

STATE OF MAINE
DEPARTMENT OF HEALTH AND HUMAN SERVICES

Information Resource Access Requirements

Information Resource prerequisites, forms, and training sites for Information Resources/Systems and Information Access:

Information Resource Prerequisites	Training site/Source	Referenced Statute/ Policy	Responsible	Distribution*
1. Completion of Privacy/Confidentiality Computer Based Training (CBT), worksheet, and certification forms and protocols.	These are on the department's Intranet <i>HIPAA site:</i> http://www.maine.gov/dhhs/bds/hipaa-privacy-manual/training.html	U.S. Health Insurance and Portability Act of 1996 (HIPAA) 34B M.R.S.A. 1207 BDS Policy # 03-AP-17	Supervisor Employee	Human Resources. EIS Access Coordinators
2. A properly signed Understanding of Privacy/Confidentiality form by the individual	Employee http://www.maine.gov/dhhs/bds/hipaa-privacy-manual/training.html	BDS Policy # 03-AP-17	Employee	Human Resources. EIS Access Coordinators
3. A properly completed departmental Information Resource Access Form	Supervisor – identifying position functions and relating these to IR access.	State of Maine Security Policy 9.1.1, 9.2, 9.4.1	Supervisor	Human Resources. IT Staff. EIS Access Coordinators
4. Assessment of computer skills proficiency (optional/voluntary)	http://www.maine.gov/dhhs/bds/co/EISsystem/Forms/ir.html There is a departmental assessment tool and process with assessors available throughout the state. (Paul Tabor is Chair of the Technology Training Group.)	Basic computer skills assessment for any staff (or interns, contractors, volunteers, etc.) whose work involves the use of a computer, identifies technology training needs.	Supervisor Assessor	Supervisor. TTG. EIS Access Coordinators
5. Personnel Screening	Human Resources – conducted routinely as part of hiring process & required of contractors. Currently not tracked for IR access.	State of Maine Security policy 6.1.1 for staff and third parties/contractors.	Human Resources	Human Resources
EIS-Specific Prerequisites	Training site/Source	Referenced Statute/ Policy		
6. Properly completed EIS Access Authorization Form, identifying EIS profile and nature of access.	Supervisor http://www.maine.gov/dhhs/bds/co/EISsystem/Forms/ir.html	State of Maine Security Policy EIS Security Component.	Supervisor	EIS Access Coordinators
7. Successful completion of appropriate EIS Training, as shown by EIS <i>Test Me</i>	Computer-based, Computer Training Labs & on the job. EIS Basic CBT is available on the Data Center page under Training, including the link to Test Me on Aspen. The appropriate business experts and/or Muskie provide the advanced trainings specific to the service programs.	EIS Basic CBT & Service Programs	EIS Basic: Employee. Advanced scheduling & completion: Supervisor	Successful completion of EIS Basic Test Me. Attendance List: EIS Access Coordinators

* Employee also maintains copies of all forms, documents.

The Information Resource Access process, all forms, and related links are available on the State of Maine Intranet site, DHHS/BDS Data Center page under Forms/Protocols.