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Local Commissioners Memorandum

Transmittal:	13-OCFS-LCM-03
To:	Local District Commissioners
Issuing Division/Office:	Executive Office
Date:	March 4, 2013 (<i>Revised December 3, 2014</i>)
Subject:	Information Security Awareness Training Requirement
Contact Person(s):	<u>OCFS Information Security Office</u> acceptable.use@ocfs.ny.gov
Attachments:	STARS Human Services Learning Center (HSLC) Quick Reference Guide
Attachment Available Online:	STARS Human Services Learning Center (HSLC) Quick Reference Guide

I. Purpose

The purpose of this Local Commissioners Memorandum is to provide information and guidance to local departments of social services staff regarding the availability of the Office of Children and Family Services (OCFS) Information Security Awareness training that can be used to fulfill the information security awareness training. The OCFS training can be used to fulfill the information security awareness training requirements of the New York State Information Security Policy P03-002 V3.4.

II. Background

OCFS has made safeguarding confidential, personal, private, and sensitive information a priority, both to reduce the risk of information security incidents and breaches, and to facilitate ongoing compliance with New York State's information security requirements. Confidential information, including that contained in state and local government databases, is protected by numerous federal and state statutes, regulations and policies, including but not limited to:

State Law

- New York State Social Services Law Section 372

Federal Law

- The Privacy Act of 1974, as amended by the Computer Matching and Privacy Protection Act of 1988, 5 U.S.C. Section 552a

Federal Regulation

- SACWIS Security: 45 CFR 95.621
- Health Insurance Portability and Accountability Act: 45 CFR Parts 160 and 164

State Regulation

- 18 NYCRR 357, “Confidential Nature of Records”
- 18 NYCRR 466.6, “CONNECTIONS”

To assist LDSSs’ staff in understanding their role in protecting OCFS’s confidential information, OCFS has produced a 45-minute, web-based information security awareness training course. This training is designed to comply with the training requirement contained in the New York State Information Security Policy P03-002 V3.4, and will provide staff with information regarding information security procedures and processes required to protect the confidentiality, integrity, and availability of one of OCFS’s most valuable assets, its information. This training can assist your staff in understanding their roles and responsibilities regarding maintaining confidentiality, the protection of OCFS’s information, and the proper use of OCFS’s and LDSSs’ information technology assets in order to minimize security risks to the children and families served.

III. Program Implications

As required by the New York State Information Security Policy, information security training is compulsory for all staff having access to confidential state information. LDSSs will have options in how they comply with this information security training requirement. This training may be met by staff completing the training offered by OCFS or through completing a similar online training course offered by the Office of Temporary and Disability Assistance (OTDA). OCFS’s training is being made available as a computer-based training and is approximately 45 minutes long. The OCFS training is available through the state’s “Human Services Learning Center” website (<https://www.hslcnys.org/>), also known as STARS.

To take the OCFS training, staff must be pre-registered for the course in the Human Services Learning Center (HSLC) by their LDSS’s Staff Development Coordinator. The training may be found by navigating to the website <https://www.hslcnys.org/> and clicking on the login link (link may be found on the upper left section of the Human Services Learning Center webpage). Where there is a User Name and Password match, the user will be logged in and, provided the user has been pre-registered for the course(s), the user should be able to see the OCFS Information Security Awareness

training as *available* under “User”; the user then selects “My Registration.” For detailed instructions, please see the STARS Human Services Learning Center (HSLC) Quick Reference Guide.

IV. Questions / Contact Information

OCFS is available to provide technical assistance and guidance regarding the content of this training. Should staff have any questions or need assistance, please contact OCFS Information Security Office via email at acceptable.use@ocfs.ny.gov.

/s/ Sheila J. Poole

Issued By:

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