

22	Security Awareness Training- Describe in detail your methodology, capability, procedures and processes to administer, track and manage cybersecurity awareness training to employees and contractors with the most current and up to date cybersecurity content and information on an annual basis.	
A22	<i>Answer # 22</i> To protect the security of the system, we ensure that all system users – including managers, senior executives, and individual team members and contractors – receive security and privacy awareness related training upon initial hire and on an annual basis thereafter at a minimum. Trainings held throughout each year include initial training for new users prior to accessing any system’s information, system changes requiring additional training, and annual refresh trainings. Individual trainings may be broad in scope or project-specific, depending on the nature of the training and its associated purpose. Standard trainings include cybersecurity-specific training in alignment with the NIST as well as HIPAA and associated PHI/PII data handle and controls training. In addition, supplementary training and associated training materials are also created and provided in alignment with client-driven requirements and Agency-specific training protocols. For HHS Tech Group staff, training is administered as needed, at hire, as required for specific projects, and on a recurring basis at least annually. Training is delivered either in person and/or virtually. All training completed is individually stored within each personnel file by our Human Resources Department. For any contractors used, HHS Tech Group vets the vendors for a number of factors before determining their appropriateness for partnership, including their past security incidents and their associated risk mitigation activities, how they assess authorized or unauthorized devices, their standards for a secure network, their security tools used, and their training components and frequency for training activities. Contractors must show documentation upon request to verify appropriate training of all project staff. Additionally, contractor staff is included in all subsequent project staff security trainings as previously described. In addition to staying abreast of the most current State, Federal, and NIST security training recommendations, HHS Tech Group remains focused on maintaining the most current security technology. We recognize that human error or malice is the greatest threat to security, so we constantly review our solutions’ features for security enhancements to automate and create less opportunity for potential threats to occur. We then ensure that our staff and contractors receive full training as new technology is introduced, providing the most current cybersecurity information for our team to maximize security for all of our clients.	
	Upload Attachments with Additional Information? Yes	Attachment File Name: 8v. Security Awareness Training_ Base