

## Chapter 19: Information Security Requirements

---

### Introduction

---

Healthy Start participant records contain confidential information that is to be treated with utmost security. The Department of Health has developed policies, protocols, and procedures that assure the security of participant-specific information.

### Standards and Criteria

---

#### **Standard 19.1 Providers of Healthy Start services will comply with applicable Department of Health Information Security Policies, Protocols, and Procedures.**

*Criteria:*

**19.1.a** Healthy Start providers have written information security policies.

**19.1.b** All participant-related information is retained, archived, and destroyed according to the Records Retention Schedule, Department of State, Division of Library and Information Services, Bureau of Archives and Records Management.

**19.1.c** Participant-related records are maintained in designated secure areas.

**19.1.d** Prudent and reasonable precautions are taken to protect confidential information.

**19.1.e** Each Healthy Start contract includes standard contract language that requires the contractor to comply with current departmental information security policies, protocols, and procedures.

**19.1.f** Confidential medical information is not released without proper authority.

**19.1.g** Confidentiality of HIV/AIDS, STD, and TB case reports is maintained.

### Guidelines

---

#### **Scope of Information and Security Requirements**

Because documentation of Healthy Start services includes medical and other personal information, all client-specific information related to Healthy Start participants and their families is to be handled as confidential medical information. Providers of Healthy Start services must therefore comply with departmental policy when storing, handling, and sharing this information. It is the responsibility of the Healthy Start Coalition to assure that providers with whom they contract are in compliance with these policies.

### Forms

---

Confidentiality and Security Statement of Understanding, DH 1120, 7/05  
(This form is found in Appendix E).

## **References**

---

Florida Department of Health Information Security and Privacy Policy, July, 2005.

## **Frequently Asked Questions**

---

- Q.** *When the Department of Health contracts with the Healthy Start Coalitions and the coalition contracts with direct service providers with DOH funds, must the Coalition ensure that the Department of Health security policies are followed?*
- A.** Yes, compliance with Department of Health Security policies should be required in the contract between the provider and the coalition. The Department of Health holds the Healthy Start Coalition responsible for maintaining confidentiality; therefore, the coalition needs to hold their subcontracted providers responsible.

**Notes:**

---

**Self Study Questions:** (Answers to these questions may be found in Appendix H)

1. What guidelines are used to assure proper compliance in the retaining, archiving, and destroying of records that contain participant-related information?
2. In order to help assure information security, what language must be included in each Healthy Start contract?