



## MISSISSIPPI STATE DEPARTMENT OF HEALTH

March 24, 2015

### FINANCIAL AUDIT FINDINGS

Stacey E. Pickering, State Auditor  
Office of the State Auditor  
State of Mississippi  
P. O. Box 956  
Jackson, MS 39205-0956

Dear Mr. Pickering:

Enclosed for your review are the responses and corrective action plans for the Financial Audit Findings for the Mississippi State Department of Health for the Fiscal Year ended 2014.

### **AUDIT FINDINGS:**

#### **MATERIAL WEAKNESS**

2014-002      Controls Should Be Strengthened over the Preparation and Review of the GAAP Reporting Package and the Schedule of Expenditures of Federal Activity

The agency concurs with this finding. The FY 2014 GAAP Reporting Package and the Schedule of Expenditures of Federal Activity were prepared by an outside firm. In the future the process will be conducted by agency staff and reviewed by supervisory personnel.

#### **SIGNIFICANT DEFICIENCY**

14-01      Controls Should Be Strengthened over Recording Personal Leave Taken By Agency Employees

The agency concurs with the finding. It is not unusual to receive approved Leave Requests Forms in Human Resources weeks and sometimes months after the leave was taken. We are updating the agency's Administrative Manual to include a section regarding "Timely & Accurate Leave Submissions". This should improve the timeliness of entry into SPAHRS.

Mary Currier, M.D., M.P.H.  
State Health Officer



## MISSISSIPPI STATE DEPARTMENT OF HEALTH

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March 24, 2015

### SINGLE AUDIT FINDINGS

Stacey E. Pickering, State Auditor  
Office of the State Auditor  
State of Mississippi  
P. O. Box 956  
Jackson, MS 39205-0956

Dear Mr. Pickering:

Enclosed for your review are the responses and corrective action plans for the Single Audit Findings for the Mississippi State Department of Health for the Fiscal Year ended 2014.

### **AUDIT FINDINGS:**

#### **REPORTING**

##### **Material Noncompliance Material Weakness**

CFDA #93.268      Immunization Cooperative Agreements

Federal Award Number and Year: 1H23IP000790-01 2013  
5H23IP000790-02 2014

2014-019      Controls Should Be Strengthened over the Preparation and Review of the  
Quarterly Federal Financial Report for the Immunization Cooperative  
Agreements

The agency concurs with this finding. Review procedures will be strengthened to ensure the reports are prepared properly and documentation of the review is maintained.

#### **PROGRAM INCOME REPORTING**

##### **Immaterial Noncompliance**

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## Significant Deficiency

CFDA #93.268

Immunization Cooperative Agreements

Federal Award Number and Year: 1H23IP000790-01 2013

2014-20

Controls Should Be Strengthened over the Identification and Reporting of Program Income for the Immunization Cooperative Agreements

The agency concurs with this finding and made the necessary changes in the report when it was discovered by the auditor. Staff responsible for preparing the federal reports were reminded of the importance of ensuring program income is properly identified and reported.

## REPORTING

### Immaterial Noncompliance

CFDA #10.557

Special Supplemental Nutrition Program for Women, Infants, and Children

CFDA #93.074

Hospital Preparedness Program (HPP) and Public Health Emergency Preparedness (PHEP) Aligned Cooperative Agreements

Federal Award Number and Year: 5MS700704 2014

5U90TP000530-02 2014

2014-21

Subawards Should be Timely and Accurately Reported in Compliance with the Federal Funding Accountability and Transparency Act (FFATA) Reporting Requirements for the WIC and PHEP/HPP Programs

The agency concurs with this finding. Program staff were reminded about the importance of reporting the information timely and the proper obligation date to report.

## REPORTING

### Material Weakness

CFDA #10.557

Special Supplemental Nutrition Program for Women, Infants, and Children

CFDA #93.074

Hospital Preparedness Program (HPP) and Public Health Emergency Preparedness (PHEP) Aligned Cooperative Agreements

CFDA #93.268

Immunization Cooperative Agreements

CFDA #93.777

State Survey and Certification of Health Care Providers and Suppliers (Title XVIII) Medicare

Federal Award Number and Year: 5MS700704 2014 and 2013

5U90TP000530-02 2014

1H23IP000790-01 2013

5H23IP000790-02 2014

Pass through from Medicaid

2014-022      Controls Should Be Strengthened over the Preparation and Review of the GAAP Reporting Package and the Schedule of Expenditures of Federal Activity

The agency concurs with this finding. The FY 2014 GAAP Reporting Package and the Schedule of Expenditures of Federal Activity were prepared by an outside firm. In the future the process will be conducted by agency staff and reviewed by supervisory personnel.

**ALLOWABLE COSTS/COST PRINCIPLES**

**Significant Deficiency**

CFDA #10.557	Special Supplemental Nutrition Program for Women, Infants, and Children
CFDA #93.074	Hospital Preparedness Program (HPP) and Public Health Emergency Preparedness (PHEP) Aligned Cooperative Agreements
CFDA #93.268	Immunization Cooperative Agreements
CFDA #93.777	State Survey and Certification of Health Care Providers and Suppliers (Title XVIII) Medicare

Federal Award Number and Year: SMS700704 2014 and 2013  
5U90TP000530-02 2014  
1H23IP000790-01 2013  
5H23IP000790-02 2014  
Pass through from Medicaid

2014-023      Controls Should Be Strengthened over Allowable Costs/Cost Principles for the Time Study System

The agency concurs with this finding. The responsibility of preparing the time study reconciliations has been assigned to different personnel. The reconciliation will be reviewed and approved to ensure they are accurately prepared. In addition, corrections have been made to the relative value tables to ensure they are accurate. Also, time study staff will ensure the weeks selected for time study are equally distributed and that reviews of error reports are properly documented. The agency is still in the process of developing the activities reporting portion of the KRONOS Time Keeping system. At this point there is no implementation date set.

  
Mary Currier, M.D., M.P.H.  
State Health Officer



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### OTHER AUDIT FINDINGS

Stacey E. Pickering, State Auditor  
Office of the State Auditor  
State of Mississippi  
P. O. Box 956  
Jackson, MS 39205-0956

Dear Mr. Pickering:

Enclosed for your review are the responses and corrective action plans for the Other Audit Findings for the Mississippi State Department of Health for the Fiscal Year ended 2014.

### **AUDIT FINDINGS:**

#### **CASH MANAGEMENT**

##### **Control Deficiency**

CFDA #10.557      Special Supplemental Nutrition Program for Women, Infants, and Children

Oth-09      Controls Should Be Strengthened over Federal Draw Procedures for Payroll Expenditures for the WIC Program

The agency concurs with this finding. Starting with the March 2015 monthly payroll the agency will request federal WIC funds by wire transfer for payroll costs. This will allow the funds to be deposited on the same business day as requested.

#### **ELIGIBILITY**

##### **Control Deficiency**

CFDA #10.557      Special Supplemental Nutrition Program for Women, Infants, and Children

Oth-10      Controls Should Be Strengthened over the Eligibility Certification Process for the WIC Program

The agency concurs with the finding. Additional training will be provided to all staff during April – August of 2015 to ensure the proper procedures are being followed in regards to WIC Eligibility.

  
Mary Currier, M.D., M.P.H.  
State Health Officer