Series:	1100 Information Technology
Policy Name:	Audit Controls
Policy Number:	1114
Regulations:	45 C.F.R164.312, CCKids 1108
Origination Date:	7/8/2022

Revision Date:

Policy: Audit measures ensure appropriate access and use of systems, as well as promote the integrity of the data contained within those systems.

Procedure: Communities Connected for Kids (CCKids) will utilize the following controls to ensure appropriate access and use of systems and the integrity of the data contained within these systems:

1. Determine the components of CCKids's information system environment used to record audit trails in the internal audit process. For each component, audited events are identified as well as the method in which events are recorded, how notification takes place, and how events requiring action are handled.

2. System access logs are generated electronically and software tools and other processes are leveraged to examine the audit files for specific events and trends.

3. Users are instructed to report any suspected unauthorized data modification or destruction to the IT Security Officer.

4. A valid System Access Request (SAR) form that conforms to CCKids's Access Control Policy is available for each system user.

5. Business system access levels assigned to all users are reviewed to verify that all user access is authorized and remains appropriate.

6. Programming changes to financially significant business systems are reviewed to verify validity of change requests and integrity of changes promoted to the production environment.

DocuSigned by:

Approved: *Carol Deloach*
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Date: 7/27/2022

Carol Deloach, CEO