

CHANGE NOTICE FOR MANUAL NO. 11-23, SECURITY OF INTERNAL REVENUE SERVICE (IRS) AND SOCIAL SECURITY ADMINISTRATION (SSA) DATA INFORMATION

DATE: AUGUST 15, 2023

Manual: Aged, Blind, and Disabled Medicaid

Change No: 11-23

To: County Directors of Social Services

I. BACKGROUND AND CONTENT OF CHANGE

The Division of Health Benefits (DHB) has posted a new section MA-3560, Security of Internal Revenue Service (IRS) and Social Security Administration (SSA) Data Information policy and the County Internal Inspection Schedule chart. The policy provides updated information and required forms concerning the security requirements for IRS and SSA data information. The chart provides IRS inspection schedule dates for all counties for the year of 2023 and 2024.

II. POLICY UPDATE

A. MA-3560, Security of Internal Revenue Service (IRS) and Social Security Administration (SSA) Data Information policy

1. Section II., Responsibilities of the County Director provides instructions of the designate position such as:
 - a. The FRR/BEER control person, and
 - b. Who is responsible for providing training, the annual review of the policies on security procedures and their requirements.

This includes background check requirements for staff that handles federal tax information (FTI).

All agency staff who handle FTI, must have a background check completed once every five years. Staff who have not had a background check since August 2018, are required to have a current background check completed **within six months of the effective date of this policy** and once every five years thereafter. The State IEVS Coordinator will review compliance at the next scheduled internal inspection.

2. Section III., Responsibilities of the FRR/BEER Control Person provides information and instructions of the FRR/BEER reports.
3. Section V., Responsibilities of the Operational Support Team (OST) provides instructions to notify the county director of any deficiencies found by the IEVS Coordinator on the Plan of Action and Milestones (POAM).
4. Section VII., Unauthorized Disclosure and Incidents provides instructions to refer to DHB-2194 IRC Rules Handout.
5. Section VIII., Retention of the FRR/BEER and Record Logs provides instructions on maintaining records.
6. Section IX., Destruction provides instructions to destroy the following documents:
 - a. FRR/BEER, information obtained from these reports, and
 - b. SSA data
7. Section X., Other Security Measures provides instructions with microfilm, images or screen print.
8. Section XI., Email Communication and Fax Equipment provides instructions when emailing and faxing FTI.
9. Section XII., FRR/BEER Safeguarding Alternative Work Site provides instructions when the confidentiality of FTI is located in an alternate work site.
10. Section XIII., Badges and Visitors for Facilities with FTI provides instructions about ID badges when in a facility.
11. Section XIV., Control and Safeguarding Keys and Combinations provides instructions for locking FTI when not in actual use.
12. Section XV., Internal Inspection provides instructions to the county agencies on what is required to conduct internal inspections, the following required forms and website:
 - DHB-2190 - Internal Inspection Report
 - DHB-2191 - Designation of control Officer for FRR/BEER Reports
 - DHB-2192 - Documentation of Social Security Administration Security Training (Annual Inspection)
 - DHB-2194 - IRC Rules Handout
 - DHB-2195 - Documentation of Annual Security Training– County Staff
 - DHB-2196 - Documentation of Annual Security Training – Shred contractor Training
 - DHB-2197 - FTI Record Keeping Log
 - DHB-2198 - Log for Destruction of the FRR/BEER Reports
 - DHB-2199 - Documentation for the Visitation Log

- DHB-2200 - Access Control Log
- DHB-2201 - Confidentiality of Safeguard Data
- [Acceptable Use Policy verification](#)

B. Medicaid Table of Content has been updated with the change of policy's titles and added policies sections.

II. EFFECTIVE DATE AND IMPLEMENTATION

This policy is effective upon receipt.

DMA Administrative Letter No. 16-02 is obsolete from the NCDHHS Policies and Manuals.

If you have any questions regarding information in this letter, please contact your [Medicaid Operational Support Team Representative](#).

DocuSigned by:



Jay Ludlam

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Deputy Secretary, NC Medicaid