
CITY OF SAN ANTONIO

OFFICE OF THE CITY AUDITOR



Audit of San Antonio Metropolitan Health District

STD/HIV Prevention Program

Project No. AU19-017

April 18, 2019

Kevin W. Barthold, CPA, CIA, CISA
City Auditor

Executive Summary

As part of our annual Audit Plan approved by City Council, we conducted an audit of the San Antonio Metropolitan Health District (Metro Health), specifically the STD/HIV prevention program. The audit objectives, conclusions, and recommendations follow:

Determine if the STD/HIV prevention program is adequately managed and in compliance with policies and grant requirements.

The Metro Health STD/HIV prevention program is adequately managed and in compliance with policies and grant requirements. We determined that the Metro Health STD/HIV clinic has adequate controls to ensure policies and procedures are reviewed and updated regularly, access to sensitive electronic patient files and financial information is limited to appropriate personnel, and training requirements are met. Additionally, we determined that grant reimbursement requests were accurate.

We make no recommendations regarding the Metro Health STD/HIV prevention program; consequently, no management responses are required. Management's acknowledgement of these results is in Appendix C on page 6.

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Background

The San Antonio Metropolitan Health District (Metro Health) is the public health agency charged by State law, City code, and County resolution with the responsibility for providing public health programs in San Antonio and unincorporated areas of Bexar County.

A key service offered through Metro Health is STD/HIV clinical services. The clinic is primarily funded by federal and state grants aimed at raising awareness and lowering or eradicating the threat raised by communicable diseases.

The STD/HIV prevention program has a mobile unit that functions as an extension of the health clinic. The unit has the ability to travel throughout San Antonio to provide testing in the field, linkage to care services, and treatment for most sexually transmitted diseases (STDs). The STD/HIV prevention program also oversees the Healthy Beats program, which is designed to provide case management services and syphilis testing to pregnant women throughout their pregnancies.

The Texas Department of State Health Services (DSHS) conducts performance audits related to the STD/HIV Prevention Program every other year.

In February 2019, Metro Health began the process of replacing Netsmart, the clinic's electronic health records system, with ezEMRx, a browser based application which is hosted and supported by a third party.

The STD/HIV clinic receives funds from the general fund in addition to grants that are used to support STD/HIV clinic activity. Refer to Appendix A for funding amounts.

Audit Scope and Methodology

The audit scope was fiscal year 2018 through February 2019.

To establish our test criteria, we reviewed Metro Health policies and procedures, City Ordinances, and grant agreements. To gain an understanding of internal controls related to the STD/HIV clinic, we interviewed key personnel at the Metro Health clinic and Finance and also attended a mobile clinic event.

As part of our testing procedures, we verified that policies and procedures were reviewed and updated, and clinic personnel had required security, confidentiality, and cash handling training. We also verified that clinic inventory and purchases were maintained in accordance with COSA administrative directives.

Furthermore, we performed tests to ensure that grant reimbursements and Medicaid payments were complete and accurate. Finally, we reviewed the user access roles established within ezEMRx for the principle of least privilege. We did not rely on computer processed data in the performance of this audit.

We conducted this performance audit in accordance with generally accepted government auditing standards. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.

Audit Results and Recommendations

Metro Health has an STD/HIV prevention program that is adequately managed and in compliance with policies and grant requirements.

We determined that grant funds are being used appropriately for allowable grant purposes and in accordance with City Administrative Directives. In addition, policies and procedures are being followed to ensure client privacy at the clinic and at mobile sites. A monthly reconciliation of Medicaid claims is being performed to ensure that claims have all required information to be processed. Furthermore, both drug and consumables inventories are being performed periodically and reviewed for accuracy.

Also, access to sensitive electronic patient files and financial information is limited to appropriate personnel. Moreover, physical access to the clinic and the lab located inside the clinic is limited to appropriate individuals.

Finally, clinic personnel have taken the required Department of State Health Services (DSHS) data security and confidentiality training and have signed a confidentiality agreement regarding patient information.

There are no findings. Consequently, we make no recommendations to Metro Health management.

Appendix A – Funding for STD/HIV Prevention Program

Funding for STD/HIV Prevention Program				
Program/Grant Name	Fund	Description	2018 Award	2019 Award
HIV Prevention	State	Ensures HIV Prevention services are provided to persons at greatest risk of acquiring/transmitting HIV infection	\$250,000	\$125,000
HIV Surveillance	State	STD surveillance and intervention activities: reporting, recording, and interviewing for high priority STDs (newly diagnosed HIV, Syphilis, or an STD in pregnancy)	\$191,524	\$178,966
STD Staff Support (Public Health Follow-Up)	Federal	Project to control/prevent the spread of STDs including HIV and viral hepatitis by behavior change intervention, medical/laboratory services, partner services, program management, surveillance/data management and professional development.	\$1,273,447	\$1,917,645
Medicaid Waiver – STD/HIV only	Federal	Federal funding offered for fee reimbursement for miscellaneous services rendered by Metro Health to Medicaid eligible individuals. Funds the mobile clinic.	\$1,237,684	\$1,262,989
General Fund	General Fund	Funds expenses not covered by state, federal & private grants.	\$591,761	\$132,589
Totals			\$3,544,416	\$3,617,189

Source: Data obtained from SAP

Appendix B – Staff Acknowledgement

Gabe Trevino, CISA, Audit Manager
Sheryl Wardashki, CPA, Auditor in Charge

Appendix C – Management Response



CITY OF SAN ANTONIO

SAN ANTONIO TEXAS 78283-3968

April 9, 2019

Kevin W. Barthold, CPA, CIA, CISA
City Auditor
San Antonio, Texas

RE: Management's Acknowledgement of its Review of the Audit of the STD/HIV Prevention Program

Metropolitan Health District has reviewed the audit report and provided its comments to the auditors.
As there are no recommendations for management, no management responses are required.

Metropolitan Health District:

☒ Fully Agrees

☐ Does Not Agree (provide detailed comments)

Sincerely,



Jennifer Harriott
Interim Director
Metropolitan Health District

4/9/19
Date



Dr. Colleen Bridger
Interim Assistant City Manager
City Manager's Office

4-9-19
Date