

**STATE OF CONNECTICUT
DEPARTMENT OF DEVELOPMENTAL SERVICES**

Policy No: I.H.2.PO.001

Subject: Security of Health Information

Section: Confidentiality : Security

Issue Date: May 13, 2005

Effective Date: Upon release

Approved: /S/ Peter H. O'Meara
Commissioner

Note: Technical revisions were made to this policy on October 31, 2024, to ensure the policy reflects respectful and person first language. No substantial changes were made.

A. Policy Statement

The Department of Developmental Services shall establish a compliance program that provides for the security of electronic protected health information and complements the department's privacy compliance program.

Security of electronic protected health information means providing for the integrity, confidentiality, and availability of that electronic protected health information through administrative, physical, and technical safeguards. Policy, procedure, and forms are examples of administrative safeguards.

- Integrity, for instance is preventing an unauthorized individual from changing health information maintained in a database or file.
- Confidentiality, means preventing an unauthorized individual from obtaining health information such as a computer hacker or limiting electronic disclosures of protected health information not permitted by the department's privacy policy by workforce members.
- Availability, for example are measures minimize data loss and to restore computer systems after a disaster such as a fire or tornado.

The Department of Developmental Services adopts policy published in State HIPAA Security Policies Release 2.0 document as the security policy for the agency.

Please note: the State HIPAA Security Policies document is a portable document format (.pdf) file. Double click on the Adobe Reader icon located on your computer desktop before navigating to the file for viewing.

Policy, procedures and forms shall be available in electronic format and posted on the on the Department's local area network (LAN). Refer to the folder titled "HIPAA" on the shared drive labeled "DDS Common". J:\\DDS common\\HIPAA\\. Approved policy, procedure, and forms shall be posted to appropriate subfolders at this location.

The Department's Security Official or his/her designee shall manage and document all policy, procedure, and form revisions.

B. Applicability

This policy shall apply to the Department of Developmental Services (DDS) and any workforce member, including volunteers, accessing electronic protected health information created and/or maintained by DDS.

This policy shall apply to all State of Connecticut supplied information technology resources that store, process, have access to, or transmit electronic protected health information.

C. References

Conn. General Statutes: Sec. 17a-238, "Rights of persons under supervision of Commissioner of Developmental Services"

Conn. General Statutes: Chapter 55 et seq., "Personal Data"

Regs. Conn. Agencies- DDS, Sec. 19-570-5, "Confidential client records"

Health Insurance Portability and Accountability Act of 1996 (HIPAA) P.L. 104-191