



# Office of Independent Internal Audit

LAVOIS CAMPBELL, CHIEF AUDIT EXECUTIVE

**FINAL**

April 05, 2024

Mr. Colet Odenigbo,  
Court Administrator  
Juvenile Court  
4309 Memorial Dr  
Georgia, 30032

**RE: 2<sup>nd</sup> Follow-up on the Status of Management Actions to address the Audit of Termination & Transfer of Employees Process- Juvenile Court - Report No. IA-2022-076-II**

Dear Mr. Odenigbo:

As required by DeKalb County, Georgia – Code of Ordinances/Organizational Act Section 10A – Independent Internal Audit (I), the Office of Independent Internal Audit has completed a 2<sup>nd</sup> follow-up of the audit noted above. I have attached the Office of Independent Internal Audit’s report on the status of management actions to address the findings contained in the referenced audit report. The conclusions in this follow-up report are limited to the status of the implementation and not the effectiveness of the action plans, which may be assessed in a future audit.

**Status of Audit Findings**

Based on our review of management responses to the findings, we concluded that all the recommendations have been addressed.

Finding No.	Report Finding	Status of Management Action Plans August 2023	Status of Management Action Plans <b><u>April 2024</u></b>
1	Untimely Deactivation of System Access of Terminated and Transferred Employees on JCAT and CPRS Applications.	Partially Complete	<b>Closed</b>
2	Non-Performance of Periodic Reviews of User System Access.	Closed	
3	Untimely Deactivation of Network Access for Terminated Employees.	Closed	

Please contact me if you require additional information.

Sincerely,

*Lavois Campbell*

**Lavois Campbell, CIA, CFE, CISA, CGA**

Chief Audit Executive



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**FINAL**

- cc . Michael L. Thurmond, Chief Executive Officer  
Robert Patrick, Board of Commissioners District 1  
Michelle Long Spears, Board of Commissioners District 2  
Vacant, Board of Commissioners District 3  
Steve Bradshaw, Board of Commissioners District 4  
Mereda Davis Johnson, Board of Commissioners District 5  
Ted Terry, Board of Commissioners District 6  
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Lisa Earls, Audit Oversight Committee  
Tanja Christine Boyd-Witherspoon, Chairperson pro-tem, Audit Oversight Committee  
Harold Smith, Audit Oversight Committee  
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Kwasi K. Obeng, Chief of Staff, Board of Commissioners  
John Matelski, CIO, Director of Innovation & Information



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**FINAL**

DeKalb County Government			
Office of Independent Internal Audit			
Date: April 5, 2024		Prepared by: Tolu Ologbenla-Ella	
Audit Findings Status Update Form			
Status Date	Report #	Report Title	
April 5, 2024	IA-2022-076-IT	Audit of Terminated and Transferred Employees - Juvenile	
Contact Person	Title	Phone No.	Email Address
Colet Odenigbo	Court Administrator	(404) 294-2757	<a href="mailto:codenigbo@dekalbcountyga.gov">codenigbo@dekalbcountyga.gov</a>
Activity	Accountability	Schedule	
Follow Up	Responsible Area	Repeat Finding	Anticipated Completion Date/Date Adjustments will be made
	System Access	N/A	3/22/2024
Finding		Finding Detail	
No.	1		
Date	12/30/2022		
Finding		<b>Untimely Deactivation of System Access of Terminated and Transferred Employees on JCAT and CPRS Applications.</b>	
Recommendation		<p>We recommend that the Juvenile Court management should:</p> <ul style="list-style-type: none"> <li>Collaborate with the HR and DoIT management to develop a formal procedure for the removal of user access on applications, including the timeliness of HR notifications.</li> <li>Deactivate terminated or transferred users' accounts immediately from the applications as stated by best practices such as the National Institute of Standards and Technology (NIST), the Payment Card Industry Data Security Standard (PCI-DSS), and Control Objectives for Information and related Technology (COBIT).</li> <li>Collaborate with the application vendor to ensure the dates of deactivation of user account access on the CPRS application are identified and validated.</li> <li>Initiate a plan to ensure the CPRS vendor periodically validates and generates a complete active user report.</li> <li>Collaborate with the CPRS application management to ensure periodic upskilling of the vendor's support staff.</li> </ul>	
Management Response		The department will incorporate the steps on partnering with the vendor to ensure the required reports and skills needed for the process are part of the SOP we are developing. The department will support DoIT and HR in developing a county-wide procedure for the termination process. Inform DoIT and vendor immediately upon employee separation.	
Status Update		<p>Juvenile Court has created a Standard Operating Procedure (SOP) for processing terminated and transferred employees and disabling user access to applications within 24 hours. Juvenile court management stated that they do not have the authority to request a modification of the CPRS application to indicate the date and time stamp of when users were disabled from the system, as Georgia State owns the vendor contract. As an alternative, the Juvenile Court and the CPRS vendor will manually keep track of the date and time users are disabled from the system.</p> <p>OIIA also confirmed that user access was disabled for the terminated and transferred employees who were active in the CPRS application at the time of the December 2022 Audit Report.</p>	
<input type="checkbox"/>	Open		
<input type="checkbox"/>	Management/Agency Assumes Risk		
<input type="checkbox"/>	Partially Complete		
<input type="checkbox"/>	Complete Pending Verification by OIIA		
<input checked="" type="checkbox"/>	Closed		



# Office of Independent Internal Audit

LAVOIS CAMPBELL, CHIEF AUDIT EXECUTIVE

**FINAL**

DeKalb County Government			
Office of Independent Internal Audit			
Date: Aug 28, 2023		Prepared by: Tolu Ologbenla -Ella	
Audit Findings Status Update Form			
Status Date	Report #	Report Title	
Aug 28, 2023	IA-2022-076-IT	Audit of Terminated and Transferred Employees - Juvenile	
Contact Person	Title	Phone No.	Email Address
Colet Odenigbo	Court Administrator	(404) 294-2757	<a href="mailto:codenigbo@dekalbcountyga.gov">codenigbo@dekalbcountyga.gov</a>
Activity	Accountability	Schedule	
Follow Up	Responsible Area	Repeat Finding	Anticipated Completion Date/Date Adjustments will be made
	User Access Review	N/A	Aug 28, 2023
Finding		Finding Detail	
No.	2		
Date	12/30/2022		
Finding		Non-Performance of Periodic Reviews of User System Access	
Recommendation		<p>We recommend that the Juvenile Court management coordinate with DoIT and HR management to:</p> <ul style="list-style-type: none"> <li>Establish a standard operating procedure (SOP) for the review of users' access and roles on the JCAT and CPRS applications. The procedure should include but is not limited to: <ul style="list-style-type: none"> <li>The identification, roles, and responsibilities of the review managers conducting the review and other stakeholders.</li> <li>The reports are required for a complete review of the users.</li> <li>The criteria, guidelines, and documentation required to be maintained to support the review.</li> <li>The period, duration, and frequency of the review.</li> <li>The procedures for addressing and validating recommendations made during the review.</li> </ul> </li> <li>Establish a procedure for routine training of the reviewing officers to ensure that accurate and appropriate user system access reviews are carried out.</li> <li>Include Juvenile Court administration on the distribution list for reports of recently terminated and transferred Juvenile Court employees. Or provide Juvenile Court administration the ability to generate</li> </ul>	
Management Response		The department will coordinate with DOIT to establish a SOP on JCAT and CPRS within 60 days.	
Status Update		Juvenile Court Standard Operating Procedures (SOPs) for terminated and transferred employees include procedures to address this finding.	
<input type="checkbox"/>	Open		
<input type="checkbox"/>	Management/Agency Assumes Risk		
<input type="checkbox"/>	Partially Complete		
<input type="checkbox"/>	Complete Pending Verification by OIIA		
<input checked="" type="checkbox"/>	Closed		



# Office of Independent Internal Audit

YOLANDA LOCKETT, INTERIM CHIEF AUDIT EXECUTIVE

**DRAFT**

DeKalb County Government			
Office of Independent Internal Audit			
Date: Aug 28, 2023		Prepared by: Tolu Ologbenla-Ella	
Audit Findings Status Update Form			
Status Date	Report #	Report Title	
Aug 28, 2023	IA-2022-076-IT	Audit of Terminated and Transferred Employees - Juvenile	
Contact Person	Title	Phone No.	Email Address
Colet Odenigbo	Court Administrator	(404) 294-2757	<a href="mailto:codenigbo@dekalbcountryga.gov">codenigbo@dekalbcountryga.gov</a>
Activity	Accountability	Schedule	
Follow Up	Responsible Area	Repeat Finding	Anticipated Completion Date/Date Adjustments will be made
	Network Access	N/A	Aug 28, 2023
Finding		Finding Detail	
No.	3		
Date	12/30/2022		
Finding		Untimely Deactivation of Network Access for Terminated Employees	
Recommendation		<p>We recommend that the Juvenile Court's management collaborate with the HR and DoIT to:</p> <ul style="list-style-type: none"> <li>Establish a formal procedure for the timely deactivation of terminated employees' network access and transfer employees' access to email distribution and security groups when no longer required.</li> <li>The procedure should establish specific timeframes, which may vary depending on if the termination/transfer is considered "friendly" or "unfriendly," as stated in better practices such as the NIST Special Publication 800-53: Personnel Termination PS-4.</li> </ul>	
Management Response		The department will incorporate the steps of ensuring user network access, security, and email distribution groups are part of the SOP we are developing. The department will support DoIT and HR in developing a county-wide procedure for the termination process.	
Status Update		<p>Juvenile Court Standard Operating Procedures (SOPs) for terminated and transferred employees include procedures to address this finding.</p>	
<input type="checkbox"/>	Open		
<input type="checkbox"/>	Management/Agency Assumes Risk		
<input type="checkbox"/>	Partially Complete		
<input type="checkbox"/>	Complete Pending Verification by OIIA		
<input checked="" type="checkbox"/>	Closed		