

LRP Bi-Annual Security Review Checklist Instructions

The DSHS TB/HIV/STD (THS) Section requires a bi-annual security review checklist process for all Regional and Local Health Departments who handle TB/HIV/STD electronic and paper public health data and/or have staff that access DSHS-approved secure networks for TB/HIV/STD staff.

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 ensure site bi-annual security reviews occur and submit checklists to the DSHS TB/HIV/STD Section.

If there is more than one LRP at your site (i.e., for different diseases), a checklist must be completed by each LRP at the site.

Bi-Annual Security Review Report Submission Procedures

Bi-annual reports are found at [Texas Department of State Health Services TB/HIV/STD Section Bi-Annual LRP Report](#). **The form is only available electronically.** Your electronic signature is acceptable.

If you have already submitted [privacy incident report forms](#) to the TB/HIV/STD Section Security Officer during the indicated time period, you do not need to submit them again.

After submission of the Bi-Annual Security Review for Period 1, please include a list of those authorized to access the program's secured area (indication of termination and/or suspension of access is required) **AND** the data/documents for TB/HIV/STD and VH to TBHIVSTD.AccountRequests@dshs.texas.gov with the subject line "**LRP Security Review AU List, Period 1, 20YY, Site Name.**"

Bi-Annual Reports Submission

The forms should be submitted on the following schedule:

Period	Time	Due Date	Documents to Submit
1	July 1 – December 30	December 31	DSHS Security Review Questionnaire and Authorized User List
2	January 1 – June 30	July 1	DSHS Security Review Questionnaire

If you have questions about this checklist, contact [THS Section Security Officer](#).