

Audit Management & Advisory Services Management Corrective Action Fact Sheet

General Information:

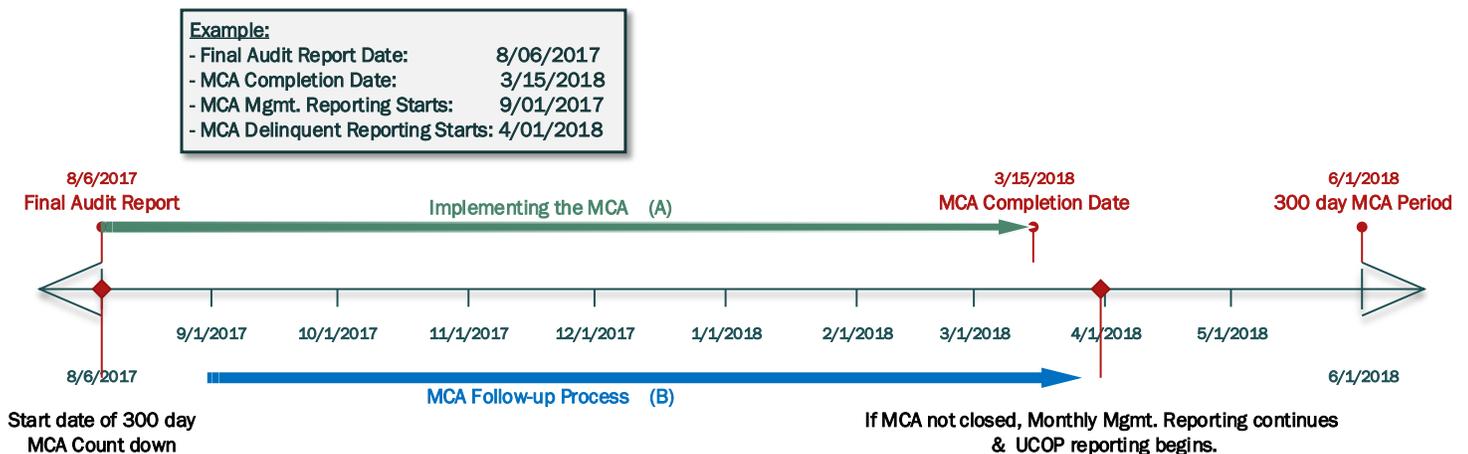
Observation: Audit and Management Advisory Services (AMAS) identifies risk exposure, instances of non-compliance, and opportunities for financial or operational improvements.

Recommendation: AMAS makes suggestions to mitigate the risk exposure, improve process effectiveness, or address other issues needing attention.

Management Corrective Action (MCA): The specific actions management will implement to address the observation and related recommendation. Management must ensure that the MCAs agreed upon are meaningful and achievable actions.

The Audit Report will identify the specific MCAs to be implemented, the Management/Unit Leads¹ responsible for implementation, and completion dates (0-300 days from issuance of the final report).

General MCA Timeline: (Typical Scenario):



The following page provides valuable information and suggestions for “*Implementing the MCA (A)*”, the “*MCA Follow up Process (B)*”, and How MCAs are closed.

¹ Unit Head as defined by IS-3: A generic term for Dean, Vice Chancellor or similarly senior role who has the authority to allocate budget and is responsible for Unit performance. At a particular location or in a specific situation the following senior roles may also be Unit Heads: department chairs, assistant/associate vice chancellor (AVC), principal investigators, directors or senior managers

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Implementing the MCA (A)

- Create a plan, identify subject matter expert (SME) and others who may need to be involved.
- Identify a timetable with milestones. Begin now. Do not wait until the due date.
- Plan ahead for solution development, review and approval, implementation, and monitoring.
- MCAs are not an end product but the beginning of a solution that will evolve overtime.
- Be prepared to provide evidence substantiating MCA implementation/completion.
- Discuss any issues that could prevent you from completing the MCA by the completion date with AMAS as soon as possible.

MCA Follow up Process (B)

- Monthly, AMAS will request a status update on progress towards implementing the MCAs.
- Any documentation such as narratives, spreadsheets, system implementation progress reports, meeting minutes, etc. supporting your progress on the MCA should be provided to AMAS.
- MCA progress, including past due items, are reported by AMAS to University Leadership monthly.
- Past due MCAs may result in a higher level of oversight and require immediate action.
- Any MCA having a due date of 300 days or more beyond the final report issue date, whether or not past due, may be reported by UCOP to the Regents.

How MCAs are closed:

- Auditor reviews the evidence provided to determine whether the actions taken have addressed the concern(s) identified.
 - o If the evidence is satisfactory, auditor will recommend to AMAS management MCA closure.
 - o If the auditor determines the evidence does not sufficiently address the risk or concern, this will be communicated to the MCA owner for further attention.
- MCAs recommended for closure are evaluated for final completion by AMAS management. Any issues or concerns will be communicated to MCA owner for attention.