

# LRP Bi-Annual Security Assessment Instructions

DSHS requires regional and local health departments who handle HIV, STD, or TB electronic and paper public health data and/or have staff that access DSHS-approved secure networks for HIV, STD, or TB staff to conduct a bi-annual security assessment.

Each public health entity has an assigned Local Responsible Party (LRP) responsible for ensuring the security and confidentiality of data and data systems for their jurisdiction. LRPs submit the site security assessment twice per year.

**If there is more than one LRP at your site (i.e., for different diseases), each LRP must submit an assessment.**

## Bi-Annual Security Assessment Submission Procedure

1. Complete and submit the [DSHS TB/HIV/STD Bi-Annual Security Assessment \(LRP Report\)](#) twice per year (see schedule below). **The assessment is only available electronically.** Your electronic signature is acceptable.

If you submitted [privacy incident reports](#) during the covered time period, you do not need to submit them again.

2. On January 31 each year, submit a site [Authorized User List](#) to the [Section Privacy Coordinator](#).

## Bi-Annual Security Assessment Submission Schedule

Period	Time	Due Date	Documents to Submit
1	July 1 – December 31	January 31	LRP Report Authorized User List
2	January 1 – June 30	July 31	LRP Report

Contact the [Section Privacy Coordinator](#) with questions.