

<b>DEPARTMENT OF PERSONNEL &amp; ADMINISTRATION</b> 	HIPAA Policy No.	14
	Current Effective Date	January 23, 2007
	Original Effective Date	January 23, 2007
<b>HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT</b>	Approved by: David M. Kaye	
<b>SECURITY INCIDENTS: RESPONSE AND REPORTING</b>	Date: <i>1/19/07</i>	

**I. Purpose**

To address security incidents.

**II. Policy**

It is the policy of the Department of Personnel and Administration (DPA) policy to safeguard the confidentiality, integrity, and availability of electronic protected health information (ePHI) through an established information security incident response process that provides for prompt response to and appropriate reporting of security incidents.

DPA's Information Technology Unit (ITU) is responsible for developing and implementing information security incident response procedures. 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 in accordance with statewide requirements and with input from DPA's HIPAA Compliance Officer.

**IV. Definitions/Abbreviations**

None

**V. Revision History**

<u>Date</u>	<u>Description</u>
January 23, 2007	Original document

**VII. References/Citations**

<u>HIPAA Security Rule</u>	
45 CFR 164.308(a)(6)(i)	Security Incident Procedures
45 CFR 164.308(a)(6)(ii)	Response and Reporting