

February 10, 2026

Jadia Haynes,
Interim Director, Human Resources & Merit System
1300 Commerce Drive, Decatur, GA. 30030

RE: 3rd Follow-up Report on the Status of Employee File Management Process Audit Report No. 2018-0325-HRMS.

Dear Interim Director Haynes,

As required by DeKalb County, Georgia – Code of Ordinances/Organizational Act Section 10A - Independent Internal Audit (I), the Office of Independent Internal Audit (OIIA) has completed a follow-up of the audit noted above. I have attached OIIA's report on the status of management actions taken to address the finding(s) 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 completed action plans, which may be assessed in a future audit.

Status of Audit Findings

Based on our review of management responses to Finding 1, Management provided sufficient documentation demonstrating that employee file management and maintenance training had been completed. Specifically, evidence confirmed that the external consultant completed the required internal HIPAA training, including HIPAA Security Training and Awareness Training, as supported by the training presentation materials. In addition, management provided an attendance list verifying that applicable HR employees completed the training. The documentation reviewed adequately addresses the recommendation and supports closure of this follow-up, as shown in Figure 1 below:

Figure 1 - Status of Management Action Plans

Finding No.	Report Finding	Status of Management Action Plans - April 2024	Status of Management Action Plans - February 2026
1	Employee File Management And Maintenance Procedures Need Improvement	Closed	
2	Employee File and Maintenance Training Not Performed	Partially Closed	Closed

Please contact me if you require additional information.

Regards,

Lavois Campbell

Lavois Campbell, CIA, CISA, CFE, CGA-CPA

Chief Audit Executive



Office of Independent Internal Audit

LAVOIS CAMPBELL, CHIEF AUDIT EXECUTIVE

FINAL

Attachment: Audit Findings Status Update Form

cc. Lorraine Cochran-Johnson, Chief Executive Officer
Robert Patrick, Board of Commissioners District 1
Michelle Long Spears, Board of Commissioners, District 2
Nicole Massiah, Board of Commissioners District 3
Chakira Johnson, Board of Commissioners District 4
Mereda Davis Johnson, Board of Commissioners District 5
Ted Terry, Board of Commissioners, District 6
LaDena Bolton, Board of Commissioners, District 7
Tanja Christine Boyd-Witherspoon, Chairperson
Adrienne McMillion, Vice Chairperson
Michael Lapata, Member of Audit Oversight Committee
Lisa Earls, Member of Audit Oversight Committee
Petrina Bloodworth, Member of Audit Oversight Committee
Zachary L. Williams, Chief Operating Officer/Executive Assistant
Leah Davis, CEO's Chief of Staff
Dionne M. McKenzie, Special Projects Mgr/Deputy Clerk,
Central Staff, Board of Commissioners

Dekalb County Government				
Office of Independent Internal Audit				
Date:		February 4, 2026		Prepared by: Lawrence Clark
Audit Findings Status Update Form				
Status Date		Report #	Report Title	
2/4/26		2018-006-HRMS	AUDIT OF EMPLOYEE FILE MANAGEMENT PROCESS	
Contact Person		Title	Phone No.	Email Address
Jadia Haynes		Director of Human Resources	(404) 687-3588	jphaynes@dekalbcountyga.gov
Activity		Accountability	Schedule	
Human Resources		Responsible Area	Repeat Finding	Anticipated Completion Date/Date Adjustments will be made
		Human Resources Information Systems Division (HRIS)	No	N/A
Finding		Finding Detail		
No.	2			
Date	9/20/20			
Employee File and Maintenance Training Not Performed				
Recommendations		<p>We recommend that management update their policies and procedures (SOPs) to include the following:</p> <ul style="list-style-type: none"> The required documentation for the employee general file. Copies of standard forms or templates to be used. Procedures to ensure receipt of all documents from County departments. Compliance with all applicable privacy laws and regulations. File security, record retention, and disposal of files. <p>In addition, we recommend that HRMS provide additional training to its staff regarding these updated procedures. Lastly, we recommend HRMS implement monitoring procedures to help ensure compliance with updated policies and procedures.</p>		
Management Response		<p>HR Training Initiatives in Process</p> <p>While HR does not have oversight responsibility for maintenance and security of employee records at the department level, HR agrees to do the following:</p> <ol style="list-style-type: none"> 1 Train department coordinators on proper maintenance and management of personnel files based on HR SOPs and confidentiality agreement. Training projected to be offered twice a year. 2 Request and/or identify resources to send designated HR staff to HIPAA training. To be completed by October 30, 2020 for current employees; new hires within 60 days of hire; and as laws/regulations change. 		
First Status Update 5/2022		1) HR presented Confidentiality Agreement & PII (personal identifiable information) and Other Sensitive Information at 3/17/2021 Policy Council meeting. Confidentiality agreement form was distributed via email to Taleo and PeopleSoft users on April 1, 2021 and given a deadline of April 23, 2021. "Forms must be completed, signed and uploaded to HR's Document Management site on SharePoint. Failing to do so would result in suspension of system access." A new request for system access, must be submitted via IT help desk ticket with completed form attached. CV360 access to HR modules is now granted by IT, upon HR's approval and submission of completed confidentiality is required before access is granted.		
	Open			
	Management/Agency Assumes Risk			
X	Partially Complete			
	Complete Pending Verification by OIIA			
	Closed	2) HR, along with Finance and IT are near finalizing HIPAA training. The first course will be instructor-led, and subsequent courses will be offered in CV360 as self-paced learning. Course content pending review by IT and Law departments.		

Second Status 4/2024		<p>1. COMPLETED. HR presented Confidentiality Policy and Agreement Form at 3/18/2021 Policy Council meeting. Approximately 250 confidentiality agreement forms were collected from Taleo and PeopleSoft users by April 2021 and uploaded to SharePoint. Failing to complete the confidentiality form resulted in approximately 52 suspension of system access for Taleo users, and 29 for PeopleSoft users. New hires handling confidential, PII, and sensitive information are required to review and complete a Confidentiality Agreement, which are regularly discussed during training for new staff.</p> <p>62 department payroll/personnel coordinators were provided basic file management training on sensitive employee-related information, and required to sign Confidentiality Agreement when requesting CV360 administrative access. In new manager supervisory training, HR addresses handling of sensitive personnel information and records management.</p> <p>A new refresher training session has been initiated for all payroll coordinators to address problem areas extending across multiple departments. The sessions will be offered 3-4 times per year and periodically include handling of sensitive information as required.</p> <p>2. PARTIALLY COMPLETE. HR collaborated with Finance/Risk Management to develop an internal HIPAA training program. In 2023, an external consultant (Buck) was secured to assist with development of HIPAA training. HR, Finance, and IT collaborated and are near finalizing this training for rollout 2024. Designated HR staff will receive the training developed by the consultants once finalized.</p> <p>Although HR presented documentation which provided evidence that they have been taking the appropriate steps to ensure continuous employee training, and compliance with applicable laws and policy requirements, they've hired an external consultant to assist with the development of internal HIPAA training which designated HR staff will receive training. They anticipate that this training will be rolled out on May 31, 2024.</p>
	Open	
	Management/Agency Assumes Risk	
X	Partially Complete	
	Complete Pending Verification by OIIA	
	Closed	
Current Status 02/2026		The current status has been updated as follows:
	Open	<p>Based on the follow-up procedures performed, this recommendation is considered Closed.</p> <p>Management provided sufficient documentation demonstrating that employee file management and maintenance training was completed. Specifically, evidence confirmed that the external consultant completed the required internal HIPAA training, including HIPAA Security Training and Awareness Training, as supported by the training presentation materials. In addition, management provided an attendance list verifying that applicable HR employees completed the training. The documentation reviewed adequately addresses the recommendation and supports closure of this follow-up item.</p>
	Management/Agency Assumes Risk	
	Partially Complete	
	Complete Pending Verification by OIIA	
X	Closed	