

CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES

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



January 6, 2015

CSS LETTER: 14-13

ALL IV-D DIRECTORS
ALL COUNTY ADMINISTRATIVE OFFICERS
ALL BOARDS OF SUPERVISORS

<u>Reason for this Transmittal</u>
<input type="checkbox"/> State Law, Regulation and/or Change
<input type="checkbox"/> Federal Law, Regulation and/or Change
<input type="checkbox"/> Court Order or Settlement Change
<input type="checkbox"/> Clarification requested by One or More Counties
<input checked="" type="checkbox"/> Initiated by DCSS

SUBJECT: MANDATORY INFORMATION SECURITY AWARENESS TRAINING

This letter supersedes CSS Letter 05-25, dated September 12, 2005 and EBLAST dated November 5, 2012. The purpose of this letter is to inform the local child support agencies (LCSA) of the mandatory annual Information Security Awareness Training (ISAT). In order to achieve child support program security goals, all child support employees must understand the importance of information security as well as their individual responsibilities pertaining to information security.

The mandatory ISAT module is now available on the Child Support University (CSU) electronic learning management system located on the CA Child Support Central website or by following the link <https://elms.dcss.ca.gov>. **All Child Support employees are required at the time of hire, and then annually thereafter, to certify their understanding of the importance of protecting child support information at all times.** To successfully complete the training, each employee must answer 75 percent of the questions correctly. Employees should contact their immediate supervisor or department management for access to CSU. Each LCSA training coordinator or designee shall ensure all staff complies annually.

The CSU ISAT module includes enhancements that make it more intuitive and user-friendly. Upon successful completion, training results are retained in a reporting database for five years with capabilities to provide current reports of employees who have completed the ISAT.

If you have any questions or concerns regarding this information, please contact the DCSS Information Security Office at (916) 464-5045.

Sincerely,

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JOHN CLEVELAND
Chief Information Security Officer