



**JUSTICE CABINET
DEPARTMENT OF
JUVENILE JUSTICE
POLICY AND PROCEDURES**

REFERENCES:

CHAPTER: Administration	AUTHORITY: KRS 15A.065
SUBJECT: Confidential Information and Documentation for the Social Security Administration	
POLICY NUMBER: DJJ 143	
TOTAL PAGES: 4	
EFFECTIVE DATE: 6/22/17	
APPROVAL: Carey D. Cockerell <i>Carey D. Cockerell</i> COMMISSIONER	

I. POLICY

The Department of Juvenile Justice (DJJ) shall maintain all Social Security Administration information in a secure and confidential manor and pursuant to the Information Exchange Agreement between the Social Security Administration and state or local government.

II. APPLICABILITY

This policy shall apply to all staff, volunteers, contractors, facilities, and offices of the Department.

III. DEFINITIONS

Refer to Chapter 100.

IV. PROCEDURES

- A. Social Security Administration (SSA) provided information shall be granted based on least privilege, need-to-know, and separation of duties.
- B. Access to the Cabinet for Health and Family Services (CHFS) Mainframe and Kentucky Online Gateway (KOG) shall be limited to a need-to-know basis. The Deputy Commissioner of Community and Mental Health Services shall approve requests for access. The Information Systems (IS) Branch Manager or designee shall submit the form to the CHFS Office of Information Technology (OIT) Security Helpdesk.
- C. All employees shall take the SSA Provided Information Security Awareness Training before access is granted. Additionally, all DJJ employees shall complete the awareness training annually, regardless of access.

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- D. Acceptable Access and Use of SSA Information
1. Public Assistance Program Specialists (PAPS)
 - a. PAPS shall have access to and review the below programs to evaluate current benefits being received and to determine eligibility status on all DJJ committed youth.
 - i. Cabinet for Health and Family Services (CHFS) Mainframe
 - a) Kentucky Automated Management Eligibility System (KAMES);
 - b) Kentucky Information Management System (KYIMS);
 - c) Wage Record inquiry;
 - d) Driver's License inquiry; and
 - e) Vehicle Registration inquiry
 - ii. Kentucky Online Gateway (KOG)
 - a) Child Support External Search;
 - b) Birth Record Index;
 - c) BENEFIND;
 - d) Worker Portal;
 - e) State Data Exchange (SDX) Supplemental Security Income (SSI); and
 - f) Beneficiary Data Exchange (BDX) Retirement, Survivors, and Disability Insurance (RSDI)
 - b. PAPS shall have view-only access to all noted above systems.
 - c. PAPS shall only view data on DJJ committed youth and for legitimate business purposes.
 - d. PAPS shall not print any SSA data.
 - e. If a DJJ committed youth is receiving SSA benefits, the PAPS shall notify the local SSA representative requesting a change in payee.
 - f. PAPS shall not share or allow direct access to any SSA provided data with any other state or private entity.
 2. The Fiscal Branch Internal Policy Analyst assigned as the Child Support Administrator shall:
 - a. Have access to and review the CHFS Report Distribution System (RDS) to evaluate current benefits being received, in order to request child support reimbursement from CHFS on all DJJ committed youth.
 - b. Have view-only access to the CHFS RDS.
 - c. Only view data on DJJ committed youth and for legitimate business purposes.
 - d. Print the Foster Care Distribution Report pages that contain DJJ committed youth information and shred said report immediately upon retrieving necessary information for legitimate business purposes.
 - e. Not share or allow direct access to any SSA provided data with any private entities. Child Support Coordinator shall only share, not allowing direct access too, DJJ's child support information with appropriate contacts at CHFS via encrypted email and password-protected file for legitimate business purposes.

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3. Printed SSA provided information shall be locked in a filing cabinet when the employee is not in the office, and immediately shredded in a personal shredder. Printed documents may not be placed in a trashcan or a locked or unlocked shred bin.
4. E-mail communication containing SSA provided information shall be encrypted.
5. The audit trail for all DJJ employees with access to SSA provide information accessed through CHFS mainframe at least twice yearly from the designated CHFS contact. The audit trail shall be distributed to the Deputy Commissioner of Community and Mental Health Services and the Fiscal Branch Manager.
6. A periodic review of access to SSA provided information shall be conducted at the time of performance evaluations or prior to extended leave for each employee, granted access to SSA provided information. The review shall include ensuring that each employee has access to the least amount of SSA provide information necessary to complete job duties.
7. The Deputy Commissioner of Community and Mental Health Services shall periodically review and document access granted to PAPS assigned to the Community and Mental Health Services Division and the Fiscal Branch Manager shall periodically review and document access granted to the Internal Policy Analyst assigned as the Child Support Administrator. If access to SSA provided information is granted to an employee outside of the Community and Mental Health Services Division or the Fiscal Branch, the employee's supervisor shall be responsible to conduct and document the periodic review of access.
8. If access is no longer needed, access shall be revoked by notifying CHFS OIT Security Help Desk. Access shall be revoked prior to termination of employment.
9. It is unlawful for employees, contractors, and former employees to willfully disclose any information that is unauthorized. Violations may include punishment including:
 - a. Fine for each occurrence of violation;
 - b. Imprisonment;
 - c. Or both a and b, together with the cost of prosecution.
 - d. Additionally, an employee that willfully discloses any information that is unauthorized shall face discipline at work pursuant to KRS 18A up to and including termination.
10. Act, 5 U.S.C. Â§ 552a(i)(1) Criminal Penalties
 - a. Any officer or employee of an agency, who by virtue of their employment or official position, has possession of, or access to, agency records which contain individually identifiable information the disclosure of which is prohibited by this section or by rules or regulations established thereunder, and who knowing that disclosure of the specific material is so prohibited, willfully discloses the material in any manner to any person or agency not entitled to receive it, shall be guilty of a misdemeanor and as described below.

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- b. Any officer or employee of any agency who willfully maintains a system of records without meeting the notice requirements of subsection (e)(4) of this section shall be guilty of a misdemeanor and fined not more than \$5,000.
- c. Any person who knowingly and willfully requests or obtains any record concerning an individual from an agency under false pretenses shall be guilty of a misdemeanor and fined not more than \$5,000.

V. MONITORING MECHANISM

The Fiscal Branch Manager or designee shall review annually the requirements of Information Exchange Agreement between the Social Security Administration and the Department of Juvenile Justice.