




FLORIDA DEPARTMENT OF JUVENILE JUSTICE

INTEROFFICE MEMORANDUM

DATE: June 23, 2021
TO: Josefina Tamayo, Acting Secretary
FROM: Robert Munson, Inspector General 
SUBJECT: Annual Audit Plan for Fiscal Year 2021-2022

The Office of Inspector General, Bureau of Internal Audit, is pleased to present our proposed Annual Audit Plan for Fiscal Year 2021-2022. Our audit plan is risk-based and considers the most effective coverage of the Department's systems, functions, programs, and operations. We developed our audit plan based on the Department's management input and a risk assessment involving input from each of the Department's program and administrative areas, to provide a systematic approach for selecting audit projects.

The activities outlined in this plan address management priorities and the most vulnerable areas of the Department. We look forward to working with management to improve the effectiveness and efficiency of our agency's programs and services while achieving our statutory responsibilities.

With your approval, we will implement the Annual Audit Plan for Fiscal Year 2021-2022.

We appreciate your support.

Approved: 
Josefina Tamayo, Acting Secretary

RM/my

Attachment

CC: Timothy Niermann, Deputy Secretary
Heather DiGiacomo, Deputy Secretary & Acting Chief of Staff

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JUN 23 2021

DJJ SECRETARY

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Ron DeSantis, Governor

Josefina M. Tamayo, Acting Secretary

The mission of the Department of Juvenile Justice is to increase public safety by reducing juvenile delinquency through effective prevention, intervention, and treatment services that strengthen families and turn around the lives of troubled youth.

**Florida Department of Juvenile Justice
Office of the Inspector General**

**ANNUAL AUDIT PLAN
FISCAL YEAR
2021 – 2022**

**Robert A. Munson, CIG
Inspector General**

**Michael Yu, CIA, CIG
Director of Auditing**

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Introduction

Statutory Duties and Responsibilities

Section 20.055(6)(i), Florida Statutes (F.S.) requires the Inspector General to develop long-term and annual audit plans based on findings of periodic risk assessments. The Office of the Inspector General's Annual Audit Plan for Fiscal Year 2021-2022 shows individual audits to be conducted during the fiscal year and related resources to be devoted to each audit. We completed our annual risk assessment in June 2021.

The Office of the Inspector General (OIG), Bureau of Internal Audit (BIA), conducts compliance, financial, information technology, operational, and performance audits of the Department. Such audits are conducted in accordance with "*International Standards for the Professional Practice of Internal Auditing*," published by the Institute of Internal Auditors, Inc.

Mission Statement

The OIG's mission is to ensure that the Florida Department of Juvenile Justice, its employees and partners, maintain the highest level of integrity, accountability and efficiency as we work together to increase public safety by reducing juvenile delinquency through effective prevention, intervention, and treatment services.

The OIG is committed to assist the Department of Juvenile Justice in accomplishing its vision, mission, and strategic plans; provide independent and reliable audit, investigation, and consulting services; and ensure:

- compliance with statutory mandates pursuant to section 20.055, F.S.;
- integrity, accountability, and efficiency are promoted within the Department;
- quality programs and services are provided to youth;
- resources are used efficiently and consistent with laws, regulations, and policies;
- resources are safeguarded against waste, loss, and misuse; and
- reliable data are obtained, maintained, and fully disclosed.

Goals

The OIG has established essential goals to accomplish its mission. We will strive to provide quality audits, reviews, studies, consultations, and investigations in a timely manner; use our resources in an efficient manner; and provide adequate audit coverage to mitigate the Department's risks.

We believe the OIG can best achieve its goals by addressing our Department's needs, developing our staff, and emphasizing continuous improvement in the delivery of services.

Risk Assessment and Annual Audit Planning

Purpose

The purpose of developing an annual audit plan is to identify, select, and plan for the review of vulnerable areas of the Department using a risk-based approach. Selection of appropriate projects provides an opportunity to enhance control and operational efficiency. During the development of the audit plan, primary consideration was to provide the greatest possible benefit to the Department using available audit resources.

Methodology

For fiscal year 2021-2022, we prepared a staffing allocation based on 1,596 available hours (estimated hours excluding leave, holidays, training, and administrative tasks) for each auditor. Available audit resources for fiscal year 2021-2022 total 3,990 hours (1,596 hours x 2.5 audit staff).¹

Once available resources were established, results of our risk assessment and concerns of management were used to determine coverage, timing, and intensity of the audit efforts. As part of our planning for future audit coverage, we also considered recent and planned external audits of the Department to prevent audit duplications, to the extent possible.

Systematic risk assessment tools provide an objective basis for identifying areas to be audited. To perform our risk assessment, we used risk exposure analysis to identify audit projects with the greatest risk exposure. Risk exposure analysis provides a systematic approach for selecting audit projects. Steps taken in our risk assessment are described below.

Identification of Major Activities

The first step in the risk exposure analysis was to identify an audit universe consisting of the Department's major activities by program and office areas. The program areas and offices included: Detention Services, Prevention and Victim Services, Probation and Community Intervention, Residential and Correctional Facilities, Education, Research and Data Integrity, Staff Development and Training, Office of Administrative Services, Office of Health Services, Office of Accountability and Program Support, and Office of the General Counsel.

Utilizing interviews with senior managers, departmental organizational charts, legislative appropriation, and organizational knowledge, we listed major activities by program and office function. Based on executive management input, we further refined the list and identified 93 activities.²

¹ See Appendix I

² See Appendix II

Evaluation Framework

In order to capture quantitative and qualitative factors affecting Department activities, we utilized the following list of variables to evaluate each activity in terms of relative significance within a program area or office. Ten key variables were used:

- | | |
|-----------------------------------|--|
| 1. Safety of Youth or Staff; | 6. Budgeted Expenditures; |
| 2. Publicity Risk; | 7. Complexity of Operations; |
| 3. Mission Critical; | 8. Character of the Activity; |
| 4. Deviation from Strategic Plan; | 9. Changes in Personnel or Procedures; |
| 5. Executive Leadership Interest; | 10. Internal Control Environment. |

To assign values to each variable, a simple numerical scale was used. Based on input from program offices, audit staff assigned values of 1 to 5 for each variable. The higher the assigned value, the greater the relative risk, and consequently, audit concern.

While key variables considered in this step were assumed to be general indicators of risk exposure, we did not assume them to be of equal significance in evaluating every prospective audit project. To consider these differences in significance, we numerically rank each variable in descending order of significance, based on our experiences and auditing professional practices. In this manner, higher values were consistent with increased significance, such that, with ten variables, values were assigned ranks from 100% (most significant) to 50% (least significant). Final risk element scores were calculated by multiplying the assigned significance weights and the assigned value for each variable.

In the risk assessment process, we solicited input from the Department's Executive Leadership Team members. In addition, we evaluated data related to FY 2020-2021 investigations, Monitoring and Quality Improvement reviews, external audits, and last year's proposed annual audit plan. Requests from management are given special consideration as they usually address immediate risks and concerns.

Fiscal Year 2021-2022 Audit Plan

We have selected the audit areas, based on our risk assessment, that we believe present the greatest risks to the Department in fiscal year 2021-2022 and that are the greatest concern of management. (Two of the selected areas are not defined as major activities, but we think they are important in terms of risks and impact on Department operations.) An unallocated reserve of approximately 500 audit hours is set aside for possible enterprise audit projects initiated by the Office of the Chief Inspector General; coordinating Department responses to the Auditor General, Office of Program Policy Analysis and Government Accountability (OPPAGA), the Department of Financial Services, and Federal audits and reviews; providing consulting services to program offices upon

request; performing special projects requested by the Secretary and executive management; and assisting investigations.

Planned Audit Projects

Prior to audit fieldwork, preliminary surveys will be conducted to gain an understanding of the audit area and assess existing risks. From the preliminary survey and auditor's assessment of risks particular to the subject area, specific audit objectives will be developed. Government auditing standards require all audits include a review and evaluation of the system of internal controls. The internal control review and evaluation includes identifying policies, procedures, practices, and systems used to ensure Department objectives are achieved. For this reason, an internal control objective is not listed in the individual audit description. A table³ listing proposed audit coverage is included after the brief descriptions of planned audits. Our proposed Annual Audit Plan for fiscal year 2021-2022 includes the following audit areas.

I. Residential Vocational Training

Estimated Hours: 750.....Report Completion Date: Dec. '21

The Department contracted with the Home Builders Institute, Inc. (HBI) to provide vocational training overlay services for 131 available slots for youth at Residential programs. The services provided by Home Builders Institute's (HBI) staff include care and custody, screening, assessment, counseling, case management, educational, and vocational services. Training is provided to youth who have been committed to the Department and assessed utilizing the Department's risk/needs assessment, the Department's Community Assessment Tool (CAT), and the pre-disposition comprehensive evaluation. Youth who are eligible to receive services and training through the Home Builders Institute's (HBI) vocational programs are required to be between fifteen and nineteen years of age. Both male and female youth are eligible to participate. In addition to HBI slots, Residential programs offer pre-vocational and vocational services.

II. Background Screening Unit

Estimated Hours: 700.....Report Completion: May '22

The Background Screening Unit (BSU) assists the Department in meeting its goal of hiring applicants who meet statutory and agency standards by conducting Level II pre-employment screening and 5-year re-screening pursuant to Chapters 435, 984, 985 and 943, Florida Statutes, and the Department's background screening policy and procedure. Background screening is conducted on state and contract provider directors, owners, applicants, employees, volunteers, mentors, and interns. The term contract provider includes grant recipient employees, volunteers, mentors, and interns. Background screening consists of a state and

³ See Page 6

national fingerprint check through the Florida Department of Law Enforcement (FDLE) and the Federal Bureau of Investigations (FBI) as well as a demographic search of the Florida Clerk of the Courts through the State’s Judicial Inquiry System (JIS). As a criminal justice agency, the Department has access to juvenile, sealed, and expunged criminal history information.

III. Program Accountability – Monitoring and Quality Improvement

Estimated Hours: 700 Report Completion: May '22

The Bureau of Monitoring and Quality Improvement provides the Department with the information necessary to assess the fiscal and programmatic accountability of its providers, both Departmental and contracted. Regional monitors throughout the state conduct on-site and off-site monitoring events at all programs to ensure compliance with Florida Statutes, Rules of the Florida Administrative Code, Departmental policies and procedures, and contract terms and conditions.

IV. P-Card Administration and Usage

Estimated Hours: 700 Report Completion: May '22

The State of Florida’s Purchasing Card Program (Program) is intended to streamline acquisition and disbursement processes and reduce the cost of making small-dollar purchases. Oversight of the Program is provided by the Department of Financial Services (DFS) and the Department of Management Services (DMS). Each agency that participates in the Program is responsible for ensuring proper accountability measures and controls are in place. This audit will identify whether proper accountability measures and sufficient controls over FDJJ’s Purchasing Cards are in place so that P-Cards are used in accordance with applicable policies.

V. Carry-Forward: Audit of Probation Supervision

Estimated Hours: 150 Report Completion: July '21

VI. 2022-2023 Department Risk Assessment and Audit Planning

Estimated Hours: 250 Report Completion: June '22

Internal Audit will identify the Department’s auditable units and solicit management input in assessing and prioritizing risks facing the Department. This risk assessment will be used to develop the annual audit plan for fiscal year 2022-2023.

VII. External Audit Follow-up

Estimated Hours: 250 Report Completion: Various

Pursuant to the amended Section 20.055(6)(h), Florida Statutes, the Inspector General is required to submit to the Chief Inspector General a written statement of the implementation status of corrective actions to reports issued by the Auditor General and the Office of Program Policy Analysis and Government Accountability (OPPAGA). These reports are required to be issued no later than six months after the Auditor General or OPPAGA publishes a report on a state Department. Audit staff also act as liaison between external auditors and the Department.

FY 2021-2022 Planned Audit Coverage

Plan Section	Project Title	Coverage	Draft Finish Dates	Est. Hours
I.	Residential Vocational Training	Residential Services	12/2021	750
II.	Background Screening Unit	Office of the Inspector General	05/2022	700
III.	Monitoring and Quality Improvement	Office of Accountability and Program Support	05/2022	700
IV.	P-Card Administration and Usage	Office of Administrative Services	05/2022	700
V.	Carry-Forward: Probation Supervision	Probation and Community Intervention	07/2021	150
VI.	2022–2023 Department Risk Assessment and Audit Planning	Agency-wide	06/2022	250
VII.	External Audit Follow-up	Agency-wide	Various	250
Total Hours				<u>3,500</u>
Total Available Hours				3,990
Unallocated Hours - Reserve				490

Long Range Audit Planning

Section 20.055(6)(i), F.S., requires the Inspector General to develop long-term and annual audit plans based on the results of periodic risk assessments. Utilizing risk scores from our risk exposure analysis, we considered internal and external audits and reviews in developing the annual and long-term audit plan. Appendix II lists planned audit coverage areas for future periods.

APPENDIX

*Fiscal Year 2021-2022
Available Audit Hours Calculation*

	HOURS	
ACTIVITY		2,080
Training (40h class time + 20h travel and administration)	60	
Annual Leave	176	
Holidays (11 days @ 8 hours)	88	
Sick Leave (Estimate)	56	
General Administration (5% of 2,080 hours)	104	
Less Subtotal		484
Available Hours per Staff		<u>1,596</u>
Number of Audit Staff		2.5
Total Available Audit Hours		<u>3,990</u>

Note: One of the three audit staff is assigned to administrate Florida Single Audit and other activities.

**Office of the Inspector General
Bureau of Internal Audit
2021-2022 Annual Audit Plan Risk Assessment
Annual and Long-Term Projects Plan**

Index	Program	Activity	Four Risk Strata Top 10% = High Risk Next 30% = Sensitive Risk Next 40% = Moderate Risk Lowest 20% = Low Risk	Weighted Total Risk Score	Current Audit Plan 2021-22	Planned for 2022-23	Planned for 2023-24	Planned for 2024-25
1	Admin.	Facility Services	HIGH	34.8		X		
2	Residential	Vocational Training		34.7	X			
3	Residential	Health Services		34.1				
4	Residential	Capital Outlay		32.8				X
5	Residential	Living and Treatment Environment		32.6			X	
6	Residential	Maximum Risk Programs		32.4		X		
7	Residential	Commitment Management		32.3				
8	Detention	Secure Supervision		31.8				X
9	Probation	Supervision		31.6				
10	Probation	Day Treatment		31.4			X	
11	Probation	Transition Services	30.6					
12	Residential	Mental Health Services	30.4					
13	Detention	Security	30			X		
14	Detention	Health Services	29.3					
15	Prevention	CINS/FINS	29.2			X		
16	Detention	Mental Health Services	28.3					
17	Program Acc.	Monitoring and Quality Improvement	28.2	X				
18	Admin.	JJIS	28.1					
19	Probation	Case Management	27.9				X	
20	Probation	Intake and Screening	27.9			X		
21	Probation	Conditional Release	27					
22	Residential	Sex Offender Treatment	26.9					
23	Program Acc.	Contract Management	26.5					
24	Admin.	IT Security	26.1				X	
25	Residential	Program Development/Start-up	25.7					
26	Detention	Alternative to Secure Detention	25.7					
27	Prevention	School Attendance Programs	25.6			X		
28	SD&T	Basic Recruit Training - Direct Care Staff	25.4					
29	Admin.	Application Development and Support Administration	25.1					
30	Program Acc.	Procurement and Contract Administration	25.1					
31	Detention	Transportation	25					
32	Detention	Repairs and Maintenance	24.9					
33	Prevention	Gender Specific Programming	24.8					
34	Residential	Behavior Management and Discipline	24.7					
35	Residential	Dual Diagnosis/Developmental Disabilities	24.3					
36	Program Acc.	Programming and Technical Assistance	24					
37	Admin.	Server Operations	23.9					
38	Admin.	Network Operations	23.9					

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39	Residential	Gender- Specific Programs	Moderate	22.8				
40	Probation	Sex Offender Treatment		22.6				
41	SD&T	Advanced and Specialized Training		22.6				
42	Detention	Operations		22.5				
43	Residential	Substance Abuse Services		22.3				
44	Prevention	Faith-Based Network		22.2				
45	Admin.	Desktop Support		22.1				
46	Prevention	Boards and Councils		22.1				
47	Detention	Behavioral Management		22				
48	Probation	Evaluations/Assessments		22				
49	Probation	Diversion/Civil Citation		21.9				
50	Detention	Intake and Release		21.8				
51	Admin.	Support Services		21.7				
52	OHS	Pandemic Planning and Preparation Including Telehealth Provisions		21.3				
53	OHS	Oversight and Technical Assistance for Mental Health, Substance Abuse and Developmental Disability Services particularly in Residential Programs		21.1				
54	Detention	Capital Outlay		21				
55	G. Counsel	Personnel		21				
56	Prevention	Community Partnership Coordinators		20.9				
57	G. Counsel	Litigation		20.8				
58	Admin.	Internet		20.5				
59	Detention	Environmental Health/Sanitation		20.4				
60	OHS	Oversight and Technical Assistance for Medical Services particularly in Residential Programs		20.3				
61	OHS	Monitoring and Technical Assistance by OHS Licensed Staff for Medical Services		20.3				
62	OHS	Monitoring and Technical Assistance by OHS Licensed Staff for Mental Health and Substance Abuse Services		20.3				
63	SD&T	Testing and Evaluation		20.1				
64	Probation	Counseling		20.1				
65	Admin.	Human Resources		19.8				
66	Admin.	Purchasing		19.5				
67	Admin.	Budget		19.5				
68	OHS	Medication Management and Oversight		19				
69	OHS	Girls Services (to include focus on pregnant youth)	18.7					
70	OHS	Departmental Consultative Medical and Mental Health Technical Assistance	18.6					
71	OHS	Residential Placement Process for Medically Complex Youth	18.5					
72	G. Counsel	Public Records	18.4					
73	SD&T	Employee Training - Non Direct Care Staff	18.2					

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74	G. Counsel	Contracts	LOW	18.1				
75	SD&T	Curriculum Design		17.4				
76	Detention	Food Services		17.2				
77	OHS	Trauma Informed Practices		16.9				
78	Research & Data Integrity	Comprehensive Accountability Report (CAR)		16.5				
79	Probation	Independent Living Programs		16.3				
80	Probation	Respite Care		16.3				
81	Probation	Vocational Training		16.3				
82	Research & Data Integrity	Online Data Reporting		16.3				
83	Research & Data Integrity	Long Range Program Plan (Data Analysis)		16.3				
84	SD&T	On-line Training and Training Tracking System		16.2				
85	Education	Education to Youth		16.1				
86	Admin.	Contracts/Grants		15.5				
87	Program Acc.	Risk Management		14.7				
88	Admin.	Accounts Payable		14.5				
89	Admin.	Receipts		12.3				
90	Prevention	PSA		12.3				
91	Admin.	Reconciliation and Reporting		12.2				
92	Admin.	Cost of Care		11.8				
93	Research & Data Integrity	Federal Performance Measures Reports		11.7				