

Mission:

To protect, promote & improve the health of all people in Florida through integrated state, county & community efforts.



Rick Scott
Governor

Celeste Philip, MD, MPH
Surgeon General and Secretary

Vision: To be the **Healthiest State** in the Nation

September 1, 2017

Celeste Philip, MD, MPH
Surgeon General and Secretary
4052 Bald Cypress Way
Tallahassee, Florida 32399

Dear Dr. Philip:

Pursuant to Section 20.055(6)(h), *Florida Statutes*, our office is to update you on the status of corrective actions taken since March 28, 2017 when the Office of the Auditor General published its Report Number 2017-180, *Federal Awards Administered by the Florida Department of Health for the Fiscal Year Ended June 30, 2016*. Management's assessment of the status of corrective actions is included in the enclosed document.

At six months after publication, management reports the corrective actions made in response to recommendations from the Office of the Auditor General have been completed.

If I may answer any questions, please let me know.

Sincerely,

Michael J. Bennett, CIA, CGAP, CIG
Inspector General

MJB/akm
Enclosure

cc: Eric Miller, Chief Inspector General, Executive Office of the Governor
Kathy DuBose, Staff Director, Joint Legislative Auditing Committee
Kelli T. Wells, MD, Deputy Secretary for Health
Michele Tallent, Deputy Secretary for Operations
Mark H. Boehmer, CPA, Director of Auditing

Status of Corrective Action Plans



Report Number: 2017-180
 Report Title: *Federal Awards Administered by the Florida Department of Health for the Fiscal Year Ended June 30, 2016*
 Report Date: March 28, 2017
 Status As Of: September 1, 2017

No.	Finding	Recommendation	Corrective Action Plan	Status of Corrective Action Plan
1. 2016-028	The Florida Department of Health (FDOH, Department) did not always limit Federal funds draws to amounts needed for immediate cash needs.	We recommend that the Department ensure draw amounts are only for immediate cash needs.	<p>The following processes for cash draws outside of the routine daily draws will be revised to ensure compliance with Title 31 Code of Federal Regulations (CFR) Part 205.33:</p> <ul style="list-style-type: none"> • Drawdown requests for federal funds other than the routine daily cash draws will require the Budget and Revenue Management (OBRM) Bureau Chief's review and approval. • Supporting documentation of expenditures shall be submitted along with any request for cash draws to ensure an auditable record is provided to evidence compliance with federal regulations governing federal draws. • Grant analysts will be required to review grant cash and expenditures weekly to ensure timely and accurate cash draws for allowable grant expenditures. • Grant supervisors will provide weekly updates of the cash draw and expenditure analysis to the OBRM Bureau Chief. • Staff in the OBRM's Cash Unit will advise the grant analyst, the appropriate grant supervisor and the OBRM Bureau Chief of any positive cash balances that are beyond a reasonable threshold for refunds or correcting expenditure entries. <p>The OBRM's cash draw policies and procedures will be reviewed and updated as appropriate.</p>	Completed.
2. 2016-029	FDOH expenditures related to Immunization Cooperative Agreements were not always incurred within the authorized period of performance.	We recommend that Department management take steps to ensure that expenditures are incurred within the authorized period of performance.	The Department has identified the cause of the oversight. The Department submitted a revised <i>Federal Financial Report (FFR)</i> to U.S. Department of Health and Human Services (HHS).	Previously completed.

No.	Finding	Recommendation	Corrective Action Plan	Status of Corrective Action Plan
3. 2016-027	The FDOH did not modify subaward agreements to notify subrecipients that the terms and conditions of the Federal award had been revised.	We recommend that Department management ensure that subrecipients are timely notified of changes in Federal award terms and conditions.	The Office of Contracts updated the <i>Financial and Compliance Attachment</i> to the Department's contract to ensure all elements required by 2 CFR Part 200.331 were addressed. The Office of Contracts communicated this update to all division and county health department contract liaisons and provided an informational guide of the requirements.	Previously completed.
4. 2016-047	FDOH expenditures related to HIV Prevention Activities were not always incurred within the authorized period of performance.	We recommend that Department management take steps to ensure that expenditures are incurred within the authorized award period.	OBRM staff are working with HIV Prevention Program staff to submit a revised FFR for that grant that will include adjustments for the questioned cost amount.	Completed. The Department identified the oversight and submitted a revised FFR to HHS May 30, 2017. Accounting entries, as a result, were processed in the Florida Accounting Information Resource to correct the oversight and to reflect the allowable expenditures where the services took place. OBRM and HIV Prevention Program staff were made aware and procedures were re-enforced to prevent this from recurring.
5. 2016-048	FDOH expenditures related to the Social Security – Disability Insurance and Supplemental Security Income programs were not always incurred within the authorized period of performance.	We recommend that Department management take steps to ensure that expenditures are incurred within the authorized period of performance.	The Division of Disability Determinations will ensure that an obligation is based on a bona fide need that exists within the federal fiscal year (October 1 through September 30) and will be made no later than six months after the close of that fiscal year (March 30).	Previously completed.