

## **5005.0.0 DHHS INFORMATION SYSTEMS SECURITY (ISS) TRAINING REQUIREMENTS**

5005.0.1 This policy implements Information Systems Security (ISS) training requirements for all persons who use DHHS Information Systems. In order to protect DHHS Information Systems from unauthorized intrusion, disclosure, modification, or destruction, the Department will maintain an ongoing Information Systems Security awareness program that conveys user privileges and responsibilities detailed in DHHS Information Systems Security policies. Access to DHHS Information Systems is contingent upon completion of the Department's uniform ISS training course and annual ISS training updates.

5005.0.2 This policy applies to all persons who use DHHS Information Systems.

### **5005.1.0 Definitions**

5005.1.1 User: A member of the workforce who has access to any DHHS information system and non-DHHS employees, including contractors or vendors, who have been granted access to any DHHS information system and are accountable for the security of such access.

5005.1.2 Access: Upon presentation of authenticated user credentials, permission to use DHHS Information Systems.

5005.1.3 DHHS Information Systems: DHHS Network services (Network access, Email, Internet, etc.), DHHS applications (client-server, web-based, mainframe, etc.), or any third-party software legally acquired and installed on the DHHS devices for which it was intended. DHHS Information Systems also include any computer files on any device in use by DHHS or its agents.

5005.1.4 Workforce: Employees, volunteers, trainees, and other persons whose conduct, in the performance of work for DHHS is under the direct control of DHHS whether or not they are paid by DHHS.

5005.1.5 Information Systems Security (ISS) Training: ISS Training consists of a formal course of instruction, approved by the DHHS Chief Information Officer, which meets the standards for personnel security awareness promulgated by the Office of the State Executive Chief Information Officer. The ISS Training course guides users through successful completion of each module before progressing to successive modules.

### **5005.2.0 Training**

5005.2.1 All users who have access to DHHS Information Systems as of the effective date of this rule (existing users) must complete initial ISS Training within ninety calendar days after this policy becomes effective.

5005.2.2 All users who gain access to DHHS Information Systems after the effective date of this rule (new users) who are DHHS employees must complete initial ISS Training within sixty calendar days after acquiring access to DHHS Information Systems. All other new users

must complete initial ISS Training within thirty calendar days after acquiring access to DHHS Information Systems.

All users must complete refresher ISS Training annually.

**5005.3.0 Access Contingent upon Successful ISS Training**

5005.3.1 Permission to access DHHS Information Systems terminates automatically if training is not completed on time, and will result in immediate de-activation of the user's Network account. Network account may be re-activated as provided in DHHS Policy 5001 and when ISS Training has been completed.

5005.3.2 Users (as defined above) and managers of users must notify the DHHS Office of Systems and Technology in writing within five business days of any change of circumstance that makes the user's continued access to DHHS Information Systems unnecessary.

**5005.4.0 Mandatory Compliance**

5005.4.1 Compliance with this policy is mandatory.

5005.4.2 This policy establishes DHHS work procedures for all users who access DHHS Information Systems. Compliance with this policy is a work assignment for purposes of DHHS Policy 1085, Minimum Conduct Standards for DHHS Employees, Section 1085.1.1 (12).

5005.4.3 All users granted access under this policy must comply with DHHS Policy 4013, HIPAA Training Requirements, governing the training requirements for the Health Insurance Portability and Accountability Act.

**5005.5.0 Department Contact**

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