



DRAFT REPORT REVISION REQUESTS

Instructions for Requesting Revisions to your Draft Reports

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DRAFT REPORT REVISION REQUESTS

Summary: Draft Report Revision Requests

The new webform for requesting revisions to Validated and Readiness Assessment draft reports includes:

- New input fields for requesting draft revisions which allow for more specificity.
- Individually enumerated requests to add clarity.
- HITRUST acceptance status of either completed or not accepted by HITRUST for each request. If a request was not accepted, there will be an explanation.

REPORT REVISIONS

Report Type * Section * Page * Current Text Description * Proposed Text Description *

Select Report Type Select Report Section 0

COMPLETE ENTERING REVISION REQUESTS ADD REVISION

REVISION ENTRIES

Location	Current Text Description	Proposed Text Description	Status	Rationale
HITRUST CSF Report 5. Assessment Options 25	The organization outsources development to ...	Organization XYZ outsources development to ...	No Selection	
HITRUST CSF Report 5. Assessment Options 32	The in scope system ...	The platform ...	No Selection	

The background of the image is a complex, glowing red circuit board pattern. It features a dense network of interconnected lines, nodes, and circular components, creating a futuristic and technical aesthetic. The overall color scheme is a vibrant, monochromatic red with varying shades of brightness and opacity.

HOW TO REQUEST REVISIONS TO YOUR DRAFT REPORTS

Instructions: How to request revisions to your draft report

Step 1 – The Assessed Entity should access the revision request webform by clicking *Request Revision* on the CSF Reports page within the assessment.

CSF REPORTS

DRAFT REPORT

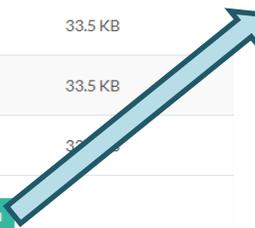
Draft Report Date 8/11/2021

Draft Report Posted Date 9/9/2021

Draft Comment

Name	Size	Created
CSF Letter w. Scope.pdf	33.5 KB	
CSF Letter.pdf	33.5 KB	
CSF NIST Report .pdf	33.5 KB	
CSF Report .pdf	33.5 KB	

APPROVE HITRUST CSF DRAFT REPORT REQUEST REVISION



Note: If the Assessed Entity does not need to request revisions to the draft reports, they should approve the draft reports by clicking the *Approve HITRUST CSF Draft Report* button.

REPORT REVISIONS

Report Type * Section * Page * Current Text Description * Proposed Text Description *

Select Report Type Select Report Section 0

COMPLETE ENTERING REVISION REQUESTS ADD REVISION

REVISION ENTRIES

Location	Current Text Description	Proposed Text Description	Status	Rationale
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OKAY

Instructions: How to request revisions to your draft report

Step 2 – Select the report type for which you would like to request a revision.

REPORT REVISIONS

Report Type *	Section *	Page *	Current Text Description *	Proposed Text Description *
<input type="text" value="Select Report Type"/>	<input type="text" value="Select Report Section"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<ul style="list-style-type: none">Select Report TypeHITRUST CSF ReportHITRUST CSF LetterNIST CSFHITRUST CSF Letter w/ Scope Description				
<input type="button" value="COMPLETE ENTERING REVISION REQUESTS"/>		<input type="button" value="ADD REVISION"/>		

Note: For HITRUST CSF Readiness Assessments, the only report type available will be HITRUST Readiness.

Instructions: How to request revisions to your draft report

Step 3 – Select the section of the report where the revision request is located.

REPORT REVISIONS

Report Type * HITRUST CSF Rep

Section * Select Report Section

- Select Report Section
- Cover Page
- Table of Contents
- 1. HITRUST Background
- 2. Letter of Certification or Validation
- 3. Representation Letter from Management
- 4. Assessment Options
- 5. Scope of Systems in the Assessment
- 6. Procedures Performed by the Assessor

Page * 0

Current Text Description *

Proposed Text Description *

Step 4 – Enter the page number where the revision request is located.

REPORT REVISIONS

Report Type * HITRUST CSF Rep

Section * 5. Scope of System

Page * 32

Current Text Description *

Proposed Text Description *

COMPLETE ENTERING REVISION REQUESTS

ADD REVISION

Instructions: How to request revisions to your draft report

Step 5 – Enter the current text that is present within the draft report that you would like to change in the *Current Text Description* field.

Step 6 – Enter your proposed replacement text within the *Proposed Text Description* field.

REPORT REVISIONS

Report Type *	Section *	Page *	Current Text Description *	Proposed Text Description *
HITRUST CSF Ref ▼	5. Scope of System ▼	32	The in scope system ...	Platform ABC ...
COMPLETE ENTERING REVISION REQUESTS		ADD REVISION		

Instructions: How to request revisions to your draft report

Step 7 – Click *Add Revision* to save this revision request.

REPORT REVISIONS

Report Type * Section * Page * Current Text Description * Proposed Text Description *

HITRUST CSF Rej 5. Scope of System 32 The in scope system ... Platform ABC ...

COMPLETE ENTERING REVISION REQUESTS **ADD REVISION**

REVISION ENTRIES

Location	Current Text Description	Proposed Text Description	Status	Rationale
HITRUST CSF Rej 5. Assessment Opt 32	The in scope system ...	Platform ABC ...	No Selection	

Instructions: How to request revisions to your draft report

Step 8 – Repeat Steps 2 – 7 as necessary until you have entered all revision requests. Please be sure to add each individual request as a new revision entry for clarity and tracking purposes.

REPORT REVISIONS

Report Type * Section * Page * Current Text Description * Proposed Text Description *

REVISION ENTRIES

Location	Current Text Description	Proposed Text Description	Status	Rationale
<input type="text" value="HITRUST CSF Report"/> <input type="text" value="5. Assessment Options"/> <input type="text" value="32"/>	The in scope system ...	Platform ABC ...	<input type="text" value="No Selection"/>	
<input type="text" value="HITRUST CSF Report"/> <input type="text" value="5. Assessment Options"/> <input type="text" value="25"/>	Development is outsourced to ...	Organization XYZ outsources development to ...	<input type="text" value="No Selection"/>	

Instructions: How to request revisions to your draft report

REPORT REVISIONS

Report Type *
Select Report Type

Section *
Select Report Section

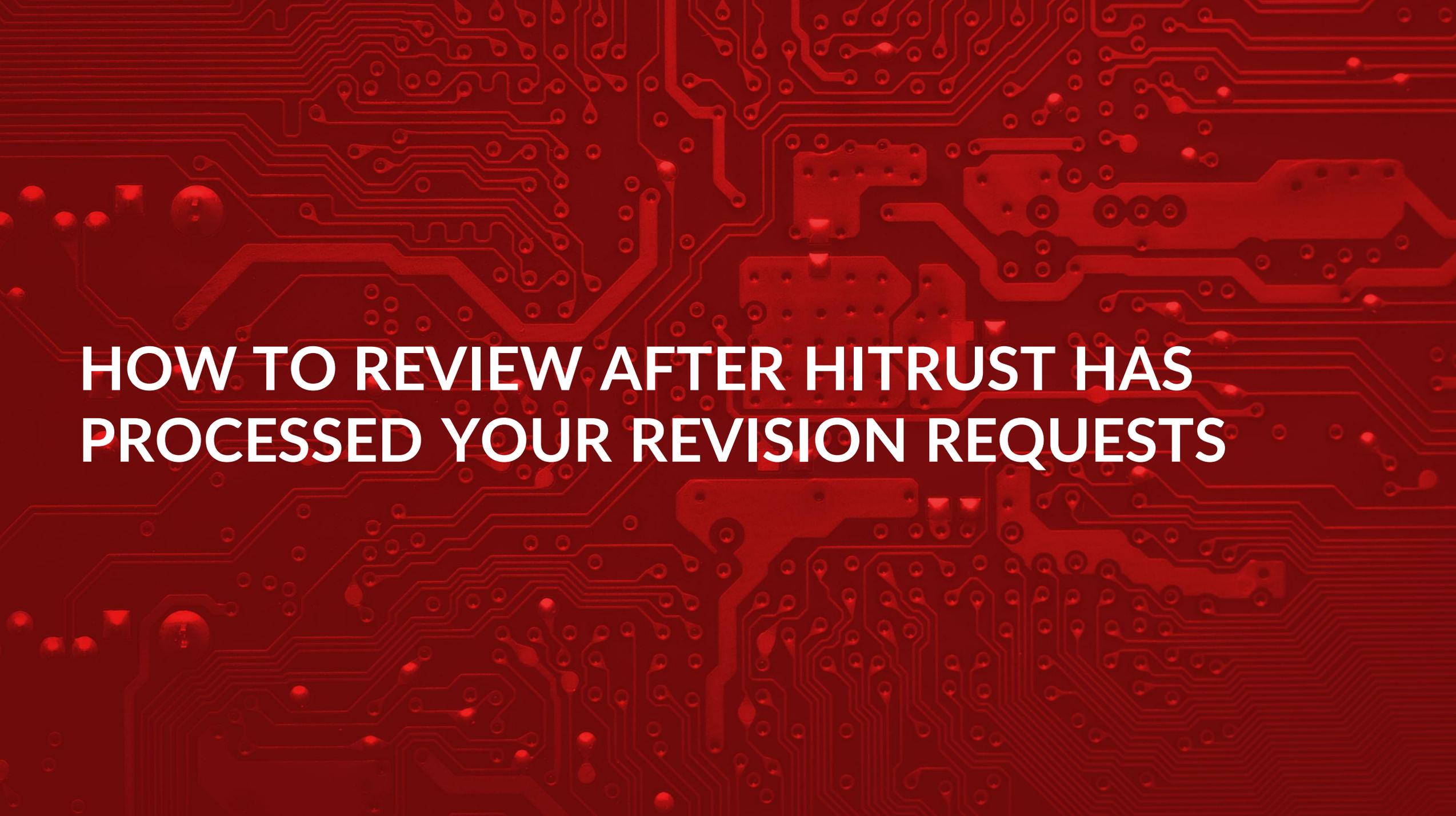
qa.mycsf.net says
All revision requests will be sent to HITRUST for processing. Do you want to proceed?
OK Cancel

COMPLETE ENTERING REVISION REQUESTS ADD REVISION

REVISION ENTRIES

Location	Current Text Description	Proposed Text Description
HITRUST CSF Report 5. Assessment Options 32	The in scope system ...	Platform ABC ...
HITRUST CSF Report 5. Assessment Options 25	Development is outsourced to ...	Organization XYZ outsources development to ...

Step 9 – Click *Complete Entering Revision Requests*, then *OK* to send your revision requests to HITRUST for review. This will move the assessment to the Revising Draft phase and will notify HITRUST that revisions have been requested. You will also receive a notification confirming that your revision requests have been submitted to HITRUST.

The background of the image is a complex, glowing red circuit board pattern. It features a dense network of lines, nodes, and circular components, creating a futuristic and technological aesthetic. The text is centered over this pattern.

HOW TO REVIEW AFTER HITRUST HAS PROCESSED YOUR REVISION REQUESTS

Instructions: How to review after HITRUST has processed your revision requests

Step 1 – When HITRUST has finished processing your revision requests, you will receive an email and a notification within MyCSF.

NOTIFICATIONS

FRIDAY, SEPTEMBER 10, 2021

- The revision requests for **Assessment ABC** have been reviewed and processed by HITRUST.

2021 Assurance Test - Assessment ABC: Revision Request Review Completed



no-reply2@mail.mycsf.net
To

Your revision request(s) for [Assessment ABC](#) (2021 Assurance Test) have been reviewed by HITRUST. [Click here to log into MyCSF to view the status of your revision request\(s\).](#)

If any requests are marked as completed, there is a new version of the draft report(s) for review in MyCSF.

Instructions: How to review after HITRUST has processed your revision requests

Step 2 – To review the previously requested revisions, the Assessed Entity should access the revision request webform by clicking *Request Revision* on the CSF Reports page within the assessment.

The screenshot displays the HITRUST interface. On the left, a list of files is shown, including 'CSF Letter w. Scope.pdf', 'CSF Letter.pdf', 'CSF NIST Report.pdf', 'CSF Report v2.pdf', and 'CSF Report.pdf', each with a size of 33.5 KB. Below this list are two buttons: 'APPROVE HITRUST CSF DRAFT REPORT' and 'REQUEST REVISION'. A blue arrow points from the 'REQUEST REVISION' button to the 'REPORT REVISIONS' form on the right.

The 'REPORT REVISIONS' form includes the following fields and buttons:

- Report Type: Select Report Type (dropdown)
- Section: Select Report Section (dropdown)
- Page: 0 (input field)
- Current Text Description: (text area)
- Proposed Text Description: (text area)
- Buttons: COMPLETE ENTERING REVISION REQUESTS, ADD REVISION

Below the form is the 'REVISION ENTRIES' table:

Location	Current Text Description	Proposed Text Description	Status	Rationale
HITRUST CSF Report 5. Assessment Options 32	The in scope system ...	Platform ABC ...	Completed	See CSF Report draft v2.
HITRUST CSF Report 5. Assessment Options 25	Development is outsourced to ...	Organization XYZ outsources development to ...	Completed	See CSF Report draft v2.

Instructions: How to review after HITRUST has processed your revision requests

Step 3 – See the results of HITRUST’s review of the revision requests in the Status and Rationale columns of the Revision Entries table.

The Status column indicates whether HITRUST has accepted and completed the revision request.

- **Completed** indicates that HITRUST has made the revision and uploaded a new draft report. The Rationale column will direct you to the new draft report where the revision has been made.
- **Not Accepted** indicates that HITRUST is unable to make the requested revision. When HITRUST has not accepted a revision request, the Rationale column will explain the reason for not accepting the request.

REVISION ENTRIES				
Location	Current Text Description	Proposed Text Description	Status	Rationale
HITRUST CSF Report 5. Assessment Options 32	The in scope system ...	Platform ABC ...	Completed	See CSF Report draft v2.
HITRUST CSF Report 5. Assessment Options 25	Development is outsourced to ...	Organization XYZ outsources development to ...	Completed	See CSF Report draft v2.

Instructions: How to review after HITRUST has processed your revision requests

Step 4 – After reviewing the status of the previously requested revisions and any new draft reports that may have been uploaded, the Assessed Entity may either request additional revisions or approve the draft reports.

The screenshot displays the 'CSF REPORTS' section of a HITRUST interface. It includes a 'DRAFT REPORT' header and the following fields:

- Draft Report Date: 9/2/2021
- Draft Report Posted Date: 9/10/2021
- Draft Comment: (empty)

Below these fields is a 'Name' section with a list of draft reports:

- CSF Letter w. Scope.pdf
- CSF Letter.pdf
- CSF NIST Report.pdf
- CSF Report v2.pdf
- CSF Report.pdf

At the bottom of the interface, there are two buttons: 'APPROVE HITRUST CSF DRAFT REPORT' and 'REQUEST REVISION'. A blue arrow points from the 'REQUEST REVISION' button towards the explanatory text on the right.

To request additional revisions, return to [How to Request Revisions to your Draft Report](#): Step 1.

To approve the draft reports click *Approve HITRUST CSF Draft Report*. After the draft reports are approved, HITRUST will be notified to finalize the reports.