



Section: Information Technology	Policy Name: Network Password Requirements	Policy Number: 17.05
Owner: Chief Information Officer	Reviewed By: Natalie Spivak	Total Pages: 3
Required By: <input type="checkbox"/> BBA <input type="checkbox"/> MDHHS <input type="checkbox"/> NCQA <input checked="" type="checkbox"/> Other (please specify): <u>HIPAA, Hi-Tech and NIST</u>	Final Approval By: <i>Natalie Spivak</i>	Date Approved: Dec 9, 2020
Application: <input checked="" type="checkbox"/> SWMBH Staff/Ops <input type="checkbox"/> Participant CMHSPs <input type="checkbox"/> SUD Providers <input type="checkbox"/> MH/IDD Providers <input checked="" type="checkbox"/> Other (please specify): <u>Guests</u>	Line of Business: <input type="checkbox"/> Medicaid <input checked="" type="checkbox"/> Other (please specify): <input type="checkbox"/> Healthy Michigan <u>Internal</u> <input type="checkbox"/> SUD Block Grant <input type="checkbox"/> SUD Medicaid <input type="checkbox"/> MI Health Link	Effective Date: 12/4/20

Policy: It is the policy of Southwest Michigan Behavioral Health (SWMBH) to ensure protection of data and systems from unauthorized access and change. Employment of strong passwords is a fundamental element in supporting this policy. Safeguarding protected health information (PHI) is everyone’s responsibility. **Under no circumstances are network passwords to be shared with others.**

Purpose: To define strong password requirements essential to securing SWMBH systems as well as compliance with Health Insurance Portability & Accountability Act (HIPAA), Hi-Tech and National Institute of Standards & Technology (NIST) guidelines.

Scope: All SWMBH staff and users of SWMBH systems

Responsibilities: All SWMBH system users are required to comply with the standards and guidelines noted in this document.

Definitions:

- A. HIPAA – Health Insurance Portability and Accountability Act. U.S. legislation that provides data privacy and security provisions for safeguarding healthcare information.
- B. NIST – National Institute of Standards & Technology. Non-regulatory agency of US Department of Commerce.
- C. Hi-Tech Act – Section of American Recovery and Reconstruction Act (ARRA) which outlines Meaningful Use of electronic health records (EHR).

Standards and Guidelines:

- A. Strong passwords must be used and will meet the following complexity requirements:



1. Passwords will have a minimum of 10 characters. Of those 10 characters, passwords must contain 3 of the 4 following requirements:
 - a. At least 1 Uppercase letter;
 - b. At least 1 Numeric character;
 - c. At least 1 Special Character such as @ # & etc.
 - d. At least 1 lower case letter

B. Password Management

1. Passwords will be force-changed every 90 days.
2. Passwords will be remembered for 5 iterations.
3. Minimum password age will be 1 day
4. Login accounts will be deactivated for 30 minutes after 10 failed attempts.
5. Passwords will not be shared.
6. Passwords will not be written **down and left in vulnerable areas (I.E. under keyboard or monitor).**

References: None

Attachments: None

Revision History

Revision #	Revision Date	Revision Location	Revision Summary	Revisor
	3/26/2019		Initial Release	Randy Paruch
1	3/10/2020	Reviewed by	Changed Rob Moerland to Natalie Spivak	N Spivak
1	3/10/2020	Date Approved	Added	N Spivak
1	3/10/2020	Date Approved	Changed Protecting patient to Safeguarding protected	N Spivak
1	3/10/2020	Definition A	Changed the word medical to healthcare	N Spivak
1	3/10/2020	Definition C	Removed phrase "Meaningful Use is decomposed into 3 cumulative stages."	N Spivak
1	3/10/2020	Standards & Guidelines A1	Minimum password requirement changed from 8 to 10 characters	N Spivak
1	12/4/20		Reviewed for NCQA	N. Spivak



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Final Audit Report

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