

Great Rivers Behavioral Health Administrative Services Organization

Policy Title: Business Continuity and Disaster Recovery	Policy No. 3002.00
Category: Information System	Date Adopted: 01/10/2020 Date Revised: Date Reviewed:
Reference: Washington Administrative Code Revised Code of Washington DSHS Contracts HIPAA, CFR	

Policy:

Great Rivers Behavioral Health Administrative Services Organization (Great Rivers) and contracted provider agencies shall create and maintain a business continuity and disaster recovery plan (BCDRP) that ensures timely reinstatement of the consumer information system following total loss of the primary system or a substantial loss of functionality. The plan must be in written format, have an identified update process (at least annually) and a copy must be stored off site.

Contractor BCDRP must address, at a minimum, the following:

- A mission or scope statement;
- An appointed Information Services Disaster Recovery Staff;
- Provisions for backup of key personnel, identified emergency procedures, and visibly listed emergency telephone numbers;
- Procedures for allowing effective communication, applications inventory and business recovery priority, and hardware and software vendor list;
- Confirmation of updated system and operations documentation;
- Process for frequent backup of systems and data;
- Off-site storage of system and data backups;
- Ability to recovery data and systems from backup files;
- Designated recovery options which may include use of a hot or cold site;
- Evidence that disaster recovery tests or drills have been performed.

POLICY SIGNATURE

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Edna J. Fund, Chair
Great Rivers Governing Board

4/14/2020
Date