



# HIPAA Privacy/Data Security Personnel Tool

1. HIPAA Privacy & Data Security - Personnel Pers (Standard Contract 28.c. 45 CFR 164.308(a)(5)(i)) If the employee has access to either DCF or LSFHS systems, does s/he have a most recently signed Access Confidentiality and Nondisclosure Agreement Form CF 0112 on file?
2. HIPAA Privacy & Data Security - Personnel Pers Training (Standard Contract 36.g. 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 HIPAA Information and Action Training Module from DCF; training modules are updated annually by DCF. If not, an agency training module is sufficient. ((Recommendation: file the certificate in personnel file))
3. HIPAA Privacy & Data Security - Personnel Pers Training (Standard Contract 28.b. 45 CFR 164.308(a)(5)(i)) 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))