

FLORIDA DEPARTMENT OF CORRECTIONS
OFFICE OF INSPECTOR GENERAL
BUREAU OF INTERNAL AUDIT

THE ANNUAL WORK PLAN
FISCAL YEAR 2022-2023

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August 23, 2022

The Honorable Ricky D. Dixon
Secretary
Florida Department of Corrections
501 South Calhoun Street
Tallahassee, Florida 32399-2500

Dear Secretary Dixon:

We have prepared our Audit Plan for Fiscal Year 2022-2023 for your review. Our Audit Plan is risk driven and considers the most effective coverage of the Department's systems, functions, programs, operations, processes, and contracts. A risk assessment is the basis for the plan, and it was accomplished with analysis and surveys of potential audit entities and input from Central Office management.

We feel the topics identified in the plan address some of the major vulnerable areas of the Department and optimize the use of our audit resources. We value your input and if there are areas you would like for us to specifically address, please let us know. We look forward to continuing our work with management to improve the delivery of programs and services by the Florida Department of Corrections.

With your approval, we will implement the Audit Plan for Fiscal Year 2022-2023. Your continued support is appreciated.

Respectfully submitted,

Kenneth Sumpter
Inspector General

Approved:
Ricky D. Dixon
Secretary

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Introduction

Statutory Duties and Responsibilities

Pursuant to Section 20.055, Florida Statutes, the Inspector General is responsible for keeping the Secretary of the Department of Corrections (Department) and the Chief Inspector General informed concerning fraud, abuse, and deficiencies relating to programs and operations administered or financed by the Department. In addition, the Inspector General is responsible for recommending corrective action concerning fraud, abuses, and deficiencies and reporting on the progress made in implementing corrective action. The Inspector General is also responsible for developing long-term and annual audit plans based on findings of annual risk assessments. The plan shows the individual audits that will be conducted each year and the related resources that will be devoted to the respective audits.

The Office of Inspector General, Bureau of Internal Audit, conducts compliance, contract, and performance audits as well as contract management reviews of selected contracts for the Department. The audits are conducted in accordance with the current *International Standards for the Professional Practice of Internal Auditing* as published by the Institute of Internal Auditors.

Mission Statement

The mission of the Office of the Inspector General, Bureau of Internal Audit, is to assist the Secretary and the Department in ensuring that: (1) Department goals are met; (2) all resources are used consistent with laws, regulations, and policies; (3) all resources are safeguarded against waste, loss, and misuse; and (4) reliable data is obtained, maintained, and fully disclosed.

Goals

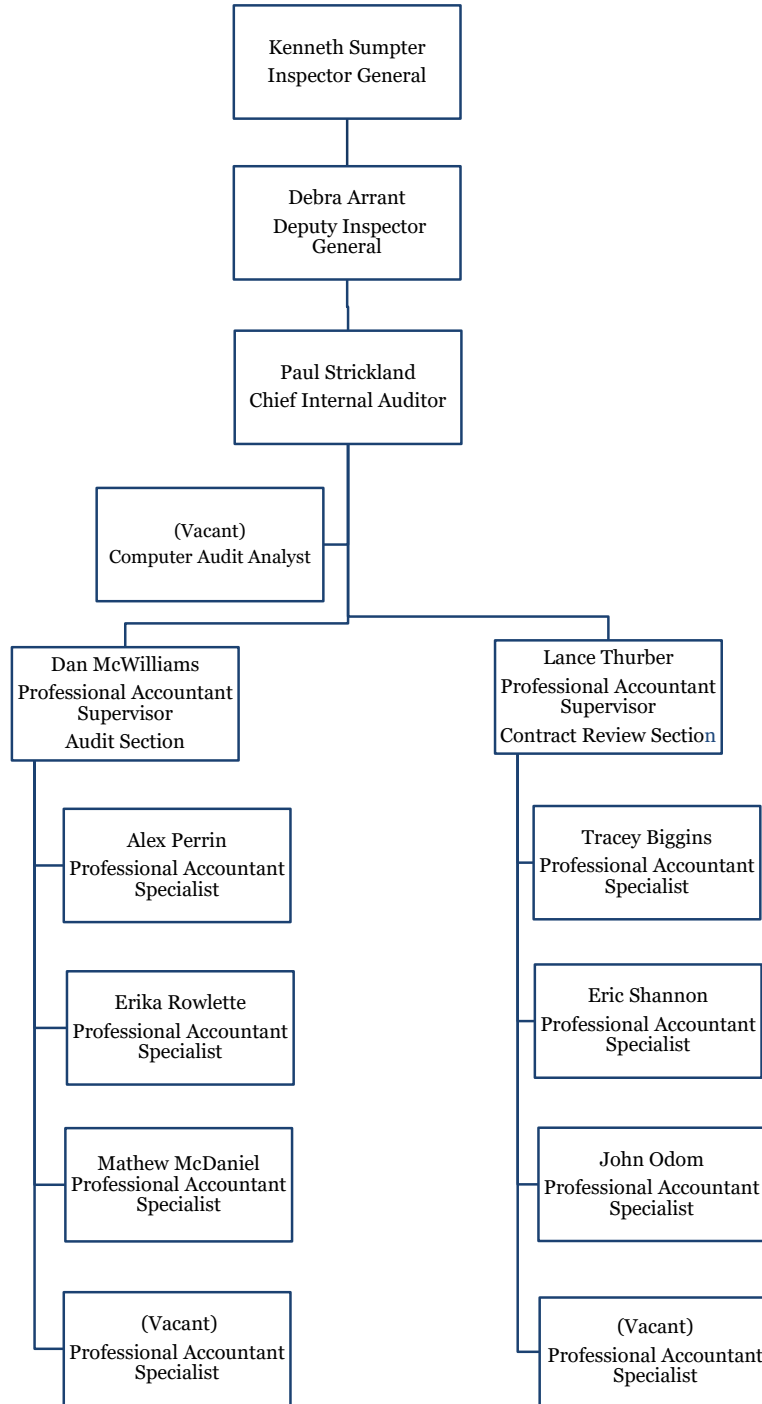
The Bureau of Internal Audit's primary purpose is to proactively assist management in successfully meeting the Department's mission and established objectives. To meet its purpose, the Bureau of Internal Audit has four key goals:

- Perform quality audits, reviews, and investigations;
- Report results to management in a timely manner;
- Ensure Department resources are used efficiently; and
- Provide adequate audit/review coverage to mitigate risks.

We believe the Office of Inspector General, Bureau of Internal Audit, can best achieve its goals by: (1) supporting the Department's efforts to achieve its objectives; (2) maintaining a dynamic, team-oriented environment which encourages personal and professional growth, and challenges and rewards our employees for excelling and reaching their full potential; and (3) emphasizing continuous improvement in our delivery of services.

With this document, we set in motion the direction the Office of Inspector General, Bureau of Internal Audit, will take during the next fiscal year to accomplish its mission and goals.

Florida Department of Corrections
Office of Inspector General
Bureau of Internal Audit



Audit Risk Assessment

PURPOSE

The purpose of developing an annual audit plan is to identify, select, and plan for the review of the vulnerable areas of the Department using available audit resources. The primary consideration during the development of an audit plan is to provide the greatest possible benefit to the Department. The Risk Assessment process provides an objective basis for identifying the areas to be reviewed.

According to statutory requirements, the Inspector General is responsible for developing long-term and annual audit plans based on findings of periodic risk assessments. *International Standards for the Professional Practice of Internal Auditing*, Standard 2010.A1 states, “[t]he internal audit activity’s plan of engagements must be based on a documented risk assessment, undertaken at least annually. The input of senior management and the board must be considered in this process.”

We prepared a staffing allocation based on available hours for each auditor (net of estimated hours for leave, training, and administrative tasks) in order to establish available resources of 5,550 hours. A reserve for enterprise audits was also included in the allocation of total available resources. Once available resources were established, the results of our risk assessment, concerns of key Department managers, and auditor judgment were used to determine coverage, timing, and extent of audit efforts.

METHODOLOGY

Our systematic risk assessment included several steps that provided a basis for prioritizing our audit efforts. The steps taken in our risk assessment are described as follows:

- **Establishment of the Audit Universe**

The first step in the Risk Assessment process was to identify the population of audit entities. In 1995, the Bureau of Internal Audit began surveying management at the Florida Department of Corrections to determine the areas that could be audited utilizing the Department’s major responsibilities, programs, and processes. This process was completed in 1996 with the results identifying the Audit Universe. Every year, this Audit Universe has been updated and refined for major changes.

Based on the update of the original audit entities, we have developed a comprehensive listing of auditable functions within the Florida Department of Corrections.

- **Identification of Risk Factors**

The second step in the process was to identify key risk factors, which established criteria to measure the risk associated with each audit area. We currently use eight risk factors which are listed on page 6. Each risk factor was assigned five descriptive ratings that were used to provide a value judgment on the actual operations of the audit area.

- **Risk Assessment**

On June 17, 2022, we forwarded the listing of auditable entities to management to allow them to assess their areas by completing the “Descriptive Rating” for each auditable entity.

The risk assessment ranking process was made up of two major segments, the “Probability of Risk” of the auditable entities as determined by the Audit Staff and assignment of a “Descriptive Value” for each Risk Factor for each auditable entity conducted by management.

- The “Probability of Risk” is a measurement of the risk potential of each audit entity. It is not a statement about the present operations of any audit entity, but a measurement designed to identify the level of risk for each entity.
- The “Descriptive Value” is a value judgment on the actual operation of the audit entity. This is a rating from five to one for each risk factor of each audit entity.

After management assigned values for each audit area, we multiplied the “Probability of Risk” by the “Descriptive Value.” Completing this calculation for all eight risk factors and summing the results produced a total risk value for each audit area. The audit areas were then ranked on the basis of their total risk value.

- **Selection of Audit Areas for Fiscal Year 2022-2023**

The final step in the risk assessment was the actual selection of specific audit areas for inclusion in the proposed Audit Plan. Although the risk assessment provided an excellent base of information for those areas of the Department to be reviewed, a potential audit area with a high ranking in the risk assessment was not the only factor used to determine the audits included in the audit schedule for Fiscal Year 2022-2023.

Other factors included the in-process audits to be completed during the new fiscal year, audits required by Florida Statutes, management's immediate concerns, available staff resources, prior audits by external auditors, and a reserve for enterprise audit(s) requested by the Chief Inspector General.

The potential audit areas selected were presented to the Inspector General and Secretary for review and approval prior to issuing the Annual Audit Plan.

DEFINITION OF RISK FACTORS

1. **QUALITY OF CONTROLS**
Areas with poor or weak systems of internal control present a greater risk and should be rated higher.
2. **MANAGEMENT INTEREST**
If the area is of special interest to senior or program management, it should be rated higher.
3. **MATERIALITY**
The dollar volume flowing through a system or dollars committed to an activity increase audit risk.
4. **FRAUD POTENTIAL**
If funds or assets in an audit area can be misappropriated or misused, or if bribes or kickbacks are possible, the rating should reflect this risk.
5. **PERSONNEL/STAFFING ISSUES**
If an area is understaffed, the staff is incompetent, have low staff morale and/or have high staff turnover, the risk is increased.
6. **QUALITY OF MANAGEMENT**
The competency and integrity of management in any area has an impact on risk.
7. **PUBLIC DISCLOSURE**
The prospect of adverse notoriety that could be generated from acts of commission or omission increases the risk.
8. **CHANGE IN SYSTEM/PROGRAM**
Recent changes in systems usually increase the probability of errors during its "break-in" period, thereby increasing audit risk.

Audit Plan Schedule

Annual Plan

We selected those audit/review areas that presented the greatest continued risks to the Department and posed the greatest concerns of key managers in Fiscal Year 2022-2023. A table is included on page 8 summarizing the individual audit/review areas.

Professional auditing standards require auditors to determine whether appropriate action is taken on reported audit findings and whether management is assured that corrective action taken is achieving desired results. We have scheduled follow-up audits that will require 250 audit hours to complete.

Long-Term Plan

Our long-term work plan includes potential areas to be audited in the future. However, modifications to this long-term plan will be made based on management's concerns and the actual risk assessment performed. The risk assessment and management's concerns are a dynamic exercise that can be affected by media attention and focus, legislative action, judicial decisions, and management directives. A table is included on page 9 summarizing the long-term plan.

FISCAL YEAR 2022-2023 ANNUAL AUDIT PLAN

	Description of Project	Project Type	Estimated Hours
I.	State Investigations Process/Regional Evidence Control Area	Audit	500
II.	DAVID -FDC	Audit	400
III.	Global Tel*Link Corporation Contract C2963	Audit	400
IV.	Offender Supervision	Audit	400
V.	Inmate Transfers	Audit	400
VI.	Cybersecurity Audit	Audit	650
VII.	Employee Benefit Trust Fund	Audit	250
VIII.	Regional Evidence Control Area in the Department's Contracted Digital Forensics Lab (In Progress)	Audit	100
IX.	Applicant Background Screening (In Progress)	Audit	400
X.	Fuel Storage Tanks (In Progress)	Audit	200
XI.	Mobile Devices (In Progress)	Audit	100
XII.	Florida Single Audit Act (Review of Audit Report Packages)	Audit	25
XIII.	Department's Report on the Allocation of Human Resources and Associated Budget at FDC Institutions	Review	125
XIV.	Reserved for Audit Projects to be determined by the Secretary/Inspector General	Audit	400
XV.	Assistance on Investigations	Audit	400
XVI.	Reserved for Follow-up Audits	Audit	250
XVII.	Reserved for Enterprise Projects	Audit	550
	Total Project Hours		<u>5,550</u>

FISCAL YEAR 2022-2023 LONG-TERM AUDIT PLAN

	Description of Project	Estimated Hours
I.	State Investigations Process/Regional Evidence Control Area	500
II.	Employee Benefit Trust Fund	250
III.	Cybersecurity	750
IV.	Inmate Welfare Trust Fund	500
V.	Inmate Bank Community Release Centers	500
VI.	Entering and Exiting Institutions	500
VII.	Pharmacy at Institutions	500
VIII.	Florida Single Audit Act (Review of Audit Report Packages)	100
IX.	Reserved for Audit Projects to be determined by the Inspector General	500
X.	Assistance on Investigations	400
XI.	Reserved for Follow-up Audits	250
XII.	Reserved for Enterprise Audits	500
	Total Project Resources	<u>5,250</u>

**ANNUAL AUDIT PLAN OBJECTIVES
FISCAL YEAR 2022-2023**

I. State Investigations Process/Evidence Rooms

Estimated Hours: 500 Number of Projects Planned: 1

Objective: To determine if the Office of Inspector General is operating in accordance with Procedure 108.017.

II. Driver and Vehicle Information Database (DAVID)

Estimated Hours: 400 Number of Projects Planned: 1

Objective: To determine if the Department is in compliance with the Memorandum of Understanding with the Florida Department of Highway Safety and Motor Vehicles.

III. Global Tel*Link Corporation Contract C2963

Estimated Hours: 400 Number of Projects Planned: 1

Objective: To determine if the procurement of the contract was in compliance with applicable laws, rules, and/or procedures.

IV. Offender Supervision

Estimated Hours: 400 Number of Projects Planned: 1

Objective: To determine if offenders are being supervised in accordance with applicable laws, rules, and/or procedures.

V. Inmate Transfers

Estimated Hours: 400 Number of Projects Planned: 1

Objective: To determine if inmate transfers are in compliance with applicable laws, rules, and/or procedures.

VI. Cybersecurity Audit

Estimated Hours: 650 Number of Projects Planned: 1

Objective: TBD.

VII. Employee Benefit Trust Fund

Estimated Hours: 250

Number of Projects Planned: TBD

Objective: To determine whether cash is collected and deposited in accordance with established policies and procedures and administrative and physical controls are in place to adequately safeguard the funds.

VIII. Regional Evidence Control Area in the Department's Contracted Digital Forensics Lab

Estimated Hours: 100

Number of Projects Planned: 1

Objective: To determine if the Office of Inspector General is operating in accordance with Procedure 108.017.

IX. Applicant Background Screening

Estimated Hours: 400

Number of Projects Planned: 1

Objective: To determine if the background screening of applicants is being performed in compliance with applicable laws, rules, and/or procedures.

Contract Management Review Risk Assessment

Purpose

The purpose of developing an annual review plan is to identify, select, and plan for the review of the vulnerable contracts of the Department using available resources. The primary consideration during the development of the review plan was to provide the greatest possible benefit to the Department. The risk assessment process provides an objective basis for identifying the areas to be reviewed.

The risk assessment process is a major part of the planning process. The development of long-range plans requires the identification of risks relating to the Department's various contracts for goods and services. This process entails assigning values to the various contracts based on perceived risk to help prioritize review coverage. Our process incorporated knowledge and concerns of CMR staff and other key and senior management which provided for a Department-wide perspective.

The risk assessment included contracts with an estimated annual value of \$100,000 or greater. Management and CMR staff rated contracts based on eight risk factors and CMR professional judgment. These contracts were prioritized by those areas considered the most "at risk" and consistent with the Department's mission and goals.

After performing the risk assessment and selecting contracts for review, we prepared a staffing allocation based on available hours for each auditor (net of estimated hours for leave, training, and administrative tasks) in order to establish available resources of 4900 hours.

Once available resources were established, the results of our risk assessment and auditor judgment were used to determine coverage, timing, and extent of review efforts.

Methodology

Our systematic risk assessment included several steps that provided a basis for prioritizing our review efforts. The steps taken in our risk assessment are described as follows:

- **Establishment of the Review Universe**

The first step in the risk assessment process was to identify the population of contracts for goods and services. The contract universe identified for the risk assessment for Fiscal Year 2022-2023 included only contracts with an estimated annual value of \$100,000 or greater.

- **Identification of Risk Factors**

The second step in the process was to identify key risk factors, which established criteria to measure risk associated with each review area. We currently use eight risk factors which are listed on page 15. Each risk factor was assigned five descriptive ratings used to provide a value judgment on the actual operations of the review area.

- **Risk Assessment**

On June 22, 2022, we forwarded the listing of contracts to management to allow them to assess the contracts assigned to their area of responsibility. Management was requested to complete the “Descriptive Rating” for each contract listed.

The risk assessment ranking process was made up of two major segments, the “Probability of Risk” of the contracts determined by CMR staff and assignment of a “Descriptive Value” for each Risk Factor for each contract completed by management.

- The “Probability of Risk” is a measurement of risk potential for each contract. It is not a statement about the present operation of any contract, but a measurement designed to identify the level of risk for each contract.
- The “Descriptive Value” is a value judgment on the actual operation of the contract. This is a rating from five to one for each risk factor of each contract listed.

After management assigned values for each contract, we multiplied the “Descriptive Value” by the “Probability of Risk.” Completing this calculation for all eight risk factors for each contract and summing the results produced a total risk value for each contract. Contracts were then ranked on the basis of their total risk value.

- **Selection of Contracts for Fiscal Year 2022-2023**

The final step in the risk assessment was the actual selection of specific contracts for inclusion in the proposed review plan. Although the risk assessment provided an excellent base of information for those contracts to be reviewed, a potential contract with a high ranking in the risk assessment was not the only factor used to determine reviews to be included in the upcoming year’s review schedule.

We considered other factors such as contract expiration date, management concerns, complaints, and available staff resources.

The potential contracts selected for inclusion in the Annual Review Plan were presented to the Inspector General and the Secretary for review and approval prior to issuing the final annual review plan.

DEFINITION OF RISK FACTORS

1. **QUALITY OF CONTROLS**
Contracts with poor or weak systems of internal control present a greater risk and should be rated higher.
2. **MANAGEMENT INTEREST**
If the contract is of special interest to senior or program management, it should be rated higher.
3. **CONTRACTED DOLLAR AMOUNT**
The dollar volume flowing through a system or dollars committed to an activity increase risk.
4. **FRAUD POTENTIAL**
If funds or assets regarding a contract can be misappropriated or misused, or if bribes or kickbacks are possible, the rating should reflect this risk.
5. **PERSONNEL/STAFFING ISSUES**
If staff responsible for the management or oversight of a contract is understaffed, the staff is incompetent, have low staff morale and/or have high staff turnover, the risk is increased.
6. **MONITORING ACTIVITIES**
Contracts that are monitored less present a greater risk and should be rated higher.
7. **PUBLIC DISCLOSURE**
The prospect of adverse notoriety that could be generated from acts of commission or omission increases the risk.
8. **PROCUREMENT TYPE**
Contracts procured with less competition increases the risk and should be rated higher.

Contract Management Review Schedule

Annual Review Plan

We selected those contracts that presented the greatest continued risks to the Department and posed the greatest concerns of key managers in Fiscal Year 2022-2023. A table is included on page 17 summarizing the individual contracts to be reviewed.

Review Plan Objectives

Reviews of the identified contracts may include some or all of the objectives listed below:

Objectives will determine the effectiveness of monitoring of contracts by Department staff, the delivery of services by the contractors, and the accuracy of payments.

FISCAL YEAR 2022-2023 CONTRACT MANAGEMENT REVIEW PLAN

Description of Contract	Contract Number	Estimated Hours
I. Non-Secure Programs, Inc.	C2903	500
II. The Salvation Army	C2984	500
III. Drug Abuse Foundation of Palm Beach County, Inc.	C2877	500
IV. WestCare GulfCoast - Florida, Inc.	B9C702 and C3024	500
V. Cornerstone Detention Products, Inc.	ATC-18-003	500
VI. Global Tel*Link Corporation	C2963	500
VII. The Transition House of Dinsmore (In Progress)	C2798	100
VIII. GEO Reentry Services, LLC (In Progress)	C2924	300
IX. Reserved for Projects to be determined by the Inspector General		500
X. Assistance on Investigations		500
XI. Reserved for Follow-up Reviews		500
Total Project Hours		<u>4,900</u>