



Audit Recommendations Follow-Up Report

**For the Period July 1, 2019
Through September 30, 2019**

Project #20-02

**Prepared by
Office of Inspector General**

**J. Timothy Beirnes, CPA, Inspector General
Ann E. Haga, Executive Assistant**



SOUTH FLORIDA WATER MANAGEMENT DISTRICT


Memorandum

To: Governing Board Members

From: J. Timothy Beirnes, CPA, Inspector General
Office of Inspector General

Date: November 12, 2019

Subject: Audit Recommendations Follow-Up Report -
For the Period July 1, 2019 through September 30, 2019
Project No. 20-02



This report was performed pursuant to the Inspector General's authority set forth in Section 20.055, F.S. Enclosed is the subject report that was conducted to assess the progress made in implementing audit recommendations.

In our efforts to continue to improve the audit process we utilize an audit recommendations tracking database as an integral part of monitoring the implementation status of audit recommendations. This database contains the basic audit information and recommendations. This system provides us with a vehicle to communicate and gather feedback on the status of the audit recommendations with the Governing Board, District management, and the audited organizational units.

Should you have any questions concerning the enclosed report, please feel free to call me at (561) 682-6398.

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EXECUTIVE SUMMARY

Audit recommendations target the economy and efficiency of District operations and compliance with our policies and statutory responsibilities. Our recommendations also focus on providing District management with suggestions that facilitate their achievement of program goals and objectives. To be effective, audit recommendations must be implemented. Additionally, *Government Auditing Standards* require following up on audit recommendations in previously issued audit reports. Accordingly, the Office of Inspector General has performed follow-up audit work since the office was established in 1996. Every quarter our office surveys departments to determine the implementation status of recommendations and to encourage their completion. This information is maintained in the Inspector General's audit recommendation tracking system. The system allows each audit staff member to update the recommendation's "status" after reviewing information provided by the departments and offices.

This report on the implementation status of audit recommendations is for the period July 1, 2019 through September 30, 2019 (the "Reporting Period"). As shown in Exhibit 1, as of June 30, 2019 there were 12 recommendation that were not yet Fully Implemented from previously issued audit reports, which are in process of implementation. Nineteen (19) recommendations were added from two (2) newly issued audit reports, of which 10 were implemented during the Reporting Period. In total from all reports, 21 recommendations are In-Process of being implemented as of September 30, 2019.

Following is a brief description of the attached exhibits:

- **Exhibit 1:** Displays a summary of recommendation statuses for all audit reports with recommendations in process of implementation. Exhibit 1 also shows the changes in the status of recommendations from the beginning of the period to the end of the period.
- **Exhibit 2:** Shows a summary of the changes in the status of recommendations by each audit report. Exhibit 2 shows only those audit reports that contained one or more recommendations that had not been fully implemented at the beginning of the reporting period.
- **Exhibit 3:** Displays detail information regarding the status of each audit recommendation. This includes the status of the recommendation for the prior reporting period and the status at the end of the current period. The comment column provides narrative information regarding implementation progress.

EXHIBIT 1
Summary of Recommendations Status
As of September 30, 2019

	In	Partially	
Prior Period Reports	Process	Implemented	Total
Status Prior Period (June 30, 2019)	12	-	12
Implemented, Partially Implemented, or Status Changed to No Longer Applicable, During Period	-	-	-
Remaining Recommendations to be Fully Implemented	12	-	12
Reports Issued During Current Period			
New Recommendations*	19	-	19
Implemented or Partially Implemented	(10)	-	(10)
Remaining Recommendations to be Fully Implemented	9	-	9
Current Status			
Remaining Recommendations to be Fully Implemented	21	-	21

* Initial Status is set as "In-Process"

EXHIBIT 2
Audit Reports With Implementation of Recommendations in Progress

As of September 30, 2019

Audit No.	Audit Title	No. of Recs		In Process	Partially Implemented	No Longer Applicable	Implemented	
	Recommendations - Prior Period Reports							
18-08	Audit of Kissimmee River Restoration Project Cost Share for Land Acquisition Expenditures	19	Initial Status	12	0	0	7	Open
			Change in Status	0	0	0	0	
			Current Period Status	12	0	0	7	
	Recommendations - Reports Issued During Current Period							
18.06	Audit of Operations, Maintenance, Repair, Replacement and Rehabilitation (OMRR&R) Cost Share Expense	15	Initial Status	15	0	0	0	Open
			Change in Status	-9	0	0	9	
			Current Period Status	6	0	0	9	
18-17	Audit of the Employee Separation Process	4	Initial Status	4	0	0	0	Open
			Change in Status	-1	0	0	1	
			Current Period Status	3	0	0	1	
	Recommendations - All Reports							
	TOTAL	38	Prior/Initial Status	31	0	0	7	
			Change in Status	-10	0	0	10	
			Status Current Period	21	0	0	17	
	Number of Recommendations Remaining to Be Fully Implemented	21		21	0			

EXHIBIT 3
Detail of In-Process and Partially Implemented Audit Recommendations
As of September 30, 2019

Audit No.	Rec No.	Audit Title	Status Prior Report	Status Current Report	Due Date		Recommendation	Management Response	Current Period Comments Regarding Status
					Original	Current			
18-06	1	Audit of Operations, Maintenance, Repair, Replacement and Rehabilitation (OMRR&R) Cost Share Expense	In Process	On-Going	9/30/2019	12/31/2019	Continue working with the USACE and OMB officials to resolve OMRR&R budget and reimbursement issues.	This is an ongoing task until the OMRR&R issue is resolved. On May 7th and 8th, the District received two guests from OMB. They were given tours of project sites and several discussions took place about the problems associated with lack of OMRR&R funding. In addition, on June 11th, the District communicated to the USACE that the District would not accept any additional funding transfers until the issue is resolved. The District response also suggests that project features may be returned to the USACE. Discussions will continue until resolution is reached.	*Ongoing to continue working with the USACE and OMB officials on the budget and reimbursement issues. The District and USACE are having quarterly meetings to discuss funding issues, payments and upcoming projects. Our last meeting was 9/11/19. *10-25-19 Update: This is an ongoing task until the OMRR&R issue is resolved. Staff and Governing Board members are meeting with ASA, OMB and USACE HQ on October 28-30 on this issue.
18-06	2	Audit of Operations, Maintenance, Repair, Replacement and Rehabilitation (OMRR&R) Cost Share Expense	In Process	Implemented	6/10/2019	6/10/2019	Request that the USACE provide the District with supporting documentation for the management and oversight costs that it charges to OMRR&R projects / project features.	Concur. Administrative Services Division Budget and Finance staff, Everglades Policy and Coordination Division staff and USACE staff met on 6/10/19 at 9:00 a.m. to discuss various topics that included two requests to aid in aligning the USACE payment to the District Invoices. (1). The Districts request for USACE payments to include a reconciliation of management and oversight costs and (2). USACE to include as back-up documentation with the payment their federal "Order For Supplies or Services" Form and document in the "RR Ref. No." field the District Invoice numbers that coincide with the payment. USACE staff agreed to provide both requests.	Completed: Administrative Service Division Budget and Finance staff, Everglades Policy and Coordination Division staff met on 9/11/19 to discuss various topics and USACE payments. District staff will continue to meet with USACE on a quarterly basis to stay abreast of any new issues. USACE agrees to email supporting backup for payments on CERP projects with in house labor costs associated.
18-06	3	Audit of Operations, Maintenance, Repair, Replacement and Rehabilitation (OMRR&R) Cost Share Expense	In Process	In Process	9/30/2019	12/31/2019	Consider developing a comprehensive SAP / Business Warehouse report to capture the status of OMRR&R cost share amounts invoiced, and payments received and outstanding from the USACE.	Concur. Staff is currently maintaining a cumulative excel spreadsheet of invoices submitted by grant/project turned over to the OMRR&R phase and the amount owed/unpaid. SAP is currently used for reporting cost data for OMRR&R, but a manual process of pulling information from SAP and updating the excel spreadsheet. Efficiencies from developing reports will be considered but will require the District's Information Technology Bureau involvement to determine SAP capabilities. Moreover, the future USACE involvement of data interchange will likely influence the quality of the reports.	Ongoing: The finance staff currently maintains a cumulative excel spreadsheet of invoices submitted by grant/project turned over to the OMRR&R phase and the amount owed/unpaid. Quarterly meetings with the USACE providing data interchange has been helpful. Finance staff will continue to work with the IT department to determine capabilities of SAP.
18-06	4	Audit of Operations, Maintenance, Repair, Replacement and Rehabilitation (OMRR&R) Cost Share Expense	In Process	Implemented	9/30/2019	9/30/2019	Request payment for the estimated \$33,476 in additional fringe benefits and indirect costs resulting from the USACE's approved fringe and indirect costs rates for Fiscal Years 2016 and 2017.	Concur. However, we request the Inspector General's detailed calculations as supporting documentation.	Completed: The Finance staff has reviewed the Inspector General's detailed calculations and will invoice the USACE for additional fringe benefits and indirect costs resulting from the USACE's approved fringe and indirect costs rates for Fiscal Years 2016 and 2017 in the amount of \$33,476.00 by Nov 5, 2019.

Audit No.	Rec No.	Audit Title	Status Prior Report	Status Current Report	Due Date		Recommendation	Management Response	Current Period Comments Regarding Status
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18-06	5	Audit of Operations, Maintenance, Repair, Replacement and Rehabilitation (OMRR&R) Cost Share Expense	In Process	In Process	12/31/2019	12/31/2019	Implement procedures to ensure that upon the USACE's approval of fringe benefit and indirect costs rates, fringe and indirect costs previously submitted to the USACE using temporary rates are recalculated and any additional payments due to / from the District are determined.	Concur. We will build into our review and invoicing process.	New process: The finance staff will send an invoice to the USACE upon approval of the new confirmed fringe benefits and indirect cost rates from the USACE on a yearly basis, as well as any additional payments due to/ from the District while using the temporary rates if determined.
18-06	6	Audit of Operations, Maintenance, Repair, Replacement and Rehabilitation (OMRR&R) Cost Share Expense	In Process	In Process	9/30/2019	12/31/2019	Verify the accuracy of fringe benefit and indirect cost rates when preparing quarterly OMRR&R cost share invoices.	Concur. We will build into our process.	New process to verify we are using the current indirect cost rates and fringe benefits when preparing quarterly OMRR&R cost share invoices. Ensuring BW staff is entering the current rates into SAP as they become available.
18-06	7	Audit of Operations, Maintenance, Repair, Replacement and Rehabilitation (OMRR&R) Cost Share Expense	In Process	Implemented	9/30/2019	9/30/2019	Request cost share reimbursement for the estimated \$56,899 in unclaimed OMRR&R related expenses.	Concur. However, we request the Inspector General's detailed calculations as supporting documentation.	Completed: Finance Staff has reviewed the Inspector General's detailed calculations and supporting documentation and will request a cost share payment from the USACE for unclaimed OMRR&R related expenses in the amount of \$56,899.00 by Nov 5, 2019.
18-06	8	Audit of Operations, Maintenance, Repair, Replacement and Rehabilitation (OMRR&R) Cost Share Expense	In Process	In Process	9/30/2019	9/30/2019	Ensure that Finance Bureau staff responsible for preparing OMRR&R cost share invoices are aware of all creditable expenses and carefully analyze the Business Warehouse reports to ensure that creditable expenses are not omitted from the invoiced amounts submitted to the USACE for cost share payment.	Concur. We will build into our process and seek additional training as needed.	The finance staff responsible for preparing the OMRR&R cost share invoices review the creditable expenses, analyze the Business Warehouse reports and send to the District PMs to verify the creditable expenses are not omitted from the invoices to be submitted to the USACE for cost share payments.
18-06	9	Audit of Operations, Maintenance, Repair, Replacement and Rehabilitation (OMRR&R) Cost Share Expense	In Process	Implemented	9/30/2019	9/30/2019	Request reimbursement from the USACE for the estimated \$345,699 resulting from incorrect cost share calculations for pumping operations that diverted water to protect the Cape Sable Seaside Sparrow.	Concur. However, we request the Inspector General's detailed calculations as supporting documentation.	On schedule: Finance Staff has reviewed the Inspector General's detailed calculations and supporting documentation and will request a cost share payment from the USACE for the incorrect cost share calculations for pumping operations to protect the Cape Sable Seaside Sparrow in the amount of \$345,699.00 by Nov 5, 2019.
18-06	10	Audit of Operations, Maintenance, Repair, Replacement and Rehabilitation (OMRR&R) Cost Share Expense	In Process	Implemented	9/30/2019	9/30/2019	Request cost share reimbursement from the USACE for the estimated \$179,676 in unclaimed OMRR&R vehicle and equipment usage costs incurred during October 1, 2015 to June 30, 2018, and other unclaimed amounts incurred subsequently.	Concur. However, we request the Inspector General's detailed calculations as supporting documentation.	On schedule: Finance Staff has reviewed the Inspector General's detailed calculations and supporting documentation and will request cost share reimbursement from the USACE for unclaimed OMRR&R vehicle and equipment usage costs incurred during October 1, 2015 to June 30, 2018 in the amount of \$179,676.00 by Nov 5, 2019. Finance Staff has reached out to Business Warehouse specialist to create a BW report to run for future vehicle and equipment expenses to invoice the USACE for cost share expenses.

Audit No.	Rec No.	Audit Title	Status Prior Report	Status Current Report	Due Date		Recommendation	Management Response	Current Period Comments Regarding Status
					Original	Current			
18-06	11	Audit of Operations, Maintenance, Repair, Replacement and Rehabilitation (OMRR&R) Cost Share Expense	In Process	Implemented	9/30/2019	9/30/2019	Address the \$140,778 in erroneous overstated expenses submitted for payment during period October 1, 2015 to June 30, 2018 with the USACE.	Concur. However, we request the Inspector General's detailed calculations as supporting documentation. Also, we will consider reducing / netting this credit against a future invoice.	Completed: Finance Staff has reviewed the Inspector General's detailed calculations and supporting documentation and will credit USACE \$140,778.00 for erroneous overstated expenses occurring Oct 2015-June 2018 in the Nov 5, 2019 Invoices
18-06	12	Audit of Operations, Maintenance, Repair, Replacement and Rehabilitation (OMRR&R) Cost Share Expense	In Process	Implemented	2/28/2019	9/30/2019	Revise the formula on the Finance Bureau's OMRR&R quarterly spreadsheet that is used to determine eligible and ineligible expenses to ensure that expenses adjustments (denoted by negative dollar amounts) are considered when determining creditable costs.	Concur. This has been completed.	Completed: Finance Staff has reviewed the Inspector General's detailed calculations and supporting documentation and will request a cost share payment from the USACE for the incorrect cost share calculations for pumping operations to protect the Cape Sable Seaside Sparrow in the amount of \$345,699.00 by Nov 5, 2019.
18-06	13	Audit of Operations, Maintenance, Repair, Replacement and Rehabilitation (OMRR&R) Cost Share Expense	In Process	Implemented	9/30/2019	9/30/2019	Ensure that vehicle and equipment usage costs are incorporated in the quarterly OMRR&R invoices submitted to the USACE.	Concur. Staff will work on updating the invoices and reporting to include the vehicle and equipment usage.	Completed: Finance Staff has worked with IT Business Warehouse (BW) staff to complete a report from BW to capture vehicle and equipment costs to be invoiced to the USACE.
18-06	14	Audit of Operations, Maintenance, Repair, Replacement and Rehabilitation (OMRR&R) Cost Share Expense	In Process	In Process	9/30/2019	11/30/2019	Create a grant in SAP for Phase 1 of the Site 1 Impoundment Project in SAP and request credit for all unclaimed costs.	Concur. Staff will develop the grant prior to the new fiscal year and pull associated costs to include in final fiscal year 2018-19 invoices.	On schedule: The finance staff and budget staff will develop the grant.
18-06	15	Audit of Operations, Maintenance, Repair, Replacement and Rehabilitation (OMRR&R) Cost Share Expense	In Process	Implemented	6/30/2019	6/30/2019	The Everglades Policy and Coordination Division and the Administrative Services Division should implement a process to ensure that the Administrative Services Division is notified in a timely manner of project / project features transferred to the District for OMRR&R.	Concur. The Everglades Policy and Coordination Division does have a process to notify the Administrative Services Division when project features are transferred. It consists of contacting Division Directors and associated staff in both Budget and Finance Bureaus as well as O&M Divisions via an email consisting of the transfer paperwork and a message stating the feature has been transferred. The instance of Site 1 Impoundment was an error due to personnel changes and office reorganization. In order to ensure this, staff will meet with project managers and train them on the current procedures and process. This will ensure that Administrative Services Division is promptly notified of project feature transfers to the District for OMRR&R. Additionally, there have been quarterly meetings set-up between USACE Jacksonville District financial staff as well as Everglades Policy and Coordination Division Staff and Administrative Services Division Budget and Finance staff to assure District and USACE records are consistent, which includes projects that have been transferred during the quarter.	Completed: Staff produced and rolled out an SOP to PMs to cover the subject of project transfers.
18-08	1	Audit of Kissimmee River Restoration Project Cost Share For Land Acquisition Expenditures	In Process	In Process	12/31/2019	12/31/2019	Expedite KRRP claim submittals to the USACE for acquired tracts not yet submitted, donations, and relocation costs.	Agreed. Workload has been shifted to delete 1 FTE full-time and 1 FTE part-time to submit the backing of claims (37 acquired tracts, 350 relocations and 50 donated tracts) within the next calendar year.	On schedule. Priority 1 item: 1 full-time FTE and 2 part-time FTEs currently working on claim submittals.

Audit No.	Rec No.	Audit Title	Status Prior Report	Status Current Report	Due Date		Recommendation	Management Response	Current Period Comments Regarding Status
					Original	Current			
18-08	2	Audit of Kissimmee River Restoration Project Cost Share For Land Acquisition Expenditures	In Process	In Process	12/31/2019	12/31/2019	Determine reasons why certified / approved tracts on the summary crediting spreadsheets are indicated as historical in IRIS and revise all relevant records; for example, summary crediting spreadsheets and IRIS, to reflect correct acreage, costs, and explanations.	Agreed. Real Estate will analyze certified / approved tracts shown in IRIS as historical and revise records accordingly	On schedule. Priority 3 item; Minor item to be completed after Priority 1 and 2 items.
18-08	3	Audit of Kissimmee River Restoration Project Cost Share For Land Acquisition Expenditures	In Process	In Process	12/31/2019	12/31/2019	Determine whether revised claim requests should be submitted to the USACE in instances where approved tracts and tracts that have been submitted but not yet approved by the USACE are indicated as historical in IRIS.	Agreed. Real Estate will analyze whether revised claim requests should be submitted for IRIS historical tracts and will submit revised claims, as needed.	On schedule. Priority 3 item; Minor item to be completed after Priority 1 and 2 items.
18-08	4	Audit of Kissimmee River Restoration Project Cost Share For Land Acquisition Expenditures	In Process	In Process	12/31/2019	12/31/2019	Request credit for unclaimed expenses charged to tracts already certified by the USACE; for example, reservation credits and salary expenses.	Agreed. Real Estate will work with the Office of the Inspector General to identify a list of tracts and then analyze and compile any unclaimed expenses and submit revised claims to the USACE.	On schedule. Priority 3 item; Minor item to be completed after Priority 1 and 2 items.
18-08	5	Audit of Kissimmee River Restoration Project Cost Share For Land Acquisition Expenditures	In Process	In Process	12/31/2019	12/31/2019	Consider compiling the documentation supporting the \$29,450 in relocation expenses that were denied and resubmit to the USACE for credit.	Agreed. Real Estate will analyze, compile and submit additional information for any denied portions of claims, and submit revised claims to the USACE as appropriate.	On schedule. Priority 3 item; Minor item to be completed after Priority 1 and 2 items.
18-08	6	Audit of Kissimmee River Restoration Project Cost Share For Land Acquisition Expenditures	In Process	In Process	12/31/2019	12/31/2019	Submit revised claims for unclaimed expenses charged to the tracts that have been submitted for credit but not yet approved by the USACE.	Agreed. Real Estate will work with the Office of the Inspector General to identify a list of tracts and then analyze and compile any unclaimed expenses and submit revised claims to the USACE as appropriate.	On schedule. Priority 3 item; Minor item to be completed after Priority 1 and 2 items.
18-08	11	Audit of Kissimmee River Restoration Project Cost Share For Land Acquisition Expenditures	In Process	In Process	12/31/2019	12/31/2019	Analyze all tracts that were allocated base salary expense in Fiscal Years 2009 and 2010 to determine whether expenses were allocated to creditable tracts. Consider requesting credit for the unclaimed salary expenses for the tracts were where already certified or submitted for credit.	Agreed. Real Estate will analyze the FY09 and FY10 salary expenses and request credit for any allowable, unclaimed salary expenses.	On schedule; Priority 3 item; minor item to be completed after Priority 1 and 2 items
18-08	12	Audit of Kissimmee River Restoration Project Cost Share For Land Acquisition Expenditures	In Process	In Process	12/31/2019	12/31/2019	Consider requesting the Finance Bureau's assistance in determining creditable Fiscal Years 2009 and 2010 fringe and indirect expenses associated with the creditable tracts.	Agreed. Real Estate will request assistance from the Finance Bureau when it analyzes the FY09 and FY10 salary expenses described in Recommendation 11.	On schedule; Priority 3 item; minor item to be completed after Priority 1 and 2 items

Audit No.	Rec No.	Audit Title	Status Prior Report	Status Current Report	Due Date		Recommendation	Management Response	Current Period Comments Regarding Status
					Original	Current			
18-08	13	Audit of Kissimmee River Restoration Project Cost Share For Land Acquisition Expenditures	In Process	In Process	12/31/2019	12/31/2019	Request credit for all unclaimed creditable salary related expenses incurred during October 1, 2006 to present and any subsequent salary related expenses.	Agreed. Real Estate will request an update of salary expenses from the Finance Bureau to bring salary costs current and submit the salary expenses for credit.	On schedule; Priority 3 item; minor item to be completed after Priority 1 and 2 items
18-08	14	Audit of Kissimmee River Restoration Project Cost Share For Land Acquisition Expenditures	In Process	In Process	12/31/2019	12/31/2019	Review all non-salary related expenses classified as real estate costs not previously submitted for credit (on the master spreadsheet) for creditable expenses and request credit.	Agreed. The tracts to be submitted need to have the administrative costs researched prior to requesting credit. The administrative costs reflected on the Master Crediting Summary Spreadsheet were estimated based on the project-wide historical average of 13%. The remarks on the spreadsheet state that the administrative costs were estimated.	On schedule; Priority 1 item; as part of Audit No. 18-01, administrative costs will be researched as each crediting package is compiled and the spreadsheets will be updated accordingly.
18-08	17	Audit of Kissimmee River Restoration Project Cost Share For Land Acquisition Expenditures	In Process	In Process	12/31/2019	12/31/2019	Determine whether time spent by staff on KRRP land certifications and other related KRRP activities and not directly charged to the KRRP can be submitted for credit.	Agreed. Real Estate will request timesheet records for the former employee that was not charging her time to the project and will analyze if it is a good use of staff time to correct past time entries and request credit.	On schedule; Priority 3 item; minor item to be completed after Priority 1 and 2 items
18-08	19	Audit of Kissimmee River Restoration Project Cost Share For Land Acquisition Expenditures	In Process	In Process	3/31/2019	12/31/2019	Ensure that the District's cash contribution amount of \$9,623,241 is reflected on the USACE's master cost share spreadsheet.	Agreed. Per USACE email dated 11/14/18, SFWMD's cash contribution should be \$9,326,723. <input type="checkbox"/> SFWMD Real Estate is currently updating the real estate spreadsheet. Their estimated completion date is late January 2019. <input type="checkbox"/> Once that update has been completed, USACE will provide an updated PB2a shortly thereafter. <input type="checkbox"/> A meeting will need to be scheduled with USACE to review the updated report and come to a common understanding of expenditures that have been approved, disallowed, or are still pending. This will likely be scheduled in March.	In Progress; Office of Federal Policy & Coordination Item. Real Estate Division updated the KRR Non-Federal Expenditures Cost Sheet on 3/21/19. USACE updated the PB2a and sent to SFWMD on 9/17/19. A meeting is scheduled between SFWMD and USACE on 11/6/19 to review the PB2a.
18-17	1	Audit of the Employee Separation Process	In Process	In Process	9/30/2019	1/31/2020	The Human Resources Bureau should strengthen controls over the separation of contract workers to ensure that: • Contractor access information is up-to-date and accurate • Contractors who have left the District are immediately removed from network access • Contract information is available in a central location for efficiency	Management made several recommendations for edits to the draft audit report related to this item. Those edits were incorporated in the Audit report. Management will identify methodologies to ensure timely and proper notification of contingent worker end dates. Human Resources will explore changing the end date from one year to six months in SAP.	In Progress; Information Technology Division will develop a contingent worker report. The report will be run semi-annually and shared with the other divisions. Divisions will report any inactive contingent workers and accounts will be offboarded by Human Resources. Expected completion 1/31/2020.
18-17	2	Audit of the Employee Separation Process	In Process	Implemented	8/31/2019	8/31/2019	The IT Bureau should implement and maintain review controls over the network access interface to ensure that: 1) All separations are communicated between systems accurately and, 2) The network access of separated employees is disabled in a timely manner.	The Information Technology Bureau appreciates the importance of promptly disabling network access. As noted, IT Security quarterly reconciles active network accounts against the list of active users in HRIS. IT Security will continue this process. In addition, IT Security will develop a daily report that will identify any user who remains active past their documented end date. The report will pull the end date from the user IDM record and flag any users still active past this date. Staff will monitor this report to ensure that access is disabled.	Completed; Information Technology Division quarterly reviews the active users in HRIS against the active network accounts. This reconciliation has been consistently completed, reviewed and any identified issues addressed. We will continue to execute this process quarterly. IT has developed a daily report that lists any account that remains active past the end date. IT will continue to run and review this report and respond to any identified issues.

Audit No.	Rec No.	Audit Title	Status Prior Report	Status Current Report	Due Date		Recommendation	Management Response	Current Period Comments Regarding Status
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18-17	3	Audit of the Employee Separation Process	In Process	In Process	9/30/2020	9/30/2021	The IT Bureau should review the feasibility of programming a direct communication link between HRIS and network accounts to avoid issues that occur with the current interface.	IOM currently provides integration with HRIS and Active Directory, Exchange and other target systems. Programming a direct link from HRIS to target systems would simplify the system and increase reliability. The IT Division will consider replacing IOM with a direct link from HRIS to the target systems. This effort will be considered during budget planning for future fiscal years and will need to be prioritized against other IT initiatives.	In Progress; Information Technology Division has proposed budget for FY21 to replace the existing identity management system. If budget is approved the target completion for this effort would be 9/30/2021.
18-17	4	Audit of the Employee Separation Process	In Process	In Process	9/30/2020	9/30/2020	The District Security and IT Bureau should ensure that the new badge access system captures and maintains all pertinent information on badge access such as activated and disabled dates.	IT and Field Operations and Land Management Divisions will ensure that the new badge access system captures and maintains badge access information including activation and deactivation dates.	In Progress; District Security and the Information Technology Division are replacing the access control system. The new system will link directly to the network account and deactivate the access control badge when the network account is disabled. Estimated implementation for headquarters is approximately 6 months. The remote offices will follow. During the interim offboarding will be done manually after receipt of the termination email notifying of an employee separation.