

# Great Rivers Behavioral Health Administrative Services Organization

Policy Title:	<b>Administrative Safeguards – Contingency Planning Process and Security Incident Procedures</b>	Policy No. <b>5020.00</b>
Category:	Privacy & Security	Date Adopted: 1/10/2020 Date Revised: Date Reviewed:
Reference:	Washington Health Care Authority Contract with Great Rivers Behavioral Health Administrative Services Organization; ARRA Title XIII Section 13402 – Notification in the Case of Breach RCW 42.56.590 – Personal Information – Notice of security breaches. RCW 19.255.010 – Disclosure, notice – Definitions – Rights, remedies. 45 CFR Parts 160 and 164 – HIPAA Privacy and Security Rules; 45 CFR 164.306 and 45 CFR 164.308	

## Policy:

- 1.1. Great Rivers Behavioral Health Administrative Services Organization (Great Rivers BH-ASO) will maintain contingency plans in accordance with the five required plans set forth in the Security Rule [Administrative/Physical/Technical/Organizational/P&P].
- 1.2. It will be Great Rivers BH-ASO's policy to maintain, in a timely manner, documentation of its applications and data criticality that includes:
  - 1.2.1. Network architecture diagrams and systems flowcharts showing current structure, equipment addresses, communication providers and system interdependencies;
  - 1.2.2. Critical business processes surrounding PHI;
  - 1.2.3. Key applications and systems used to support critical business processes;
  - 1.2.4. Key applications and systems and their recovery time objectives;
  - 1.2.5. Internal and external interfaces with key applications and systems;
  - 1.2.6. The adequacy of redundancies within the network infrastructure; and
  - 1.2.7. Mitigating controls, in place and tested, for any single points of failure for which redundancies cannot be established.
- 1.3. **Data Backup Plan:** Great Rivers BH-ASO shall conduct adequate (regular and periodic) backup of critical information as prioritized in the data criticality analysis. Backup and restore procedures will be updated regularly to reflect changes within the organization for the documentation listed above. In addition, Great Rivers BH-ASO will assure that the backup data can be accessed quickly. Great Rivers BH-ASO will maintain off site storage of critical documentation and assure access to those materials.
- 1.4. **Disaster Recovery Plan:** Great Rivers BH-ASO will maintain documentation for all elements of its Disaster Recovery Plan and updated it on a regular basis. The Plan will cover the full range of information and activities needed to assure that the Plan will function smoothly and allow recovery of any lost ePHI.
- 1.5. **Emergency Mode Operation Plan:** Great Rivers BH-ASO will create and maintain procedures that enable continuation of critical business processes for protection of ePHI while in an emergency

mode. The Plan will include any information, activities and assignments that are needed such as identification of crisis management team members, a command center for emergency purposes, a process for acquiring additional personnel with needed skill sets, alternate processing and workspace, as well as health and safety issues.

- 1.6. Great Rivers BH-ASO will test and revise procedures as necessary to assure that they function as planned and that they are effective.

**POLICY SIGNATURE**

---

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

---

Date