REPORT OF INTERNAL INSPECTION FOR THE NATIONAL DIRECTORY OF NEW HIRE

Count	y 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:

11. Has corrective a	action been taken and/or completed for any "no"	answers?		
Yes, action	Yes, action taken			
No, reaso	n			
	results copies/electronic files been destroyed?			
Comments:				
13. Indicate method	 Indicate method of destruction (review NDNH Destruction Log) Shredding Incineration Deletion of Electronic File NDNH Control Person: Name: 			
Shree				
Incine				
Delet				
14. NDNH Control				
Name:				
E-mail Address:				
eview conducted by:				
	/	/		
inted Name	Signature and Title	Date		
	/	/		
inted Name	Signature and Title	Date		