

**State of Washington
 Status of Audit Resolution
 December 2017**

Department of Health

Agency 303

Audit Report	Finding Number	Finding and Corrective Action Plan	
2016 F	003	<p>Finding:</p> <p>Corrective Action:</p> <p>Completion Date:</p> <p>Agency Contact:</p>	<p>The Department of Health did not have adequate internal controls over and did not comply with requirements to monitor local agency operations timely and at the minimum percentage.</p> <p>In response to the finding, the Department implemented the following corrective actions:</p> <ul style="list-style-type: none"> • Completed monitoring visit of the one local agency that did not have monitoring at least once every two years as identified in the finding. This agency was monitored on February 7, 2017. • Obtained clarification from the federal grantor that all sites for each local agency should be included in the calculation to meet the requirement for monitoring at least 20 percent of the clinics in each local agency. The Department added three additional on-site monitoring visits for the current monitoring cycle to meet the 20 percent requirement. Two were added in 2017 for the Public Health -Seattle King County, and one was added in 2018 for Sea Mar Community Care Center. • Developed a spreadsheet for 2017–2018 monitoring schedule. Monitoring visits have been planned quarterly for all local agencies, which may be subject to changes when schedules are finalized with the agencies. • Developed a process for yearly planning of on-site monitoring to be completed by October 1 of each year. Planning work include: <ul style="list-style-type: none"> ○ Assessing changes in the local agencies with funding from the Special Supplemental Nutrition Program for Women, Infants and Children (WIC). ○ Verifying the current number of clinics for each agency that has multiple sites. ○ Ensuring WIC program staff review the schedule and verify the accuracy of the list of grant subrecipients. The list will be used to develop a fiscal monitoring schedule for all subrecipients at least once every two years. ○ Scheduling all monitoring visits by the end of the calendar year. ○ Developed a process for supervisors to perform quarterly assessment of the monitoring plan to ensure staff are meeting the requirement to complete all scheduled visits. Contingency plans will be developed to address any unforeseen circumstances that require the need to adjust the planned schedule. <p>February 2017, subject to audit follow-up</p> <p>Lynda Karseboom Internal Auditor PO Box 47890 Olympia, WA 98504-7890 (360) 236-4536 lynda.karseboom@doh.wa.gov</p>