

STATE OF OHIO
OFFICE OF THE INSPECTOR GENERAL

RANDALL J. MEYER, INSPECTOR GENERAL

REPORT OF
INVESTIGATION



**AGENCY: OHIO OCCUPATIONAL THERAPY, PHYSICAL
THERAPY, & ATHLETIC TRAINERS BOARD**

FILE ID NO.: 2018-CA00003

DATE OF REPORT: JUNE 20, 2019

The Office of the Ohio Inspector General ... The State Watchdog

“Safeguarding integrity in state government”

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The Inspector General’s Office remains dedicated to the principle that no public servant, regardless of rank or position, is above the law, and the strength of our government is built on the solid character of the individuals who hold the public trust.



Randall J. Meyer
Ohio Inspector General



STATE OF OHIO
OFFICE OF THE INSPECTOR GENERAL

RANDALL J. MEYER, INSPECTOR GENERAL

REPORT OF INVESTIGATION

FILE ID NUMBER: 2018-CA00003

SUBJECT NAME: Lisa Navarro

POSITION: Investigation Supervisor 1

AGENCY: Ohio Occupational Therapy, Physical Therapy, and Athletic Trainers Board

BASIS FOR INVESTIGATION: Complaint

ALLEGATIONS: Operating a Business or Private Interest on State Time

INITIATED: January 31, 2018

DATE OF REPORT: June 20, 2019

INITIAL ALLEGATION AND COMPLAINT SUMMARY

On January 31, 2018, the Office of the Ohio Inspector General received a complaint alleging over the last several years, Investigation Supervisor 1 Lisa Navarro, an employee of the Occupational Therapy, Physical Therapy, and Athletic Trainers (OTPTAT) Board, completed various college assignments and coursework while on state time and using her state computer to attain an associate degree and Bachelor of Science degree in nursing (BSN). The complaint further alleged that after Navarro obtained her BSN, she performed secondary or outside employment on state time, using her state-issued computer.

BACKGROUND

Ohio Occupational Therapy, Physical Therapy, and Athletic Trainers Board

The Ohio Occupational Therapy, Physical Therapy, and Athletic Trainers (OTPTAT) Board is responsible for the regulation of the practice of occupational therapy, physical therapy, athletic training, orthotics, prosthetics, and pedorthics in the State of Ohio. The regulation of these professions includes: issuing and renewing the licenses of properly qualified individuals; investigating complaints against licensees; monitoring compliance with mandatory continuing education requirements; informing consumers of the services provided by the board's licensees; and educating licensees and consumers on the laws and rules that govern the practice of occupational therapy, physical therapy, athletic training, orthotics, and pedorthics in Ohio. The board's role is to promote and protect the health of the citizens of Ohio through effective regulation of these professions.¹

Applicable Laws, Rules, and Policies

The following rules, policies, and procedures were reviewed as part of this investigation.

Ohio Revised Code (ORC) §102.03(D) states:

No public official or employee shall use or authorize the use of the authority or influence of office or employment to secure anything of value or the promise or offer of anything of value that is of such a character as to manifest a substantial and improper influence upon the official or employee with respect to that person's duties.

¹ Source: <https://otptat.ohio.gov/>

The Ohio Ethics Commission (OEC) issues advisory opinions which elaborate on the interpretation of the Ohio Revised Code. OEC Advisory Opinion 96-004, interpreting ORC §102.03(D), prohibits a public official or employee who engages in private outside employment or business activity from:

- (a) Using public time, facilities, personnel, or resources in conducting a private business or while engaging in private outside employment including demonstrations for clients using public equipment.

The OTPTAT Board *Employee Policy Manual Policy 49 - Use of Internet, E-mail, and Other IT Resources* states, in part:

1. Unacceptable Personal Use. Any personal use of IT resources that disrupts or interferes with government business, incurs an undue cost to the state, could potentially embarrass or harm the state, or has the appearance of impropriety is strictly prohibited which includes, but is not limited to the following:
 - (3) Operating a Business. Operating a business, directly or indirectly, for personal gain.

The OTPTAT Board *Employee Policy Manual Policy 18 – Work Rules* states, in part:

- (I) Use of State Property and Equipment
 - (3) All state-owned property, equipment, and intangible items shall be used only for work-related purposes. In addition, state-owned equipment, property, or intangible items shall only be used in accordance with state laws and in the manner directed by the employee’s immediate supervisor. This includes, but is not limited to, telephones, fax machines, photocopiers, computers, computer systems, computer networks, computer services, and computer software.
- (J) Falsification of Records
 - (1) An employee is required to complete all official documents accurately and honestly. This includes, but is not limited to, forms used in the employee’s day-to-day activities, travel vouchers, and payroll documents.
 - (2) In accordance with Ohio law, an employee shall not falsify, destroy, remove, conceal, alter, deface, or mutilate any writing, date, or record, including, but not limited to, computer system records, with intent to commit fraud.

INVESTIGATIVE SUMMARY

The Office of the Ohio Inspector General requested the OTPTAT Board provide all secondary employment documents on file for Lisa Navarro, investigation supervisor 1. From this request, investigators learned the OTPTAT Board did not develop and issue to employees a secondary employment policy. Subsequently, no secondary employment notifications were obtained by the OTPTAT Board from Navarro. Investigators reviewed Navarro's LinkedIn profile. Under her username, Navarro listed she was employed as an enforcement division supervisor at the OTPTAT Board and as a quality assurance manager and home health RN at Continental Home Health Care (CHHC). According to the profile, Navarro has been employed at CHHC since October 2015.

Investigators also reviewed Navarro's State of Ohio Employee History Report. Navarro was hired by the OTPTAT Board in 1994 and had worked as an investigation supervisor 1 with the State of Ohio since December 10, 2006. She began working at the Ohio Department of Health effective December 9, 2018, and is employed as a medical review nurse.

On Monday, April 16, 2018, the Office of the Ohio Inspector General collected a forensic copy of the hard drive from the OTPTAT Board computer assigned to Navarro. The hard drive was analyzed and files were cataloged that related to Navarro's work conducted for CHHC. The analysis revealed internet browsing history for the website www.kinnser.com. Investigators learned Kinnser Software Inc.² is a software development company and produces one of the most widely used home health web-based software programs.

Misuse of State Time and Resources

On June 5, 2018, the Office of the Ohio Inspector General issued a subpoena to Kinnser Software Inc. (Kinnser) for records related to Navarro's user history dating back to 2015. Investigators confirmed that CHHC is a client of Kinnser and uses their web-based software. The software used by CHHC can be accessed by users through a web browser from any location with internet access. In response to the subpoena, Kinnser provided a custom "Workflow Log Report" containing Navarro's user account name (lratinaud.chhc) and all record activity for the

² In May 2017, Kinnser was acquired by Medware Information Systems and in September 2018, Medware Information Systems changed their name to Wellsky.

period of October 7, 2015, to June 7, 2018. The report provided the dates and times distinct actions (e.g., Physician Order - Updated Task Details, Skilled Nurse Visit - Completed, Recertification - Completed) were taken by Navarro concerning patient records.

Investigators obtained Navarro's OTPTAT Board timesheets that were submitted from February 22, 2016,³ to June 6, 2018, detailing all hours worked, including break times or leave used during each two-week pay-period. The detailed timesheets were stored on the agency file server and are used to support the totals submitted for compensated time, including leave time used, to the Ohio Department of Administrative Services for payroll calculations.

Investigators compiled the information received from Kinnser that documented the dates and times CHHC records were modified by Navarro, and OTPTAT Board timesheets submitted by Navarro to determine if Navarro was performing work for CHHC while concurrently claiming regular time for the OTPTAT Board. Based on this analysis, investigators determined that during the period from February 22, 2016, to June 6, 2018, Navarro spent 78 hours and 53 minutes on 86 separate days performing work related to her outside employment with CHHC during times she reported working for the OTPTAT Board. Investigators determined this was a financial loss to the State of Ohio of \$4,123.14. [\(Exhibit 1\)](#)⁴ This amount included three pay rate increases given to Navarro during the period under review and an additional 40% for expenses related to employer-paid benefits.

³ This was the earliest date timesheets were available.

⁴ The decimal format for time used for State of Ohio timesheets is used for the calculation.

An example is shown in Figure 1, when on May 21, 2018, Navarro spent 1 hour and 10 minutes continuously working for CHHC. She claimed to begin working for the OTPTAT Board at 7:10 a.m. Then, at 7:41 a.m. Navarro began working for CHHC as indicated by the record modification logs subpoenaed from Kinnser. Navarro modified her last CHHC record at 8:51 a.m.

On August 22, 2018, investigators issued a subpoena to CHHC for payroll information and timesheets for Navarro. CHHC provided pay records, including Navarro’s 2017 W-2 and employee check records for 2018. Based on CHHC’s inability to locate all documents subpoenaed, the only complete set of timesheets containing consecutive weeks that were provided by CHHC were for the period of June 24, 2018, to September 15, 2018.

Investigators evaluated the information from the timesheets provided by CHHC and the timesheets previously obtained from the OTPTAT Board for the period of June 24, 2018, to September 15, 2018. During the period reviewed, Navarro submitted timesheets to both employers which showed concurrent times she reported working for CHHC and the OTPTAT Board. In total, investigators determined Navarro had claimed working 73 hours and 25 minutes on 39 separate days concurrently for both CHHC and the OTPTAT Board. The financial loss to the State of Ohio during this period reviewed was determined to be \$3,996.40. [\(Exhibit 1\)](#)

Monday, May 21, 2018	
Event Type	Event Time
OH Clock In	7:10 AM
LPN/LVN - Skilled Nursing Visit - Completed	7:41 AM
LPN/LVN - Skilled Nursing Visit - Completed	7:41 AM
LPN/LVN - Skilled Nursing Visit - Completed	7:41 AM
LPN/LVN - Skilled Nursing Visit - Completed	7:44 AM
Skilled Nurse Visit 1 - Completed	7:47 AM
Skilled Nurse Visit 2 - Completed	7:47 AM
Skilled Nurse Visit - Completed	7:47 AM
LPN/LVN - Skilled Nursing Visit - Completed	7:48 AM
Skilled Nurse Visit - Completed	7:48 AM
Skilled Nurse Visit - Completed	7:50 AM
Skilled Nurse Visit - Completed	7:53 AM
Skilled Nurse Visit - Completed	7:59 AM
Skilled Nurse Visit - Completed	7:59 AM
Skilled Nurse Visit - Completed	7:59 AM
Skilled Nurse Visit - Completed	8:00 AM
SNV w/ Aide Supervision - Completed	8:00 AM
Skilled Nurse Visit - Completed	8:01 AM
Skilled Nurse Visit - Completed	8:01 AM
Skilled Nurse Visit - Completed	8:03 AM
Skilled Nurse Visit - Completed	8:03 AM
Skilled Nurse Visit - Completed	8:04 AM
Skilled Nurse Visit - Completed	8:04 AM
CMS 485 - Updated Task Details	8:06 AM
Skilled Nurse Visit - Completed	8:10 AM
Skilled Nurse Visit - Completed	8:10 AM
Skilled Nurse Visit - Completed	8:11 AM
Skilled Nurse Visit - Completed	8:12 AM
Skilled Nurse Visit - Completed	8:14 AM
Skilled Nurse Visit - Completed	8:15 AM
Skilled Nurse Visit - Completed	8:15 AM
Skilled Nurse Visit - Completed	8:17 AM
LPN/LVN - Skilled Nursing Visit - Completed	8:18 AM
LPN/LVN - Skilled Nursing Visit - Completed	8:18 AM
Skilled Nurse Visit - Completed	8:23 AM
Skilled Nurse Visit - Completed	8:25 AM
Skilled Nurse Visit - Completed	8:25 AM
Skilled Nurse Visit - Completed	8:26 AM
Skilled Nurse Visit - Completed	8:26 AM
Skilled Nurse Visit - Completed	8:27 AM
Skilled Nurse Visit - Completed	8:27 AM
Skilled Nurse Visit - Completed	8:28 AM
Skilled Nurse Visit - Completed	8:28 AM
Skilled Nurse Visit - Completed	8:28 AM
Skilled Nurse Visit - Completed	8:28 AM
Skilled Nurse Visit - Completed	8:29 AM
Skilled Nurse Visit - Completed	8:29 AM
Skilled Nurse Visit - Completed	8:30 AM
Skilled Nurse Visit - Completed	8:30 AM
Skilled Nurse Visit - Completed	8:33 AM
Skilled Nurse Visit - Completed	8:34 AM
Skilled Nurse Visit - Completed	8:34 AM
OASIS-C2 Recertification - Completed	8:42 AM
CMS 485 - Completed	8:42 AM
OASIS-C2 Recertification - Completed	8:43 AM
CMS 485 - Completed	8:44 AM
Medication Profile - Task Created	8:45 AM
Physician Order - Task Created	8:47 AM
Physician Order - Completed	8:48 AM
SN Assessment C2 - Completed	8:49 AM
CMS 485 - Completed	8:49 AM
Skilled Nurse Visit - Completed	8:49 AM
Physician Order - Task Created	8:50 AM
Physician Order - Updated Task Details	8:50 AM
OASIS-C2 Discharge - Signature Removed	8:50 AM
OASIS-C2 Discharge - Returned for Review	8:51 AM
OH Clock Out	3:05 PM

Figure 1: Navarro’s Workflow for CHHC that Occurred During Times She Reported Working for the State of Ohio

For example, on August 27, 2018, Navarro’s timesheet submitted to the OTPTAT Board reported she worked a total of 10.8⁵ hours. For the same day, Navarro submitted a timesheet to CHHC reporting she had worked 6 hours and 50 minutes. All the hours Navarro submitted as having worked for CHHC occurred during the same times she submitted as regular work hours for the OTPTAT Board.

Figure 2 illustrates the hours claimed on August 27, 2018, for both employers based on timesheets submitted by Navarro to both employers.

Event Type	Event Date	Event Time
OHIO Clock In	8/27/2018	6:50 a.m.
CHHC In	8/27/2018	8:20 a.m.
CHHC Out	8/27/2018	1:20 p.m.
OHIO Clock Out	8/27/2018	1:40 p.m.
OHIO Clock In	8/27/2018	2:10 p.m.
CHHC In	8/27/2018	2:30 p.m.
CHHC Out	8/27/2018	3:50 p.m.
CHHC In	8/27/2018	5:22 p.m.
CHHC Out	8/27/2018	5:52 p.m.
OHIO Clock Out	8/27/2018	6:05 p.m.

Figure 2: Example Day of Hours Navarro Claimed Working for Both Employers

From this analysis of timesheets submitted to both employers, investigators determined Navarro claimed to be working for her secondary employer during concurrent times she claimed working for the OTPTAT Board.

Modification of Timesheets Previously Submitted

On October 15, 2018, Navarro sent an email to the Ohio Department of Administrative Services (ODAS), Central Services Agency, requesting to amend the hours she reported working per day for the OTPTAT Board for timesheets previously submitted covering two pay periods ending September 15, 2018, and September 29, 2018. Attached to the email were timesheets that reflected changes Navarro wanted to make.

⁵ This is the decimal form used for State of Ohio timesheets. 10.8 translates to 10 hours, 48 minutes.

When compared to the timesheets previously submitted by Navarro for the two pay periods she sought to make changes, the most notable change Navarro requested to make was adding hours worked on Sunday, September 2, 2018, and Sunday, September 9, 2018. On the timesheets previously submitted by Navarro for hours worked and hours paid, no hours were reported as having been worked for the OTPTAT Board on either Sunday. Navarro was notified these changes would need the approval of the OTPTAT Board agency director who was at the time out of the office on leave. After a brief exchange of email communications with the agency director, it was determined that the issue could wait until the agency director returned from leave. Navarro did not pursue the matter further after the agency director had returned from leave.

On October 31, 2018, investigators were notified by the OTPTAT Board director that several of Navarro's previously submitted timesheets had multiple days where times previously claimed as working hours had been changed. These detailed timesheets are stored on the OTPTAT Board file server and are used to support the totals submitted to ODAS for payroll calculations and payment.

Investigators collected and analyzed the entire agency timesheets folder from the agency weekly backup that occurred on October 14, 2018, and again on October 21, 2018. The analysis revealed 14 of Navarro's timesheets were modified on October 15, 2018, and forensic trace evidence showed that the modifications were made from Navarro's state-issued computer and were modified in succession (Figure 3):

Navarro's Timesheets from 10/14/2018 Backup Files		
Name	Modified	Network Folder Location
3-31-18 Lisa Navarro Timesheet Signed.pdf	3/30/2018 7:52:28 AM	TIMESHEETS\FY2018\03-31-2018\
4-14-18 Lisa Navarro Timesheet signed.pdf	4/13/2018 7:56:27 AM	TIMESHEETS\FY2018\04-14-2018\
4-28-18 Lisa Navarro Timesheet Signed.pdf	4/27/2018 1:25:49 PM	TIMESHEETS\FY2018\04-28-2018\
5-12-2018 Lisa Navarro Timesheet-signed.pdf	5/11/2018 9:35:35 AM	TIMESHEETS\FY2018\05-12-2018\
5-26-18 Lisa Navarro Timesheet Signed.pdf	5/24/2018 7:41:27 AM	TIMESHEETS\FY2018\05-26-2018\
Lisa Navarro Work Hours Record CY2018.pdf	6/6/2018 7:54:05 AM	TIMESHEETS\FY2018\06-09-2018\
6-23-18 Lisa Navarro Work timesheet-signed.p	6/22/2018 8:21:22 AM	TIMESHEETS\FY2018\06-23-2018\
7-7-18 Lisa Navarro Timesheet-signed.pdf	7/6/2018 9:22:08 AM	TIMESHEETS\FY2019\07-07-2018\
7-21-2018-Lisa Navarro Timesheet-signed.pdf	7/23/2018 11:05:27 AM	TIMESHEETS\FY2019\07-21-2018\
8-4-2018 -Lisa Navarro Timesheet-signed .pdf	8/7/2018 4:41:32 PM	TIMESHEETS\FY2019\08-04-2018\
8-18-18 Lisa Navarro Timesheet-signed-signed	8/20/2018 4:24:00 PM	TIMESHEETS\FY2019\08-18-2018\
9-1-2018 -Lisa Navarro Timesheet signed.pdf	8/31/2018 8:21:35 AM	TIMESHEETS\FY2019\09-01-2018\
9-15-18 Lisa Navarro Timesheet signed-signed	9/18/2018 10:06:01 AM	TIMESHEETS\FY2019\09-15-2018\
9-29-18 Lisa Navarro Timesheet-signed.pdf	9/28/2018 9:29:29 AM	TIMESHEETS\FY2019\09-29-2018\
Navarro's Timesheets from 10/21/2018 Backup Files		
	Modified	Network Folder Location
3-31-19 Lisa Navarro Timsheet.pdf	10/15/2018 7:39:30 AM	TIMESHEETS\FY2018\03-31-2018\
4-14-18 Lisa Navarro Timesheet.pdf	10/15/2018 8:07:02 AM	TIMESHEETS\FY2018\04-14-2018\
4-28-18 Lisa Navarro Timesheet.pdf	10/15/2018 8:39:48 AM	TIMESHEETS\FY2018\04-28-2018\
5-12-18 Lisa Navarro Timesheet.pdf	10/15/2018 9:07:20 AM	TIMESHEETS\FY2018\05-12-2018\
05-26-18 Lisa Navarro Timesheet.pdf	10/15/2018 9:27:58 AM	TIMESHEETS\FY2018\05-26-2018\
6-9-18 Lisa Navarro Timesheet.pdf	10/15/2018 9:45:03 AM	TIMESHEETS\FY2018\06-09-2018\
6-23-18 Lisa Navarro Timesheet.pdf	10/15/2018 10:10:51 AM	TIMESHEETS\FY2018\06-23-2018\
7-7-18 Lisa Navarro Timesheet.pdf	10/15/2018 10:34:38 AM	TIMESHEETS\FY2019\07-07-2018\
7-21-18 Lisa Navarro Timesheet.pdf	10/15/2018 10:54:32 AM	TIMESHEETS\FY2019\07-21-2018\
8-4-2018 Lisa Navarro Timesheet.pdf	10/15/2018 11:36:31 AM	TIMESHEETS\FY2019\08-04-2018\
8-18-18 Lisa Navarro Timesheet.pdf	10/15/2018 12:39:30 PM	TIMESHEETS\FY2019\08-18-2018\
9-1-18 Lisa Navarro Timesheet.pdf	10/15/2018 1:15:08 PM	TIMESHEETS\FY2019\09-01-2018\
9-15-18 Lisa Navarro Timesheet.pdf	10/15/2018 1:48:40 PM	TIMESHEETS\FY2019\09-15-2018\
9-29-18 Lisa Navarro Timesheet.pdf	10/15/2018 2:11:00 PM	TIMESHEETS\FY2019\09-29-2018\

Figure 3: Dates Timesheets Were Last Modified Based on Backup Files

When the two versions of the same timesheets were compared, investigators discovered that Navarro had methodically modified a total of 111 days across 14 timesheets to purposefully change times that she had previously reported working for the State of Ohio to times that she did not claim as working for CHHC. For example, on August 27, 2018, Navarro originally reported working hours at concurrent times for both the State of Ohio and CHHC. However, investigators

discovered that Navarro changed her previously reported working hours for August 27, 2018, to indicate her times claimed with the State of Ohio no longer conflicted with the times she claimed working for CHHC (Figure 4):

Overlap in Hours Claimed for Both Employers (Figure 2 Above)			Modified Timesheets Ohio Hours No Longer Conflict		
Event Type	Event Date	Event Time	Event Type	Event Date	Event Time
OHIO Clock In	8/27/2018	6:50 a.m.	OHIO Clock In	8/27/2018	6:50 a.m.
CHHC In	8/27/2018	8:20 a.m.	OHIO Clock Out	8/27/2018	8:00 a.m.
CHHC Out	8/27/2018	1:20 p.m.	CHHC In	8/27/2018	8:20 a.m.
OHIO Clock Out	8/27/2018	1:40 p.m.	CHHC Out	8/27/2018	1:20 p.m.
OHIO Clock In	8/27/2018	2:10 p.m.	CHHC In	8/27/2018	2:30 p.m.
CHHC In	8/27/2018	2:30 p.m.	CHHC Out	8/27/2018	3:50 p.m.
CHHC Out	8/27/2018	3:50 p.m.	CHHC In	8/27/2018	5:22 p.m.
CHHC In	8/27/2018	5:22 p.m.	CHHC Out	8/27/2018	5:52 p.m.
CHHC Out	8/27/2018	5:52 p.m.	OHIO Clock In	8/27/2018	5:52 p.m.
OHIO Clock Out	8/27/2018	6:05 p.m.	OHIO Clock Out	8/27/2018	11:15 p.m.

Figure 4: Comparison Showing How Hours No Longer Overlap After Timesheet Alterations Were Made

On January 17, 2019, investigators interviewed Faith Kail, office manager at CHHC. Investigators asked whether Kail or anyone at CHHC had informed Navarro about the subpoena they received from the Office of the Ohio Inspector General. Kail stated Navarro called her several months prior and asked whether CHHC had received a subpoena. Kail said she told Navarro they did receive a subpoena from the Office of the Ohio Inspector General and she took a picture of the subpoena and, on October 2, 2018, texted a copy of the subpoena to Navarro. Kail shared with investigators the text message she had sent to Navarro.

The Office of the Ohio Inspector General was informed on November 30, 2018, that Lisa Navarro had accepted a new position with the Ohio Department of Health. On January 22, 2019, investigators contacted Navarro and scheduled an interview. On February 13, 2019, investigators were contacted by Attorney Helen Robinson notifying the Office of the Ohio Inspector General that Navarro declined the request to be interviewed.

CONCLUSION

The Office of the Ohio Inspector General received a complaint alleging Lisa Navarro was conducting outside employment using State of Ohio facilities and resources during times she was being paid to work for the Occupational Therapy, Physical Therapy, and Athletic Trainers (OTPTAT) Board. Contrary to several OTPTAT Board employee policies and Ohio Ethics Advisory Opinion 96-004, which interpreted ORC §102.03(D), investigators found that Navarro misused State of Ohio time and her state-issued computer to perform work for Continental Home Health Care (CHHC) during the same times she reported working for the OTPTAT Board.

In total, Navarro spent 152 hours and 18 minutes on 125 days performing work for CHHC or claiming hours worked for CHHC during the same times Navarro reported working for the OTPTAT Board. The financial loss to the State of Ohio was determined to be \$8,119.54.

(Exhibit 1)

Accordingly, the Office of the Ohio Inspector General finds reasonable cause to believe a wrongful act or omission occurred in this instance.

The OTPTAT Board *Employee Policy Manual Policy 18 – Work Rules* states, in part:

(J) Falsification of Records

- (1) An employee is required to complete all official documents accurately and honestly. This includes, but is not limited to, forms used in the employee's day-to-day activities, travel vouchers, and payroll documents.
- (2) In accordance with Ohio law, an employee shall not falsify, destroy, remove, conceal, alter, deface, or mutilate any writing, date, or record, including, but not limited to, computer system records, with intent to commit fraud.

On October 2, 2018, a picture of the subpoena issued by the Office of the Ohio Inspector General was sent via text message from a CHHC employee to Lisa Navarro. Investigators found that after receiving a copy of the subpoena, Navarro methodically altered previously submitted timesheets stored on the agency file server on October 15, 2018, to purposefully change times that she had previously reported working for the State of Ohio to times that she did not claim as working for CHHC. This was an apparent attempt by Navarro to conceal that she had conducted

secondary employment work during the same times she was being paid to work for the State of Ohio.

Accordingly, the Office of the Ohio Inspector General finds reasonable cause to believe a wrongful act or omission occurred in this instance.

On June 20, 2019, a Franklin County Grand Jury indicted Lisa Navarro for theft in office, tampering with records, and unauthorized use of property.

RECOMMENDATION(S)

The Office of the Ohio Inspector General makes the following recommendations and asks the director of the Occupational Therapy, Physical Therapy, and Athletic Trainers Board to respond within 60 days with a plan detailing how these recommendations will be implemented. The Ohio Occupational Therapy, Physical Therapy, and Athletic Trainers Board should:

1. Consider storing employee timesheets that have already been approved in a folder that is password protected and only accessible by the agency director.
2. Implement a secondary employment policy and have all employees sign off on acknowledgement.

REFERRAL(S)

The Office of the Ohio Inspector General previously forwarded this report of investigation to the Franklin County Prosecutor's Office.



STATE OF OHIO
OFFICE OF THE INSPECTOR GENERAL

RANDALL J. MEYER, INSPECTOR GENERAL

**NAME OF REPORT: Ohio Occupational Therapy, Physical
Therapy, and Athletic Trainers Board**

FILE ID #: 2018-CA00003

KEEPER OF RECORDS CERTIFICATION

**This is a true and correct copy of the report which is required to be prepared
by the Office of the Ohio Inspector General pursuant to Section 121.42 of the
Ohio Revised Code.**

**Jill Jones
KEEPER OF RECORDS**

**CERTIFIED
June 20, 2019**

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