

CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES

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



September 22, 2006

LCSA LETTER: 06-11

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: REQUEST FOR INFORMATION REGARDING THIRD PARTY ACCESS TO CCSAS

In preparation for the implementation of Version 2.0 of the California Child Support Automation Systems Project, The Department of Child Support Services (DCSS) is committed to ensuring continued access to California Child Support Information by Third Party Organizations with a verified "need to know," such as IV-A and local courts.

Consequently, DCSS has organized a workgroup to develop a process by which access to California Child Support Information will be granted. In order to develop the process, the workgroup needs to have a record of all access to the consortia systems Automated Replacement System/Child Support Automated Enforcement System currently provided to "Third Party." For the purposes of this survey, "Third Party" is defined as any organization or individual that is not employed by DCSS or the local child support agency.

The attached worksheet should be completed for each Third Party Organization that has been provided access to California Child Support Information and systems.

In order to ensure enough time for the process to be developed and implemented (along with potential system changes) the completed worksheets should be received by the Chief Information Security Officer no later than Friday, October 6, 2006.

If you have any questions or concerns, please contact me at (916) 464-5774.

Sincerely,

TAMARA ARMSTRONG
Chief Information Security Officer

Enclosure:

DCSS Third Party Access Workgroup
Request For Information Worksheet

1.	Local Child Support Agency:	
2.	LCSA Contact Person:	
3.	Do you currently allow a Third Party organization access to your systems or information?	
4.	Name of Third Party Organization:	
5.	Reasons/Statutes for access:	
6.	# of users provided access:	
7.	What information (types of data) is accessed?	
8.	What system functionality is provided (read, write, etc)?	
9.	Is system training provided to Third Party users? If yes, please describe.	
10.	Is Security Awareness Training provided to Third Party users? If yes, please describe.	
11.	Are confidentiality statements signed by Third Party users? If yes, please provide a sample copy.	
12.	Is conflict of interest or recusal information collected from Third Party users? If yes, please describe.	
13.	What is the process for adding/terminating Third Party users?	
14.	Is the process described in #13 documented? If yes, please attach a copy of that process.	

DCSS Third Party Access Workgroup
Request For Information Worksheet

15.	What type of document/contract is used to detail the agreement to share/exchange information?	
16.	Please provide a copy of the document(s)/contract(s) referred to in #15.	
17.	How often is the document/contract renewed?	
18.	Is the document/contract used for other purposes?	
19.	Who is the LCSA person responsible for managing the document/contract?	
20.	Who is the Third Party person responsible for managing the contract?	