

Agency for Persons with Disabilities Office of Inspector General

OIG Assignment No. 230308-01-OA

Annual Audit Plan for FY 2023-24 and Long-Term Plan



Introduction

The Office of Inspector General (OIG) prepared the OIG Annual Audit Plan and Long-Term Plan (Plan) pursuant to section 20.055(6)(i), Florida Statutes (F.S.), and in accordance with the Institute of Internal Auditors *International Standards for the Professional Practice of Internal Auditing (Standards)* and the Association of Inspectors General *Principles and Standards for Offices of Inspectors General*.

The Plan is based on the results of the Fiscal Year (FY) 2023-24 Risk Assessment, consideration of prior audits and investigations, an awareness of the issues within the Agency for Persons with Disabilities' (Agency) programs and operations, input from Agency management, and availability of audit resources.

The OIG will review and adjust the Plan as necessary, and the Inspector General will communicate any significant interim changes to Agency executive management. The Plan provides a guide for the internal audit activity to meet the OIG's goals and objectives and to maximize the OIG's contribution to the Agency's mission.

We look forward to working with Agency management in meeting the challenges and opportunities that face the Agency. Upon approval of the Plan, the OIG will move forward with the projects and will submit a copy of the Plan to the Office of the Chief Inspector General, and the Auditor General (AG) for the State of Florida.

Internal Audit Purpose, OIG Mission, and Goal

The purpose of the internal audit activity is to provide independent, objective assurance and consulting services designed to add value and improve the organization's operations. The internal audit activity helps the organization accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

The mission of the OIG is to protect and promote public integrity, efficiency, and accountability within the Agency through audits that detect fraud, waste, and abuse, and investigations of criminal and administrative violations, and ultimately assist the Agency to achieve its overall mission.

The goal of the OIG is to decrease the reoccurrence of such violations through employee awareness and cooperation while providing the Agency with a timely, accurate, objective, and useful work product.

Authority, Responsibility, and Independence

The authority and responsibilities of the OIG are established in section 20.055, F.S. The Inspector General reports functionally to the Chief Inspector General and administratively to the Agency Director. Pursuant to Florida Statutes, the OIG has full, free, and unrestricted access to all Agency activities, records, data properties, functions, and personnel necessary to effectively discharge its responsibilities.

Available Staff Resources

The internal audit section has two professional staff positions, an Audit Director, and an Auditor. The internal audit section staff provide 4,176 staff hours of professional and administrative support for this upcoming year. The Audit Director and Auditor do not have the skills or experience to conduct certain cyber security audits. The OIG will communicate resource limitations to the Agency Director and if needed will ask for assistance from the Chief Inspector General.

Staff Resources Allocation

Category	Planned Hours	Percent of Time
Engagements	650	16 %
Management Reviews	250	6 %
Follow-up Activities	384	9 %
Carry Forward Assignments	505	12 %
Enterprise Projects	200	5 %
Assistance to Investigations	45	1 %
Oversight Activities	710	17 %
Outreach, Education, and Management Support	255	6 %
Indirect Activities	1,177	28 %
Total	4,176 Hours	100 %

Planned Work

Engagements

Section 20.055, F.S., requires the OIG to conduct financial, compliance, electronic data processing, and performance audits of the Agency and prepare audit reports of the findings. Starting July 1, 2021, the OIG is required to include a specific cybersecurity audit plan. Starting October 1, 2021, and every three years after, the OIG is required to complete a risk-based compliance audit of all contracts executed by the Agency for the preceding three fiscal years. The remaining engagements are selected based on a risk assessment performed by the OIG which included input from Agency management and OIG staff. The OIG conducts audits in accordance with the *Standards*. A total of 650 staff hours are allocated to new engagements.

Planned Audit

- Security and Incident Management Audit – In accordance with Rule 60GG-2.005, Florida Administrative Code (F.A.C.), the OIG will review the Agency’s processes and procedures for cybersecurity incidents. This will be an enterprise wide audit that participating state agencies will perform with assistance from the Chief Inspector General’s office.

Management Reviews

Management Reviews communicate through a brief report, opportunities for improvements in efficiencies, effectiveness, or controls of Agency programs, operations, or financial management based on observations. An Agency management response is not required. The OIG conducts Management Reviews in accordance with the Association of Inspectors General *Principles and Standards for Offices of Inspectors General*. A total of 250 staff hours are allocated to management reviews.

Planned Management Review

- Agency Long Range Program Plan Performance Measures – Section 20.055, F.S. requires the OIG assesses the reliability and validity of Agency performance measures and standards and make recommendations for improvement, if necessary. The OIG will select four of the Agency’s seven performance measures to review.

Follow-up Activities

Section 20.055(6)(h), F.S., requires the OIG within six months of an AG or Office of Program Policy Analysis and Government Accountability published report on the Agency, provide a written response to the Agency Director and the Chief Inspector General (CIG) on the Agency’s status of corrective actions. Section 20.055(1)(f), F.S., requires the OIG report to the Agency Director and CIG, the Agency’s progress of corrective action for deficiencies identified in OIG internal audit reports. A total of 384 staff hours are allocated to follow-up activities.

Planned Follow-up Activities

- AG Report No. 2023-174 State of Florida Compliance and Internal Controls Over Financial Reporting and Federal Awards. The OIG will follow-up on the status of outstanding external recommendations.
- OIG Internal Audit Report No. 220810-01-IA Arc of Florida Contract Audit. The OIG will perform a follow-up on the status of outstanding internal recommendations.
- OIG Internal Audit Report No. 211012-01-IA Security Continuous Monitoring Audit. The OIG will follow-up on the status of outstanding internal recommendations.

Carry Forward Assignments

The OIG will have two carry forward assignments. A total of 505 staff hours are allocated to complete or close the engagements.

- Identity Management and Access Control Audit – In accordance with Rule 60GG-2.003(1), F.A.C., the OIG is in the process of reviewing the Agency’s cybersecurity identity management and access control policies, procedures, processes for select Agency systems based on risk.
- Family Care Council (FCC) Expenditures – Required by section 393.502(9), F.S., the OIG reviewed the expenditures of FCCs. The audits considered all state-funded expenditures at the councils. The OIG selected the FCCs in the Northeast region (Areas 3, 4, and 12).

Enterprise Projects

The Chief Inspector General requests the OIG to reserve plan hours for enterprise projects. A total of 200 staff hours are allocated to enterprise projects.

Assistance to Investigations

The internal audit section will assist the investigations staff by researching information relating to complaints or investigations and processing Office of Human Resources requests for OIG reference checks. A total of 45 staff hours are allocated to assist investigations.

Oversight Activities

Oversight activities include an annual risk assessment and audit plan, OIG annual report, Legislative Budget Request Schedule IX, Computer Security Incident Response Team, public records requests, annual quality assurance of the internal audit activity, OIG process improvements, CIG Support, Internal/External assistance, Catalog of State Financial Assistance Project Reviews, and external audit coordination. A total of 710 staff hours are allocated to oversight activities.

Outreach, Education, and Management Support

Outreach, education, and management support include OIG staff meetings and internal audit section staff meetings, Agency meetings, internal audit outreach and education, and new employee training. A total of 255 staff hours are allocated to outreach, education, and management support.

Indirect Activities

Indirect activities include annual leave, sick leave, state holidays, continuing professional education, performance expectations and evaluations, and administrative tasks. Examples of administrative tasks include timekeeping, personnel administration, required training, and purchasing activities. A total of 1,177 staff hours are allocated to indirect activities.

Long-Term Projects

Long-term projects are subject to change, based on the results of the periodic risk assessment and to be responsive to the Agency Director and CIG. Topics identified during this year's risk assessment for the two subsequent fiscal years include:

FY 2024-25

- Employee Residency at Sunland and Tacachale (Management Review)
- Consumer Directed Care Plus Program (Audit)

FY 2025-26

- Developmental Disabilities Defendant Program Incidents (Management Review)
- Provider License Monitoring Process (Audit)