

**DSS ADMINISTRATIVE LETTER NO. PERFORMANCE
MANAGEMENT/REPORTING AND EVALUATION MANAGEMENT 05-2013
New TANF Data Collection System (TDC) Security Report (July 5, 2013)**

**TO: County Directors of Social Services
County Security Officers**

DATE: July 5, 2013

SUBJECT: New TANF Data Collection System (TDC) Security Report

I. BACKGROUND

Security Officers are responsible for ensuring that access to State Information Systems is assessable by appropriate users. Section 3.3, Responsibilities, in the Security Manual and PM-REM-AL-06-10, dated July 15, 2010, lists systems security reports that must be reviewed at least two times per year and documented on Appendix 13. These reports include:

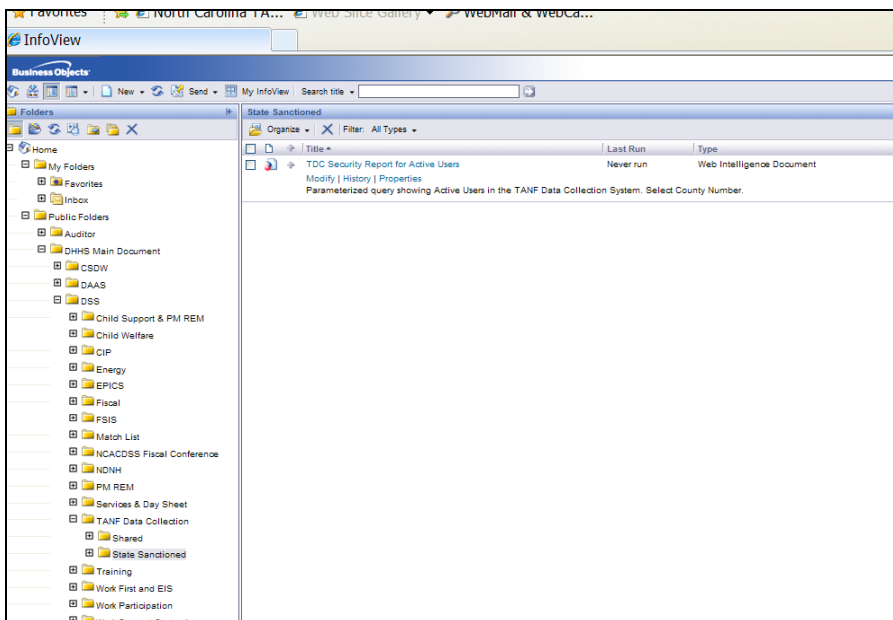
1. County Administration Reimbursement System (CARS); refer to PM/REM AL-01-2012, dated March 12, 2012, for instructions on accessing this report
2. Energy Programs System (formerly Crisis Intervention Program (CIP))
3. Central Registry
4. Client Services Data Warehouse (CSDW); report is still under development
5. Eligibility Information System (EIS)
6. Enterprise Program Integrity Control System (EPICS)
7. Employment Programs Information System (EPIS)
8. Foster Care and Adoptions
9. Foster Care Facility Licensing System (FCFLS)
10. Food Stamp Information System (FSIS) – Please see note below.
11. Low Income Energy Assistance Program (LIEAP) (old LIEAP system)
12. SCCRS – Subsidized Child Care (GH02)
13. Services Information System (SIS)
14. SSRS – Smart Start (GH02)
15. TANF Data Collection System (TDC)

<p>NOTE: The Food Stamp Information System (FSIS) was retired May 31, 2013. That security report no longer needs to be reviewed. A new Historical Data Inquiry System became available July 1, 2013, to view historical FSIS data. Instructions for this system are contained in Dear County Director of Social Services Letter, PM-REM-02-2013, dated July 1, 2013. A security report for this new system will be developed and must be reviewed twice each year. Instructions for that report will be available in the near future.</p>
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The monthly TANF Data Collection System (TDC) Security Report (DHRWRA TDC SECURITY RPT) has been available in NCXPTR for your review. The last run date of this report was August 31, 2012. This version, as well as the two prior versions remain in NCXPTR. This data is now available in a new report via the Client Services Data Warehouse (CSDW).

II. ACCESSING THE TDC SECURITY REPORT

The TDC Security Report for Active Users is a State Sanctioned report in the CSDW under the TANF Data Collection Folder.



To run the report for your county:

- Click on the query name;
- Select your county number from the drop down list.
- Click Run query.
- Download the report into Excel for printing.

III. DOWNLOADING TO EXCEL OR PDF

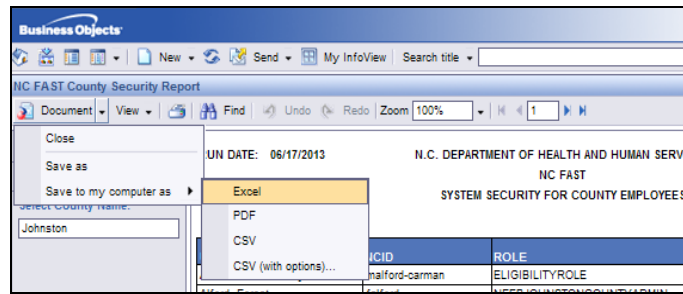
Queries may be downloaded into Excel or PDF formats. To download the report for printing:

- a. Click on the dropdown arrow beside Download;
- b. Save to my computer as Excel or PDF as shown:

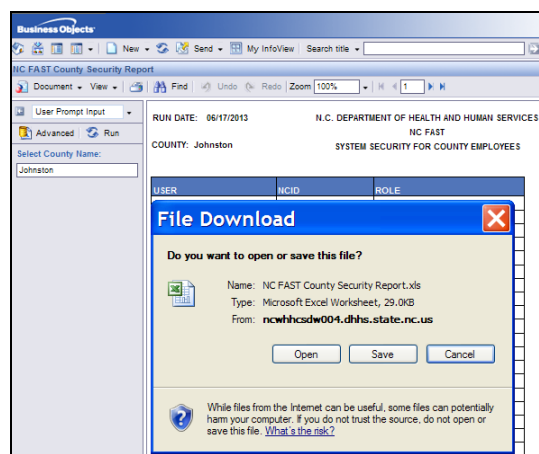
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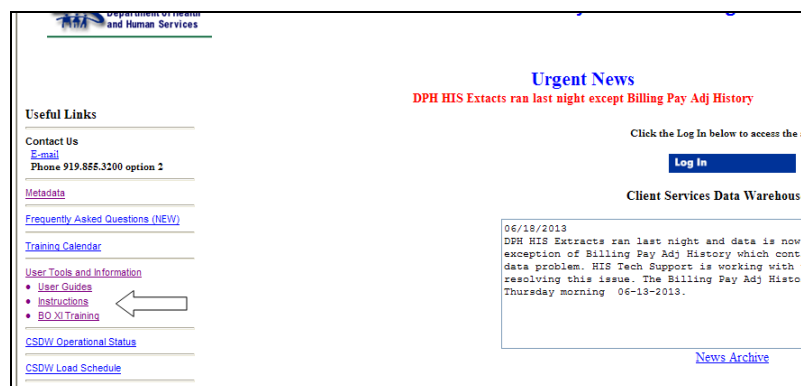


Once Excel or PDF has been selected, the following screen appears:



- c. Click Open. The document will open into Excel or PDF, depending on the option selected. The document may then be printed.

In the event issues are encountered during the download process, please refer to the instructions on the CSDW login page under User Tools and Information:



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Click on:

- Instructions;
- Then the document, *How to download queries to Excel*

If you have questions regarding the new TDC Security Report for Active Users, please contact DSS Performance Management/Reporting and Evaluation Management Staff at 919-527-6260.

Sincerely,

A handwritten signature in black ink that reads "Hank Bowers". The signature is written in a cursive style with a long, sweeping underline.

Hank Bowers, Chief
Performance Management/
Reporting & Evaluation Management

HB:rr

PM-REM-AL-05-2013