

**Adams County Health and Human Services  
Policy and Procedures**

<b>Program:</b> All H&HS Divisions	<b>Effective Date:</b>
<b>Policy Title:</b> Confidentiality Breach Event	<b>Policy Number:</b> HHS201705CF
<b>Approved by:</b> Ken Wagner/Management Team	<b>Date:</b> 9/27/17

<b>Policy Statement:</b> The purpose of this policy is for proper action and notification to Managers and Supervisors of Adams County Health & Human Services when a member of staff discovers that a Breach Event has occurred.
<b>Policy Standard:</b>
<b>Rationale or history:</b> A Breach Event is an event where client information is disclosed to an unauthorized person or where client information is at risk of being disclosed. Once you have discovered that a Breach Event has occurred the following procedure must be followed.

<p><b>Procedures:</b> <b><u>Immediately</u></b> notify a manager or supervisor. Inform them of the following:</p> <ul style="list-style-type: none"><li>• Who: Who was involved? Who are the clients whose information is at risk? Who may have seen information they were not authorized to see?</li><li>• What: What type of record or information was breached or potentially breached? What happened? Describe the time line of the event.</li><li>• When: Time and date.</li><li>• Where: What units were involved? What Counties may be involved? What was the process taking place at the time of the breach?</li><li>• Attachment A must be filled out in its entirety by staff involved.</li></ul> <p>Your manager or supervisor will determine the course of action such as:</p> <ul style="list-style-type: none"><li>• Activate Rapid Response Group.</li><li>• Notify Counties involved.</li><li>• Contact client.</li><li>• Additional steps needed to secure information and outcome.</li></ul>
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