

REPORT OF INTERNAL INSPECTION FOR THE NATIONAL DIRECTORY OF NEW HIRE

County Name: _____ **County No:** _____ **Date:** _____

1. Does the county agency print the match results or view the files electronically?
_____ If **viewed electronically, skip to Question 6.**

2. Are all copies of the match results kept in locked storage or returned to the designated control person except when in use? ___ yes ___ no

Comments: _____

3. Are match results separate from client case records? ___ yes ___ no

Comments: _____

4. After verifications are complete, are copies of the match results returned to the control person? ___ yes ___ no

Comments: _____

5. Is a Control Log maintained showing all individuals who view the match results?

___ yes ___ no Comments: _____

6. Does the Control Log show access to the match results is restricted to authorized personnel who need the match results to perform their official duties as authorized by the matching agreement? ___ yes ___ no

Comments: _____

7. Security Awareness Training completed for all new employees and at least annually with all other employees who have access to the NDNH. ___ yes ___ no

Comments: _____

(Attach a list of all employees, including new employees, who have received this training since the last review)

8. Are the Security Awareness Training Logs on file in the agency? ___ yes ___ no

9. Does the agency maintain copies of the Agreement to Safeguard Confidential Data for all employees (including the Control Person) who receive the annual Security Awareness Training?

___ yes ___ no Comments: _____

10. Was the annual Agreement to Safeguard Confidential Data for the Control Person e-mailed or faxed to DSS Data Management?

___ yes ___ no Comments: _____

