



HIPAA Privacy/Data Security Personnel Tool

1. Pers 01 (LSF Standard Contract § 5.4.2; CFOP 50-2; 45 CFR 164.308(a)(3) and (a)(4)) If the staff member is granted access to a DCF or Managing Entity information system, is a current, annually signed DCF Security Agreement including Nondisclosure Agreement (Form CF 112) maintained in the personnel file?
2. Pers 02 (LSF Standard Contract § 5.3.6.a.i; 45 CFR 164.530(b)) Does the staff member have the most updated version of the HIPAA training certificate on file? If the staff member accesses DCF or LSFHS systems, it must be the DCF HIPAA Basics; training modules are updated annually by DCF. If not, an agency training module is sufficient.
3. Pers 03 (LSF Standard Contract § 5.4.2; 45 CFR 164.308(a)(5)(i)-(ii)) If the staff member has access to either a DCF or LSFHS system, does s/he have the most updated version of the DCF Security Awareness Training Certificate on file? Training modules are updated annually by DCF. ((Recommendation: file the certificate in personnel file))