

ST. CLAIR COUNTY COMMUNITY MENTAL HEALTH AUTHORITY

ADMINISTRATIVE PROCEDURE

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CHAPTER Information Management		CHAPTER 08	SECTION 001	SUBJECT 0015
SECTION Information Systems		SUBJECT Loss Prevention & Recovery of Data and Information		
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I. APPLICATION:

- ☐ SCCCMHA Board
- ☐ SCCCMHA Providers & Subcontractors
- ☒ Direct Operated Programs
- ☐ Community Agency Contractors
- ☐ Residential Programs
- ☐ Specialized Foster Care

II. PURPOSE STATEMENT:

St. Clair County Community Mental Health Authority (SCCCMHA) shall ensure that all data gathered and stored in a digital format, or information converted to a digital format for storage, indexing, retrieval, and eventual archival shall reside on server platform(s) controlled by SCCCMHA. Data will be backed up at intervals no longer than once every business day. All data backups shall be performed on identified media and replicated to an off-site location for thirty days in accordance with the Information Technology Disaster Recovery Plan.

III. DEFINITIONS:

- A. Digital Format: Information stored within the computer system in a database or document file format.
- B. Electronic Protected Healthcare Information (ePHI): Any individually identifiable health information stored on hard drives, laptops, desktops, memory sticks and mobile devices; contained in e-mail; or transmitted from or to the Covered Entity.
- C. Backup Replication: Backup replication is the act of copying and then moving data from one company site to another. This is done for an immediate and smooth resumption of business operations after a disaster.

IV. STANDARDS:

- A. Backups are verified for success at the beginning of each business day.
- B. If backups have not been successful, every effort is made to perform the backup immediately. If the backup deteriorates network or server performance, the backup is performed as soon as it can be scheduled without degrading server or network performance.

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- C. Backup replication is done daily, Monday through Friday. Daily, weekly, monthly, quarterly, and annual backup replications.
- D. The weekly Backup Replication shall be stored at an off-site location for thirty days.
- E. The monthly and quarterly Backup Replication shall be replicated and stored at an offsite location on the next business day as outlined in the IT Disaster Recovery Plan.
- F. A log of all weekly, quarterly, and annual backups will be maintained within the backup application utility for auditing purposes.

V. PROCEDURES:

IT Staff

- 1. Ensures that network backups are completed on a daily basis.
- 2. Verifies that all backups completed successfully.
- 3. Ensures that backups are stored off-site on a weekly basis; or monthly, quarterly and annually, as appropriate.

VI. REFERENCES:

A. Disaster Recovery Plan

VII. EXHIBITS:

None Available

VIII. REVISION HISTORY:

Dates issued 02/02, 08/04, 11/06, 06/10, 09/12, 05/14, 05/15, 05/16, 03/17, 03/18, 03/19, 03/20, 12/21, 11/22.