



Office of Independent Internal Audit

LAVOIS CAMPBELL, CHIEF AUDIT EXECUTIVE

FINAL

August 30, 2023

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

**RE: Follow-up Report on Audit of Termination & Transfer of Employees Process-
Juvenile Court-Audit Report No. IA-2022-076-IT**

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 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 two of three findings are “Closed,” while one finding is assessed as “partially complete.”

Finding No.	Report Finding	Status of Management Action Plans
1	Untimely Deactivation of System Access of Terminated and Transferred Employees on JCAT and CPRS Applications.	partially complete
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

Attachment: Audit Findings Status Update Form

cc. Michael L. Thurmond, Chief Executive Officer
Robert Patrick, Board of Commissioners District 1
Jeff Rader, Board of Commissioners District 2
Larry Johnson, 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
Lorraine Cochran-Johnson, Board of Commissioners District 7
Lisa Earls, Chairperson, Audit Oversight Committee
Gloria Gray, Vice-Chairperson, Audit Oversight Committee
Adrienne T. McMillion, Audit Oversight Committee
Harold Smith, Jr., Audit Oversight Committee
Tanja Christine Boyd-Witherspoon, Audit Oversight Committee

Information Distribution:

Zachary L. Williams, Chief Operating Officer/ Executive Assistant
La'Keitha D. Carlos, CEO's Chief of Staff
Vivian Ernstes, County Attorney
Kwasi K. Obeng, Chief of Staff, Board of Commissioner
John Matelski, Chief Information Officer and Director of Innovation and Technology
Benita Ransom, Director, Human Resources & Merit System Department

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	codenigbo@dekalbcountyga.gov
Activity	Accountability	Schedule	
Employee Termination and Transfer	Responsible Area	Repeat Finding	Anticipated Completion Date/Date Adjustments will be made
	System Access	N/A	9/25/2023
Finding			
No.	1	Finding Detail	
Date	12/30/2022		
Finding			
Untimely Deactivation of Network Access for Terminated Employees.			
Recommendation		<p>We recommend that the Juvenile Court management should:</p> <ul style="list-style-type: none"> 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. 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). Collaborate with the application vendor to ensure the dates of deactivation of user account access on the CPRS application are identified and validated. Initiate a plan to ensure the CPRS vendor periodically validates and generates a complete active user report. Collaborate with the CPRS application management to ensure periodic upskilling of the vendor's support staff. 	
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-6 months			
	Open	Juvenile Court has created a Standard Operating Procedure (SOP) specifically for processing terminated and transferred employees. The juvenile court has communicated with the CPRS application vendor to implement improved application reporting and technical support. The Juvenile Court expects the remaining action plans to be completed within three weeks.	
	Management/Agency Assumes Risk		
X	Partially Complete		
	Complete Pending Verification by OIIA		
	Closed		

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Colet Odenigbo	Court Administrator	(404) 294-2757	codenigbo@dekalbcountyga.gov
Activity	Accountability	Schedule	
Employee Termination and Transfer	Responsible Area	Repeat Finding	Anticipated Completion Date/Date Adjustments will be made
	User Access Review	N/A	60 days after the final audit report
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"> 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"> The identification, roles, and responsibilities of the review managers conducting the review and other stakeholders. The reports are required for a complete review of the users. The criteria, guidelines, and documentation required to be maintained to support the review. The period, duration, and frequency of the review. The procedures for addressing and validating recommendations made during the review. Establish a procedure for routine training of the reviewing officers to ensure that accurate and appropriate user system access reviews are carried out. 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 	
Management Response		The department will coordinate with DOIT to establish a SOP on JCAT and CPRS within 60 days.	
Status Update-6 months		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		

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Colet Odenigbo	Court Administrator	(404) 294-2757	codenigbo@dekalbcountyga.gov
Activity	Accountability	Schedule	
Employee Termination and Transfer	Responsible Area	Repeat Finding	Anticipated Completion Date/Date Adjustments will be made
	Network Access	N/A	60 days after the final audit report
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"> 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. 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. 	
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- 6 months		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		