

Request for Proposal
Wood County Board of Developmental Disabilities
HIPAA (Health Insurance Portability and Accountability Act)

The Wood County Board of DD has issued a Request for Proposal to revise and enhance the agency's policies and procedures to ensure compliance related to the following areas:

- 1) Update and customize policies and procedures all-encompassing of HIPAA/FERPA/Ohio Law/Ohio Department of Developmental Disabilities Administrative Rule
 - a. HIPAA Privacy
 - b. HIPAA Security
 - c. Physical Security

- 2) Develop and propose an updated compliance plan, as determined
 - a. Identify capital and operating costs of compliance
 - i. Audit trails of software
 - ii. Software access controls
 - iii. Encrypt laptops
 - iv. Secure e-mail
 - v. Backup encryption/off-site back-up
 - vi. Security – cabinets/locks, etc.
 - vii. Other technical security measures
 - b. Prioritize the objectives identified in the plan based on risk assessment

- 3) Implement compliance plan
 - a. Backup Encryption/Off-site backup
 - b. Disaster Recovery Plan
 - c. Secure e-mail
 - d. Laptop encryption
 - e. Confidential Data
 - f. Locks/server security
 - g. Necessary analysis & implementation
 - h. New Business Associate Contracts
 - i. Self-Insured Health Plan Policy/Procedure
 - j. Facility Security Plan
 - k. Update website with new policies/procedures
 - l. Staff Training

- 4) Ensure ongoing compliance activities
 - a. Staff Training
 - b. Security Management Process
 - i. Risk Assessment
 - ii. Annual Security Evaluation
 - iii. Monitor Regulatory Changes
 - iv. Audit trail review

- v. Security Awareness Program
- vi. Back-up Testing
- vii. Data Disposal

All questions regarding this Request for Proposal should be directed to Donna Beam, Director of Operations, at 419-352-7765. All proposals must be submitted no later than Friday, May 13, 2011 to:

Donna Beam, Director of Operations
1921 E. Gypsy Lane Road
Bowling Green, Ohio 43402

Thank you.