

<b>SUBJECT</b> Loss Prevention and Recovery of Data and Information		<b>CHAPTER</b> 03	<b>SECTION</b> 01	<b>SUBJECT</b> 04
<b>CHAPTER</b> Information Management		<b>SECTION</b> Technology		
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**I. APPLICATION:**

- PIHP Board     
  CMH Providers     
  SUD Providers  
 PIHP Staff     
  CMH Subcontractors

**II. POLICY STATEMENT:**

It shall be the policy of the Region 10 PIHP to ensure that all data gathered and stored in a digital format, or information converted to a digital format for storage, indexing, retrieval, and eventual archival which reside on server platform(s) controlled by the PIHP shall be backed up at intervals no longer than once every business day. All data backups shall be performed on identified media and rotated off-site in accordance with the IT Disaster Recovery Plan.

**III. DEFINITIONS:**

Digital Format: Information which is stored within the computer system in a database or document file format.

Electronic Protected Healthcare Information (ePHI): Any individually identifiable health information stored on hard drives, laptops, and memory sticks; contained in e-mail; or transmitted from or to the PIHP.

**IV. STANDARDS:**

- A. Backups are verified for success at the beginning of each business day.
- B. If backups have not been successful, every effort is made to perform the backup immediately. If the backup deteriorates network or server performance, the backup is performed as soon as can be scheduled without degrading server or network performance.
- C. Backups should be stored in an off-site data safe in a different location from the primary site.

**V. PROCEDURES: N/A**

**VI. EXHIBITS: N/A**