

Theresa Masse

Authorized Signature

Number: AS-AR-04-002
Issue Date: 04/06/04

Topic: **Privacy – Safeguard Assessment**

Due Date:

Subject: Annual DHS Safeguards Assessment is delayed.

Applies to (check all that apply):

- | | |
|--|---|
| <input type="checkbox"/> All DHS employees | <input type="checkbox"/> County Mental Health Directors |
| <input type="checkbox"/> Area Agencies on Aging | <input type="checkbox"/> Health Services |
| <input type="checkbox"/> Children, Adults and Families | <input type="checkbox"/> Seniors and People with Disabilities |
| <input type="checkbox"/> County DD Program Managers | <input checked="" type="checkbox"/> Other: DHS Managers & Supervisors |

Action Required: Please wait until further notice to administer the DHS Safeguards Assessment Tool. The document has been revised. Implementation instructions have been modified.

Reason for Action: The annual DHS Safeguards Assessment was due to begin this month. It is being delayed because of revisions and the inclusion of HIPAA Security Rule elements.

Field/Stakeholder review: Yes No

If yes, reviewed by:

If you have any questions about this action request, contact:

Contact(s):	Jane Alm, DHS Privacy Officer		
Phone:	503-947-5255	Fax:	503-947-5396
E-mail:	jane.alm@state.or.us		

See one-page message below.

Message to Managers from the Information Security Office Privacy Program – April 6, 2004

Annual DHS Safeguards Assessment is delayed.

Please wait until further notice to administer the DHS Safeguards Assessment Tool. The document has been revised. Implementation instructions have been modified.

The Safeguards Assessment is intended to help DHS managers and supervisors conduct a self-assessment to determine if reasonable administrative, technical and physical safeguards are in place to protect confidential information. The first DHS Safeguards Assessment Tool was distributed one year ago, and completed forms were returned to the newly established Privacy Program. DHS Policy #AS-100-05 requires that the assessment be completed annually.

The Information Security Office Privacy Program requests that managers and supervisors delay administering the 2004 Assessment. The document has been revised based on feedback from the clusters and other administrative areas and now includes non-technical elements of the HIPAA Security Rule. The implementation instructions have been modified. The revised Assessment includes the same categories as the original Tool, with one addition, Administrative Procedures.

- A. Physical Environment
- B. Reception and Pedestrian Traffic
- C. Workstations, Printers, Copiers, Fax Machines
- D. Electronic Media Storage
- E. Document Storage
- F. Document Destruction
- G. Administrative Procedures

You will receive an announcement and detailed instructions within 6-8 weeks. The revised Safeguards Assessment Tool can be completed and returned electronically. You may contact Jane Alm, DHS Privacy Officer, if you have questions.

Jane Alm
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Phone 503-947-5255