



Port Jervis

SCHOOL DISTRICT

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To: Tom Bongiovi
Board of Education

From: Lorelei Case *LC*

Date: July 19, 2016

Subject: 2016 Internal Audit Report

Acceptance of the Internal Audit Report and response to recommendations is on the August 1, 2016 agenda. The report includes the Risk Assessment Update and the Compliance with HIPPA report. The reports are enclosed for your review.

Risk Assessment Findings:

No exceptions noted

Compliance with HIPPA Findings:

- Recommendation:** We recommend the District continue to provide training regarding the HIPPA regulations.
Action: Staff HIPPA training is ongoing.
- Recommendation:** We recommend the District appoint a Security Compliance Officer.
Action: Policy Committee should consider the need for a Security Compliance Officer, and include in policy and appoint.
- Recommendation:** We recommend the District create a manual for District policy and procedures relating to the HIPPA regulations. The manual should include what should be done by the District if there is a security breach or complaint of security breach.
Action: If Policy Committee sees need for Security Compliance Officer and includes in policy, the regulation would address the procedures and process to be implemented should security breach occur.
- Recommendation:** We recommend the District review the manual regularly to make sure the District is in compliance with New York State and Federal regulations.
Action: Should a policy be adopted, the review would be included as part of the policy review process.
- Recommendation:** We recommend the District continue to lock all personnel files and limit access to the files.
Action: The Business Office will continue to lock all personnel files as well as limit access to said files.

6. Recommendation: We recommend the District continue to lock all payroll files and limit access to all the files.

Action: The Business Office will continue to lock all payroll files as well as limit access to said files.

7. Recommendation: We recommend the District work with the Technology Department to ensure that the security of the employee information is secure, and limit the access to the personnel information to employees who need access to perform their job duties.

Action: The District continues to work with Technology Department to enhance the security of all confidential information.