



HHS Bulletin B-09-001
Health and Human Services Enterprise
Internal Audit of Business Continuity and Emergency Preparedness Planning

Purpose

To provide direction and timelines to health and human services agencies regarding the performance of an HHS enterprise audit of business continuity and emergency preparedness planning processes.

Background

The annual HHS enterprise risk assessment identified enterprise-wide risks associated with business continuity and emergency preparedness planning. Each HHS agency prepares plans specific to the operations under the responsibility of that agency, and coordination is required between the agencies which share systems, support functions, and resources. Coordination of planning is also required with other state agencies such as the Governor's Division of Emergency Management, the Department of Public Safety, and the Department of Information Resources.

Directive

Each HHS agency Internal Audit function will concurrently perform an audit of business continuity and emergency preparedness planning processes. The preliminary objective of the audit will be to determine whether plans are comprehensive, integrated where appropriate, accessible when needed, and periodically updated and validated. This preliminary objective may be refined as a result of the audit planning process, and additional objectives may be added to address risks unique to each specific HHS agency.

The results of the audit work at each HHS agency will be combined into a single audit report that will address issues identified at each specific agency, and address cross-cutting issues across the HHS Enterprise.

Audit field work is to be completed by May 2009, and a draft report is to be issued in July 2009.

Bulletin Expiration

This bulletin will expire on August 31, 2009.



Inquiries

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