

# Local Responsible Party (LRP) Quick Reference Sheet

## LRP/LRP DESIGNEE RESPONSIBILITIES

- Maintain a list of all personnel that are authorized to access confidential information
- Maintain all copies of current confidentiality forms and training certificates
- Inform DSHS when an Authorized User (AU) needs to be terminated (*voluntarily or non-voluntarily*) by submitting a [Deactivation Request Form](#)
- Ensure employees complete/renew [Security and Confidentiality Training](#) (PDF) on an annual basis
- Ensure employees submit a signed [Confidentiality Agreement](#) (PDF) on an annual basis (*submitted with security training renewal to the Section Security Officer*) **within seven (7) days of completion**
- Send **Bi-Annual Reports** to TB/HIV/STD Section Security Officer along with AU list (*or Health Communications Manager if security officer position is vacant*)
- Investigate privacy incidents and complete **initial** privacy incident reports **within 24 hours of discovering incidents** (*with updates as the investigation/information becomes available*)
- For any individual(s) implicated in a privacy incident that is potentially intentional or negligent in nature, immediately limit or restrict access to confidential information for the implicated individual(s) until the privacy incident investigation is complete
- Consult with the [TB/HIV/STD Section Security Officer](#) about privacy incidents, if needed
- Establish and/or enforce corrective and/or disciplinary actions in conjunction with agency management when needed
- Ensure organizational policies are in line with [DSHS TB/HIV/STD Security policies and procedures](#)
- Provide validation of access requests for DSHS-approved secure network systems

## PRIVACY INCIDENT REPORTING

- Complete all questions in the [Privacy Incident Report](#)
- Contact the [Section Security Officer](#) for guidance, as needed

## POLICIES AND PROCEDURES

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

## BI-ANNUAL REPORT SUBMISSION

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

Bi-Annual Reports can be found at [Texas Department of State Health Services TB/HIV/STD Section Bi-Annual LRP Report](#).

### FORMS (REQUIRED ANNUALLY)

- [Confidentiality Agreement](#) (PDF)
- [Acceptable Use Agreement Form](#) (PDF)
- [Security Training Course](#) (PDF)

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

### RESOURCES

- [DSHS TB/HIV/STD website](#)
- [DSHS TB/HIV/STD Security Policies and Procedures](#)
- [Laws, Rules, and Authorizations](#)
- [Data Release Agreement](#) (PDF)
- [DSHS TB/HIV/STD Security and Database Account Management](#)
- [Breach of Confidentiality Response Policy](#)
- [DSHS TB/HIV/STD Section Privacy Incident Report](#)
- [HIPAA Basics for Providers](#) (PDF)
- [Data Security and Confidentiality Guidelines for HIV, Viral Hepatitis, Sexually Transmitted Disease, and Tuberculosis Programs \(2011\)](#) (PDF)

### CONTACT INFORMATION

[DSHS Section Security Officer](#)