

Action Request Transmittal Developmental Disabilities Services



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Number: APD-AR-20-092

Issue date: 10/28/2020

Topic: Developmental Disabilities

Due date:

Subject: Annual Privacy and Security (ISPO) Training and CAM users

Applies to (check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> All DHS employees | <input type="checkbox"/> County Mental Health Directors |
| <input type="checkbox"/> Area Agencies on Aging: {Select type} | <input type="checkbox"/> Health Services |
| <input type="checkbox"/> Aging and People with Disabilities | <input checked="" type="checkbox"/> Office of Developmental Disabilities Services (ODDS) |
| <input type="checkbox"/> Self Sufficiency Programs | <input checked="" type="checkbox"/> ODDS Children's Intensive In Home Services |
| <input checked="" type="checkbox"/> County DD program managers | <input type="checkbox"/> Stabilization and Crisis Unit (SACU) |
| <input checked="" type="checkbox"/> Support Service Brokerage Directors | <input type="checkbox"/> Other (<i>please specify</i>): |
| <input checked="" type="checkbox"/> ODDS Children's Residential Services | |
| <input type="checkbox"/> Child Welfare Programs | |

Action required: Privacy and security (ISPO) training is required annually for all staff who use the Centralized Abuse Management (CAM) system.

By December 31, 2020, current users of the CAM system, users must complete privacy and security training. There are two options for completing privacy and security training:

1. Complete state approved ISPO training in iLearn. Training can be accessed at: [DHSOHA – ISPO – 2020 – Information Security and Privacy Awareness Training](#)
2. Complete agency privacy and security training which has been approved by the state. In order to receive approval please send the training to ISPO.AwarenessEducation@dhsosha.state.or.us

Beginning January 1, 2021, the following will also apply:

1. New users requesting access to CAM must submit proof of privacy and security training with user access requests. If users are not taking the State approved ISPO training, users must submit proof that the training received was approved by ISPO along with the proof of completion of training. User access requests

and proof of training should be sent to cam.support@dhsoha.state.or.us.

2. All users must complete privacy and security training on an annual basis and retain proof of training.
3. Agencies are expected annually to receive approval from the state to use their privacy and security training.

Reason for action: Based on DHS/OHA policy and contract language, ODDS wants to clarify the requirement to ensure compliance with security and privacy (ISPO Training). There have been recent changes to ISPO leadership which has now clarified that ISPO will be reviewing all privacy and security trainings submitted by agencies in order to ensure compliance with DHS/OHA policy. The following DHS/OHA policy regarding “Information Security and Privacy Awareness and Training Policy” outlines the responsibility of staff regarding policies and practices (<https://apps.state.or.us/Forms/Served/me090-004.pdf>).

Field/stakeholder review: Yes No

If yes, reviewed by:

If you have any questions about this policy transmittal contact:

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