Meeting Minutes HHS OAS

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Presenters:
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Presentation & Notes:

OIG (Office of Inspection General) Operating Components
- Immediate office at the inspector
- Office of management policy
- Office of evaluation and inspections
- Office of investigations
- Office of Audit services
- Office of counsel of the OIG
  - Criminal and civil investigations fraud within HHS programs

OIG mission
OAS Mission
- Independent audits to identify report ways to improve thru shared commitment with management
- For the economy to efficiently and effectively service the recipients

Making a Difference
- Conduct independent audits of HHS programs
- Provide DM with time and accurate info to improve HHS operations
- Audits result in
  - Save money
  - Find fraud

Organizations we Audit
- CMS FDA HIS CDD
- STATE AND LOCAL GOVTS
- COLELGES AND UNIVERSITYIES
- INSURACNE COMPANIES
• HOSPITALS COMMUNITY HEALTH CENTERS
• NPOs

UCSD Medical Center Overbills Medicare:

OVERSIGHT OF CAL NURSING HOMES LACKING: IAW federal laws and welbeings

OAS Locations
• 8 regions
• 32 field offices
• HQ in DC
• OAS 9: 8 states, 1 regional SF
• 5 field offices
• 84 staffs, 1 RIG, 6 audit managers

FULL TIME EMPLOYEMENT AND BASIC QUALIFICATION
• BS before start date
• 24 semester units of ACCT (You don’t need a degree in accounting!)
• US Citizen
• 3.0 GPA FOR GS-7
• BACKGROUND CHECK
• 30—50% travel

FULL TIME WHAT TO EXPECT
• Research programs
• Review criteria
• Federal and state laws regulations and guidance
• Grant awards and contracts
• State plans
• Prepare written correspondence: draft reports for presentation
• Plans audits and delegate assignments:
  o Participate in team meetings
  o Review docs: eligibility fields & financial reports
  o Still auditors need supporting documentation
  o Prepare and review work papers: IAW federal laws
  o Write and edit audit reports for publication

Travel: M-F but if it landed on a weekend, government pays expenses and per diem
Travel during personal time is compensated

Training:
• Primarily on the job training: learn thru experiences
• nationwide hiring training in new fields: healthcare 101, state methods, interviewing techniques and presentation skills, basic audit concepts and techniques
• Certs and Advanced Degrees: if fully employed, can be fully covered by HHS, just pay for test, the government will pay for studying material
  o CPA
  o CIA
  o CFE
  o MSA

Benefits
• 40 hours
• Work life balance
• 10 paid holiday
• 13 sick days
• Annual leave: accumulates
• Leave can generally be taken at any time
• Medical dental life insurance
• FED EMPLYS THRIFT PLAN401Ks

Job Advancement
• GS-7 43K 1st
• GS-9 53 2nd
• GS11 63K 3rd
• G12 76-99K 4th+

Process for hiring
• [www.usajob.gov](http://www.usajob.gov)
• Look for job post and apply for the positions

WHY OAS
• STABLE EMPLOYEE
• CPA Experience
• STABLE EMPLOYMENT
• INTERESTING FIELD

Unpaid internship (AUDIT)
• US Citizen
• 18+
• ENROLLED 2/4 YR
• GOOD STANDING
• Credit check
• MALES: SS
• 12 weeks- 12hrs per week
• Duties consistent with entry level auditor

BRIAN TUBBS
• Unpaid audit intern
• No internship experience before getting the internship
• Interview within days of submitting application
• Background check
• Assigned supervisor
• Flexible schedule

Tasks:
• Checking email, POAs
• Research about various HHS programs
• News, articles
• AUDIT: planning phase, focusing researching on fed regulations, reporting requirements,
• Prepare docs, spreadsheets, assist in audit
• Advice: It is different from public accounting, but still audit practice, and will be helpful

Questions:
Q: Are audits at the Client’s offices?
A: Preform “desk audits” where all the information is readily available, but can go to office if needed

Q: Is travel limited to the San Diego area?
A: Travel is in the region, training is nationwide, and presenter has been all over, primarily in the SD area.

Q: What are you looking for in a cover letter?
A: why you should be chosen, standard, list what you do at school, clubs, academics

Q: Can internship lead to full time position?
A: Internship is just for experience, intern to fulltime is out of OAS hands, all based on experience, on national scale

Q: Level of new hires
A: GS 7, Masters or 1yr in relatable exp = GS 9, GS 5 = have degrees but no 3.0 requirement