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August 25, 2008

TO: PROJECT COORDINATORS
NETWORK FOR A HEALTHY CALIFORNIA (NETWORK)

SUBJECT: PROGRAM LETTER #08-04
STATE COMPUTER AND MOBILE INFORMATION TECHNOLOGY (IT)
DEVICE SECURITY POLICY

INSTALLATION OF SECURITY SOFTWARE

Information on computers and mobile IT devices is considered sensitive and therefore is subject to State IT security requirements, including encryption. This letter is a follow up to Program Letter #08-02 and is to inform contractors that a compact disc (CD) containing anti-virus, encryption, warning banner, firewall, and Windows update software was sent on August 15, 2008. This CD should only be installed on IBM-compatible computers running the XP Operating System. **If contractors are using the VISTA operating system, the State-provided security CD should not be used. Please contact the Contractor Encryption Help Desk immediately for VISTA security application installation instructions.** The Help Desk can be contacted at (916) 445-0682 or cpnsitrequest@cdph.ca.gov.

Installation of this State-approved software will ensure that personal and confidential data are secured using current State standards. All computers used to conduct State business must have encryption and anti-virus software installed. This includes computers and/or mobile IT devices that are purchased with *Network* funds, as well as those that are donated, gifted, and/or transferred to contractors. Please remember that it is also the responsibility of the contractor to ensure that subcontractors and consultants under its charge install the required security software. Information about security software requirements will also be included in all future State contract language, beginning with contracts starting on October 1, 2008.

VERIFICATION OF SOFTWARE INSTALLATION FOR EXISTING COMPUTERS AND MOBILE IT DEVICES (e.g., desktop, laptop, PDA, etc.)

The California Department of Public Health (CDPH) has created a Contractor Encryption Help Desk to provide technical assistance and support with software installation, maintenance, and other questions. Contractors can contact the Help Desk at (916) 445-0682 or cpnsitrequest@cdph.ca.gov. The Help Desk staff will contact those contractors with unencrypted computers and mobile IT devices that require software installation. Due to the importance of this issue, we are requesting that all contractors with unencrypted computers and mobile IT devices complete the task by **October 2, 2008**.

After you have installed the required software, please send an email to the Help Desk at cpnsitrequest@cdph.ca.gov with the following information by the October 2, 2008 deadline:

1. Type of item that received the software installation (e.g. desktop, laptop, Personal Desktop Assistant, etc.).
2. Date of software installation.
3. Description of the equipment, including make, model, and serial number.
4. Name of security software installed if the item is a computer and/or mobile IT device.
5. Address where equipment is located.
6. Point-of-contact information, including name, phone number, and email address.

At the State level, the *Network* is required to verify installation for all computers and mobile IT devices identified in its inventory of mobile IT equipment purchased with *Network* funds. In addition, updated inventory verification will be conducted on an annual basis. Future inventory verifications will be handled by your assigned Contract Manager (CM).

Please note that Federal Share invoices will be held until written verification of encryption software installation has been received by the Help Desk.

VERIFICATION OF SOFTWARE INSTALLATION FOR FUTURE COMPUTER AND MOBILE IT DEVICE PURCHASES

Computers and mobile IT devices purchased from this date forward will require an additional purchase of Symantec anti-virus and Encryption Plus Hard Disk software licenses and other physical security equipment, such as cables or locks. Contractors may use *Network* funds to purchase licenses for these applications, but costs must be

prorated according to the *Network* full-time equivalent (FTE) percentage of the employee(s) using the equipment. CDPH will provide contractors with the State-approved software free of charge.

Contractors are requested to submit a completed "Inventory/Disposition of California Department of Public Health-Funded Equipment" Form (CDPH 1204). This form can be found in the appendix of the fiscal section of the LIA Program Guidelines Manual (Form A17):

<http://www.cdph.ca.gov/programs/CPNS/Pages/FiscalGMAAppendix.aspx>

HARD DISK WIPING

Upon completion of your *Network* contract or at the end of the life cycle of your computer and/or mobile IT device, the disposition of all computer assets must be reported to your CM. This must include verification that a disk-wiping program was used. Disposition includes the sale, donation, disposal, destruction, trade in, junk, salvage, or transfer of computers and/or mobile IT device equipment. The following website will provide you with instructions for wiping a computer prior to disposition:

<http://www.networkforahealthycalifornia.net/ITResource/HardDriveWiping.html>

After the hard disk has been wiped, contractors should provide the following information to their assigned CM within ten (10) days of equipment disposition:

- A completed "Inventory/Disposition of California Department of Public Health-Funded Equipment" Form.
- An email with the following information:
 1. Type of item that was wiped (e.g. desktop, laptop, Personal Desktop Assistant, etc.).
 2. Description of the equipment, including make, model, and serial number.
 3. Approximate date of purchase of equipment.
 4. Name of software used to wipe the computer and/or mobile IT device hard drive.
 5. Description of how, where, and when the equipment was disposed.
 6. Point-of-contact information, including name, phone number, and email address.

We are here to assist you and to ensure that you successfully implement this policy, which is intended to protect all *Network* partners and the privacy of your agency, the public it serves, and your business partners. Enclosed for your review are Frequently Asked Questions to assist you with any related issues that you may encounter.

Project Coordinator
Page 4
August 25, 2008

For technical support with installation, please contact the Contractor Encryption Help Desk at (916) 445-0682 or cpnsitrequest@cdph.ca.gov.



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