



HITRUST Authorized Internal Assessors

General Information and How to Get Started

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What Does it Mean to be an Authorized Internal Assessor?

Authorized Internal Assessors are [Certified CSF Practitioners](#) (CCSFPs) whose position within an organization helps ensure that they are objective of the focus areas of a HITRUST Assessment. Authorized Internal Assessors are part of an “Authorized Internal Assessment Function,” are typically in an Internal Audit Department or a team of consultants, and have met the requisite objectivity, competence, and application approval requirements.

What are the Benefits of Becoming an Authorized Internal Assessor ?

Organizations can expect numerous benefits in establishing an Authorized Internal Assessor Function, including:

- **Testing reliance:** Testing performed by Authorized Internal Assessors meeting HITRUST requirements can—at the discretion of their external assessor—be relied upon by external assessors for the HITRUST Validated Assessment effort in lieu of the external assessors’ direct testing. This can result in a more efficient validated assessment effort as duplicative documentation requests and inquiries of control owners are minimized. Requirements which must be met in order for Authorized Internal Assessors’ to be relied upon are enumerated in the “Using the Work of Others” section of the [HITRUST Assurance Program Requirements](#) document.
- **Leverage existing knowledge:** Personnel with deep knowledge of the internal control environment can have a defined role as contributors of the validated assessment effort.
- **Increased HITRUST literacy within the organization:** Through skills and experience gained through involvement in the organization’s HITRUST initiatives and through participation in annual CCSFP training, Internal Assessors serve their organizations as valuable and knowledgeable HITRUST resources.

How Do My Internal Staff Become Authorized Internal Assessors?

Overview

The process for a team to become Authorized Internal Assessors consists of four parts:

1. Application Process (details below)
2. CCSFP Training
3. MyCSF Requirements
4. Authorization Letter

Application Process

HITRUST performs a review of each Authorized Internal Assessor Function application to ensure that the following team composition, expertise, and objectivity requirements are met:

- **Team Composition:** The internal assessor must be competent with respect to the HITRUST CSF, the HITRUST Assurance Program Requirements, and the overall HITRUST Validated Assessment process. To that end, Authorized Internal Assessor functions must consist of at least two members who are CCSFPs or have a plan in place to become CCSFPs prior to the start of their internal HITRUST Assessment procedures.
- **Expertise Requirements:** Each team member must have, at a minimum, two years of information security and/or technical assessment expertise (e.g., security and privacy policy development / implementation, IT audit, risk management, risk

assessment / analysis / mitigation). College or university degrees are not considered substitutes for the requirement for at least two years of professional experience.

- **Objectivity Verification:** The internal assessor function must be positioned to reasonably ensure its members are objective of the controls and processes being assessed. "Objectivity" refers to a lack of bias, judgment, or prejudice. Example situations where objectivity is not considered to exist include: a) When the internal assessor function and the function being assessed (e.g., IT) roll up to the same executive, or b) When the internal assessors are involved in the design, implementation, or operation of the controls being tested.

Items that must be included in an Authorized Internal Assessor Function application:

1. Application fee of \$500, due at the time of application
2. [Application Form](#)
3. Resume/bio for each applicant
4. An organizational chart which clearly shows where the proposed internal assessment function resides within the organization (e.g., within IT, within the Internal Audit Department which rolls directly up to a subcommittee of the Board)

CCSFP Training

The Certified CSF Practitioner (CCSFP) Training Course, offered via the HITRUST Academy, educates assessment professionals about the HITRUST CSF, the HITRUST Assurance Program Requirements, and the overall HITRUST Validated Assessment process.

Course details:

- Comprehensive 5-day class (3 hours per day)
- Participants eligible for 27 hours of CPE credit
- Instructor-led course, classroom style course with additional modules of pre-course work
- Scheduled regularly, with alternative onsite training available to organizations needing to train 15 or more students
- \$3,000 per student

To become a CCSFP, each applicant must attend this training course and pass the certification exam (delivered online after the final day of the course). To learn more about the course, visit HITRUSTalliance.net/hitrust-academy.

MyCSF Requirements

Each organization must have an active MyCSF subscription for their Internal Assessors to receive the required MyCSF access. Internal Assessor's testing must be documented within MyCSF. This requirement is the same as for an Authorized External Assessor and includes both evidence and scores.

Authorization Letter

Once a team of Internal Assessors has been approved and all individuals have obtained their status as a CCSFP via the HITRUST Academy, an Authorization Letter will be provided by HITRUST to the applying organization. This letter will include details of who the Authorized Internal Assessors are, the organization they work for, and the time period for which they are authorized. Each Authorization Letter will be effective for a maximum of two (2) years so long as the personnel retain their status as active CCSFPs. HITRUST offers an online refresher course for individuals to maintain their CCSFP. After the two (2) year mark, organizations will be able to re-apply using the same process as listed above.

About HITRUST

Background

Since it was founded in 2007, HITRUST has championed programs that safeguard sensitive information and manage information risk for organizations across all industries and throughout the third-party supply chain.

For more information, visit www.hitrustalliance.net.

The HITRUST CSF

In collaboration with privacy, information security and risk management leaders from the public and private sectors, HITRUST develops, maintains, and provides broad access to its widely adopted common risk and compliance management frameworks as well as related assessment and assurance methodologies.

MyCSF

As the best in class Software as a Service (SaaS) information risk management platform for assessing and reporting information risk and compliance, MyCSF makes it easy and cost-effective for an organization to manage information risk and meet international, federal, and state regulations concerning privacy and security.

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855.HITRUST

(855.448.7878)

www.HITRUSTAlliance.net