

SUBJECT Computer Information Systems		CHAPTER 03	SECTION 01	SUBJECT 01
CHAPTER Information Management		SECTION Technology		
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I. APPLICATION:

- PIHP Board
 CMH Providers
 SUD Providers
 PIHP Staff
 CMH Subcontractors

II. POLICY STATEMENT:

It shall be the policy of the Region 10 PIHP that procedures are in place to protect the integrity, accuracy, value and legality of the organization’s Information Systems and data. These procedures include physical security, disaster recovery mechanisms, password protection, virus protection, compliance with monitoring bodies and all other necessary protections for the integrity of the data and the Information System.

III. DEFINITIONS:

Agency: PIHP, CMH/Administrative Staff, CMH Providers/Sub-contractors & SUD Providers, Contractual Staff, Students, Volunteers.

Computers: Any and all computers (desktops, workstations, laptops, mobile devices, servers and terminals) used by Agency personnel or clients at Agency work locations (also referred to as PCs.)

Data: The complete set of information stored within the Information System or contained on disks, printouts, CDs, or other media, regardless of current format.

Hardware: Physical components of computer equipment or infrastructure.

Information System: The network of computers and other hardware and software used to categorize, store, retrieve, copy, protect, and manipulate data on behalf of the Agency and its clinical and administrative operations.

Software: Computer programs, including operating systems, office productivity tools (word processing, spreadsheet and e-mail), virus protections, EMR, financial applications, etc.

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User: Individual who has access to the Agency information system as personnel, contractor, temporary employee, client, or other person who uses Agency computers.

IV. STANDARDS:

- A. The Agency develops, publishes, and enforces procedures and guidelines governing the use of Agency computer systems. These procedures and guidelines address hardware, software, security, data integrity, e-mail and Internet use.
- B. The Agency ensures that each computer user will be knowledgeable about the policies.
- C. The Agency is compliant with the Region 10 PIHP standards of data accuracy and timeliness, and has appropriate procedures for the entry, verification and review of those standards.
- D. All Agency Computer Information System users will follow Agency procedures.
- E. All Agency Computer Information System users will enter accurate and appropriate data when required.
- F. All parties will be aware of and support all problem identification, problem resolution, and enforcement mechanisms developed to implement this policy.
- G. The Agency uses computer information systems hardware, software, and data according to all State and Federal laws and applicable policies and procedures.

V. PROCEDURES: N/A

VI. EXHIBITS: N/A