LRP Quarterly and Annual Security Review Checklist Instructions

The Texas Department of State Health Services (DSHS) TB/HIV/STD and Viral Hepatitis Unit is implementing quarterly and annual security checklists for all Regional and Local Health Departments who handle TB/HIV/STD and VH electronic and paper public health data and have staff that access DSHS data systems for TB/HIV/STD. Each public health entity has an assigned Local Responsible Party (LRP) that is responsible for ensuring the security and confidentiality of the data and data systems for their jurisdiction. The LRP is responsible for ensuring that the quarterly and annual security reviews for their sites occur and that the checklists are sent to the DSHS TB/HIV/STD &VH unit. If there is more than one LRP at your site (i.e. for different diseases) then a checklist should be filled out by each LRP at the site**.**

Quarterly and Annual Security Review Checklist Submission Procedures

The quarterly and annual checklists should be submitted to the email box: TBHIVSTDSurv.NA

The forms have been made so they can be completed electronically and your electronic signature is acceptable. If you have already submitted any suspected breach forms to the DSHS central office during that quarter, there is no need to submit them again. Please include a list of those who are authorized to access the program secured area and the data/documents for TB/HIV/STD and VH. See Item #2 on the quarterly checklist and Item #3 on the annual checklist.

The forms should be submitted on the following schedule:

1st Quarter: September 1 – November 30; Due December 31. The first report is due December 31, 2012.

2nd Quarter: December 1 – February 28/29; Due March 31.

3rd Quarter: March 1 – May 31; Due June 30.

You do not need to send a report for the 4th quarter; the annual report will include this period.

Annual Checklist: September 1 – August 31; Due September 30.

If you have problems with this checklist, as an alternative you can send to: Stanley See, Stanley.See@dshs.state.tx.us . Please note Item #20 on the annual checklist requires your IT support initial signifying your systems are meeting DSHS standards. If they have questions, please have them contact Tim Hanson with the DSHS IT security office tim.hanson@dshs.state.tx.us .