



North Carolina Department of Health and Human Services Division of Social Services

325 North Salisbury Street • Raleigh, North Carolina 27603
Courier # 56-20-25

Michael F. Easley, Governor
Carmen Hooker Odom, Secretary

Sherry Bradsher, Director
(919) 733-3055

July 9, 2007

DEAR COUNTY DIRECTOR OF SOCIAL SERVICES:

SUBJECT: INFORMATION SECURITY MANUAL

The purpose of this letter is to introduce a new comprehensive Information Security Program for both the Division and County Departments of Social Services. The new Information Security Manual contains the details of the program. It is not intended to replace existing county programs and procedures. Counties must have formal, written security programs, but they may adapt the state manual for their use.

The Introduction to the manual describes the program as follows:

This manual applies to the entire Division of Social Services, including State Operated Child Support Enforcement Offices, home based staff, regional training centers and other DSS staff located in DHHS Regional Offices. It also applies to County Departments of Social Services and Child Support Enforcement Offices located in other county agencies besides the DSS. Counties are required to follow those procedures that relate directly to their administration of the State and Federal programs supervised by the State DSS and the Division of Medical Assistance (DMA). The Information Resources Access Authorization Form (IRAAF) must be used to request access to state systems. County security programs and procedures may differ in format and content from the ones in this manual as long as the requirements for information asset protection are met.

The IRAAF is the centerpiece of access control procedures in the new program. It was designed to be used also as a record keeping form to document access authorization. There are two versions of the form in the manual, one for use by state sections and one for counties. For counties that do not have accurate access records, it is strongly recommended that the IRAAF be used to establish an inventory of all existing accesses. The existing Child Support Enforcement procedures for access to their systems are included in the manual, but have not changed.

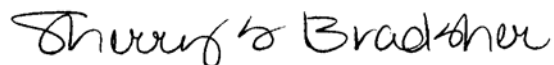
The manual also includes certain procedures and requirements mandated by a new contract with the Social Security Administration that was effective on July 1, 2007. The changes in the new contract were announced in DMA Administrative Letter No. 03-07:

http://info.dhhs.state.nc.us/olm/manuals/dma/abd/adm/MA_AL03-07.htm#P5_0 Counties will be required to make two security changes by **August 15, 2007** to be in compliance with the new contract.

All staff that access SSA data, including any contracted employees, will be required to sign a new Memorandum of Understanding (MOU). It can be the one in Appendix 1 of the Security Manual or an existing county MOU with certain language added. This is more fully discussed in the Manual in Section 6, IRS and SSA Information Security. Second, all the above staff must receive documented training on the new SSA contract. Section 9.2 of the Manual, Security Training Responsibilities, provides more detail.

This letter, the manual and an additional instructional letter will be distributed to all state and county security officers. The entire program is effective immediately. The contact person for any questions is Will Brown at Will.Brown@ncmail.net or 919-733-8250.

Sincerely,

A handwritten signature in black ink that reads "Sherry S. Bradsher". The signature is written in a cursive, flowing style.

Sherry S. Bradsher

PM-REM-04-2007