Minnesota Department of **Human Services**

DATE: July 10, 2014

TO: Financial Assistance Supervisors

FROM: David T Anderson
Security Business Analyst

SUBJECT: New Security Prerequisite Change

Greetings:

The new required courses for data practices and security, Handling MN Information Securely, have been released. These courses replace HR551, Protecting Information Privacy, and HR552, Putting Security Into Action. The new suite of courses are designed to increase compliance with data practices and security, and meet federal training requirements for all those with access to DHS information and networks.

New Security Prerequisite Change:

Mastery of these courses is now required prior to receiving access to DHS systems including the new eligibility system, MMIS, MAXIS and MEC2.

Security Liaisons, please follow the steps below to request an X1 number, as soon as possible, when hiring a new employee to avoid any interruption in their training plan:

1. Submit the DHS-4442 form with the new employee's information, and **do not request any system security**.
2. Have the new employee access the security courses via the link below using their X1 number. These courses are no longer taken through TrainLink.
3. Submit the DHS-4442 form requesting the appropriate system security following regular processes. SSAM will check for mastery of the security courses prior to approving any system security.

Annual Recertification:

Recertification of these courses is required annually. You will no longer be receiving an email reminder at recertification.
If you successfully completed the previous courses, HR551, Protecting Information Privacy, and HR552, Putting Security Into Action, within the last 12 months, you will not need to take the new courses until your annual recertification.

Important:

Each agency (county or tribe) needs to identify one person to serve as a course administrator, with the ability to monitor compliance of your agency. Contact David.t.anderson@state.mn.us to set up administrative rights.

How to access the courses:

All agency staff, volunteers and third party users will now access these courses directly at https://data-securitytraining.dhs.mn.gov/Account/Login Remember, these courses are no longer taken through TrainLink and course codes are no longer needed.

Suite of Courses:

There are 3 sets of modules in this suite. The modules required are tied to the role the employee choses when logging into the course.
The modules are as follows:

1. Core Modules:

   These sequential modules are required for everyone who requests or has access to DHS information and networks. The modules follow in order and each has an assessment that must be passed. Each module has instructions for activating the courses and proceeding through the information and assessments. As in the past, this training will be required of all DHS staff annually and will replace HR551 "Protecting Information Privacy and HR552 "Putting Security Into Action."
   These core modules listed on Pathlore as "Data Security and Privacy for All," are:

   - Data Security and Privacy
   - How to Protect Information
   - Managing Information Security Problems

2. Data-Specific Modules:

   Various federal requirements mandate specific training for users who have any access to specific types of data. If you are unsure if your job exposes you in any way to these specific kinds of data, consult your supervisor to assure you have been adequately trained. Completion of applicable modules is also done annually.

These modules are:

- Federal Tax Information
- Social Security Administration information
- Protected Health Information (PHI)

3. Role-Specific Modules:

   Some have specific roles and many federal mandates require role-based training. In addition to the all staff requirements, you may have a specialized role within your organization. If you are in doubt, check with your supervisor.
   These modules are:

   - Data Protection for Supervisors
   - Data Security for County Staff and Assistors
   - Data Security for Help Desks and Network Administrators
   - Volunteers

If you have any questions or concerns about the training, please send them to Hipaa.Training@State.mn.us

Thank you,

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