DSS ADMINISTRATIVE LETTER
PERFORMANCE MANAGEMENT/REPORTING AND EVALUATION MANAGEMENT
PM-REM-AL-03-12
DMA ADMINISTRATIVE LETTER NO: 06-12
DAAS ADMINISTRATIVE LETTER NO: 12-11
DCDEE ADMINISTRATIVE LETTER NO: 04-12
Information Systems Annual Security Reviews (July 13, 2012)

TO: County Directors of Social Services
                County Security Officers

DATE: July 13, 2012

SUBJECT: INFORMATION SYSTEMS ANNUAL SECURITY REVIEWS

I.   BACKGROUND

The e-IRAAF automated solution to the Information Resource Access Authorization Form (IRAAF) has been in production state-wide for over a year. This system replaced the paper version of the IRAAF in January 2011. **Effective Monday, July 23, 2012, the e-IRAAF will be accessible by logging into CICSNC16.** Until that date, continue using the e-IRAAF by logging into CICSNC26.

The e-IRAAF makes it easier and quicker to grant or revoke system access for employees. "Old" IRAAF information (information submitted previously via the paper form) is not available in the e-IRAAF. The only information in the e-IRAAF system is the information that has been submitted and processed via the e-IRAAF since implementation. As e-IRAAF requests are submitted via the tool, eventually all employees' information will be loaded into the system.

II.   NEW E-IRAAF MANUAL

User instructions were emailed to security officers prior to implementation of the e-IRAAF. Since implementation several updates to the system have been completed, which resulted in the need for updated instructions. These instructions are attached to this letter.

One major update to the e-IRAAF system is the processing of Annual Security Reviews. In the past, whenever an e-IRAAF was submitted for an Annual Review, the system would default all system access to 'D' (delete). The Security Officer was required to update each system access prior to submitting the request. This caused access that was missed in the system to be revoked by the Customer Support Center. The update changes this process by bringing forward system access for the user (that was present on the last e-IRAAF) to the screen for verification during an Annual Security Review. On the bottom of screen 8, there are two options: F10 (Review with changes) and F11 (Review with no changes).

The F10 function must be selected if there are changes noted on the e-IRAAF and the request must be submitted to CSC for processing.

The F11 function must be selected if there are no changes on the e-IRAAF. The e-IRAAF is saved in the system for documentation that the Annual Security Review was completed. Because no changes are indicated, the e-IRAAF will not be processed by CSC.

Appendix A of the e-IRAAF User Manual details the new approval process for granting access to contractors, interns, virtual workers and temporary employees, and requests needing prior approval from the different Divisions. These requests will be handled directly by the Security Officer via the new email approval/denial function built in the e-IRAAF system.   It will be the sole responsibility of the Security Officer to get necessary information to the approving agency (DMA, DSS, DSS/Child Support, etc.) before the request is sent to CSC for processing.

III.   SECURITY REVIEWS DUE DATES

The Security Manual requires Annual Security Reviews be performed once per year on all employees with systems access. We understand that counties have been working on completing Annual Security Reviews for 2011/2012. In an effort to alleviate a back-log of Annual Security Reviews on the DHHS Customer Support Center, we have developed the following due dates for submission of the Annual Security Reviews. It is not necessary to wait until the due date to submit Reviews; counties are encouraged to complete the Reviews as soon as possible prior to the indicated due dates.

SMALL COUNTIES: Annual Security Reviews due: August 31, 2012		
Alexander	Gates	Pamlico
Alleghany	Graham	Pasquotank
Anson	Granville	Pender
Ashe	Greene	Perquimans
Avery	Hertford	Person
Bertie	Hoke	Polk
Bladen	Hyde	Richmond
Camden	Jackson	Stanly
Caswell	Jones	Stokes
Chatham	Lee	Swain
Cherokee	Macon	Transylvania
Chowan	Madison	Tyrrell
Clay	Martin	Warren
Currituck	McDowell	Washington
Dare	Mitchell	Watauga
Davie	Montgomery	Yadkin
Franklin	Northampton	Yancey

MEDIUM COUNTIES: Annual Security Reviews due: September 28, 2012

Alamance	Halifax	Rockingham
Beaufort	Harnett	Rowan
Brunswick	Haywood	Rutherford
Burke	Henderson	Sampson
Cabarrus	Iredell	Scotland
Caldwell	Johnston	Surry
Carteret	Lenoir	Union
Cleveland	Lincoln	Vance
Columbus	Moore	Wayne
Craven	Nash	Wilkes
Davidson	Onslow	Wilson
Duplin	Orange	
Edgecombe	Pitt	
Gaston	Randolph	

LARGE COUNTIES: Annual Security Reviews due: October 31, 2012

Buncombe	Forsyth	Robeson
Catawba	Guilford	Wake
Cumberland	Mecklenburg	
Durham	New Hanover	

If your county has already completed the Annual Security Reviews for this year, there is no further action needed.

Annual Reviews must be completed for all employees with access to State Information Processing Systems, whether the employee's information is already in the e-IRAAF system or still on paper record only. It is our hope, that once all employees' information has been entered into the e-IRAAF system, Annual Security Reviews may no longer be required since RACF and WIRM Security Reports are reviewed each month and Systems Security Reports are reviewed twice per year.
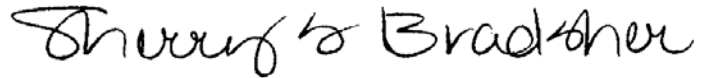
If you have questions regarding Annual Security Reviews, please contact the CSC at 919-855-3200, option 2.

Sincerely,

Sherry S. Bradsher, Director
Division of Social Services

Michael Watson, Acting Director
Division of Medical Assistance

Dennis W. Streets, Director
Division of Aging and Adult Services

Deborah J. Cassidy, PhD, Director
Division of Child Development
   and Early Education

PM-REM-AL-03-2012

SSB:HB:rr

Attachment