

**2018 Program Review and Certification Standards
M. Data Collection and Columbus ServicePoint**

New requirements are in red text and do not apply for the 2018 PR&C review. These requirements will be applicable in 2019.

Minor adjustments and clarifications and changes to Tiers are in green text. These changes are applicable for the 2018 PR&C review.

Bold are requirements that now apply for the 2018 PR&C review.

| Standard M1 | Guideline M1 | Monitoring Method | Conclusion | Certifying Official* | Tier | Program Type |
|--|---|---|--|----------------------|------|--------------|
| The agency does not share CSP data with any agency that has not entered into a CSP agreement with CSB. | <input type="checkbox"/> The agency has a written policy that precludes unauthorized data sharing. The policy is available for review. <input type="checkbox"/> Specific funder requests must be addressed with CSB. A written request specifying what data is to be shared must be submitted to CSB for approval. | <input type="checkbox"/> <u>Policy Review</u> : CSB reviewed agency policy. <input type="checkbox"/> <u>Discussion</u> : CSB discussed compliance with agency staff. | <input type="checkbox"/> Compliant <input type="checkbox"/> Compliant with conditions <input type="checkbox"/> Non-compliant <input type="checkbox"/> N/A | | 1 | All programs |
| Discussion and Basis for Conclusion | | | | | | |
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| Standard M2 | Guideline M2 | Monitoring Method | Conclusion | Certifying Official* | Tier | Program Type |
|---|---|---|--|----------------------|------|--------------|
| <p>The agency collects, enters, and extracts only CSP data that is relevant to the delivery of homeless services.</p> | <ul style="list-style-type: none"> <input type="checkbox"/> The agency has a written policy regarding data collection, entry, and extraction that specifies appropriate use of data. The policy is available for review. <input type="checkbox"/> The agency maintains the confidentiality of records pertaining to any client who received family violence prevention or treatment services. <input type="checkbox"/> The agency maintains the confidentiality of the address or location of any family violence project. | <ul style="list-style-type: none"> <input type="checkbox"/> <u>Policy Review</u>: CSB reviewed agency policy. <input type="checkbox"/> <u>Discussion</u>: CSB discussed compliance with agency staff. | <ul style="list-style-type: none"> <input type="checkbox"/> Compliant <input type="checkbox"/> Compliant with conditions <input type="checkbox"/> Non-compliant <input type="checkbox"/> N/A | | 1 | All programs |
| <p>Discussion and Basis for Conclusion</p> | | | | | | |

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| Standard M3 | Guideline M3 | Monitoring Method | Conclusion | Certifying Official* | Tier | Program Type |
|---|--|---|--|----------------------|------|--------------|
| <p>The agency collects CSP data by lawful and fair means and, where appropriate, with the knowledge or consent of the individual.</p> | <ul style="list-style-type: none"> <input type="checkbox"/> The agency has a written policy requiring this data to be collected in accordance with applicable law. <input type="checkbox"/> Consent of the individual for data collection may be inferred from the circumstances of the collection. <input type="checkbox"/> The Client Acknowledgement Form is available for review and staff is knowledgeable about the policy. | <ul style="list-style-type: none"> <input type="checkbox"/> <u>File Review</u>: CSB reviewed client files for Client Acknowledgement Form. | <ul style="list-style-type: none"> <input type="checkbox"/> Compliant <input type="checkbox"/> Compliant with conditions <input type="checkbox"/> Non-compliant <input type="checkbox"/> N/A | | 1 | All programs |
| <p>Discussion and Basis for Conclusion</p> | | | | | | |

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| Standard M4 | Guideline M4 | Monitoring Method | Conclusion | Certifying Official* | Tier | Program Type |
|---|--|---|---|----------------------|-------------------------|---------------------|
| <p>The agency posts a sign at each intake desk (or comparable location) that explains the reasons for collecting information.</p> | <p><input type="checkbox"/> The sign contains the following language: “We collect personal information directly from you for reasons that are discussed in our privacy policy. We may be required to collect some personal information by law or by organizations that give us money to operate this program. Other personal information that we collect is important to run our programs, to improve services for homeless individuals, and to better understand the needs of homeless individuals. We only collect information that we consider to be appropriate. If you would like to see our privacy policy, our staff will provide you with a copy.”</p> | <p><input type="checkbox"/> <u>Other</u>: CSB reviewed signage.</p> | <p><input type="checkbox"/> Compliant</p> <p><input type="checkbox"/> Compliant with conditions</p> <p><input type="checkbox"/> Non-compliant</p> <p><input type="checkbox"/> N/A</p> | | <p align="center">1</p> | <p>All programs</p> |
| <p>Discussion and Basis for Conclusion</p> | | | | | | |

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| Standard M5 | Guideline M5 | Monitoring Method | Conclusion | Certifying Official* | Tier | Program Type |
|--|---|---|--|----------------------|------|--------------|
| <p>Protected Personal Information (PPI) and other CSP data elements collected by an agency are relevant to the purpose for which it is used, accurate, and complete.</p> | <ul style="list-style-type: none"> <input type="checkbox"/> Accuracy is defined as at least 95% of PPI and other CSP data elements (except entry and exit dates) entered into CSP matches data in client files, in accordance with CSP Client Tracking and Quality Assurance Standards. <input type="checkbox"/> For entry and exit dates accuracy is defined as 100% of the data entered into CSP matches data in client files. <input type="checkbox"/> Information in client files matches CSP data. <input type="checkbox"/> If intake data is captured by CPoA, a copy of the CSP printout can serve as verification for PPI, provided that the client reviewed and signed the printout to confirm its accuracy. <input type="checkbox"/> The income of each tenant must be recorded and verified at the time of admission into housing. <input type="checkbox"/> Income for each tenant must be verified at least annually, | <ul style="list-style-type: none"> <input type="checkbox"/> <u>File Review</u>: CSB reviewed client files. | <ul style="list-style-type: none"> <input type="checkbox"/> Compliant <input type="checkbox"/> Compliant with conditions <input type="checkbox"/> Non-compliant <input type="checkbox"/> N/A | | 1 | All programs |

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| | including obtaining proper income documentation for the client file. Annual updates must occur within 30 days of the anniversary of the client's entry into the program. CSP data confirms compliance with the 30-day timeframe. | | | | | |
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Discussion and Basis for Conclusion

| Standard M6 | Guideline M6 | Monitoring Method | Conclusion | Certifying Official* | Tier | Program Type |
|--|---|--|--|----------------------|------|--------------|
| The agency accurately enters all required CSP data elements for each client sheltered by 9am the following day, as specified in the Partnership Agreement. | <input type="checkbox"/> The agency has a written quality assurance plan in place and verifies by 9am each day that all required CSP elements were entered accurately for the preceding day. This quality assurance plan is available for review. <input type="checkbox"/> Manual Bedlist information matches CSP bedlist information. | <input type="checkbox"/> <u>File Review</u> : CSB reviewed client files. <input type="checkbox"/> <u>File Review</u> : CSB reviewed bedlists. | <input type="checkbox"/> Compliant <input type="checkbox"/> Compliant with conditions <input type="checkbox"/> Non-compliant <input type="checkbox"/> N/A | | 1 | Shelters |

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| Standard M7 | Guideline M7 | Monitoring Method | Conclusion | Certifying Official* | Tier | Program Type |
|--|---|--|--|----------------------|------|--------------|
| <p>The agency has a quality assurance plan for verifying data accuracy and timeliness of data entry.</p> <p>Data is entered in real time to the fullest extent possible. An authorized CSP user is on-site during hours of potential intake.</p> | <ul style="list-style-type: none"> <input type="checkbox"/> The agency has a written quality assurance plan in place and a process for verifying the files match the CSP data. <input type="checkbox"/> The agency verifies by the 4th working day of each month that all required CSP data elements were entered completely and accurately. <input type="checkbox"/> All efforts are made to ensure real-time data entry. A CSP user is on-site during hours of potential intake, including weekend and overnight shifts, if applicable. | <ul style="list-style-type: none"> <input type="checkbox"/> <u>Policy Review:</u> CSB reviewed agency quality assurance plan. <input type="checkbox"/> <u>Other:</u> CSB reviewed staffing patterns. | <ul style="list-style-type: none"> <input type="checkbox"/> Compliant <input type="checkbox"/> Compliant with conditions <input type="checkbox"/> Non-compliant <input type="checkbox"/> N/A | | 1 | All programs |
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| Standard M8 | Guideline M8 | Monitoring Method | Conclusion | Certifying Official* | Tier | Program Type |
|---|--|---|--|----------------------|------|--------------|
| <p>The agency publishes and specifies in the privacy policy the purposes for which it collects PPI and describes all uses and disclosures of PPI.</p> <p>The agency provides a copy of the policy to any individual upon request.</p> | <ul style="list-style-type: none"> <input type="checkbox"/> The policy is available for review. <input type="checkbox"/> The privacy policy requires staff to inform clients of the purpose for data collection and all client rights concerning the collection and use of their private information. <input type="checkbox"/> The agency states in the privacy policy that the policy may be amended at any time and those amendments may affect information obtained by the agency before the date of the change. The agency maintains permanent documentation of all privacy policy amendments. <input type="checkbox"/> The agency may infer consent for all uses and disclosures specified in the policy and for uses and disclosures determined by the agency to be compatible with those specified in the policy. | <ul style="list-style-type: none"> <input type="checkbox"/> <u>Policy Review</u>: CSB reviewed the privacy policy and any amendments to the privacy policy. <input type="checkbox"/> <u>Discussion</u>: CSB discussed compliance with agency staff. <input type="checkbox"/> <u>Other</u>: CSB confirmed signage. <input type="checkbox"/> <u>Other</u>: CSB reviewed the agency website. | <ul style="list-style-type: none"> <input type="checkbox"/> Compliant <input type="checkbox"/> Compliant with conditions <input type="checkbox"/> Non-compliant <input type="checkbox"/> N/A | | 1 | All programs |

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| | <input type="checkbox"/> The agency posts a sign stating the availability of its privacy policy to anyone who requests a copy. If the agency maintains a public web page, the current version of the policy is posted. | | | | | |
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Discussion and Basis for Conclusion

| Standard M9 | Guideline M9 | Monitoring Method | Conclusion | Certifying Official* | Tier | Program Type |
|---|---|--|--|----------------------|------|--------------|
| With certain exceptions, the agency only uses or discloses PPI if that use or disclosure is allowed by these standards and is described in the agency's privacy policy. | <input type="checkbox"/> The agency has a written policy indicating that the agency only uses and discloses information not covered in the privacy policy with the consent of the individual or when required by law. | <input type="checkbox"/> <u>Policy Review</u> : CSB reviewed the policy. <input type="checkbox"/> <u>Discussion</u> : CSB discussed compliance with agency staff. | <input type="checkbox"/> Compliant <input type="checkbox"/> Compliant with conditions <input type="checkbox"/> Non-compliant <input type="checkbox"/> N/A | | 1 | All programs |

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| Standard M10 | Guideline M10 | Monitoring Method | Conclusion | Certifying Official* | Tier | Program Type |
|--|--|--|---|----------------------|------|--------------|
| <p>With certain exceptions, the agency allows any individual to have a copy of his or her PPI.</p> <p>The agency considers any request by an individual for correction of inaccurate or incomplete PPI pertaining to the individual.</p> | <p><input type="checkbox"/> In the privacy policy, the agency may reserve the ability to rely on the following reasons for denying an individual inspection or copying of the individual's PPI: (1) information compiled in reasonable anticipation of litigation or comparable proceedings; (2) information about another individual (other than a health care or homeless provider); (3) information obtained under a promise of confidentiality (other than a promise from a health care or homeless provider) if disclosure would reveal the source of the information; (4) information the disclosure of which would be reasonably likely to endanger the life or physical safety of any individual; or (5) inability to establish individual's identity.</p> <p><input type="checkbox"/> The agency is not required to remove any information, but</p> | <p><input type="checkbox"/> <u>Policy Review</u>: CSB reviewed the privacy policy.</p> <p><input type="checkbox"/> <u>Discussion</u>: CSB reviewed agency examples of correcting PPI, or discussed the procedures with agency staff.</p> | <p><input type="checkbox"/> Compliant</p> <p><input type="checkbox"/> Compliant with conditions</p> <p><input type="checkbox"/> Non-compliant</p> <p><input type="checkbox"/> N/A</p> | | 1 | All programs |

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| | <p>instead may mark information as inaccurate or incomplete and may supplement it with additional information.</p> <ul style="list-style-type: none"> <input type="checkbox"/> The agency can provide a policy for CSB review and staff can describe the procedure for requests for corrections. The agency may reject repeated or harassing requests for access or correction. <input type="checkbox"/> If the agency denies an individual's request for access or correction, the agency explains the reason for the denial to the individual and includes documentation of the request and the reason for the denial as part of such individual's PPI. | | | | | |
| <p>Discussion and Basis for Conclusion</p> | | | | | | |

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| Standard M11 | Guideline M11 | Monitoring Method | Conclusion | Certifying Official* | Tier | Program Type |
|---|---|---|--|----------------------|------|--------------|
| The agency has a procedure for accepting and considering questions or complaints about its privacy policy and security practices. | <input type="checkbox"/> Staff can describe the procedure and if forms are used, they are available for review. | <input type="checkbox"/> <u>Discussion</u> : CSB discussed with agency staff. | <input type="checkbox"/> Compliant <input type="checkbox"/> Compliant with conditions <input type="checkbox"/> Non-compliant <input type="checkbox"/> N/A | | 1 | All programs |
| Discussion and Basis for Conclusion | | | | | | |
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| Standard M12 | Guideline M12 | Monitoring Method | Conclusion | Certifying Official* | Tier | Program Type |
|---|--|---|--|----------------------|------|--------------|
| The agency requires each member of its staff (including employees, volunteers, affiliates, contractors, and associates) to sign a confidentiality agreement acknowledging receipt | <input type="checkbox"/> The signed confidentiality agreements are available for review. | <input type="checkbox"/> <u>File Review</u> : CSB reviewed signed confidentiality agreements. | <input type="checkbox"/> Compliant <input type="checkbox"/> Compliant with conditions <input type="checkbox"/> Non-compliant | | 1 | All programs |

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| of a copy of the privacy policy and pledging to comply with the privacy policy. | | | <input type="checkbox"/> N/A | | | |
|---|--|--|------------------------------|--|--|--|

Discussion and Basis for Conclusion

| Standard M13 | Guideline M13 | Monitoring Method | Conclusion | Certifying Official* | Tier | Program Type |
|---|--|---|--|----------------------|------|--------------|
| The agency has completed a CSP User Agreement for each authorized system user and has provided a copy to CSB. | <input type="checkbox"/> CSP User Agreements are up-to-date and on file at the agency for each user. <input type="checkbox"/> CSP User Agreements match the CSB user list and are available for review. | <input type="checkbox"/> <u>File Review</u> : CSB reviewed the User Agreements. | <input type="checkbox"/> Compliant <input type="checkbox"/> Compliant with conditions <input type="checkbox"/> Non-compliant <input type="checkbox"/> N/A | | 1 | All programs |

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| Standard M14 | Guideline M14 | Monitoring Method | Conclusion | Certifying Official* | Tier | Program Type |
|---|---|---|--|----------------------|------|--------------|
| <p>The agency does not store or display written information specifically pertaining to user access (e.g., user name, password) in any publicly accessible location.</p> <p>When workstations used to collect and store CSP data are not in use and staff is not present, steps are taken to ensure that the computers and data are secure and not accessible or usable by unauthorized individuals.</p> | <ul style="list-style-type: none"> <input type="checkbox"/> Usernames and passwords are not displayed in any visible and accessible location. <input type="checkbox"/> If an agency staff temporarily leaves their workstation, he/she uses the screen lock function to prevent unauthorized access from other individuals. <input type="checkbox"/> After a short amount of time of non-use, workstations automatically turn on a password-protected screen saver. <input type="checkbox"/> If staff from the agency will be gone for an extended period of time, they are required to log off the data entry system. <input type="checkbox"/> Staff can describe and/or demonstrate the procedure. | <ul style="list-style-type: none"> <input type="checkbox"/> <u>Discussion:</u> CSB discussed procedures with agency staff. <input type="checkbox"/> <u>Other:</u> CSB inspected work areas. | <ul style="list-style-type: none"> <input type="checkbox"/> Compliant <input type="checkbox"/> Compliant with conditions <input type="checkbox"/> Non-compliant <input type="checkbox"/> N/A | | 1 | All programs |
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| Standard M15 | Guideline M15 | Monitoring Method | Conclusion | Certifying Official* | Tier | Program Type |
|---|--|--|---|----------------------|------|--------------|
| <p>CSP users must not be able to log on to more than one workstation at a time, or be able to access client level data from more than one location at a time if client level data is stored locally on the network.</p> <p>The agency secures all electronic CSP data with a user authentication system consisting of a user name and a password.</p> | <p><input type="checkbox"/> IT specialist can confirm compliance and compliance can be demonstrated.</p> | <p><input type="checkbox"/> <u>Other</u>: CSB visually confirmed compliance.</p> <p><input type="checkbox"/> <u>Other</u>: CSB reviewed written confirmation from IT specialist.</p> | <p><input type="checkbox"/> Compliant</p> <p><input type="checkbox"/> Compliant with conditions</p> <p><input type="checkbox"/> Non-compliant</p> <p><input type="checkbox"/> N/A</p> | | 1 | All programs |
| <p>Discussion and Basis for Conclusion</p> | | | | | | |

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| Standard M16 | Guideline M16 | Monitoring Method | Conclusion | Certifying Official* | Tier | Program Type |
|--|---|--|--|----------------------|------|--------------|
| <p>The agency supervises any paper or other hard copy containing PPI that is generated by or for CSP. When supervision is not possible, the hard copy PPI will be secured.</p> | <p><input type="checkbox"/> When the agency staff is unable to supervise any paper or hard copy document because they are not present, the information is secured in an area that is not publicly accessible.</p> | <p><input type="checkbox"/> <u>Other</u>: CSB ensured that hard copies of PPI are secure when agency staff is not present.</p> | <p><input type="checkbox"/> Compliant <input type="checkbox"/> Compliant with conditions <input type="checkbox"/> Non-compliant <input type="checkbox"/> N/A</p> | | 1 | All programs |
| <p>Discussion and Basis for Conclusion</p> | | | | | | |

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| Standard M17 | Guideline M17 | Monitoring Method | Conclusion | Certifying Official* | Tier | Program Type |
|---|--|---|--|----------------------|------|--------------|
| <p>The agency has a written plan to dispose of or remove identifiers from PPI stored on agency computers and data storage devices that is not in current use seven years after the PPI was created or last changed (unless a statutory, regulatory, contractual, or other requirement mandates longer retention).</p> | <ul style="list-style-type: none"> <input type="checkbox"/> To dispose of or remove identifiers or other CSP data from data storage medium, the agency reformats the storage medium more than once before reusing or disposing of the medium. <input type="checkbox"/> A written policy is available for review. | <ul style="list-style-type: none"> <input type="checkbox"/> <u>Policy Review</u>: CSB reviewed the written policy. | <ul style="list-style-type: none"> <input type="checkbox"/> Compliant <input type="checkbox"/> Compliant with conditions <input type="checkbox"/> Non-compliant <input type="checkbox"/> N/A | | 2 | All programs |
| <p>Discussion and Basis for Conclusion</p> | | | | | | |

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| Standard M18 | Guideline M18 | Monitoring Method | Conclusion | Certifying Official* | Tier | Program Type |
|--|---|--|--|----------------------|------|--------------|
| <p>The agency provides reasonable accommodations for persons with disabilities throughout the data collection process.</p> | <ul style="list-style-type: none"> <input type="checkbox"/> Reasonable accommodations include, but are not limited to, providing qualified sign language interpreters or readers or providing materials in accessible formats such as Braille, audio or large type, as needed by the individual with a disability. <input type="checkbox"/> Agencies that are recipients of federal financial assistance will provide required information in languages other than English that are common in the community if speakers of these languages are found in significant numbers and come into frequent contact with the agency. <input type="checkbox"/> The agency can provide a policy for CSB review. | <ul style="list-style-type: none"> <input type="checkbox"/> <u>Policy Review</u>: CSB reviewed the policy. <input type="checkbox"/> <u>Discussion</u>: CSB discussed compliance with agency staff. | <ul style="list-style-type: none"> <input type="checkbox"/> Compliant <input type="checkbox"/> Compliant with conditions <input type="checkbox"/> Non-compliant <input type="checkbox"/> N/A | | 2 | All programs |
| <p>Discussion and Basis for Conclusion</p> | | | | | | |

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| Standard M19 | Guideline M19 | Monitoring Method | Conclusion | Certifying Official* | Tier | Program Type |
|---|--|---|--|----------------------|------|--------------|
| <p>The agency uses appropriate methods to monitor security systems.</p> | <ul style="list-style-type: none"> <input type="checkbox"/> The agency limits access to information provided by CSP to its own employees specifically for verifying eligibility for service, entering data for services provided, tracking client services, monitoring data quality, and evaluating programs. <input type="checkbox"/> The agency has a written policy regarding access to the CSP database that is available for review. The policy prohibits employees from using CSP data in an unethical or unprofessional manner. | <ul style="list-style-type: none"> <input type="checkbox"/> <u>Policy Review</u>: CSB reviewed the policy. | <ul style="list-style-type: none"> <input type="checkbox"/> Compliant <input type="checkbox"/> Compliant with conditions <input type="checkbox"/> Non-compliant <input type="checkbox"/> N/A | | 2 | All programs |
| <p>Discussion and Basis for Conclusion</p> | | | | | | |

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| Standard M20 | Guideline M20 | Monitoring Method | Conclusion | Certifying Official* | Tier | Program Type |
|---|---|---|--|----------------------|------|--------------|
| <p>The agency encrypts all CSP data that is electronically transmitted over the Internet, publicly accessible networks, or phone lines to current industry standards.</p> | <ul style="list-style-type: none"> <input type="checkbox"/> The current industry standard is 128-bit encryption. <input type="checkbox"/> Unencrypted data may be transmitted over secure direct connections between two systems. A secure direct connection is one that can only be accessed by users who have been authenticated on at least one of the systems involved and does not utilize any tertiary systems to transmit the data. A secure network would have secure direct connections. <input type="checkbox"/> Encryption and data transmission policy is available for review. <input type="checkbox"/> Staff can describe compliance. | <ul style="list-style-type: none"> <input type="checkbox"/> <u>Discussion:</u> CSB discussed with agency staff how the agency secures electronically transmitted data. | <ul style="list-style-type: none"> <input type="checkbox"/> Compliant <input type="checkbox"/> Compliant with conditions <input type="checkbox"/> Non-compliant <input type="checkbox"/> N/A | | 2 | All programs |
| <p>Discussion and Basis for Conclusion</p> | | | | | | |

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| Standard M21 | Guideline M21 | Monitoring Method | Conclusion | Certifying Official* | Tier | Program Type |
|--|---|--------------------|--|----------------------|------|--------------|
| The agency applies system security provisions to all the systems where PPI is stored, including but not limited to, the agency's networks, desktops, laptops, mini-computers, mainframes, and servers. | <input type="checkbox"/> The agency's IT specialist can confirm that these system security provisions are in place. | Self-certification | <input type="checkbox"/> Compliant <input type="checkbox"/> Compliant with conditions <input type="checkbox"/> Non-compliant <input type="checkbox"/> N/A | | 3 | All programs |

| Standard M22 | Guideline M22 | Monitoring Method | Conclusion | Certifying Official* | Tier | Program Type |
|--|--|--------------------|--|----------------------|------|--------------|
| The agency secures CSP and stored CSP data with a user authentication system consisting of a user name and a password. | <input type="checkbox"/> Written policy is available for review. <input type="checkbox"/> IT specialist can confirm compliance. | Self-certification | <input type="checkbox"/> Compliant <input type="checkbox"/> Compliant with conditions <input type="checkbox"/> Non-compliant <input type="checkbox"/> N/A | | 3 | All programs |

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| Standard M23 | Guideline M23 | Monitoring Method | Conclusion | Certifying Official* | Tier | Program Type |
|---|---|--------------------|--|----------------------|------|--------------|
| The agency protects CSP from malicious intrusions behind a secure firewall. | <input type="checkbox"/> Each individual station has its own firewall or there is a firewall between each workstation and any system, including the Internet and other computer networks located outside of the agency. <input type="checkbox"/> The agency has a policy for review. <input type="checkbox"/> IT specialist can confirm compliance. | Self-certification | <input type="checkbox"/> Compliant <input type="checkbox"/> Compliant with conditions <input type="checkbox"/> Non-compliant <input type="checkbox"/> N/A | | 3 | All programs |

| Standard M24 | Guideline M24 | Monitoring Method | Conclusion | Certifying Official* | Tier | Program Type |
|--|--|--------------------|--|----------------------|------|--------------|
| If an agency uses public forums for data collection or reporting, CSP must be secured to allow only connections from previously approved computers and systems through Public Key Infrastructure (PKI) certificates, extranets that limit access based on the Internet | <input type="checkbox"/> The agency can provide a policy for review outlining how the agency maintains compliance with the standard. <input type="checkbox"/> IT specialist can confirm compliance. | Self-certification | <input type="checkbox"/> Compliant <input type="checkbox"/> Compliant with conditions <input type="checkbox"/> Non-compliant <input type="checkbox"/> N/A | | 3 | All programs |

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| Provider (IP) address, or similar means. | | | | | | |
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| Standard M25 | Guideline M25 | Monitoring Method | Conclusion | Certifying Official* | Tier | Program Type |
|--|--|--------------------|--|----------------------|------|--------------|
| If the agency copies CSP data on a regular basis to another medium (e.g., tape) it stores the medium in a secure off-site location where the required privacy and security standards also apply. | <input type="checkbox"/> Agency backup information is securely stored. <input type="checkbox"/> IT specialist can confirm compliance. | Self-certification | <input type="checkbox"/> Compliant <input type="checkbox"/> Compliant with conditions <input type="checkbox"/> Non-compliant <input type="checkbox"/> N/A | | 3 | All programs |

| Standard M26 | Guideline M26 | Monitoring Method | Conclusion | Certifying Official* | Tier | Program Type |
|---|--|--------------------|--|----------------------|------|--------------|
| If the agency stores data in a central server, mini-computer, or mainframe, it stores the central server, mini-computer, or mainframe in a secure room with appropriate temperature control and fire suppression systems. | <input type="checkbox"/> IT specialist can demonstrate compliance. | Self-certification | <input type="checkbox"/> Compliant <input type="checkbox"/> Compliant with conditions <input type="checkbox"/> Non-compliant <input type="checkbox"/> N/A | | 3 | All programs |

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| Standard M27 | Guideline M27 | Monitoring Method | Conclusion | Certifying Official* | Tier | Program Type |
|--|--|--------------------|--|----------------------|------|--------------|
| Surge suppressors must be used to protect systems used for collecting and storing all of the CSP data. | <input type="checkbox"/> IT specialist can confirm compliance. | Self-certification | <input type="checkbox"/> Compliant <input type="checkbox"/> Compliant with conditions <input type="checkbox"/> Non-compliant <input type="checkbox"/> N/A | | 3 | All programs |

| Standard M28 | Guideline M28 | Monitoring Method | Conclusion | Certifying Official* | Tier | Program Type |
|--|---|--------------------|--|----------------------|------|--------------|
| Agencies that have systems that have access to any CSP data maintain a user access log and logs are checked regularly. | <input type="checkbox"/> The CSP system provides automatic compliance with this standard. | Self-certification | <input type="checkbox"/> Compliant <input type="checkbox"/> Compliant with conditions <input type="checkbox"/> Non-compliant <input type="checkbox"/> N/A | | 3 | All programs |

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| Standard M29 | Guideline M29 | Monitoring Method | Conclusion | Certifying Official* | Tier | Program Type |
|--|---|--------------------|--|----------------------|------|--------------|
| The agency applies application security provisions to the software during data entry, storage, review and any other processing function. | <input type="checkbox"/> The CSP system provides automatic compliance with this standard. | Self-certification | <input type="checkbox"/> Compliant <input type="checkbox"/> Compliant with conditions <input type="checkbox"/> Non-compliant <input type="checkbox"/> N/A | | 3 | All programs |

| Standard M30 | Guideline M30 | Monitoring Method | Conclusion | Certifying Official* | Tier | Program Type |
|--|---|--------------------|--|----------------------|------|--------------|
| The agency stores all CSP data in a binary format. | <input type="checkbox"/> If the agency uses one of several common applications (e.g., Microsoft Access, Microsoft SQL Server, and Oracle), it is already storing data in binary format, and no other steps are necessary. | Self-certification | <input type="checkbox"/> Compliant <input type="checkbox"/> Compliant with conditions <input type="checkbox"/> Non-compliant <input type="checkbox"/> N/A | | 3 | All programs |

CSB reviews Tier 1 standards annually and Tier 2 standards every 4 years. For years when CSB does not review Tier 2 standards, agency staff certifies compliance with both Tier 2 and Tier 3 standards in the 'Certifying Official' column.

Agency:
Date of Review: