



## PENINSULA RSN

### MANAGEMENT INFORMATION SERVICES POLICIES AND PROCEDURES

**Policy Name:** DATA TRANSFER TO THE DEPARTMENT      **Policy Number:** 4.02

**Reference:** DSHS Contract

**Effective Date:** 4/2004

**Revision Date(s):** 1/2012

**Approved by:** PRSN Executive Board

#### CROSS REFERENCES

- Policy: Corrective Action Plan

#### PURPOSE

To ensure that the Peninsula Regional Support Network (PRSN) maintains a primary and backup system for the transfer of electronic data to the Department.

#### PROCEDURE

1. The Peninsula Regional Support Network contracts with Kitsap Mental Health Services (KMHS) to manage the Information Services (IS) system utilized by the PRSN.
2. KMHS, as contracted provider for PRSN Information Services, will use the SSH (Secure Shell) method of data encryption for all electronic data transfers to ensure confidentiality.
3. PRSN data is transferred (using the SSH software) to directories in the DSHS data system by connecting to the Virtual Private Network (VPN) via an Internet connection.
  - All data is submitted in accordance with the current Data Dictionary specifications.
  - Encounter data is submitted using HIPAA file formats.

4. In the event internet connectivity is unavailable over a period of 14 calendar days, data will be sent to DSHS using a password-protected CD, DVD or Flash Drive delivered directly to the Department.

## **MONITORING**

This policy is mandated by contract.

1. This policy will be monitored by the PRSN by the following means:
  - Kitsap Mental Health Services will report to the PRSN any loss of VPN services.
  - KMHS and the PRSN will debrief any loss of connection and resolve problems identified.
2. If a provider performs below expected standards during any of the reviews listed above a correction action will be required for PRSN approval. Reference PRSN Corrective Action Plan Policy.