



TEXAS DEPARTMENT OF STATE HEALTH SERVICES

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COMMISSIONER

SA Contractor Broadcast MSG0150

September 9, 2011

TO: Executive Directors
Substance Abuse and Tobacco Contractors

FROM: Juanita Salazar, Unit Manager 
Substance Abuse Contracts Management Unit
Mental Health and Substance Abuse Division

RE: **CMBHS Security Attestation Form**

In accordance with the Department of State Health Services (DSHS) FY2012 General Provisions Section 23.03:

Security Administrator. "Contractor shall designate a Security Administrator and a back-up Security Administrator. The Security Administrator is required to implement and maintain a system for management of user accounts/user roles to ensure that all the CMBHS user accounts are current. Contractor shall have a security policy that ensures adequate system security and protection of confidential information. Contractor shall notify the CMBHS Help-desk within ten (10) business days of any change to the designated Security Administrator or the back-up Security Administrator at Substance abuse and tobacco services 1-866-806-7806."

Additional requirements regarding Security Administrator, Security Violations and Accounts Updates are outlined in FY12 General Provisions, Section 23.03 and 23.04. Contractors utilizing CMBHS are required to complete and submit a CMBHS Security Attestation Form biannually for their organization. In addition, Section X. Special Provisions of your Statement of Work has amended General Provision Section 23.03 Security Administrator, to add the following:

- 1) Contractor shall ensure that access to CMBHS is restricted to authorized users only. Contractor shall, within 24 hours, remove access to users who are no longer authorized to have access to secure data.
- 2) In addition to CMBHS Helpdesk notification as required by the General Provisions, Contractor shall submit a signed CMBHS Security Attestation Form and a list of Contractor's employees, contracted labor, and subcontractors authorized to have access to secure data.

- 3) Contractor shall submit the CMBHS Security Attestation Form electronically by **September 15, 2011**, and **March 15, 2012** to SubstanceAbuse.Contracts@dshs.state.tx.us

The CMBHS Security Attestation Form is attached for your completion. Please submit by the required due dates. If you have any questions, please contact your assigned Contract Manager.

Thank you.