

Local Responsible Party (LRP) Quick Reference Sheet

LRP Duties

1. Maintain a list of all personnel authorized to access confidential information.
2. Maintain copies of current confidentiality forms and training certificates.
3. Inform DSHS when an Authorized User's access requires termination (voluntarily or non-voluntary).
4. Ensure employees complete DSHS Security and Confidentiality training annually.
5. Ensure employees submit a signed Confidentiality Agreement annually (submit with training certificate to the HIV/STD Section Privacy Coordinator).
6. Send Bi-Annual Reports and AU list to HIV/STD Section Privacy Coordinator (or Health Communications Manager if the Privacy Coordinator position is vacant).
7. Investigate privacy incidents and complete privacy incident reports within 24 hours of discovering incidents (with updates as the investigation/information becomes available).
8. Limit or restrict access to confidential information for any individual(s) potentially implicated in a privacy incident until the privacy incident investigation is complete.
9. Consult with the HIV/STD Section Privacy Coordinator about privacy incidents, as needed.
10. Establish and/or enforce corrective or disciplinary actions in conjunction with agency management, as needed.
11. Ensure organizational policies align with DSHS HIV/STD security policies.
12. Validate agency AU access requests for DSHS databases.

Privacy Incident Reporting

- [Report privacy incident](#) within 24 hours of discovering the incident.
- Contact the [Section Privacy Coordinator](#) for guidance, as needed.

Security Policies and Procedures

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

DSHS TB/HIV/STD Bi-Annual Security Assessment (LRP Report)

- [LRP Report](#)

Bi-Annual Security Assessment Submission Schedule

Period	Coverage	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

Authorized User Forms (required annually)

- [Confidentiality Agreement](#)
- [Acceptable Use Agreement](#) (for those with data/app access)
- [Security and Confidentiality Training Certificate \(instructions\)](#)

Document users with the [Authorized User Spreadsheet](#). Visit the [DSHS TB/HIV/STD Security and Database Account Management page](#) for the most up-to-date instructions and forms.

Other Resources

- [LRP Handbook](#)
- [DSHS HIV/STD website](#)
- [Laws, Rules, and Authorizations](#)
- [HIPAA Basics for Providers](#)
- [Data Security and Confidentiality Guidelines for HIV, Viral Hepatitis, Sexually Transmitted Disease, and Tuberculosis Programs \(2011\)](#)

Contact

[DSHS HIV/STD Section Privacy Coordinator](#)