

**STATE OF CONNECTICUT
DEPARTMENT OF MENTAL RETARDATION**

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

A. Policy Statement

The Department of Mental Retardation 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 Mental Retardation 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 "DMR Common". J:\DMR 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 Mental Retardation (DMR) and any workforce member, including volunteers, accessing electronic protected health information created and/or maintained by DMR.

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 Placed or Treated under Direction Of DMR
Conn. General Statutes: Sec. 4-190 et seq., "Personal Data Act"
Regs. Conn. Agencies- DMR, Sec. 19-570-5, "DMR Client Record Confidentiality"
Health Insurance Portability and Accountability Act of 1996 (HIPAA) P.L. 104-191