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DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
744 P Street • Sacramento, CA 95814 • www.cdss.ca.gov



EDMUND G. BROWN JR.
GOVERNOR

January 12, 2017

ALL COUNTY LETTER (ACL) NO. 16-100

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: CDSS PRIVACY AND SECURITY AGREEMENT

REASON FOR THIS TRANSMITTAL

- State Law Change
- Federal Law or Regulation Change
- Court Order
- Clarification Requested by One or More Counties
- Initiated by CDSS

The purpose of this All County Letter (ACL) is to notify counties of the California Department of Social Services (CDSS) Privacy and Security Agreement (PSA) and to provide counties with instructions for returning signed agreements to CDSS within 90 days of this ACL. The purpose of the PSA between CDSS and each county department is to ensure the security and privacy of Personally Identifiable Information (PII) contained in the Medi-Cal Eligibility Data System (MEDS), the Applicant Income and Eligibility Verification System (IEVS), and in data received from the Social Security Administration (SSA) and other sources. Because counties have access to the SSA-provided information, the SSA requires that CDSS enter into individual agreements with counties to safeguard this information. The terms of this PSA are similar to those of the Department of Health Care Services (DHCS) PSA.

All counties must return signed PSAs in order to ensure the continued transmission of SSA, MEDS, and IEVS PII data to the counties as part of administration of the public social services programs described in the agreements. Please note that each county department that utilizes SSA, MEDS, and IEVS PII data to administer CDSS programs must return a signed PSA.

INCORPORATED EXHIBITS

The incorporated exhibits are highly sensitive and confidential. Only the County Privacy and Information Security Officers may receive these documents. All disclosure shall be limited to the appropriate parties or individuals responsible for and involved with decision making for the safeguarding of SSA, MEDS, and IEVS PII data. These documents are not public and shall not be published on any website accessible by or otherwise made available to the public. County Privacy and/or Information Security Officers who wish to receive the following CDSS PSA Exhibits must submit requests via email to the CDSS Information Security Office PSA email box at cdsspsa@dss.ca.gov.

Exhibit A:

- Computer Matching and Privacy Protection Act Agreement between the SSA and California Health and Human Services Agency (05/25/2016)
- Information Exchange Agreement between SSA and CDSS (IEA-F 10/30/2014 and IEA-S 10/30/2014)
- The SSA Technical System Security Requirements (TSSR), also known as the Electronic Information Exchange Security Requirements and Procedures for State and Local Agencies exchanging electronic information with the SSA (version 7.0, 7/2015)

Exhibit B:

- Computer Matching Agreement between the Department of Homeland Security, United States Citizenship and Immigration Services (DHS-USCIS) and California Department of Social Services (CA-DSS) (12/15/2015)

SUBMISSION GUIDELINES

Counties should follow the instructions below when returning signed PSAs to CDSS. The county department should not modify any of the PSA language, except as instructed below.

- The county must complete the Preamble of the PSA by entering the name of the county and the county department.
- The county must complete the Preamble of the PSA by designating the applicable programs.
- The county must complete Section XX of the PSA by entering signatory information. The name and title of the signatory must be printed or typed.

Within 90 days of this ACL, please send CDSS two copies of the completed and signed PSAs per county department using the data, both of which are to contain the original signature of the county department authorized official. Once obtained, the PSAs will be executed by CDSS and returned to each respective county department.

When transmitting the PSAs to CDSS, counties must include a contact name, telephone number, email address and physical mailing address to be used when CDSS returns the signed PSAs, and as needed for other communication purposes.

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Counties that are unable to return the signed PSAs within 90 days of the date of this ACL should respond to the email address below with the following information:

- Date signed PSAs will be returned; and/or
- If additional time will be needed to implement the compliance requirements of the PSA, the expected date of implementation; and/or
- Reason(s) why the county department will be unable to implement the compliance requirements of the PSA

Agreements must be returned to the following address:

California Department of Social Services
Information Security Office
744 P Street, MS 9-9-70
Sacramento, CA 95814

In the event that there are any questions or concerns regarding any of the information in this letter or implementing the requirements of the PSA, please contact the Information Security Office PSA email box at cdsspsa@dss.ca.gov.

Sincerely,

Original Document Signed By:

PETE CERVINKA
Chief Deputy Director
California Department of Social Services

Attachment

c: CWDA