**Statewide Health Information Policy Manual (SHIPM) 3.2.2 – Device and Media Controls**

*Compliance Review Tool Questions #54, 55, and 56*

## Artifact Must Haves and Best Practices

| **Item #** | **Topic** | **Covered (Y or N)** | **Comment** |
| --- | --- | --- | --- |
| 1 | Did the organization submit an artifact(s) regarding Device and Media controls? | Y🞏 N🞏 |  |
| 2 | Does the artifact(s) describe media controls, including: |  |  |
| 2a | * Safeguard health information from unauthorized access, use, disclosure, modification or disposal?
 | Y🞏 N🞏 |  |
| 2b | * Control removal of electronic health information from electronic media before the media are made available for re-use?
 | Y🞏 N🞏 |  |
| 2c | * Address the final disposition of electronic health information, and/or the hardware or electronic media on which it is stored – including procedures for removal of electronic health information from electronic media before the media are made available for re-use?
 | Y🞏 N🞏 |  |
| 2d | * Govern the receipt and removal of hardware and electronic media that may contain electronic health information into and out of a facility, and the movement of these items within the facility?
 | Y🞏 N🞏 |  |
| 2e | * Document the movements of hardware and digital media and any person responsible?
 | Y🞏 N🞏 |  |
| 2f | * Create a retrievable, exact copy of electronic health information, when needed, before movement of equipment?
 | Y🞏 N🞏 |  |
| 3 | Does the artifact(s) describe the use of media disposal sanitization techniques, to prevent the disclosure of health information, including:  |  |  |
| 3a | * Clearing
 | Y🞏 N🞏 |  |
| 3b | * Purging
 | Y🞏 N🞏 |  |
| 3c | * Destruction
 | Y🞏 N🞏 |  |
| 4 | Does the artifact(s) have official review/acceptance: |  |  |
| 4a | * Effective Date?
 | Y🞏 N🞏 |  |
| 4b | * Revision Date?
 | Y🞏 N🞏 |  |
| 4c | * Authorizing Sr./Executive Management Signature?
 | Y🞏 N🞏 |  |

Title(s) of Submitted Policy/Document/Artifact(s) Reviewed:

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Stored Location of, or link to Artifact(s) Reviewed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Overall CalOHII Reviewer Comments:

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Name of CalOHII Reviewer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Reviewed: \_\_\_\_\_\_\_\_\_\_\_\_

Title of or link to Other Source(s) used (e.g., sources not in checklist, templates) – *optional*:

<http://nvlpubs.nist.gov/nistpubs/SpecialPublications/NIST.SP.800-53r4.pdf#page=275>

<http://www.documents.dgs.ca.gov/sam/SamPrint/new/sam_master/rev427sept14/chap5300/5365.2.pdf>