New York State
Office of
Children &
Family
Services

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TO: Local District Commissioners
Executive Directors for Voluntary Agencies

FROM: William E. Travis, Jr., CIO/Deputy Commissioner for Information Technology

SUBJECT: OCFS Field Support for Information Security & Guidance

DATE: November 26, 2012

CC: Directors of Service, Regional Directors, Program Directors Implementation Coordinators, OCFS Information Security Officer, OCFS Bureau of Implementation and Operational Support Staff, Security Coordinators, LAN Administrators

As part of our continuous support efforts, beginning January 1, 2013 the Office of Children and Family Services (OCFS) Bureau of Implementation and Operational Support field staff will begin outreach to Local Departments of Social Service offices and Voluntary Agency partners to offer assistance in the areas of Information Security Guidance and Best Practices.

Our primary objective for providing the upcoming field support for Information Security is to provide guidance and information throughout OCFS, Districts and Agencies to promote security awareness and allow offices to administer security to meet their needs, to follow best practice standards for least access, and authorized purpose within the OCFS CONNECTIONS application.

The procedures for safeguarding information maintained by districts and agencies as set forth in 18 NYCRR 357.5 require that OCFS, social services districts, and public or private agencies that have access to the CONNECTIONS system must establish and maintain a CONNECTIONS security plan.

While many districts and agencies have taken steps to ensure security of information and data, and Human Services Enterprise Network networked organizations have many predefined processes in place, OCFS field staff, working in partnership with the OCFS Information Security Office is available to meet with your district or agency to conduct a detailed security review, craft strategies and provide recommendations to assist with documentation of the Security Plan.

Security Plan Areas:

- ✓ Physical security of CONNECTIONS resources
- ✓ Equipment security to protect equipment from theft and unauthorized use
- ✓ Software and data security
- ✓ Telecommunications security

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- ✓ Personnel access control
- ✓ Contingency plans for meeting critical processing needs in the event of interruption of service
- ✓ Emergency aid and/or disaster preparedness
- ✓ Designation of a security manager for OCFS and a security coordinator for the district/agency
- ✓ Program for conducting annual security reviews
- ✓ Mobile Device discussion
- ✓ Review of security plan requirements
- ✓ Discussion of district/agency structure & goals
- ✓ Support documentation

OCFS appreciates your support in encouraging your Security Coordinators, Administrators, and staff to take advantage of this support opportunity. We will be contacting your Security Coordinator for this initiative.

Should you have any questions or require more information, please feel free to contact Jack.Nabozny@its.ny.gov, by phone 518-402-3078, or your regional office representative.