



COMMONWEALTH of VIRGINIA

OFFICE OF CHILDREN'S SERVICES

Administering the Children's Services Act

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Executive Director

ADMINISTRATIVE MEMO #21-17

To: All Registered Users of the CSA Local Government Reporting System

From: Preetha Agrawal, Information Technology Director

Date: December 28, 2021

Subject: Required Information Security and Privacy Awareness Training

The most recent audit of its information technology (IT) systems by VITA, the Commonwealth's IT oversight agency, cited the Office of Children's Services for the absence of required training for system users in information security issues. Many of you may be familiar with such training requirements within the agencies where you work.

OCS has developed a brief training, "CSA50 – CSA Information Security and Privacy Awareness," to address this audit finding. It is available in the Virginia Learning Center (<https://covlc.virginia.gov>). All non-exempt users (see definition below) of the CSA Local Government Reporting (LGR) System (including the Child Based Data Reporting System (CBDRS)), must complete the training within 30 days of being granted access to the system and annually after that. Currently enrolled LGR users (e.g., CSA Coordinators, CPMT Chairs, CSA Report Preparers, and CSA Fiscal Agents) have until February 15, 2022 to complete the training. Failure to complete the training will result in the disabling of the user's account until OCS is notified of the completion of the course. Disabled accounts may lead to an inability to submit required financial submissions and other access to CSA IT systems.

Access to CSA50 in the VLC

1. Individuals with existing access to the OCS Domain in the VLC can log in and search for the course "CSA50."
2. Individuals needing access to the VLC who already have accounts with another agency (e.g., CSB, DJJ) may request access to the OCS domain (and therefore the course) by sending an email to csa.office@csa.virginia.gov, specifying your full name and email address with the subject line: "Access to OCS VLC Domain" OR

3. Establishing an OCS VLC account using the instructions found in Appendix A of this memo. If you try to create an account and the system tells you one already exists for you, follow step 2. above

Exempt Individuals

Employees of state agencies (including local affiliates such as local departments of social services) completing security awareness training that meets VITA minimum standards (SEC-527) will meet the requirement through their annual agency training. Exempt users shall indicate completion of their agency training in the designated location in the "Acknowledgment Form" on the Local Government Reporting site. The OCS system will prompt you to acknowledge this annually, after January 1.

We appreciate your cooperation and thank you for your commitment to the security and integrity of CSA data and information systems.

Questions may be directed to: csa.office@csa.virginia.gov

Appendix A – Creating an Account in the VLC

1. In your internet browser, enter: <https://covlc.virginia.gov>
2. Click on the "Need an Account?" button at the bottom of the page
3. Select "OCS-Office of Children's Services (200)" and press "OK"
4. Complete the required information, using OCS as the search term under Organization and choosing the second of the two options that appear
5. Click on "Create"

Clicking "Create" sends the request to the OCS VLC Administrator for approval. Once approved, you will receive a message with a temporary password at the email address you entered. Your login ID is the one you established when registering the account.

Once the account is established, you can search for "CSA50" as well as the other CSA e-learning courses in the VLC.