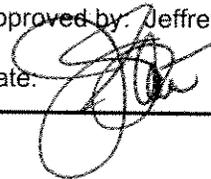


DEPARTMENT OF PERSONNEL & ADMINISTRATION 	HIPAA Policy No.	11
	Current Effective Date	July 11, 2006
	Original Effective Date	July 11, 2006
HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT		Approved by: Jeffrey C. Schutt
CONTINGENCY PLAN		Date:  7/11/06

I. Purpose

To ensure compliance with HIPAA requirements for a contingency plan.

II. Policy

The Department of Personnel and Administration's (DPA) Information Technology Unit (ITU) will establish (and implement as needed) policies and procedures for responding to an emergency or other occurrence (for example, fire, vandalism, system failure, and natural disaster) that damages systems that contain electronic protected health information (ePHI), as required by the HIPAA Security Rule. Procedures will include the following.

- Data Backup Plan
Procedures to create and maintain retrievable exact copies of ePHI.
- Disaster Recovery Plan
Procedures to restore any loss of data.
- Emergency Mode Operation Plan
Procedures to enable continuation of critical business processes for protection of the security of ePHI while operating in emergency mode.
- Testing and Revision Procedures
Procedures for periodic testing and revision of contingency plans.
- Applications and Data Criticality Analysis
Assess the relative criticality of specific applications and data in support of other contingency plan components.
- Contingency Operations
Procedures that allow facility access in support of restoration of lost data under the disaster recovery plan and emergency mode operations plan in the event of an emergency.

ITU will submit completed procedures to DPA's HIPAA Compliance Officer. ITU will review the procedures on an annual basis, or more often if circumstances require, providing a copy of all changes to DPA's HIPAA Compliance Officer. If no changes are made when the procedures are reviewed, the review must be documented and the HIPAA Compliance Officer notified by e-mail that a review was performed and no changes made.

III. Procedures

To be developed by ITU.

IV. Definitions/Abbreviations

None

V. Revision History

<u>Date</u>	<u>Description</u>
July 11, 2006	Original document

VII. References/Citations

HIPAA Security Rule

- | | |
|-----------------------------|--------------------------------------------|
| 45 CFR 164.308(a)(7)(i) | Contingency Plan |
| 45 CFR 164.308(a)(7)(ii)(A) | Data Backup Plan |
| 45 CFR 164.308(a)(7)(ii)(B) | Disaster Recovery Plan |
| 45 CFR 164.308(a)(7)(ii)(C) | Emergency Mode Operations Plan |
| 45 CFR 164.308(a)(7)(ii)(D) | Testing and Revision Procedures |
| 45 CFR 164.308(a)(7)(ii)(E) | Applications and Data Criticality Analysis |
| 45 CFR 164.310(a)(2)(i) | Contingency Operations |