

# LHD Security Meeting Agenda January 11, 2005

- Video Conferencing logistics: Dianna Gertz
- LHD HIPAA Assessment Tracking database. Jim Weathersbee
- Update on #5 with Health Stat. – Sandra Ellenwood
- Homework Q&A's Ed Dolly, Kathy Moore. Last meeting's homework was:
  1. #3 Identify any changes your LHD can make to manage risks identified in the Risk Assessment you conducted. Begin making changes where feasible. All changes should be completed by March.
  2. Conduct Inventory. Know where your EPHI is stored. Complete by January meeting.
  3. Complete items #21, #22, #23, #24, #25. Target to have completed for January meeting.
  4. Complete items #30, #31, #32, #33, #34 Complete by January meeting.
  5. Consider how you handle security incident reporting locally. Review sample policy. Items #19 and #20.
- Update on where you should be by now – Kathy Moore

## Homework for Feb. 8:

1. # 4, Sanction Policy. Ensure policy is in place and documented.
2. # 8, Authorization and/or Supervision. Ensure procedure is documented.
3. # 18. Password Management. Implement procedure for password management of applications if this is not already done.
4. #28. BAA in place with EPHI business associates.
5. #40. Accountability of Hardware and Electronic media movement.
6. #41. Data Backup and Storage before moving equipment.
7. #45. Automatic Logoff. If applicable, establish procedures with your application vendor. If not applicable, document.
8. Complete items #57, #57, #59