PERFORMANCE MANAGEMENT/REPORTING AND EVALUATION MANAGEMENT
PM-REM-AL-01-16
Annual Review of User Access to All Information Systems (June 27, 2016)

TO: County Directors of Social Services
County Security Officers

DATE: June 27, 2016

SUBJECT: Reviews of User Access to All Information Systems

I. NEW REQUIREMENTS FOR SYSTEMS ACCESS REVIEWS

The reporting process for system access control reviews has undergone recent changes. Whereas we previously reviewed reports of those assigned RACF IDs for access to certain State systems and of those with access to OLV, changes in section 020101 of the North Carolina Statewide Information Security Manual now require that we review user access to ALL information systems, including a documented review of standard user's rights and a documented review of administrator accounts every three months. To that end, State DSS is now required to report to the DHHS Privacy and Security Office:

1) that we have reviewed those employees with "Administrator" rights to our systems on a quarterly basis, and
2) that we have reviewed ALL employees with standard user access rights to our systems on an annual basis.

II. ADMINISTRATOR RIGHTS REVIEWS

For the purpose of these reviews, an "Administrator" will be considered any employee whose level of access to a system allows them to take actions in the system beyond those that would be possible for a "standard" user. Such actions might, as an example, include deleting records, editing/altering records in a manner that would not be possible for an ordinary user, granting access to the system or other types of special actions or access with administrator-like qualities.

The county's first quarterly report (April-June 2016) is due by July 29, 2016. ISOs must review the access for users in their county to determine employees who may have administrator rights to any systems, such as eFortes. Supervisors should review this access to insure access to these systems is appropriate based on the employee's job responsibilities. ***Complete the attached Quarterly State System Access Control Memo (on county DSS letterhead) and email it to DSS.Security.Review.Manager@dhhs.nc.gov by July 29, 2016. Subsequent quarterly reviews must be completed and the Quarterly State System Access Control Memo completed and forwarded to the above email address by the 22nd of the month following the end of the quarter.***

III. ANNUAL REVIEW OF ALL EMPLOYEES

The Annual Review of ALL employees with access to any State System(s) must be completed by July 29, 2016. The DHHS Privacy and Security Office suggested that the reviews be accomplished by supervisors during annual performance reviews. This is the perfect time for supervisors to review all aspects of the employees' access to ensure it is appropriate for the expectations of the job role. This review should be documented and stored with the supervisor. If county annual performance reviews are not completed during

this time, the annual review of all employees still must be performed. Resources that may help in these reviews include the e-IRAAF system and individual Security Reports for the various systems.

If you have any questions, please contact DSS Performance Management/Reporting and Evaluation Management Section at 919-527-6270.

Sincerely,

Hank Bowers, Chief
Performance Management/Reporting and
Evaluation Management Section

HB:rr

Attachment

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