

Big Bend Community Based Care Policy & Procedure

Series:	900: Data Collection, Records and Reporting	
Policy Name:	Security Awareness Training	
Policy Number:	910	
Origination Date:	03/09/2009	Revised: Board Meeting of 12/13/2018
Regulation:	CFOP 50-2 CFOP 50-4 CFOP 50-6 CFOP 50-13 CFOP 50-14 CFOP 50-19	

Policy

It is the policy of Big Bend Community Based Care, Inc. (BBCBC), to ensure that all BBCBC staff, volunteers, CMO staff and network providers who access confidential information complete Security Awareness Training.

Procedure

A. General Information on Security Awareness Training.

1. The BBCBC Data Systems Training Coordinator and or Human Resources Specialist will inform all new employees of the need to complete Security Awareness Training and Security Agreement Form prior to employee having opportunity to access confidential information.
2. The BBCBC Data Systems Training Coordinator will track all Security Awareness Training to ensure that all new employees accessing data systems are trained.
3. The Security Awareness Training is available on-line at <http://www.myflfamilies.com/about-us/dcf-training>. It is designed to ensure that each employee is made aware of the relevant laws and policies pertaining to keeping data secure and confidential as well as the penalties prescribed for any violations of these laws and policies.
 - a. The new employee will complete the training and print out a certificate of completion.
 - b. This certificate will be the only acceptable proof of training completion accepted.
4. Security Awareness Training and the Security Agreement form shall be updated annually.

Big Bend Community Based Care Policy & Procedure

5. If a BBCBC employee, volunteer or CMO employee fails to complete the Security Awareness Training within thirty (30) days of notification the following procedure will be followed:
 - a. The BBCBC Data Systems Training Coordinator will terminate the individual's access to all BBCBC Data Systems.
 - b. The BBCBC Data Systems Training Coordinator will notify the DCF Security Officer of the need to terminate the individual's access to any DCF systems.
 - c. The BBCBC Data Systems Training Coordinator will notify the Human Resources Specialist of the need to terminate the individual's access to any confidential information in any form.
 - d. The Human Resources Specialist will notify the employee's manager or the CMO Program Director of the need to terminate the individual's access to confidential information in any form.
6. Any individual failing to complete the training and who has been removed from access to all confidential information will have three (3) days to complete the required training and provide proof of completion.
7. If the individual fails to complete the required training in the specified timeframe, the individual will be referred to the Human Resources Specialist with a recommendation for personnel action.
8. Upon notification of successful completion of Security Awareness Training the following will occur:
 - a. The Data Systems Training Coordinator will reinstate the individual's access to Data Systems.
 - b. The Data Systems Training Coordinator will notify the Human Resources Specialist of the need to reinstate the individual's access to confidential information.
 - c. The Human Resources Specialist will notify the employee's manager or CMO Program Director of the need to reinstate the individual's access to confidential information in any form.