

# **PROGRAM 6 – PUBLIC HEALTH NURSING**

## **DEPARTMENT OF HEALTH AND SOCIAL SERVICES**

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### **I. PROGRAM OBJECTIVES**

The objective of this program is to provide generalized public health nursing services to persons of all ages in order to promote health and prevent and/or control communicable diseases.

### **II. PROGRAM PROCEDURES**

The Legislature appropriates State and Federal funds to the Department of Health and Social Services, Division of Public Health for nursing services.

### **III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES**

#### **A. TYPES OF SERVICES ALLOWED OR UNALLOWED -**

1. **Compliance Requirement:** Grantee will provide PHN services in accordance with the State of Alaska, Section of Nursing Strategic Management Plan and the PHN Practice Guidelines Manual. Grant funds are to be used to provide the following services:

- a) vaccine preventable disease prevention and control
- b) communicable disease prevention and control
- c) tuberculosis control
- d) sexually transmitted infection control
- e) HIV counseling and testing
- f) PHN services for mothers, infants, children and families
- g) prenatal education and referral
- h) family planning education and services
- i) health promotion and education
- j) chronic disease prevention
- k) injury prevention
- l) data management
- m) local community assessment
- n) community mobilization and interagency coordination/public health preparedness

**Suggested Audit Procedures:** Test financial and related records to determine that funds expended were for purposes specified in the grant.  
Review:

- a) Final Grant Award (GA) including all conditions;
- b) Grant revisions and related transmittal letters;
- c) Licenses, certifications, approvals, status of private nonprofit corporation if applicable;
- d) Budget documents including final revised budget and budget narrative.

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---

- 2. Compliance Requirement:** Costs allowed or unallowed under this program are determined by grant regulations 7 AAC 78 as well as budget document and special conditions.

**Suggested Audit Procedures:**

- a) Review Department of Health and Social Services' grant regulations 7 AAC 78 and budget documents;
- b) Test financial and related records to determine the appropriateness of costs per 7 AAC 78;
- c) Determine whether expenditures are within the budget limits prescribed by 7 AAC 78.260(f)(1); and
- d) Review administrative costs to determine compliance.

**B. ELIGIBILITY -**

The auditor is not expected to verify eligibility.

**C. MATCHING LEVEL OF EFFORT AND/OR EARMARKING REQUIREMENTS -**

There is no matching or level of effort requirements.

**D. REPORTING REQUIREMENTS -**

- 1. Compliance Requirement:** The agency must submit quarterly activity and expenditure reports by program no later than thirty (30) days after the close of each quarter.

**Suggested Audit Procedures:**

- a) Confirm if such reports are being filed timely;
- b) That reported revenues and expenditures agree with the agency's general ledger; and
- c) Those expenditures are within the budget limits or grant provisions.

- 2. Compliance Requirement:** The agency's audit report must present a statement of revenue and expenses, budget and actual, for each state grant. Such statements must show, for each state fiscal year grant, the final approved budget by line item category, actual revenues and expenditures and variance between budgeted and actual revenues and expenditures. Disallowed or questioned costs must be clearly disclosed.

**Suggested Audit Procedures:**

- a) Review grants regulation 7 AAC 78.230.
- b) Review audit report for compliance with the above.

- 3. Compliance Requirement:** The agency must clearly show on their audit report any outstanding liability to the state as payable to the state. This includes unspent grant funds and disallowed costs.

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### **Suggested Audit Procedures:**

- a) Determine whether or not the agency has any outstanding liability to the state.
- b) Review grants regulation 7 AAC 78.230.
- c) Review audit report to ensure proper presentation.

### **E. SPECIAL TESTS AND PROVISIONS -**

1. **Compliance Requirement:** The agency must act upon recommendations made by program site review.

#### **Suggested Audit Procedures**

- a) Obtain copy of program site review;
- b) Determine if recommendations in the site review are being implemented.