

Effective Date: 12/24/2019

Review Date: 1/2/2024

Revised Date: 10/30/2023

North Sound Behavioral Health Administrative Services Organization, LLC

Section 4000 - Information Systems: Business Continuity Disaster Recovery (BCDR)

Authorizing Source: HCA Contract

Approved by: Executive Director

Date: 1/2/2024

Signature:

POLICY #4022.00

SUBJECT: BUSINESS CONTINUITY DISASTER RECOVERY (BCDR)

POLICY

North Sound Behavioral Health Administrative Services Organization's (North Sound BH-ASO) and its delegates shall establish and test a Business Continuity and Disaster Recovery (BCDR) Plan with procedures to restore any loss of data and return the organization to normal business operation in compliance with State laws, the BH-ASO Health Care Authority (HCA) Contract, and 45 Code of Federal Regulation (CFR) §164.308(a)(7): Contingency Plan. Elevation to the BCDR plan is intended to be engaged when a catastrophic technical, physical, or manmade event ceases business operation at the main North Sound BH-ASO facility for an extended time.

It is North Sound BH-ASO policy to:

1. *45 CFR §164.308(a)(7)(ii)(B): establish, implement and maintain a Disaster Recovery Plan to restore any loss of North Sound BH-ASO, HCA or Provider data.*
2. *45 CFR §164.308(a)(7)(ii)(8): Perform and document periodic technical and nontechnical evaluations in response to environmental or operational changes that affect ePHI security to verify policies and procedures continue to meet requirements.*
3. *45 CFR §164.310(a)(2)(i): establish, implement and maintain procedures that allow facility access for the restoration of lost data in support of the information system and data recovery efforts outlined in North Sound BH-ASO's Disaster Recovery Plan (BCDR), Emergency Mode Operations policy, and in BH-ASO policy 4018.00 Facility Security.*

PROCEDURE

North Sound BH-ASO and each of its network providers will create, update, test and follow its own Disaster Recovery Plan in line with contract requirements. The plan will focus on the safety of individuals, equipment, and data when the agency's facility is unavailable due to natural, human or environmental disaster.

1. *164.310(a)(2)(i): The Disaster Recovery Plan will maintain a list of all North Sound BH-ASO staff and contractors necessary to perform system restoration to resume services as quickly as possible following an emergency.*
2. The IT Manager will assign workforce members in advance of an emergency and make sure the team is knowledgeable to implement a variety of disaster recovery options.
3. The Disaster Recovery Plan will be tested using a drill or 'desk check' at least annually, or whenever operational or environmental network changes occur, to ensure it is useful for ASO staff, leadership and affected partner communication, and to make sure the plan's updated review date is within the previous twelve (12) months.

4. Copies of the plan will be kept offsite, and the location of the copies documented within the plan.
5. The North Sound BH-ASO will annually review and certify the existence of the Disaster Recovery Plan to the HCA, both for the BH-ASO, and for their delegate providers. The Disaster Recovery Plan certification will be sent as a deliverable to the HCA each year.

Monitoring

The North Sound BH-ASO will verify their providers' corresponding Disaster Recovery plan, Emergency Mode Operations plan, and related policies through monitoring recommendations, audit findings and/or corrective action plans to be carried out through continuous improvement projects.

REFERENCES

- 4022.00 Emergency Mode Operations Policy
- 4014.00 Data Backup Policy
- 4018.00 Facility Security Policy
- North Sound BH-ASO Business Continuity and Disaster Recovery Plan

ATTACHMENTS

None