "The acquisition costs of goods and *other expenses* [emphasis added] shall be paid from the account." Based on this statutory language, it appears the canteen operating costs related to state employees should be paid from the earnings from canteen sales. The facility should require the Canteen Fund to reimburse the state's General Revenue Fund for the operating costs related to state employees and adjust the prices of canteen goods accordingly. In addition, Northwest Missouri Psychiatric Rehabilitation Center (NWMPRC) management should periodically evaluate whether canteen prices were sufficiently adjusted.

- B. Numerous differences (both overages and shortages) between the daily cash register receipt reports for the canteen and monies transmitted to the accounting department were not explained. While most of the differences were small, some unexplained larger differences were also noted. To ensure all receipts are properly accounted for, NWMPRC management should adopt procedures to ensure the differences between the daily cash register receipt reports and monies transmitted (overages and shortages) are investigated and the resolution is documented.

WE RECOMMEND NWMPRC management:

- A. Require the Canteen Fund to reimburse the state's General Revenue Fund for the salary costs related to state employees who operate the canteen, and adjust the prices of canteen goods accordingly. In addition, management should periodically evaluate whether canteen prices were properly adjusted.
- B. Ensure personnel investigate and resolve overages and shortages (over a specified amount).

AUDITEE'S RESPONSE

- A. *We partially concur. We submit that virtually all Canteen staff's time is devoted to functions that support patient workers and other patients, who are customers of the Canteen. Although their classifications indicate "support" functions, they actually function as "direct care" personnel. They must monitor safety and security for patient customers, review their dietary plans to ensure appropriate purchases and respond appropriately with patients' behaviors. Canteen staff receive the same training as direct care staff. Therefore, we do not agree that any monies should be reimbursed to General Revenue.*

We have begun evaluating and adjusting Canteen pricing and will continue as needed.

- B. *We concur. Canteen staff will investigate any overage/shortage of \$1.00 or more, attempting to reconcile and note same on daily cash report. This will be implemented by September 1, 2003.*

2. Work Therapy Program

The Work Therapy Program provides both services to the facility and vocational activities for the facility's patients. The goods or services that are produced by the program are sold to the facility employees and their families. Some of the items or services produced by the program include auto repair services, plants, and car detailing.

- A. During the two years ended June 30, 2002, the facility transferred work therapy program funds totaling approximately \$21,800 to the Mental Health Trust Fund instead of the state's General Revenue Fund. Section 630.340 (2), RSMo 2000, states "The remaining funds from sales of the activity center shall be deposited monthly in the state treasury to the credit of the General Revenue Fund." Currently, revenues of the work therapy program are deposited to the facility holding account, along with other facility revenues, and transferred to the Mental Health Trust Fund each night. In addition, the facility does not maintain work therapy monies in a separate account, as required by state law. According to Section 630.340 (2), RSMo 2000, all monies from an activity center should be placed in a separate account.

Work therapy program expenses are paid from both the Mental Health Trust Fund and the state's General Revenue Fund. Because of the commingling of monies with general facility activities, the receipts and expenditures of the work therapy program are not accounted for in a comprehensive manner that would allow for financial aspects of the program to be monitored. Maintaining a separate bank account for the program would allow for better accountability of work therapy program activity, as well as meet the requirements of state law.

- B. NWMPRC management does not adequately monitor operations and related financial activity or results of the work therapy program. The facility uses state General Revenue Fund appropriations to pay all salary and benefit costs for the state employees who oversee the operations of the work therapy program. According to the facility personnel, the total salary and benefits costs for the two years ended June 30, 2002, were approximately \$461,000 for nine state employees. The facility indicated that two of these nine employees only spend a portion of their work time on the work therapy program; however, documentation was not maintained to show the actual time spent on the work therapy program. The facility was also unable to provide us with total revenues and expenditures of the work therapy program and the net profit or loss was not determined.

Although the facility had at least \$461,000 of costs related to this program, the facility only transferred approximately \$21,800 of work therapy program revenues to the Mental Health Trust Fund. Increases in the prices charged for program products and services would help offset some of the program costs. Our analysis of the prices of products currently sold through the work therapy program suggests that current prices may be artificially low. For example, the facility only charges \$5 per hour for auto shop labor.

The vocational activity center was established under Section 630.340 (2), RSMo 2000, which includes the requirement that "...any goods sold and *other expenses* [*emphasis added*] shall be paid from this account." Based on this statutory language, it appears the operational costs related to the state employees should be paid from the earnings from work therapy program sales. Considering the significant difference between costs and revenues of the program, the facility

should, at a minimum, evaluate the rates charged for the various services. The facility should also determine whether it is cost effective to continue this program. To adequately monitor work therapy program operations and to determine if they are efficient and being utilized, the facility should determine the net profit or loss of each work therapy program.

- C. The work therapy program receipt slips issued by the facility are not prenumbered. Most goods and services are paid for in advance and the receipt slips obtained are presented to the work therapy program workers to obtain the goods and services. To account for all receipts and ensure all monies received are deposited, prenumbered receipt slips should be issued for all monies received and the numerical sequence of receipt slips should be accounted for properly.

WE RECOMMEND NWMPRC management:

- A. Ensure profit from the work therapy program, if any, is transferred to the state's General Revenue Fund. In addition, facility management should ensure all work therapy program monies are maintained in a separate account.
- B. Monitor the operations of the work therapy program, including requiring the program to reimburse the state's General Revenue Fund, to the extent possible, for the costs of state employees. Furthermore, management should evaluate the adequacy of amounts charged for goods and services and determine if the program is cost justified.
- C. Require prenumbered receipt slips be issued for all monies received, and ensure the numerical sequence of receipt slips issued is accounted for properly.

AUDITEE'S RESPONSE

- A. *We concur. We will implement the recommendations in fiscal year (FY) 2004.*
- B. *We do not concur. We submit that Work Therapy staff time should be appraised the same as Canteen staff time. One hundred percent of Work Therapy staff time is related to direct and indirect training of patient workers, therefore, no reimbursement to General Revenue for their salaries or fringes should be required. However, we will evaluate prices for goods and services towards ensuring the work therapy programs are covering the cost of supplies/equipment. This will be implemented in FY 2004.*
- C. *We concur. We will implement in FY 2004.*

3.**Non-Appropriated Funds System Procedures**

A. Non-appropriated client and facility funds are maintained by facility personnel. Client monies, such as income and benefits, are used to pay for things such as care, treatment, and personal items. Facility monies, which are canteen receipts, are used to pay for the canteen operations. A review of the facility and client funds noted the following concerns:

1. NWMPRC personnel are unable to identify the source or proper disposition of approximately \$17,490 in the Non-Appropriated Funds System (NAFS) holding account. In addition, there is a subaccount within the holding account which is used to account for funds available to clients through a debit card system. The clients are given a debit card (similar to a credit card) to use in the canteen for purchases, instead of cash. The facility does not reconcile the amount of money in this subaccount to the total balance of these debit cards. At June 30, 2002, there was approximately \$765 in the debit system subaccount.

The holding accounts should be investigated to determine why such monies have been accumulated in the holding account. The facility should require unidentified monies to be disposed of in a timely manner. In addition, reconciliations of the debit system subaccount to the total amount posted to client debit cards should be performed and documented on a monthly basis and any discrepancies noted should be investigated. Because of the failure to reconcile the debit cards to the cash balance, improprieties and errors could occur and not be detected.

2. NWMPRC personnel did not always retain documentation to support expenditures of non-appropriated funds. For the year ended June 30, 2001, vendor invoices or other supporting documentation were not retained for canteen expenditures. Retention of records is necessary to ensure the validity of transactions and provide an audit trail. In addition, Section 109.270, RSMo 2000, provides that all records made or received by an official in the course of their public duties are public property and are not to be disposed of except as provided by law.

B. The Department of Mental Health (DMH) issued a policy in 1998, outlining procedures for the use and maintenance of a revolving fund. This fund was established at \$4,000, and is maintained by facility personnel. The Mental Health Trust Fund reimburses the facility for expenditures made from this fund. These monies are available to be used for indigent patient monies and patient outings. A review of revolving fund activity noted the following concerns:

1. The facility made two loans to employees from the revolving fund, totaling approximately \$800, which violate the DMH revolving fund policy. These loans were given as a result of problems with employees' paychecks and were repaid once the error was resolved. To ensure all monies are used as intended, NWMPRC personnel should follow the written policies for the NAFS revolving fund.
2. Receipt slips are not prepared for the remaining monies received from employees after making purchases. To adequately account for all receipts, receipt slips should be issued for all monies collected and the numerical sequence should be accounted for properly.

WE RECOMMEND NWMPRC management:

- A.1. Ensure personnel determine the proper disposition of unidentified NAFS monies in a timely manner. In addition, a reconciliation of the debit system holding account should be performed monthly.
 2. Retain documentation to support expenditures from non-appropriated funds.
- B.1. Ensure all expenditures comply with policy.
 2. Require prenumbered receipt slips be issued for all monies received, and ensure the numerical sequence of receipt slips issued is accounted for properly.

AUDITEE'S RESPONSE

A.1 We concur. We have made disposition of \$17,458 during FY 2003. The remaining \$32 will be disposed of in FY 2004. We will implement an internal procedure in FY 2004 to ensure proper disposal of unidentified NAFS monies in a timely manner. We will implement a process for reconciling the debit system monthly beginning in FY 2004.

A.2&

B.1 We concur.

B.2

&3 We concur. These procedures were implemented in FY 2003.

4.

State-Owned Vehicles

- A. Some state-owned vehicles operated by the facility are underutilized. We noted 23 of 37 vehicles (62 percent) were driven less than 5,000 miles during the year ended June 30, 2002. Of these 23 underutilized vehicles, facility personnel indicated 17 of them are primarily used on the grounds. While 12 of these 17

vehicles appeared to have been equipped for specific purposes, the remaining vehicles which were underutilized may have been used more efficiently by reassigning them to another department within the facility or to the motor pool. During 2001, the facility purchased three new vehicles for the fleet. One of these three was specially equipped, but the other two were not, and one of those vehicles was driven only 1,295 miles during the year ended June 30, 2002.

According to facility management, the number of vehicles necessary for use on the grounds by each department has not been analyzed. During our audit, we noted the Carpenter Shop has been assigned three vehicles, but only has one full-time employee.

Low mileage can often indicate that a facility has too many vehicles or that a facility does not efficiently utilize vehicles. In addition, the facility needs to periodically review vehicle needs and assignments, especially prior to the purchase of replacement vehicles.

- B. Vehicle logs are not maintained for all facility vehicles and some logs were not complete and accurate. Facility management does not require monthly vehicle travel logs be maintained for vehicles primarily used on the grounds, except for security vehicles; however, some of these vehicles are driven significant miles each year. For example, one of the grounds vehicles was driven approximately 5,500 miles during the year ended June 30, 2002, with no record of its use being kept. In addition, the monthly vehicle logs required by the facility for other vehicles were not always accurate or complete. The logs contained gaps in the ending and beginning mileage amounts. Also, the purpose of the trips is not always indicated on the logs.

Documentation and reviews of the logs are necessary to determine if the vehicles are being used efficiently and only for official state business. Without proper documentation of the purpose and destination of trips, it is not possible to monitor usage of state-owned vehicles to ensure vehicles are only used for authorized purposes.

- C. NWMPRC personnel do not perform a monthly reconciliation of fuel purchases, fuel usage, and fuel inventories for fuel maintained in the facility's bulk storage tank. Although fuel usage logs are maintained to account for all fuel used, fuel purchases are not tracked. While fuel inventories are performed, they are not performed on a monthly basis. According to facility personnel, fuel inventories are performed to determine the amount of fuel to order. We performed this reconciliation for the period November 15, 2001 through April 25, 2002, and found 118 gallons of unleaded gasoline were not accounted for properly.

The failure to reconcile fuel inventories to fuel purchases and usage increases the risk that theft or misuse of fuel could occur and not be detected. Such reconciliations should be performed and documented on a monthly basis and any

discrepancies noted should be investigated. Performing such fuel reconciliations would enable the facility to more fully account for fuel expenditures and help to identify any losses of fuel.

WE RECOMMEND NWMPRC management:

- A. Evaluate the usage and necessity of all vehicles to ensure they are properly utilized.
- B. Require that complete and accurate vehicle logs be kept on all vehicles. Also, these logs should be monitored to determine the reasonableness of mileage incurred, and to ensure that use is for authorized purposes.
- C. Ensure personnel reconcile fuel purchases, usage, and inventories monthly and investigate any significant differences.

AUDITEE'S RESPONSE

A&B. We concur. We will implement by October 1, 2004.

C. We concur. We will implement in the beginning of FY 2004.

5.

Contracts

NWMPRC did not always enter into written contracts defining services to be provided and benefits to be received. The facility has been providing space in the Glore Psychiatric Museum to a not-for-profit auxiliary to operate a gift shop and provides state paid workers to the auxiliary to operate the gift shop. In return, the auxiliary is to provide funding for services for the patients of the facility. The facility does not have a written agreement or contract with the auxiliary that details the value of the space and salaries provided by the facility or the level of funding that must be provided by the auxiliary. In addition, during the two years ended June 30, 2002, NWMPRC paid two individuals approximately \$11,880 for chaplain or ministerial services without a written contract. Furthermore, the facility management has continued to use the same vending provider even though the vending services contract expired in December 2001 and has not been extended.

Written contracts, signed by the parties involved, should specify the services to be rendered and the manner and amount of compensation to be paid. Written contracts are necessary to ensure all parties are aware of their duties and responsibilities and to prevent misunderstandings.

WE RECOMMEND NWMPRC management enter into written agreements with all parties that clearly detail the work to be performed and the compensation to be paid or benefits received.

AUDITEE'S RESPONSE

We concur and believe that our purchase orders serve as price agreements (contracts) with vendors.

6. Employee Meals

The NWMPRC provides meals to employees at no charge as part of a “modeling” program. The purpose of the program, according to facility personnel, was to encourage employees to eat with the clients to set a good example. Each year the facility provided approximately 11,300 meals to employees. The providing of free meals to employees appears to violate state law.

Section 630.186, RSMo 2000, states “Any purchase of food in any institution under the control of the department, other than the usual quantity purchased for the patients or residents thereof, to be used by or for anyone other than the patients or residents of such institution shall be charged directly to the individual responsible for such purchase.”

WE RECOMMEND NWMPRC management review the practice of providing free meals to employees.

AUDITEE'S RESPONSE

We concur. We ceased serving employees meals in FY 2003.

HISTORY, ORGANIZATION, AND
STATISTICAL INFORMATION

DEPARTMENT OF MENTAL HEALTH
NORTHWEST MISSOURI PSYCHIATRIC REHABILITATION CENTER
HISTORY, ORGANIZATION, AND
STATISTICAL INFORMATION

Northwest Missouri Psychiatric Rehabilitation Center (NWMPRC) is located in St. Joseph under the direction of the Missouri Department of Mental Health. The facility was established by the General Assembly in 1872 and began operation in 1874 as the St. Joseph State Hospital. In July, 1997, NWMPRC, formerly St. Joseph State Hospital, moved into a new facility.

The facility consists of the main campus, Woodson Building, and Glore Psychiatric Museum. Services are provided for Missouri citizens living in a twenty-five county area in northwest Missouri. The cost of care, both in-patient treatment and supported community living patients, is shared by the client, based on the ability to pay, and the Department of Mental Health.

The main campus used for adults includes three minimum security wings and six open campus security cottages. The 108-bed adult psychiatric treatment facility provides intermediate or long-term care. NWMPRC provides adult and forensic psychiatric services for chronic and persistent mental illness. The staff of the facility provide psychological rehabilitation to enable the clients to return to the community.

The Woodson Building houses the children's unit and other agencies that provide services to children and families. The 12-bed children's unit provides acute inpatient care. NWMPRC accepts children and adolescents to rapidly stabilize psychiatric symptoms.

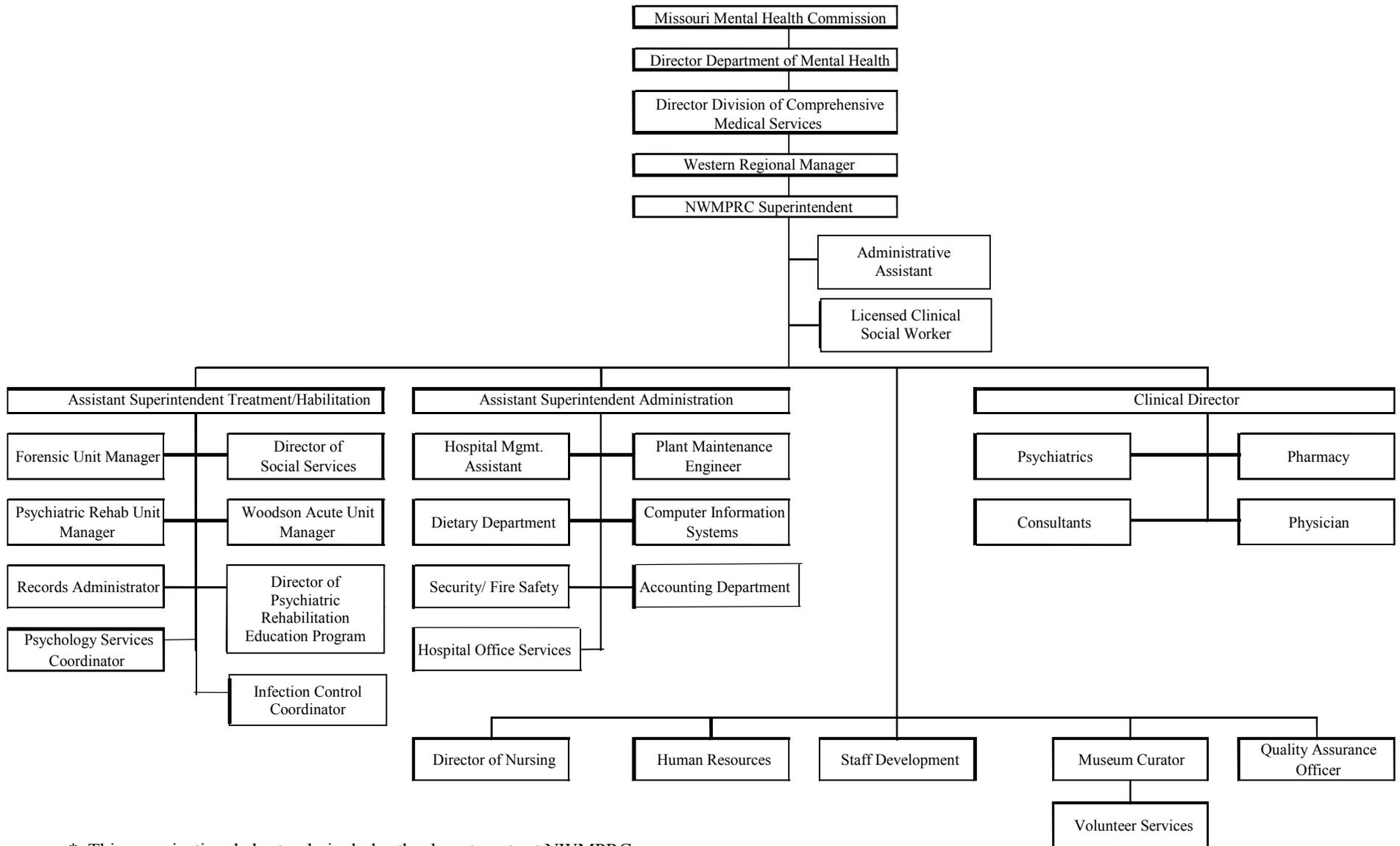
Follow-up provided by the facility is determined for each individual case. Community-based care and treatment is provided by staff of the Administrative Agents through the Supported Community Living program, Purchase of Service program, and the Medicaid-funded case management. Treatment services are monitored by the staff of the Northwest Regional Supported Community Living Program, located in St. Joseph.

The Glore Psychiatric Museum opened in 1967. The museum houses an extensive collection that chronicles the early history of psychiatric treatment. It also explains the more than 125 year history of St. Joseph State Hospital.

At June 30, 2002, NWMPRC had approximately 430 full-time employees performing various administrative, operational, and service functions. Laurent Javois has served as the facility superintendent since 1999.

An organization chart and statistical data follow:

DEPARTMENT OF MENTAL HEALTH
 NORTHWEST MISSOURI PSYCHIATRIC REHABILITATION CENTER*
 ORGANIZATION CHART
 JUNE 30, 2002



* This organizational chart only includes the departments at NWMPRC.

DEPARTMENT OF MENTAL HEALTH
 NORTHWEST MISSOURI PSYCHIATRIC REHABILITATION CENTER
 STATISTICAL DATA

	<u>Year Ended June 30,</u>	
	<u>2002</u>	<u>2001</u>
YEARLY ADMISSIONS		
Inpatient - Adult	59	75
Inpatient - Children and Adolescents	<u>200</u>	<u>189</u>
Total	<u><u>259</u></u>	<u><u>264</u></u>
YEARLY PATIENT DAYS		
Inpatient - Adult	40,455	39,673
Inpatient - Children and Adolescents	<u>2,456</u>	<u>2,617</u>
Total	<u><u>42,911</u></u>	<u><u>42,290</u></u>
OCCUPANCY STATISTICS		
Number of beds	120	120
Average daily census	118	116
Bed occupancy percentage	98%	97%

Appendix A

DEPARTMENT OF MENTAL HEALTH
 NORTHWEST MISSOURI PSYCHIATRIC REHABILITATION CENTER
 COMPARATIVE STATEMENT OF APPROPRIATIONS AND EXPENDITURES

	Year Ended June 30,					
	2002			2001		
	Appropriation Authority	Expenditures	Lapsed Balances	Appropriation Authority	Expenditures	Lapsed Balances
GENERAL REVENUE FUND - STATE						
Personal Service	\$ 11,715,046	11,284,253	430,793	12,744,390	12,076,304	668,086
Expense and Equipment	1,995,063	1,944,406	50,657	2,385,063	2,384,153	910
Personal Service and/or Expense and Equipment	1,301,672	1,261,672	40,000	0	0	0
Total General Revenue Fund - State	<u>15,011,781</u>	<u>14,490,331</u>	<u>521,450</u>	<u>15,129,453</u>	<u>14,460,457</u>	<u>668,996</u>
DEPARTMENT OF MENTAL HEALTH - FEDERAL						
Personal Service	393,404	393,404	0	434,386	407,176	27,210
Personal Service and/or Expense and Equipment	43,712	43,712	0	0	0	0
Total Department of Mental Health - Federal	<u>437,116</u>	<u>437,116</u>	<u>0</u>	<u>434,386</u>	<u>407,176</u>	<u>27,210</u>
Total All Funds	<u>\$ 15,448,897</u>	<u>14,927,447</u>	<u>521,450</u>	<u>15,563,839</u>	<u>14,867,633</u>	<u>696,206</u>

Note: The appropriations presented above are used to account for and control the facility's expenditures from amounts appropriated to the facility by the General Assembly. The facility administers transactions from the appropriations presented above. However, the State Treasurer, as fund custodian, and the Office of Administration provide administrative control over the fund resources within the authority prescribed by the General Assembly. This schedule does not represent all expenditures of the facility. Some expenditures relating to state facilities are charged to department-wide appropriations and are not identified by facility. Expenditures charged to department-wide appropriations that are identified to Northwest Missouri Psychiatric Center are noted in Appendix B.

The lapsed balances include the following withholdings made at the Governor's request:

	Year Ended June 30,	
	2002	2001
Personal Service	\$ 430,353	367,412
Expense and Equipment	50,657	0
Personal Service and/or Expense and Equipment	40,000	0
Total	<u>\$ 521,010</u>	<u>367,412</u>

Appendix B

DEPARTMENT OF MENTAL HEALTH
 NORTHWEST MISSOURI PSYCHIATRIC REHABILITATION CENTER
 COMPARATIVE STATEMENT OF EXPENDITURES (FROM APPROPRIATIONS)

	Year Ended June 30,			
	2002		2001	
	Expenditures From Facility Appropriations	Expenditures From Department-Wide Appropriations For NWMPRC	Expenditures From Facility Appropriations	Expenditures From Department-Wide Appropriations For NWMPRC
Salaries and Wages	\$ 12,576,898	13,950	12,483,480	14,746
Travel Expenditures	59,064	0	77,112	0
Fuel and Utilities	0	385,323	0	386,759
Communication Services and Supplies	111,786	0	89,930	0
Other Supplies	1,333,030	631,158	1,038,397	770,036
Professional Development	25,505	0	40,909	70
Professional Services	211,093	149,807	215,840	119,474
Maintenance and Repair Expenditures	208,053	0	209,889	0
Equipment Expenditures	268,694	2,358	625,447	313
Property and Improvements	101,104	0	46,101	0
Building and Equipment Lease Payments	6,957	0	17,304	0
Miscellaneous Expenditures	25,263	44,808	23,224	25,880
Total Expenditures	\$ 14,927,447	1,227,404	14,867,633	1,317,278

Appendix C

DEPARTMENT OF MENTAL HEALTH
NORTHWEST MISSOURI PSYCHIATRIC REHABILITATION CENTER
COMPARATIVE STATEMENT OF RECEIPTS, DISBURSEMENTS, AND
CASH BALANCES - CLIENT ACCOUNT (FROM NON-APPROPRIATED FUNDS)

	<u>Year Ended June 30,</u>	
	<u>2002</u>	<u>2001</u>
CASH BALANCE, JULY 1	\$ 151,719	158,424
RECEIPTS	883,234	1,066,691
DISBURSEMENTS	911,917	1,073,396
CASH BALANCE, JUNE 30	\$ <u>123,036</u>	<u>151,719</u>

Note: The receipts and disbursements presented in this schedule include client benefits.

Appendix D

DEPARTMENT OF MENTAL HEALTH
NORTHWEST MISSOURI PSYCHIATRIC REHABILITATION CENTER
COMPARATIVE STATEMENT OF RECEIPTS, DISBURSEMENTS, AND
CASH BALANCES - FACILITY ACCOUNT (FROM NON-APPROPRIATED FUNDS)

	<u>Year Ended June 30,</u>	
	<u>2002</u>	<u>2001</u>
CASH BALANCE, JULY 1	\$ 26,400	24,081
RECEIPTS	176,549	175,667
DISBURSEMENTS	170,517	173,348
CASH BALANCE, JUNE 30	\$ <u>32,432</u>	<u>26,400</u>

Note: The receipts and disbursements presented in this schedule include the canteen.

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