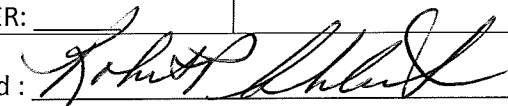


SWMBH Operating Policy 7.6

Subject: S-Drive Private Folder Access Policy		Accountability: IT Department	Effective Date: 4/4/2016	Pages: 2
REQUIRED BY: BBA Section _____ PIHP Contract Section _____ NCQA/URAC Standard _____ Other _____			Last Reviewed Date: 5/17/17	Past Reviewed Dates: 4/4/16
LINE OF BUSINESS: <input type="checkbox"/> Specialty Waiver (B/C) <input type="checkbox"/> 1115 Waiver <input type="checkbox"/> Healthy Michigan <input type="checkbox"/> SUD Medicaid <input type="checkbox"/> SUD Block Grant <input type="checkbox"/> MI Health Link <input type="checkbox"/> OTHER: _____		APPLICATION: <input checked="" type="checkbox"/> SWMBH Staff and Ops <input type="checkbox"/> Participant CMHSPs <input type="checkbox"/> SUD Providers <input type="checkbox"/> MH / DD providers <input type="checkbox"/> Other: _____	Last Revised Date: 5/17/17	Past Revised Dates:
Approved:  Date: <u>May 25, 2017</u>		Required Reviewer: Chief Information Officer		

I. Purpose

This policy serves to ensure that sensitive and protected information stored on Southwest Michigan Behavioral Health’s (SWMBH) network folders is available to staff for only job-related and need-to-know purposes.

II. Policy

SWMBH employee access to any “Private” Folder shall be limited to those circumstances involving a need for access related to job responsibilities, role assignments, associated tasks, or work functions. Upon approval, the employee shall only access those parts of the Private Folder that are necessary to perform the job/role associated task and/or function. Access shall cease once the need for access no longer exists. Only the designated Information Technology (IT) Project Manager shall request privilege changes (add, changes, or deletes) of the IT service provider. Only current employees may be granted access to a Private Folder. The supporting vendor will be directed to not change any existing employees’ folder access privileges without written request of the designated IT Project Manager. It is the responsibility of the employees’ immediate supervisor to notify IT of changes to access privileges. IT will maintain an auditable account of privilege changes.

This procedure does NOT apply to initial on-boarding of new employees. This procedure applies to existing employees who are requesting access to an additional Department’s Private Folder for a specific job/role associated task and/or function.

III. Standards and Guidelines

To ensure appropriate access to sensitive and protected information, employees seeking access to another department’s Private Folder shall fill out the “SWMBH REQUEST FOR ACCESS TO PRIVATE FOLDERS” form. The form must be filled out and submitted pursuant to the directions.

The following Procedures shall apply:

- A. The SWMBH staff member seeking access to another Department’s Private Folder must fill out the SWMBH Request for Access to Private Folders form (hereafter referred to as “The Form”)(Attachment A).

SWMBH Operating Policy 7.6

- B. The Form must be signed by the Senior Leader of the employee requesting access, as well as by the Senior Leader of the Department to be accessed.
- C. Once completely filled out, The Form must be submitted to the designated IT Project Manager.
- D. The designated IT Project Manager will contact the supporting vendor and request that the appropriate permissions be given to allow the requesting staff member access to the requested Private Folder.
- E. The supporting vendor shall not change any permissions, or grant any access unless requested to do so by the designated IT Project Manager ONLY. Senior Leaders and staff may not make the request of the supporting vendor directly.
- F. Once access is granted, the Senior Leader of the staff member requesting access, and the staff member shall verify that it is working correctly and report said information to the designated IT Project Manager.

IV. Definitions

None

V. References

None

VI. Attachments

- A. SWMBH 7.6A SWMBH Request for Access to Private Folders

SWMBH REQUEST FOR ACCESS TO PRIVATE FOLDERS

Directions:

- 1) Requests for staff access to information maintained in private folders will be limited to circumstances involving a need for access related to job/role associated tasks and/or functions;
- 2) Fill out **ALL** of the information listed below;
- 3) Senior Leaders from BOTH the department requesting access and the department file/information to be accessed must sign indicating their approval;
- 4) The form must then be submitted to the designated IT Project Manager (hard copy or electronically);
- 5) The designated IT Project Manager will work with ITP to change the permissions.

INFORMATION TO BE ACCESSED:

Root Folder: _____ Specific folder: _____
Ex: Compliance Ex: Compliance Private Folder

INFORMATION REGARDING EMPLOYEE SEEKING ACCESS:

Department: _____

Name and Position of the Employee seeking access: _____

Justification/Purpose for Access: _____

Specific Information to be viewed: _____

Time Frame for Access (must include start and stop date): _____ to _____

Signature of Employee seeking access:

Signature of Employee

Date

Approved by Department Seeking Access Senior Leader:

Signature of Senior Leader

Date

SWMBH Operating Policy 7.6A

Reviewed and Approved by Department to be Accessed Senior Leader:

Signature of Senior Leader

Date

SUBMISSION:

Date this Request was received by Information Technology: _____

Person who received: _____

Date request made to ITP: _____

Name of ITP Personnel who took request: _____

FOLLOW UP:

Date the Access discontinued: _____

Person who verified discontinuance: _____