

Operations Communiqué #07-07 Secure Email for Accessing Conversion and Unification Data

This is a message from the Division of Field Operations.

Subject: Secure Email for Accessing Conversion and Unification Data

Date: April 27, 2007

Category: Critical

Action Required: Yes

Response Required: Yes

Purpose

The purposes of this Communiqué are to:

- Reiterate the plan to remove Conversion and Unification data containing Personally Identifiable Information (PII) from the Deloitte eRoom.
- Introduce “eMediary”, the secure email method by which the Child Care Information Services (CCIS) agencies will access Conversion and Unification data containing Personally Identifiable Information (PII).

Background

Please refer to Operations Communiqué #07-06 “Use of the Deloitte eRoom for Unification Data”, attached to this email.

Discussion

Removal of Data from the eRoom

Conversion and Unification data containing PII is being removed from the Deloitte eRoom based on the following “waves”:

- Wave 1 – Conversion data for Phases 1, 2 and 3 was removed 04/20/07.
- Wave 2 – Conversion data for Phase 4 will be removed by 4:00 PM Friday 4/27/07.
- Wave 3 – Conversion data for Phase 5 will be removed next week after CCMIS Release 4.0 is implemented for Phase 4.

The CCIS will be notified in advance if additional waves to remove data from the eRoom will occur. The advance notice will afford the CCIS time to download and save locally any needed data.

Conversion data for Phases 4 and 5 will be distributed to the CCISs by secure email.

Secure Email – “eMediary”

The Department of Public Welfare (DPW) has established a secure email system that allows authorized users to transmit and receive communications containing PII. Called “eMediary”, it is a separate, closed system that may be used to transmit and receive communications containing PII **by registered users only**. “eMediary” is not intended to substitute use of the CWOPA email system.

In response to Operations Communiqué #07-06, CCISs each identified two employees to become registered users for eMediary. Conversion data for Phases 4 and 5 will be sent to the registered users for those CCISs through eMediary.

Testing eMediary for Phase 4 CCISs

Bureau of Information Systems (BIS) has completed creating the eMediary user accounts for Phase 4 CCISs. Your Deloitte CCMIS team in conjunction with the Deloitte Shared Services team and BIS completed an internal pre-test of the eMediary system. Using the results from the most recent mock Conversion, we are now prepared to have the Phase 4 CCISs test eMediary before removing those results from the eRoom 04/27/07. **Phase 4 CCISs must test and confirm successful transmission by COB 04/27/07.**

To test eMediary, the Phase 4 CCIS must:

1. Review the Secure Email User's Guide.
2. Review the "WinZipInstructions". Due to the size of the Conversion files, these instructions must be used by the CCISs to download and save those files.
3. Access eMediary:
 - a. Go to your regular email In Box.
 - b. Review the In Box for an email titled "A Secure Messaging email is waiting for you".
 - c. Open the email and click on the enclosed link. The link will direct you to the DPW Unified Security Log-In.
 - d. Enter the username and password you use to log onto CCMIS and select "Login". The "Electronic Mail Authorization/Managed Mailbox Agreement" page will be displayed.
 - e. Click "Accept". The eMediary Home Page will be displayed.
 - f. Select "eMediary" from the menu bar. The Secure Email page will open.
 - g. Look for a series of three Secure Emails sent by Deloitte.
 - h. Open the Secure Emails and review the attachments; these will be the results from the most recent mock conversion.
 - i. Save the attachments to your desktop using the "WinZipInstructions".

Once all conversion documents have been reviewed, follow the directions in the Secure Email itself to send a confirmation email using your regular email account to the individuals listed in the instructions. This email will confirm that conversion data was successfully transmitted by this method. **A confirmation email must be sent by all Phase 4 CCISs by COB 04/27/07.**

Other Phases

We are in the process of creating eMediary accounts for Phase 5 CCISs and will test those accounts in the near future. Accounts for CCISs in Phases 1, 2 and 3 will be created subsequent to that. Advance notification will be sent before future testing begins.

Thank you in advance for your attention to this important matter.

Next Steps

1. Share this information with appropriate staff.
2. Note the dates of data removal from the Deloitte eRoom.
3. Open, print and review the documents attached to this communiqué.
4. Phase 4 CCISs:
 - a. Follow the steps outlined to access and test the Secure Email at eMediary.

- b. Confirm successful testing and transmission of conversion data by sending a reply email following the instructions in the Secure Email.
- 5. Direct questions to Ben Thau at 717-772-1398.

OBSOLETE