

**CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES**

P.O. Box 419064, Rancho Cordova, CA 95741-9064



April 19, 2007

LCSA LETTER: 07-07

ALL IV-D DIRECTORS

Reason for this Transmittal

- State Law or Regulation Change
- Federal Law or Regulation Change
- Court Order or Settlement Change
- Clarification requested by One or More Counties
- Initiated by DCSS

SUBJECT: COLLECT INFORMATION ON DATA EXCHANGE PRACTICES

As part of the ongoing effort to ensure the security of Child Support Information, the Department of Child Support Services (DCSS) is collecting information regarding the exchange of Child Support data with Third Party Organizations such as IV-A agencies, Law Enforcement, or Department of Social Services, etc. To ensure the efficient and secure exchange Child Support data, it is the goal of DCSS to ensure that all necessary exchanges of information are done via automated interfaces directly to the Child Support System. In the interim, DCSS needs to have detailed records of what information is exchanged, the business need for the exchange, and how the information is protected during the exchange.

The attached worksheet requests details about the exchange of any information extracted from any of the Child Support automated systems which is exchanged via email, hardcopy, Compact Disk (CD), etc. The worksheet also requests information regarding data received from Third Party Organizations.

DCSS requires that the attached worksheet must be completed by all local child support agencies, including those that do not currently exchange data with Third Parties.

Please return the completed worksheets by email to:  
DCSSInformationSecurityOffice@DCSS.CA.GOV no later than Friday, May 4, 2007.  
If you have any questions or concerns, please contact me directly at (916) 464-5774.

Sincerely,

os/ by Tamara Armstrong

TAMARA ARMSTRONG  
Chief Information Security Officer

Enclosure

DCSS Third Party Information Exchange  
Request For Information Worksheet

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Local Child Support Agency Name :		
LCSA Contact Person Name, Title, & Phone Number :		
Does the LCSA currently exchange Child Support Information with a Third Party Organization? (If yes, please proceed to question #1)		
<b>Information extracted from Child Support Systems and shared with a Third Party Organization</b>		
1.	Name of Third Party Organization(s)	
2.	Third Party Organization Contact Person Name, Title, & Phone Number:	
3.	From what Child Support system is the information extracted?	
4.	How is the information extracted?	
5.	What information (data elements) is shared/exchanged?	
6.	What method is used to share/exchange the information? (i.e. email, hard copy, CD, public network, private network, etc)	
7.	Reasons for information exchange?	
8.	Statutes?	
9.	Number of records exchanged in each "transmission"?	
10.	Frequency of exchange (i.e. daily, monthly)?	
11.	How is the data protected? (i.e. encryption, password protection)	
12.	What technical and procedural measures are in place to prevent loss or exposure of Child Support information?	

DCSS Third Party Information Exchange  
Request For Information Worksheet

13.	How is the exchange process monitored to ensure information is delivered to the intended recipient?	
14.	What is the process for initiating, changing or terminating the information exchange process?	
15.	Is the process described in 14 above documented? If yes, please attach a copy of that process.	
16.	What type of document/contract is used to detail the agreement to share/exchange information?	
17.	Please provide a copy of the document(s)/contract(s) referred to in 16 above.	
18.	Who is the LCSA person responsible for managing the document/contract?	
19.	Who is the "Third Party" person responsible for managing the document/contract?	
<b>Information <u>received</u> from a Third Party Organization(s)</b>		
20.	Name of Third Party Organization(s)	
21.	Third Party Organization Contact Person Name, Title, & Phone Number:	
22.	From what system is the information extracted?	
23.	How is the information extracted?	
24.	What information (data elements) is shared/exchanged?	
25.	What method is used to share/exchange the information? (i.e. email, hard copy, CD, public network, private network, etc)	
26.	Reasons for information exchange?	
27.	Statutes?	

DCSS Third Party Information Exchange  
Request For Information Worksheet

28.	Number of records exchanged in each "transmission"?	
29.	Frequency of exchange (i.e. daily, monthly)?	
30.	How is the data protected? (i.e. encryption, password protection)	
31.	What technical and procedural measures are in place to prevent loss or exposure of information?	
32.	How is the exchange process monitored to ensure information is received by the intended recipient?	
33.	What is the process for initiating, changing or terminating the information exchange process?	
34.	Is the process described in 33 above documented? If yes, please attach a copy of that process.	
35.	What type of document/contract is used to detail the agreement to share/exchange information?	
36.	Please provide a copy of the document(s)/contract(s) referred to in 36 above.	
37.	Who is the LCSA person responsible for managing the document/contract?	
38.	Who is the "Third Party" person responsible for managing the document/contract?	