

	<b>Privacy</b>	<b>Rio Grande Valley HIE</b>	<b>Policy: P7</b>
	<b>Effective Date</b> 01/15/2014	<b>Last Date Revised/Updated</b> 01/14/2014	<b>Date Board Approved:</b> 01/14/2014
<b>Subject: Workforce Training</b>			

**FEDERAL AND STATE REGULATIONS:**

45 CFR 164.530(b), (j)  
45 CFR 164.308(a)(5)  
Texas Health and Safety Code §181.101

**POLICY:**

Rio Grande Valley Health Information Exchange (RGV HIE) trains all members of its workforce on the policies and procedures with respect to protected health information required, as necessary and appropriate for the members of the workforce to carry out their function within RGV HIE as follows and in accordance with HIPAA and state law. The members of RGV HIE’s workforce include all employees, volunteers, trainees, and other persons who, in the performance of work for RGV HIE, are under RGV HIE’s direct control.

**PROCEDURE:**

1. **Training Required.** RGV HIE will provide members of its workforce a copy of all privacy and security policies and procedures and require all workforce members to attest that they have read, reviewed and understand such policies and to sign a confidentiality agreement. RGV HIE may also provide training on relevant privacy and security topics from time to time through attendance at training seminars or through web-based training courses.

Training shall include security awareness and training covering security reminders, protection from malicious software, log-in monitoring, and password management. Training shall include training with respect to potential penalties for failure to comply with HIPAA and Texas privacy laws, including civil monetary penalties of up to \$50,000 per violation and criminal punishment.

2. **Role-Based Training.** Due to RGV HIE’s size and small workforce, RGV HIE will train all members of RGV HIE’s workforce on all privacy and security policies and procedures. This approach will ensure that all workforce members are provided training as necessary and appropriate to both carry out their duties and to cover duties for other staff as needed.

3. **Responsibility for Training**. RGV HIE shall designate the Project Director with responsibility for training its workforce members regarding federal and state laws concerning PHI and its own privacy and security policies and procedures. Such training may include:

- a. developing standardized materials to provide privacy and security training,
- b. conducting, if applicable, all privacy and security training sessions for workforce members;
- c. ensuring that the training includes scenarios specific to RGV HIE's operations and risk assessment findings and recommendations
- d. maintaining all documentation of training.

4. **Initial Training**. RGV HIE shall ensure that new workforce members receive training upon initial orientation and prior to beginning any duties that involve PHI and in no case more than sixty days after their date of employment. Privacy policies and procedures shall be included in any orientation information packet provided to new workforce members.

5. **Ongoing Training**. RGV HIE will require each workforce member to attend training at least once every two years, regardless of whether changes have occurred in privacy and security laws and/or in RGV HIE policies.

6. **Additional Training**. RGV HIE shall provide additional training in the event of a material change in state or federal privacy or security law concerning PHI or RGV HIE's privacy or security policies and procedures. Those workforce members whose functions are affected by the material change must complete additional training within a reasonable period of time, one month, but no later than one year after the material change becomes effective.

7. **Documentation**. RGV HIE shall maintain in written or electronic form a workforce training log documenting workforce members' completion of privacy and security training. RGV HIE will require each workforce member to certify, either electronically or in writing, that the employee received the required training. RGV HIE will maintain training records and the workforce member's certification for at least six years from the date of their creation and will place a copy of such documentation in each workforce member's personnel file.