

Security & Privacy (SP) Checklist Supporting Documentation: Criteria SP1.05 Validation Item 881

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Plan Overview State of Georgia
DCH Business Continuity Plan Business Continuity Plan
7/16/2008

Report Description:
This report describes the plan's purpose, objectives, assumptions and strategies on which the plan is based.

Purpose
The Business Continuity Plan (BCP) identifies the processes which must continue should DCH experience a crisis event which precludes access to the main business premises. Events could range from damages to other portions of the premises which do not affect the DCH areas to loss of the premises.

The processes which are listed for business continuity were identified by the staff of each DCH department. Due to the majority of the DCH services being provided by outsourced vendors, the processes are relatively few. Most can be accomplished by working from home or alternate work locations. This plan also contains guidelines for a post-crisis review so that DCH can evaluate their plan and make changes to facilitate future BCP situations.

Objective
The BCP provides direction for the continuance of business processes that are deemed essential to DCH's mission. Through future testing of this plan, DCH will be able to refine the business processes and provide relatively uninterrupted services.

Each DCH Department has a notification list headed by the Department Chief or their designated alternative. It is the responsibility of the Department Chief to implement the BCP upon notification by the BCP facilitator or the Office of the DCH Commissioner. The BCP facilitator is the Direct of Support Services, Office of the COO.

Crisis notifications will include adequate information to determine if the BCP should be activated.

Scope
This plan is intended to cover the following areas:

- Initial notification concerning a crisis situation, occurring, pending or possible.
- Actions required by the DCH Departments to continue critical business processes, if any?
- A post crisis review process is defined.

The following DCH departments are not included in the BCP as they have duties and responsibilities within the Crisis Management Plan which preclude the need to list them within the BCP. These departments are:

- Office of Legislative & External Affairs (LXA)
- Office of Communications (COMM)
- Office of the Inspector General (IG)
- Office of the General Counsel (GC)

Additionally it should be noted that the Information Technology department within the Office of the Chief Information Officer (CIO) has only supportive roles within this BCP. If the DCH technology network is still available or will be available within 14 days to provide for the basic business processes defined herein, of a crisis event then the BCP is applicable. If not, then the Disaster Recovery Plan (DRP) would be implemented and that would assume a severe crisis requiring more than a 14 day recovery.

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During emergency operations, the Georgia Department of Community Health will utilize the same procedures for identity Management, Access Control, and the Protection of electronic Protected Health Information (ePHI) that is used during normal business operations. These are detailed in State Enterprise Information Security Policies and Standards as well as, in the DCH Policy 419, Appropriate Use of Information Technology Resources. All ePHI shall be encrypted when sent to or received from Georgia Department of Community Health Information Technology Resources.

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