



TB/HIV/STD and Viral Hepatitis

Local Responsible Party Security

Quarterly Review

Site:

LRP or Designated Manager:

Date:

Please put your responses to the No questions in the Response/Comments box and include the anticipated time lines to complete the action. Room is also available at the end for more complete responses if needed. This review applies to the TB, HIV, STD and Viral Hepatitis programs. Please be sure to sign the form and return electronically to: TBHIVSTDSurv.NA

Questions:

ID	Question	Selection	Response/Comments
1	A Local Responsible Party (LRP) has been designated for all matters concerning TB/HIV/STD & VH data management and security.	If no, please explain	
2	The LRP maintains a list of authorized users who have access to TB/HIV/STD & VH confidential data and the secured area. (Attach list of Authorized Users by data system).	If no, please explain	

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3	All personnel with access to TB/HIV/STD&VH confidential information (including IT staff) have signed confidentiality statements on file.	If no, please explain	
4	All personnel with access to TB/HIV/STD&VH confidential information (including IT staff) have received initial TB/HIV/STD&VH specific data security training.	If no, please explain	
5	All suspected breaches have been reported, investigated and followed up on according to policy. http://www.dshs.state.tx.us/hivstd/policy/security.shtm	If no, please explain	
6	All suspected breaches have been reported to appropriate DSHS ORP/LRP. (Attach all breach documentation for breaches in the last quarter).	If no, please explain	
7	The visitors log for individuals entering the secured area was reviewed this quarter.	If no, please explain	
8	A change log of security door access keycodes, have been maintained by the LRP. Keycodes have been changed at least every 90 days.	If no, please explain	

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9	Any TB/HIV/STD&VH confidential data taken out of the secured area are: <ul style="list-style-type: none"> • Minimized to the essential data required. • Stored on a device that is kept secure. • Encrypted 	If no, please explain.	

I certify the information above is correct:

(LRP)

Please enter additional responses or information below.