

# Cornerstone Security Training

October 1, 2013

## Objectives

Following the webcast, participants will be able to:

- State why security training is now required for Cornerstone users
- Describe the training requirements for new and existing staff
- List at least one component of the training for all users
- Identify a job duty of the Cornerstone Security Coordinator

## Why is security training required?

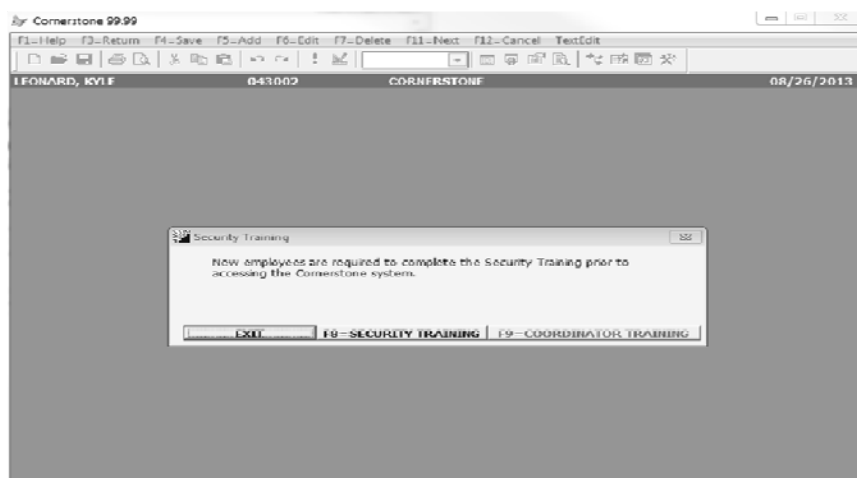
- The introduction of the Security Training is in response to:
  - an IT audit
  - a USDA's directive
- The expectation is to implement a system wide security plan for Cornerstone.

## Why is security training required?

- Staff in each program supported by the Cornerstone Management Information System are required to complete training modules:
  - Upon issuance of a user id
  - Annually
  - Staff at agencies with multiple sites will need to take the training at each site with a unique server.

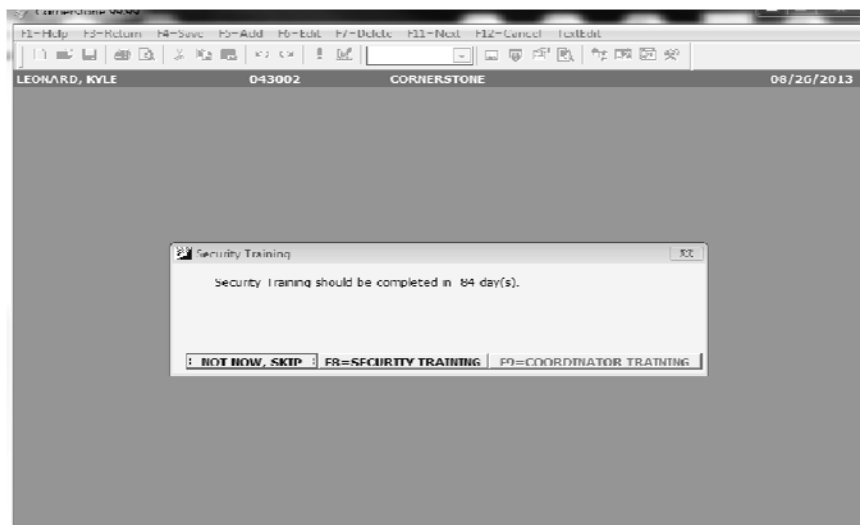
## New Employee Notification

## Warning: New Employees

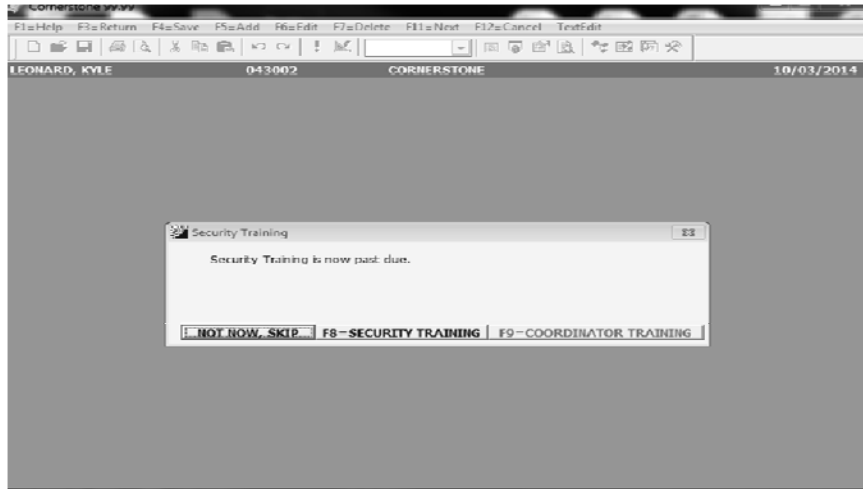


# Existing Employee Notification

## Warning: 90 Day Countdown



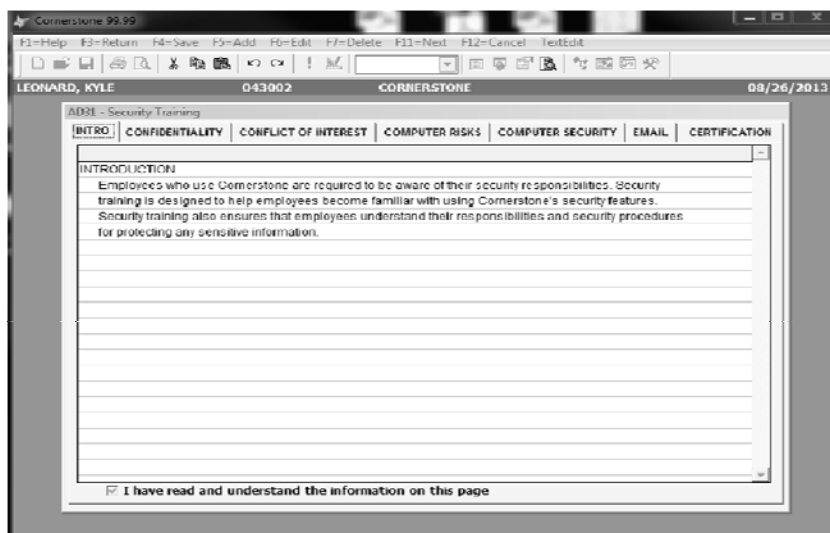
## Past Due Notice



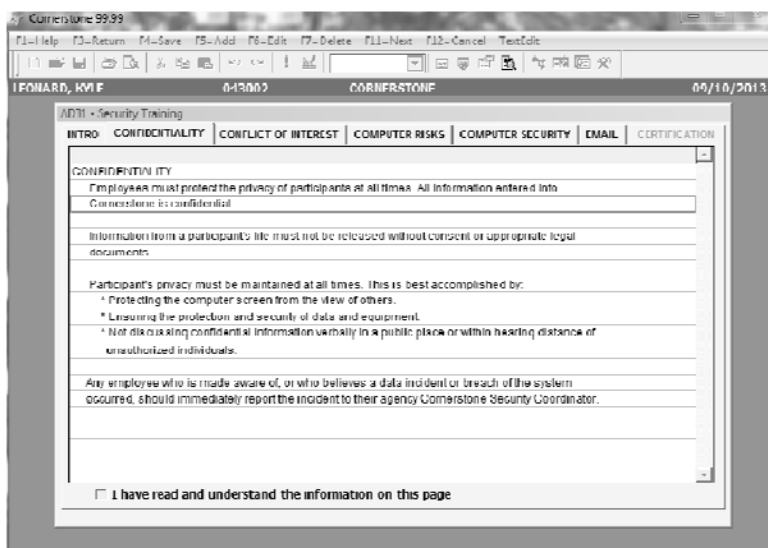
## What is in the training?

- Overview of AD31-Security Training Screen
  - The “tabbed” modules include information on:
    - Confidentiality
    - Conflict of Interest
    - Computer Risks
    - Computer Security
    - Email

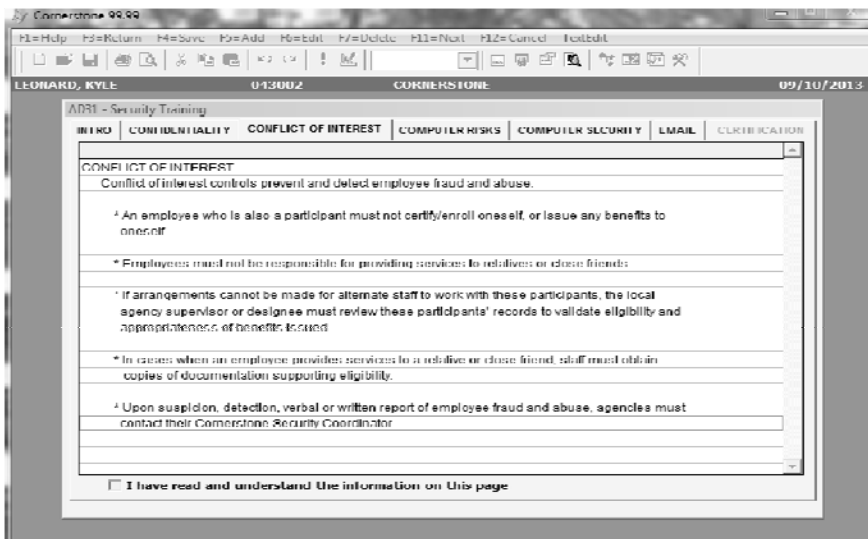
## AD31: Intro



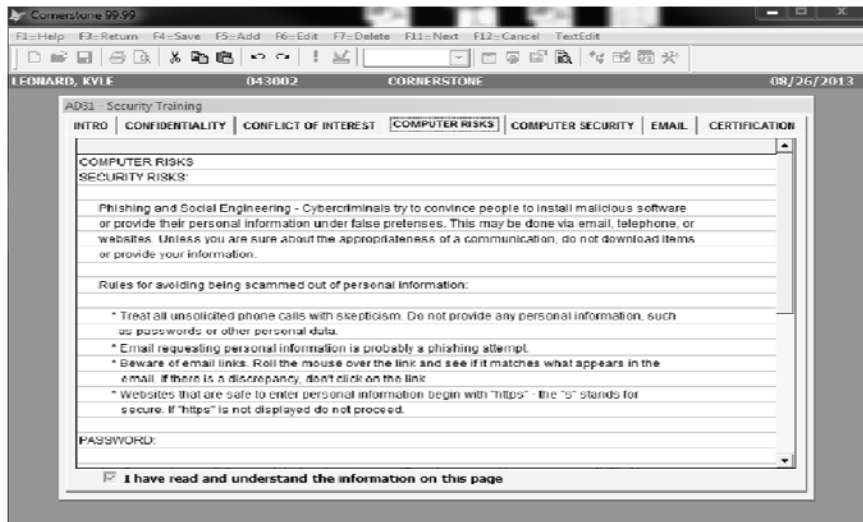
## AD31: Confidentiality



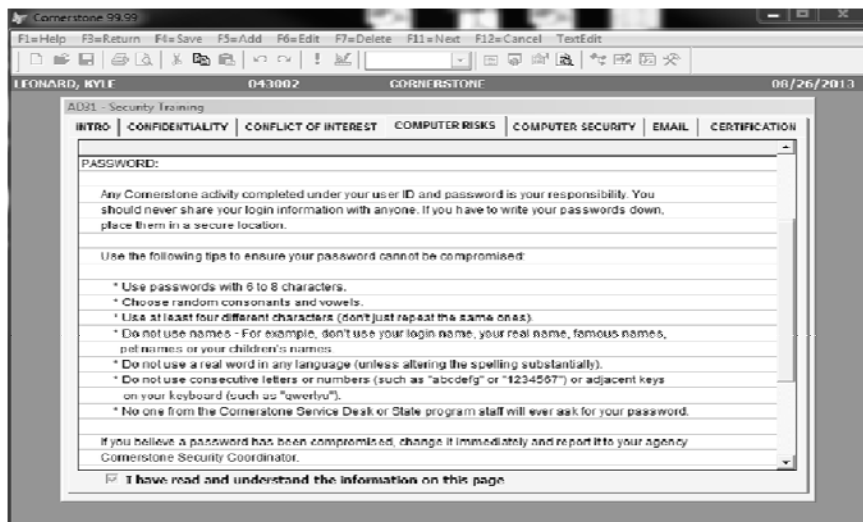
# AD31: Conflict of Interest



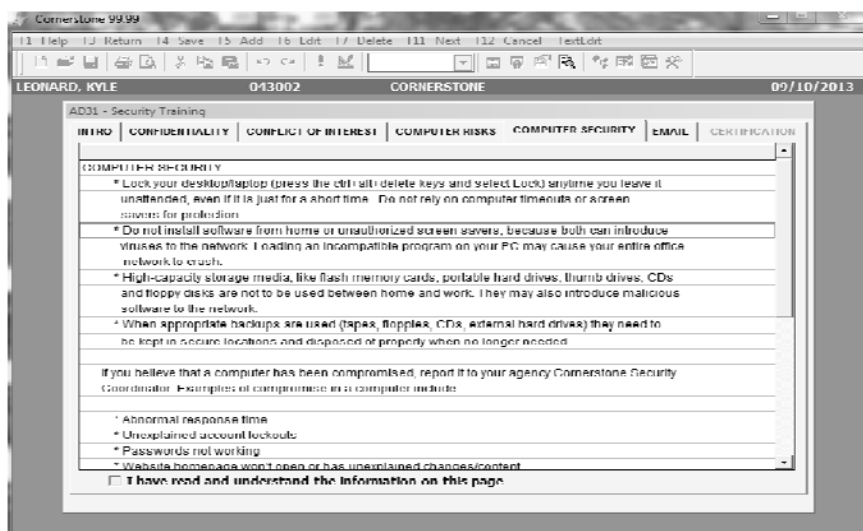
# AD31: Computer Risks 1



## AD31: Computer Risks 2



## AD31: Computer Security 1





## AD31: Computer Security 2

Cornerstone 99.99  
 F1=Help F3=Return F4=Save F5=Add F6=Edit F7=Delete F11=Next F12=Cancel TextEdit  
 LEONARD, KYLE 043002 CORNERSTONE 08/26/2013

AD31 - Security Training

INTRO | CONFIDENTIALITY | CONFLICT OF INTEREST | COMPUTER RISKS | **COMPUTER SECURITY** | EMAIL | CERTIFICATION

- \* Abnormal response time
- \* Unexplained account lockouts
- \* Passwords not working
- \* Website homepage won't open or has unexplained change in content
- \* Running unexpected programs
- \* Programs not running properly
- \* Lack of disk space or memory
- \* Bounced back emails
- \* Inability to connect to the network
- \* Constant or increasing crashes
- \* Abnormal hard drive activity
- \* Connecting to unfamiliar sites
- \* Browser settings changed
- \* Extra toolbars that cannot be deleted

If you suspect your computer is infected with malicious software, report it to your agency Cornerstone Security Coordinator immediately.

Report any loss theft immediately. Even if the equipment was gone temporarily, it should be reported data was accessed.

I have read and understand the information on this page

## AD31: Email

Cornerstone 99.99  
 F1=Help F3=Return F4=Save F5=Add F6=Edit F7=Delete F11=Next F12=Cancel TextEdit  
 LEONARD, KYLE 043002 CORNERSTONE 08/26/2013

AD31 - Security Training

INTRO | CONFIDENTIALITY | CONFLICT OF INTEREST | COMPUTER RISKS | COMPUTER SECURITY | **EMAIL** | CERTIFICATION

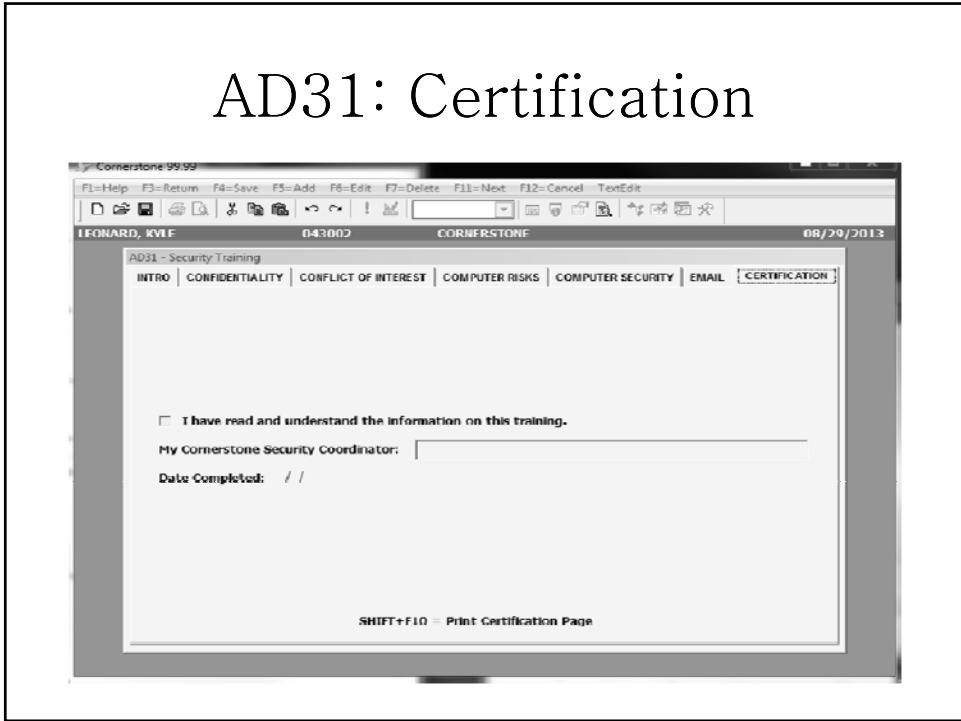
**EMAIL**

- \* Only open email and attachments from trusted sources
- \* If you receive spam or hoaxes, they should be deleted and not opened
- \* Confidential information should be encrypted.
- \* Verify you are sending to the correct email address(es).

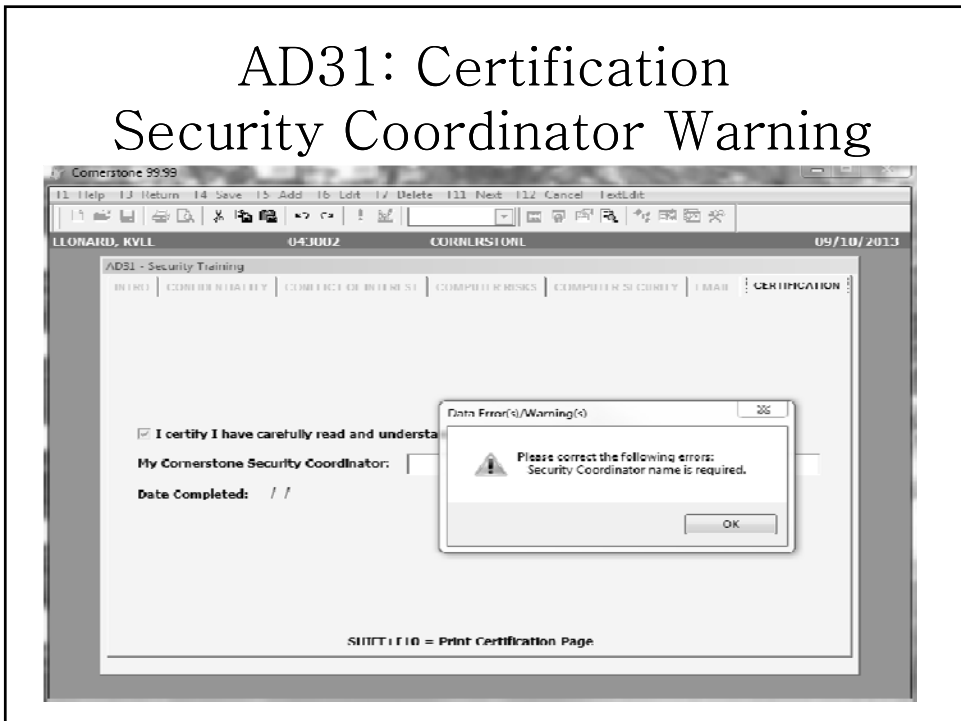
Some information may be better shared via a phone call.

I have read and understand the information on this page

# AD31: Certification



# AD31: Certification Security Coordinator Warning



## Security Coordinator

### What is a Cornerstone Security Coordinator?

To ensure Cornerstone system security measures are in place, each agency is expected to have a designated Cornerstone Security Coordinator.

- Large agencies with multiple sites may have more than one.
- This person may serve concurrently as the Cornerstone Liaison.

## AD15: Employee Information

AD15 - EMPLOYEE INFORMATION

Clinic: 000006

Employee ID: 11111111/  
 Name (L, I, MI): CORNERSTONE DEMO  
 Title: ULMO  
 Status: T TERMINATED  
 Start Date: 11/01/2003 Term. Date: 08/20/2009  
 Supervisor:  
 Tax ID: XXXXXXXXX - XXX  
 Cornerstone Liaison:  
 Security Coordinator:  
 Date last update: 09/04/2009 Modified by: CORNERSTONELONGN DEMOLONGNAMEE

F9 - ADDRESS PGUP PGDN

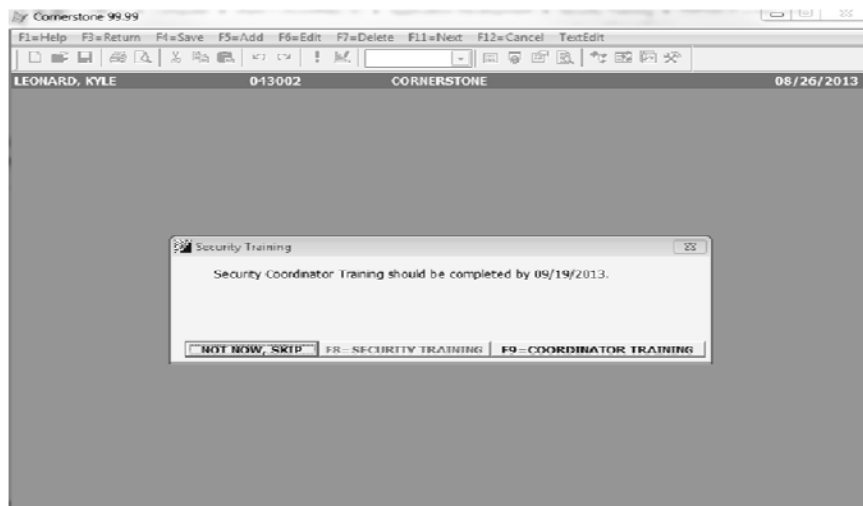
PROGRAMS			
	PROGRAM	STATUS	EFFECTIVE DATE   TERMINATION DATE
	FAMILY CASE MANAGEMENT	TERMINATED FROM PROG	11/01/2003   08/20/2009
	IMMUNIZATION	TERMINATED FROM PROG	11/01/2003   08/20/2009
	WOMEN, INFANTS AND CHILDREN	TERMINATED FROM PROG	11/01/2003   08/20/2009

## Security Coordinator Notification

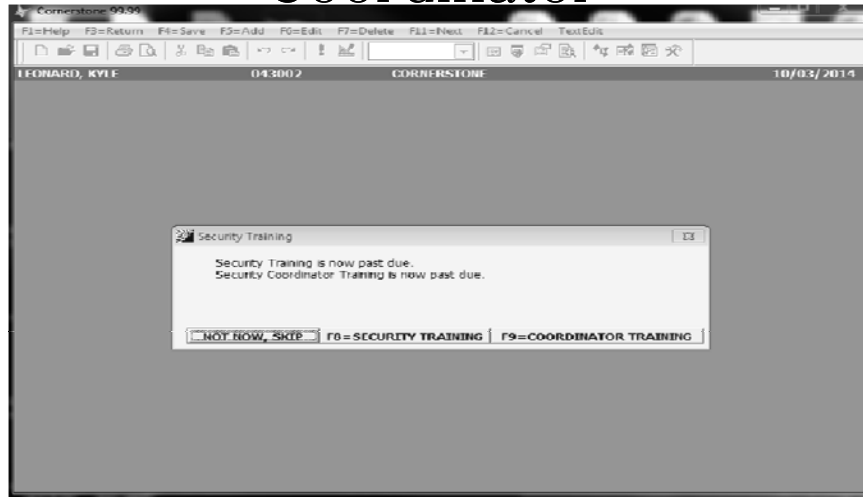
## Advance Notice: Security Coordinator



## Advance Notice: Security Coordinator



# Past Due: Security Coordinator



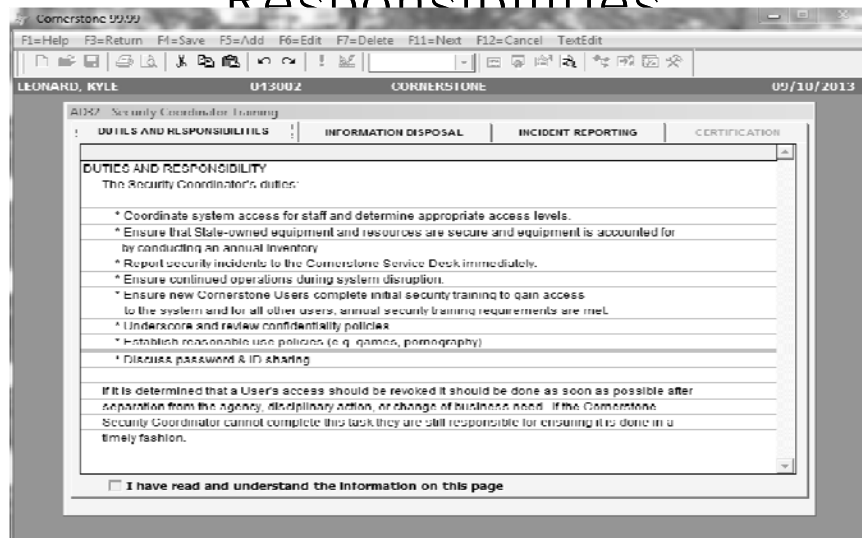
# Past Due: Security Coordinator



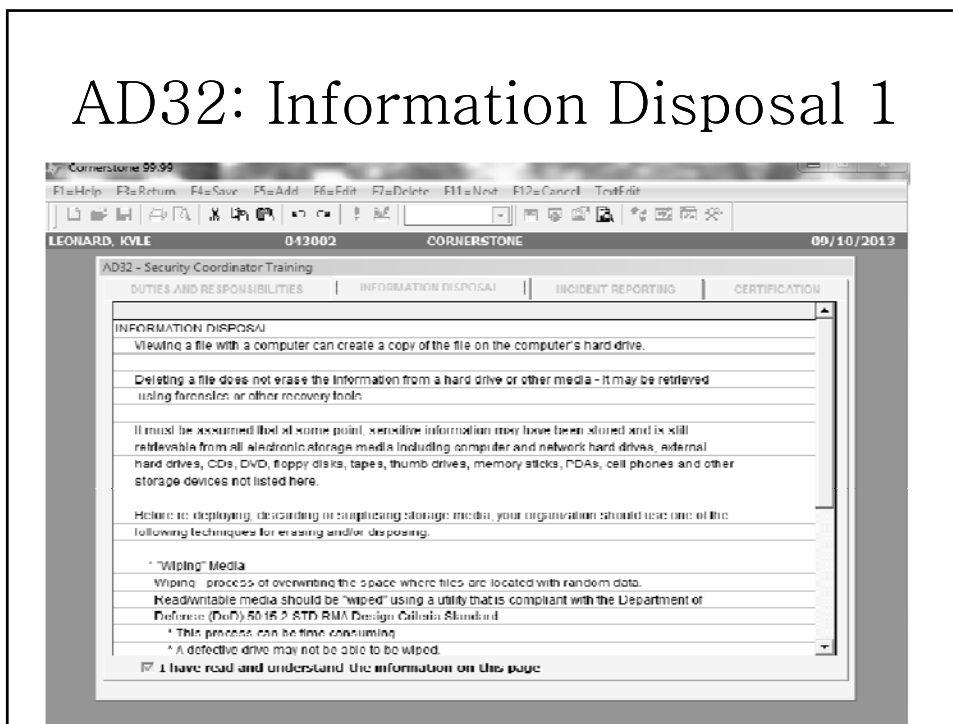
## What is in the training?

- The AD32- Security Coordinator Training reviews:
  - Duties and responsibilities
  - Information Disposal
  - Incident Reporting

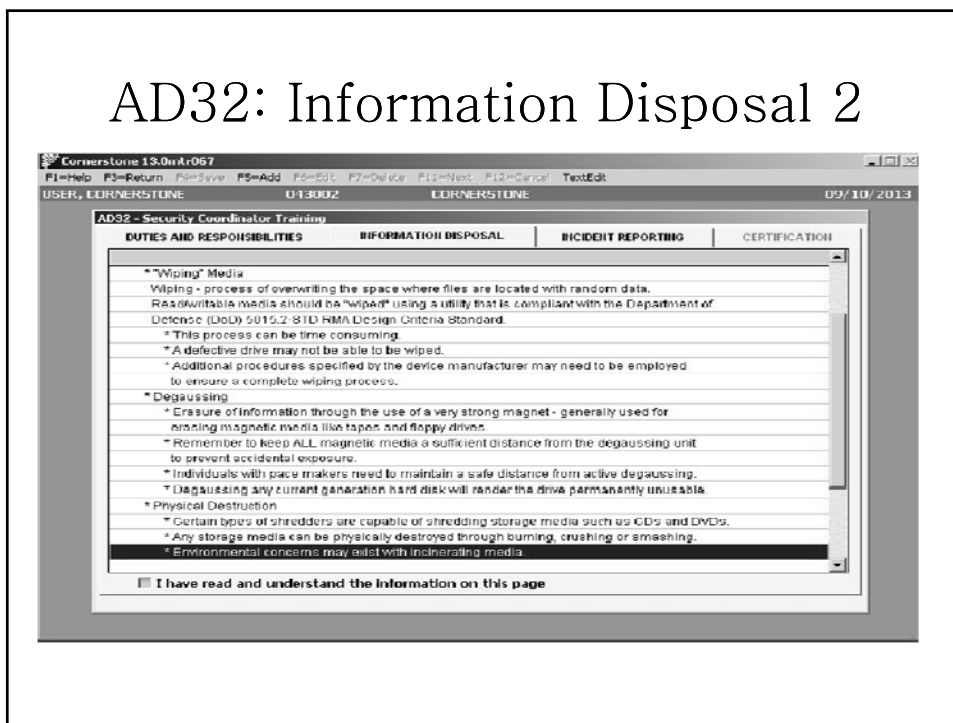
## AD32: Duties and Responsibilities



# AD32: Information Disposal 1

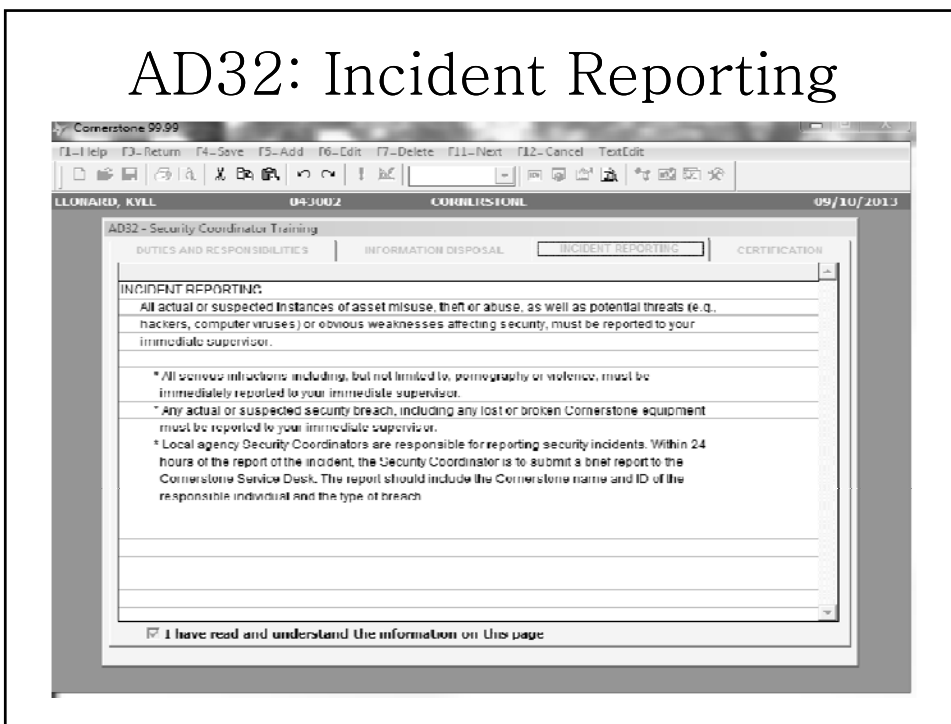


# AD32: Information Disposal 2

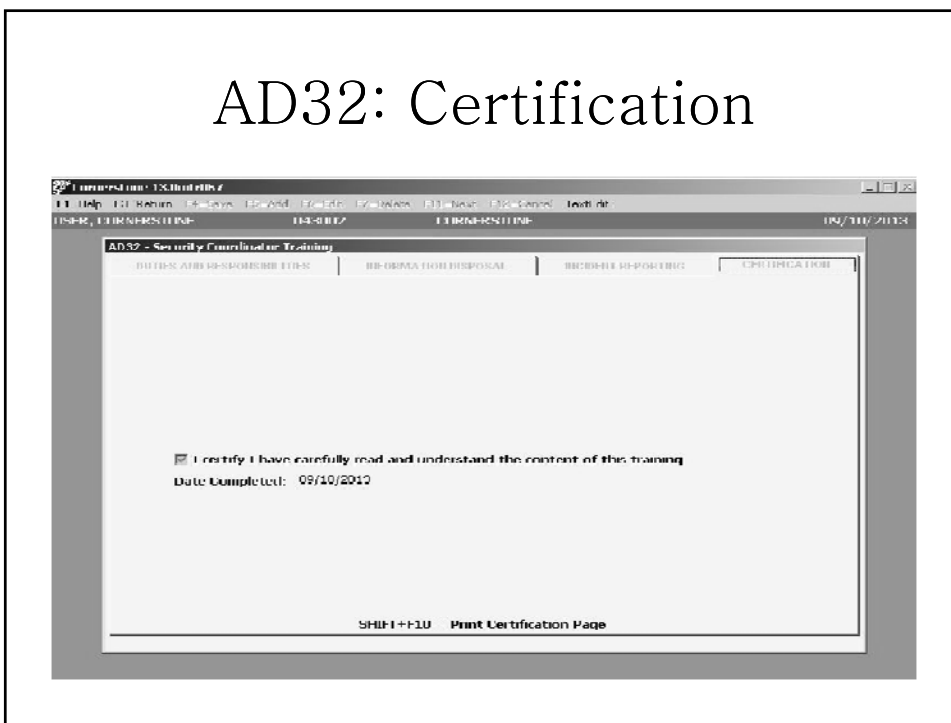




# AD32: Incident Reporting



# AD32: Certification



## How will programs determine requirements are met?

- At a minimum, biennial reviews of local agencies' physical and data security and operating procedures will be completed by IDHS and IDPH staff.
- Local agencies are expected to conduct self-monitoring activities annually.
  - This requirement varies by program

## How will programs determine requirements are met?

- A new report, the HSPR0424-Security Coordinator Report
- Allows state and local staff to review for system users:
  - past due for training
  - due for training within a set timeframe

# Security Coordinator Report

REPORT: R3180424

STATE OF ILLINOIS  
CORNERSTONE  
SECURITY COORDINATOR REPORT  
AS OF : 01/01/2014

RUN DATE: 01/25/2014  
PAGE: 12

CLINIC : 043002      CORNERSTONE - ILLINOIS

LAST NAME	FIRST NAME	EMPLOYEE ID	TRAINING DUE DATE
MOUSE	MINNIE	121212121	12/17/2013
YOUNGBLOOD	YOLANDA	43002599	12/27/2013

## Questions

- If you have questions regarding this training please contact your appropriate state program contact.

Thank You!