Series: 1100 Information Technology

Policy Name: Information Security Response and Incident Response

Policy Number: 1122

Regulations: 45 C.F.R. 164.308

Origination Date: 7/20/2022   **Revision Date:**

Policy:

The Security Incident Response to addresses violations, or threats of violations, to Communities Connected for Kids (CCKids) information security policies, including data breaches, by providing steps for an organized response to incidents.

Procedure:

1. The Incident reporting and HIPAA breach notifications policy addresses reporting and timeliness of all security incidents.

2. All employees, contractors and any other Communities Connected for Kids representative will be advised how to appropriately report security incidents and will immediately report any and all suspected and actual breaches of information security to the HIPAA Officer and the IT Security Officer. Refer to Policy #803 Incident Reporting and HIPAA Breach Notifications.

3. CCkids IT Security Officer is responsible for coordinating the appropriate level of response to a security incident and for investigating the security incident and taking appropriate remedial actions to prevent recurrence.

4. When a Security incident occurs, CCkids Security Officer is responsible for reviewing, updating and submitting an Incident report to Devereux Behavioral Health's IT department.

DocuSigned by:

Approved: _Carol Deloach_
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Date: 7/27/2022
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Carol Deloach, CEO