

LRP Bi-Annual Security Review Checklist Instructions

On September 1, 2019, the Texas Department of State Health Services (DSHS) TB/HIV/STD(THS) Section moved to a bi-annual security review checklist process for all Regional and Local Health Departments who handle TB/HIV/STD electronic and paper public health data and/or have staff that access DSHS-approved secure networks for TB/HIV/STD staff.

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. LRPs are responsible for ensuring that the bi-annual security reviews for their sites occur and that the checklists are sent to the DSHS TB/HIV/STD Section.

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.

Bi-Annual Security Review Report Submission Procedures

Bi-annual reports can be accessed at [Texas Department of State Health Services TB/HIV/STD Section Bi-Annual LRP Report](#). The forms will **only be available electronically**, and your electronic signature is acceptable.

If you have already submitted any [privacy incident report forms](#) to the TB/HIV/STD Section Security Officer during the indicated time period, there is no need to submit them again.

After submission of the Bi-Annual Security Review for the 1st Period, please include a list of those who are authorized to access the program's secured area (indication of termination and/or suspension of access is required) **AND** the data/documents for TB/HIV/STD and VH to TBHIVSTD.AccountRequests@dshs.texas.gov with the subject line "**LRP Security Review AU List, 1st Period, 20___, Site Name.**"

Bi-Annual Reports Submission

The forms should be submitted on the following schedule:

Period	Time	Due Date	Documents to Submit
1 st	July 1 – December 30	December 31	DSHS Security Review Questionnaire & Authorized User List
2 nd	January 1—June 30	July 1	DSHS Security Review Questionnaire

If you have questions about this checklist, contact THS Section Security Officer: Amanda Sierra at Amanda.Sierra@dshs.texas.gov.