

# Great Rivers Behavioral Health Administrative Services Organization

Policy Title:	<b>Administrative Safeguards – Workforce Security Process and Security Incident Procedures</b>	Policy No. <b>5019.00</b>
Category:	HIPAA Privacy & Security	Date Adopted: 02/14/2020 Date Revised:
Reference:	Washington Health Care Authority Contract with Great Rivers Behavioral Health Organization; <ul style="list-style-type: none"> <li>▪ ARRA Title XIII Section 13402 – Notification in the Case of Breach</li> <li>▪ RCW 42.56.590 – Personal Information – Notice of security breaches.</li> <li>▪ RCW 19.255.010 – Disclosure, notice – Definitions – Rights, remedies.</li> </ul> 45 CFR Parts 160 and 164 – HIPAA Privacy and Security Rules; 45 CFR 164.306 and 45 CFR 164.308	

**Policy:**

- 2.1. Great Rivers Behavioral Health Administrative Services Organization (Great Rivers BH-ASO) guidelines on workstation use will address:
  - 2.1.1. Proper functions;
  - 2.1.2. Documentation of functions; and
  - 2.1.3. Practices including not to write down passwords where others can find/use them.
- 2.2. The Security Officer in conjunction with Human Resources will oversee this process and assure proper training.
- 2.3. Security awareness training will be provided to all members of the workforce and to any independent contractors who have access to Great Rivers BH-ASO's workplace and systems inclusive of password maintenance, security incident reporting, device and media re-use and disposal as well as virus avoidance.
- 2.4. Procedures for terminated workforce members and for members of the workforce whose positions and work assignments have changed will be developed and implemented, including:
  - 2.4.1. Physical access combinations – for locks and alarm systems;
  - 2.4.2. Removal of access privileges – both general access and user levels of access; and
  - 2.4.3. The collection of keys, tokens, or other objects that allow access.

**POLICY SIGNATURE**

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

4/14/2020  
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 Date