

Local Responsible Party (LRP) Quick Reference Sheet

LRP/LRP DESIGNEE RESPONSIBILITIES

- Maintain a list of all personnel that are authorized to access confidential information
- Maintain all copies of current confidentiality forms and training certificates
- Inform DSHS when an Authorized User (AU) needs to be terminated (*voluntarily or non-voluntarily*) by submitting a Deactivation Request Form
- Ensure employees complete/renew Security and Confidentiality Training on an annual basis
- Ensure employees submit a signed Confidentiality Agreement on an annual basis (*submitted with security training renewal to the Section Security Officer*) **within seven (7) days of completion**
- Send **Bi-Annual Reports** to TB/HIV/STD Section Security Officer along with AU list (*or Health Communications Manager if security officer position is vacant*)
- Investigate privacy incidents and complete **initial** privacy incident reports **within 24 hours of discovering incidents** (*with updates as the investigation/information becomes available*)
- For any individual(s) implicated in a privacy incident that is potentially intentional or negligent in nature, immediately limit or restrict access to confidential information for the implicated individual(s) until the privacy incident investigation is complete
- Consult with the TB/HIV/STD Section Security Officer about privacy incidents, if needed
- Establish and/or enforce corrective and/or disciplinary actions in conjunction with agency management when needed
- Ensure organizational policies are in line with DSHS TB/HIV/STD Security policies and procedures
- Provide validation of access requests for DSHS-approved secure network systems

PRIVACY INCIDENT REPORTING

- Complete All Questions in the Privacy Incident Report.
- Contact the Section Security Officer for guidance, as needed.

[DSHS TB/HIV/STD Section Privacy Incident Report](#)

POLICIES AND PROCEDURES

- [DSHS TB/HIV/STD Security Policies and Procedures](#)
- [Breach of Confidentiality Response Policy](#)
- [Data Release Agreement](#)

BI-ANNUAL REPORTS SUBMISSION

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

Bi-Annual Reports can be accessed at [Texas Department of State Health Services TB/HIV/STD Section Bi-Annual LRP Report](#).

FORMS (REQUIRED ANNUALLY)

- [Confidentiality Agreement](#)
- [Acceptable Use Agreement Form](#)
- [Security Training Course](#)
 - [TrainTx](#) Send pdf copy of certificate (*along with confidentiality agreement form*) to Section Security Officer and LRP
 - [Instructions](#) for completing the Security Training Course

IMPORTANT: DO NOT SAVE ANY FORMS. Instead, **BOOKMARK** the [DSHS TB/HIV/STD Security and Database Account Management Page](#) for the most up-to-date instructions and forms.

RESOURCES

- [DSHS TB/HIV/STD website](#)
- [DSHS TB/HIV/STD Security Policies and Procedures](#)
- [Laws, Rules, and Authorizations](#)
- [Data Release Agreement](#)
- [DSHS TB/HIV/STD Security and Database Account Management](#)
- [Breach of Confidentiality Response Policy](#)
- [DSHS TB/HIV/STD Section Privacy Incident Report](#)
- [HIPAA Basics for Providers](#)
- [National Center for HIV/AIDS, Viral Hepatitis, STD, and TB Prevention's \(NCHHSTP\) Data Security and Confidentiality Guidelines for HIV, Viral Hepatitis, Sexually Transmitted Disease, and Tuberculosis Program \(2011\)](#)

CONTACT INFORMATION

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