

**PURPOSE**

The purpose is to establish the policy and procedure for the Michigan Department of Health and Human Services (MDHHS) to ensure that the MDHHS can recover from the loss of data due to an emergency or disaster such as fire, vandalism, terrorism, system failure or other natural disaster affecting systems containing Electronic Protected Health Information (ePHI).

**REVISION HISTORY**

Issued: 11/02/2006  
Revised: 01/01/2016  
Reviewed: 01/01/2017  
Next Review: 01/01/2018

**DEFINITIONS**

**ePHI** is the acronym for Electronic Protected Health Information. It is Protected Health Information that is transmitted or maintained in electronic form.

**PHI** is the acronym for Protected Health Information. It is information that can identify a person and contains health related data pertaining to that person.

**Workforce Member** means employees, volunteers and other persons whose conduct, in the performance of work for a covered entity, is under the direct control of such entity, whether or not they are paid by the covered entity. This includes full and part time employees, affiliates, associates, students, volunteers and staff from third party entities who provide service to the covered entity.

**POLICY**

It is the policy of the MDHHS to establish and implement a plan to restore or recover any loss of ePHI and the systems required to make the ePHI available.

**PROCEDURE****Department of Technology, Management and Budget (DTMB)**

DTMB must create and document a disaster recovery plan that should include:

- A data backup plan including the storage location of backup media.

- Procedures to restore ePHI from data backups in the event of a disaster causing data loss.
- Procedures to enable the continuation of business critical functions and processes for the protection of ePHI during an emergency or disaster situations.
- Procedures to periodically test data backup and disaster recovery plans.
- Procedures to periodically perform an application and data criticality analysis establishing the specific applications and ePHI that is necessary to maintain operation in an emergency mode.
- Procedures to train the appropriate personnel to implement the disaster recovery plan.
- Accessibility to the disaster recovery plan, so that it is documented and easily available to the necessary personnel at all times.

**REFERENCES**

45 CFR 164.308(a)(7)

**CONTACT**

For additional information concerning this policy and procedure, contact the MDHHS Compliance Office at [MDHHSPrivacySecurity@michigan.gov](mailto:MDHHSPrivacySecurity@michigan.gov).