

**DSS ADMINISTRATIVE LETTER NO. PERFORMANCE  
MANAGEMENT/REPORTING AND EVALUATION MANAGEMENT 02-2011  
New Procedures for Password Assignment in CIP (August 30, 2011)**

**TO:** County Directors of Social Services  
County Security Officers  
Crisis Intervention Program (CIP) Users

**DATE:** August 30, 2011

**SUBJECT:** New Procedures for Password Assignment in CIP

**I. BACKGROUND**

Due to a recent audit review, we have been requested to modify the password requirement in the Crisis Intervention Program (CIP) System. CIP is being modified to accommodate new procedures for assigning passwords. These changes will be implemented in two phases.

The first phase will be placing an edit on the password to require it to be a minimum of 8 characters. The second phase will be to make the password expire after 90 days. We do not yet have an implementation timeline for these phases. However, users will be notified of changes prior to implementation.

**II. PASSWORD ASSIGNMENT PHASES**

**A. Phase One**

Currently CIP does not limit the number of characters in a password. In Phase One, CIP will be modified to require a minimum of 8 characters for the password. However, until programming can be completed, new users must immediately begin creating new passwords that are a minimum of 8 characters (no blanks) in length. These characters can be alpha, numeric, or a combination of the two. Special characters may also be used in the password.

**B. Phase Two**

Currently passwords do not expire in CIP. Once Phase Two changes are implemented, passwords will expire every 90 days. A message will be displayed alerting the user that the password must be changed.

### III. IMPLEMENTATION

Upon receipt of this letter, current CIP users are instructed to assign themselves a new password as specified in Phase One. Once both phases of this project have been implemented, an email will be sent to each user for him/her to change their password again.

Sincerely,



Hank Bowers, Chief  
Performance Management/  
Reporting & Evaluation Management

**PM-REM-AL-02-2011**

HB:RR:th

cc: Ajay Maddi, DIRM  
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