



City of San Antonio

Agenda Memorandum

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In Control: Audit and Accountability Committee

AUDIT COMMITTEE SUMMARY
January 21, 2020
Health Immunization Program
Report Issued January 6, 2020

Audit Objective

Determine if processes within the Immunization Division are effective, efficient, and adequately controlled.

Background

The mission of the Metro Health Immunization Program (Immunization Division) is to prevent and control the transmission of vaccine-preventable diseases in persons of all ages, with an emphasis on individuals at highest risk for under-immunization. To fulfill this mission, Metro Health utilizes two clinics and an outreach program.

In addition to City general funding, the Immunization Division receives grant awards from the Centers for Disease Control and Prevention (CDC) and the Department of State Health Services (DSHS) as follows:

Immunization Program Funding		
Funding	Funding Period	Award Amount
Center for Disease Control (CDC)	July 01, 2019 through June 30, 2020	\$2,339,735
Department of State Health Services (DSHS)	September 01, 2018 through August 31, 2019	\$594,495
City General Fund	October 1, 2018 through September 30, 2019	\$451,330
	Grand Total	\$3,385,560

Source: SAP

These awards are reimbursement agreements that assist in covering the clinical costs to house and administer the state provided vaccines. Vaccinations are offered free of charge to the uninsured, underinsured, CHIP & Medicaid eligible and American or Alaskan Natives. Targeted populations are immunized through the VFC (Vaccines for Children) program and the Adult Safety Net (ASN) program.

Scope & Methodology

The audit scope was FY 2019. Testing criteria for this audit included Metro Health policies and procedures, City Administrative Directives, and grant agreements.

Conclusions

The Metro Health Immunization Division processes are effective, efficient, and adequately controlled.

We verified that patient information is safeguarded in compliance with HIPAA regulations and that immunization personnel are trained and certified to properly safeguard patient data.

Furthermore, we determined that the Immunization Division monitors grant expenditures to ensure that funds are used in a timely manner and that segregation of duties is adequate. In addition, the Fiscal Division in coordination with the Immunization Division staff properly collects and safeguards cash and cash equivalents in accordance with Administrative Directive (AD) 8.1.

We also determined that system access to Health Immunization systems and their network drives is appropriate and commensurate with employee duties. Finally, we determined that immunization drug inventory is properly tracked, secured and refrigerated if needed to ensure drug potency.

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