

Aging and People with Disabilities

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APD-AR-15-037

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Number:  
Issue date: 6/11/2015

Topic: Other

Due date: June 26, 2015

Subject: DDFT Changes

Applies to (check all that apply):

- |   |   |
|---|---|
| <input type="checkbox"/> All DHS employees                    | <input type="checkbox"/> County Mental Health Directors                                     |
| <input type="checkbox"/> Area Agencies on Aging               | <input type="checkbox"/> Health Services  |
| <input type="checkbox"/> Aging and People with Disabilities   | <input type="checkbox"/> Office of Developmental Disabilities Services(ODDS)                |
| <input type="checkbox"/> Self Sufficiency Programs            | <input type="checkbox"/> ODDS Children's Intensive In Home Services                         |
| <input type="checkbox"/> County DD Program Managers           | <input type="checkbox"/> Stabilization and Crisis Unit (SACU)                               |
| <input type="checkbox"/> ODDS Children's Residential Services | <input checked="" type="checkbox"/> Other ( <i>please specify</i> ): Those with DDFT access |
| <input type="checkbox"/> Child Welfare Programs               |   |

Action required:

BACKGROUND:

The National Automated Clearing House Association (NACHA) rules and guidelines state that bank account numbers are to be truncated or removed on screens and documents. This data is considered confidential as access to bank accounts can lead to fraud and abuse. In order to assure that the agency is in compliance with NACHA rules and guidelines, access to the DDFT screen is being limited to DHS and OHA staff who process Electronic Fund Transfers (EFT), Automated Clearing House (ACH) and Direct Deposit (DD). This will align the agency with the Principle of Least Privilege which requires employees security access only to the functions required for them to do their jobs and no more. The following units, CMU, DPU and OFS, work directly with EFT/ACH/DD and will retain access to the DDFT screen.

For those individuals who have a business need to view EFT/ACH/DD information OIS has created a duplicate screen, DDFI, which has the same information as DDFT, except the bank account information has been removed and the SSN will only show the last four digits.

**ACTION NEEDED:**

For those not in CMU, DPU or OFS, with a business need to access to DDFT or DDFI, are required to e-mail Nancy Hoeye, OFS Security Officer, requesting access to the specific screen by June 26, 2015. This request must outline the business need. All other users will be removed from viewing DDFT after that date.

Future requests for access to DDFT or DDFI must be submitted and approved by the OFS Security Officer based on business need.

**Field/stakeholder review:**      Yes      No

**If yes, reviewed by:**     Operations Committee

*If you have any questions about this action request, contact:*

<b>Contact(s):</b>	Nancy Hoeye		
<b>Phone:</b>	503-269-7338	<b>Fax:</b>	
<b>Email:</b>	Nancy.E.Hoeye@state.or.us		