**Statewide Health Information Policy Manual (SHIPM) – 3.1.4 Security Management Process**

*Compliance Review Tool Question #44*

## Artifact Must Haves and Best Practices

| **Item #** | **Topic** | **Covered (Y or N)** | **Comment** |
| --- | --- | --- | --- |
| 1 | Was an artifact(s) submitted describing the location(s) and the flow of health information? |  |  |
| 2 | Does the artifact(s) identify the functions that require access to health information? |  |  |
| 3 | Does the artifact(s) identify the location of both electronic and hardcopy health information? |  |  |
| 4 | Does the artifact(s) identify the purpose for access to health information? |  |  |
| 5 | Does the artifact(s) identify the systems/processes that access health information (both incoming and outgoing)? |  |  |
| 6 | Does the artifact(s) specify how health information is segregated from any other joint information systems? |  |  |
| 7 | Does the artifact(s) categorize and classify the information assets and determine the asset’s needed level of protection? |  |  |
| 8 | Does the artifact(s) have official review/acceptance: | n/a |  |
| 8a | * Effective Date? |  |  |
| 8b | * Revision Date? |  |  |
| 8c | * Authorizing Sr./Executive Management Signature? |  |  |

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*:

[Guidance on Risk Analysis Requirements under the HIPAA Security Rule publication](https://www.hhs.gov/sites/default/files/ocr/privacy/hipaa/administrative/securityrule/rafinalguidancepdf.pdf) from HHS/OCR can be found at the following link:

www.hhs.gov/sites/default/files/ocr/privacy/hipaa/administrative/securityrule/rafinalguidancepdf.pdf