

Great Rivers Behavioral Health Administrative Services Organization

Policy Title:	Disaster Recovery	Policy No. 1014.00
Category:	Administrative	Date Adopted: 01/10/2020 Date Revised: Date Reviewed:
Reference:	Washington Administrative Code Revised Code of Washington Washington Department of Social and Health Services (DSHS) Contract with Great Rivers Behavioral Health Organization	

Policy:

- 1.1. Great Rivers Behavioral Health Administrative Services Organization ("Great Rivers BH-ASO") shall develop and maintain a Business Continuity and Disaster Recovery plan that meets Health Care Authority requirements. The plan shall describe how Great Rivers BH-ASO stores required financial, clinical, operational and administrative information on the server housed in the Chehalis, Washington facility.

Procedure:

- 2.1. The server shall be kept in a locked cabinet. Backup resources shall be included in the server configuration. The software will perform an automatic backup daily. Backup resources shall be organized to allow for easy access to operational information and from locations other than the home office.
- 2.2. Backup information shall be stored off site. Should the server become inoperative for any reason, the off-site resource shall be used to recover all materials that were on the server. This will allow operations to resume with little or no loss of data should the server be destroyed or incapacitated due to any of the following:
 - 2.2.1. Power interruption or failure;
 - 2.2.2. Fire;
 - 2.2.3. Water damage;
 - 2.2.4. Weather or natural causes;
 - 2.2.5. Sabotage or terrorism
- 2.3. Disaster Recovery Plans will provide how Great Rivers staff could perform their duties should an event occur that disrupted the computer system.

POLICY SIGNATURE

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4/14/2020

Edna J. Fund, Chair
Great Rivers BH-ASO Governing Board

Date