



# TB/HIV/STD and Viral Hepatitis

## Local Responsible Party Security Review

### Annual Review

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**Site:**

**Department: LRP**

**Or Designated Manager:**

**Date:**

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Please put your responses to the No questions in the Response/Comments box and include the anticipated time line to complete the action. Room is also available at the end for more complete responses if needed. This review applies to the TB, HIV, STD and Viral Hepatitis programs. Your IT support person must initial your response to question #21. Please be sure to sign the form and return it electronically to: TBHIVSTDSurv.NA

**Questions:**

ID	Question	Selection	Response/Comments
1	A Local Responsible Party (LRP) has been designated for all matters concerning TB/HIV/STD&VH data management and security.	If no, please explain	
2	Data release and security policies and procedures are in place and available to staff.	If no, please explain	
3	The LRP maintains a list of authorized users with access to TB/HIV/STD&VH confidential data and the secured area. (Attach list of Authorized Users by data system).	If no, please explain	

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4	All personnel with access to TB/HIV/STD&VH confidential information (including IT staff) have signed confidentiality statements on file.	If no, please explain	
5	All personnel with access to TB/HIV/STD&VH confidential information (including IT staff) have received TB/HIV/STD&VH specific, data security training	If no, please explain	
6	Compliance with data security policies and procedures are part of employee performance. .	If no, please explain	
7	TB/HIV/STD&VH Confidential data are: <ul style="list-style-type: none"> <li>• Maintained in a secure area</li> <li>• Not left in plain sight</li>   <li>• Shredded or Destroyed before disposal</li> <li>• Locked when not in use</li> </ul>	If no, please explain	
8	Access to the secured area where TB/HIV/STD&VH confidential data are kept is limited to those approved by the LRP.	If no, please explain.	
9	TB/HIV/STD&VH confidential data are stored on stand-alone computers or on a secure drive (restricted access) on a secured network.	If no, please explain	
10	Computers with TB/HIV/STD&VH confidential information have power-on and screensaver passwords.	If no, please explain	
11	Any TB/HIV/STD&VH confidential data taken out of the secured area are: <ul style="list-style-type: none"> <li>• Minimized to the essential data required</li> <li>• Stored on a device that is kept secure.</li> <li>• Encrypted.</li> </ul>	If no, please explain	

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12	Any TB/HIV/STD & VH confidential data transmissions to DSHS or other approved partners are encrypted and transmitted via secured means.	If no, please explain	
13	Requests for data are: <input type="checkbox"/> Handled according to the established Release of TB/HIV/STD data policy. <input type="checkbox"/> Tracked in a data request log.	If no, please explain	
14	Program compliance with established data release and security policies were annually reviewed by management and/or the LRP.	If no, please explain	
15	All suspected breaches were reported to the appropriate DSHS LRP, investigated and followed up on according to policy. (Attach all breach documentation for breaches in the last quarter)	If no, please explain	
16	The visitors log for individuals entering the TB/HIV/STD&VH secured area was reviewed quarterly.	If no, please explain	
17	All system password changes were verified at least every 90 days.	If no, please explain	
18	A log of security door access was maintained by the LRP. A Shows that keycodes were changed at least every 90 days.	A If no, please explain	

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19	At least one physical layer of security is in place for all areas where TB/HIV/STD&VH confidential data is stored.	If no, please explain	
20	Computers and networks with TB/HIV/STD&VH data meet DSHS security standards. (Local IT must initial here)_____	If no, please explain	
21	Any TB/HIV/STD&VH confidential documents taken out of the secured area are: <ul style="list-style-type: none"> <li>• Minimized to the essential data required</li> <li>• Stored on a device that is kept secure.</li> <li>• Encrypted.</li> </ul>	If no, please explain	

I certify the information above is correct: \_  
(Electronic Signature Accepted)

(LRP)

If more information is necessary for your No responses please use this space.

Please use this space if you want to provide additional information for any of your responses.