

DEPARTMENT OF HEALTH AND HUMAN SERVICES  
OFFICE OF DIRECTOR

ACTION REFERRAL

TO <i>Supra</i>	DATE <i>1-23-12</i>
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DIRECTOR'S USE ONLY	ACTION REQUESTED
1. LOG NUMBER  <i>00278</i>	<input type="checkbox"/> Prepare reply for the Director's signature DATE DUE _____
2. DATE SIGNED BY DIRECTOR  <i>N/A per Teeshla on 2/6/12, see attached email</i>	<input checked="" type="checkbox"/> Prepare reply for appropriate signature DATE DUE _____  <input type="checkbox"/> FOIA DATE DUE _____  <input type="checkbox"/> Necessary Action

APPROVALS (Only when prepared for director's signature)	APPROVE	* DISAPPROVE (Note reason for disapproval and return to preparer.)	COMMENT
1.			
2.			
3.			
4.			



**RECEIVED**

**SOCIAL SECURITY**

JAN 19 2012

January 13, 2012

Department of Health & Human Services  
OFFICE OF THE DIRECTOR

Anthony Keck  
SC Department of Health and Human Services  
1801 Main Street  
Columbia, SC 29202

Dear Mr. Keck:

The information exchange agreement between South Carolina Department of Health and Human Services and the Social Security Administration (SSA) calls for us to periodically review safeguards used by your agency to protect the data we provide electronically to you under the agreement. Your review is scheduled for February 7, 2012. Prior to this notice, we worked with your staff on the logistics of our review and things are set.

Enclosed is an agenda for your review and a copy of the Electronic Information Exchange Security Requirements, Guidelines and Procedures for State and Local Agencies Exchanging Electronic Information with the Social Security Administration. This document is included in your agreement with SSA and explains the system security requirements, which should be in force to protect information supplied by SSA. George Rodriguez, John Napp, and Hafiz Momodu from my staff, accompanied by staff from our Atlanta Regional Office will be reviewing your compliance with these requirements. To ensure that the review runs smoothly, I ask that designated staff, with sufficient authority and expertise in the areas of our review participate in our discussions.

Importantly, while onsite, my staff will provide detailed feedback on their review findings to your staff. That discussion will identify needed additional information from your staff to close the review and clarify recommended and required actions to address the review findings. You may expect a formal written report from me on the review shortly after it is closed.

Please have your staff contact George Rodriguez by phone at (410) 966-1288 or by e-mail at George.Rodriguez@ssa.gov if there are any questions or to discuss the arrangements for the meeting.

Log to John

Sincerely,

Michael G. Johnson

Michael G Johnson, Director  
Division of Compliance and Oversight  
Office of Information Security  
Office of Systems

Enclosures

Cc:

Sharon King  
SC Department of Health and Human Services  
1801 Main Street  
Columbia, SC 29202

Pati Davis  
SC Department of Health and Human Services  
1801 Main Street  
Columbia, SC 29202

Michael Jones  
SC Department of Health and Human Services  
1801 Main Street  
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Nancy Sharpe  
SC Department of Health and Human Services  
1801 Main Street  
Columbia, SC 29202

Doug Kent  
SC Department of Health and Human Services  
1801 Main Street  
Columbia, SC 29202

Heather Dawkins  
SSA Atlanta Regional Office

Brooks Hansen  
SSA Atlanta Regional Office

**Security Compliance Review  
State of South Carolina  
Department of Health and Human Services  
Agenda**

February 7, 2012

**9:00 a.m. – 11:00 a.m.**

- Introductions/Comments
- Meet with systems staff to review overall system design for accessing and displaying SSA data, enhancements since original agreement, future enhancements, etc.
- Meet with security staff to review security plan, system access control, and audit trail procedures. (Note: Prior to the review, SSA will provide a random sample of transactions. SSA will request that a portion of these transactions be certified prior to the review and the remainder will be used for a live demonstration of the audit trail. The purpose of this demonstration is to certify a legitimate user has submitted the transactions for a purpose authorized by the data exchange agreements.)
- Meet with policy staff to discuss privacy policy; disclosure and redisclosure policy; employee privacy training; employee sanctions policy; and how to apply these policies in local offices.

## Brenda James - Log 000278

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**From:** Teeshla Curtis  
**To:** Brenda James  
**Date:** 02/06/2012 12:53 PM  
**Subject:** Log 000278  
**CC:** Jennifer McNeil; Michael Jones

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Brenda,

There is no response necessary for Log 000278. The letters refers to an upcoming site visit. SSA has already contacted us about this and we are prepared for the visit.

Thanks,  
Teeshla