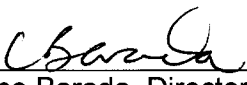

 SPOKANE COUNTY Community Services, Housing and Community Development Department	Policy Title: Information System Activity Review		Policy # MIS - 35
	Signature: 	Revised:	
	Christine Barada, Director Community Services, Housing and Community Development Department	Reviewed: 	
	Signature Date: 2/3/14	Signing by authority of Res. No. 2007-0038	

Applies to: Internal External

References

State Pre-Paid Inpatient Health Plan Contract (PIHP)
 45 CFR 164.308(a)(1) Security Management Process: Information System Activity Review

Scope

The Spokane County Regional Support Network (SCRSN)

1. Policy

- 1.1. The SCRSN Administrator (security official) periodically reviews records of information system activity, such as audit logs, access reports, and security incident tracking reports.
- 1.2. Other Related Policies:
 - 1.2.1. Management Information Systems (MIS) – Information Systems (IS) Security Incident Procedures – Response and Reporting Policy
- 1.3. Definition
 - 1.3.1. Security Incident: Defined as “the attempted or successful unauthorized access, use, disclosure, modification, or destruction of information or interference with system operations in an information system.” [68 Federal Register 8376]

2. Procedure

- 2.1. The SCRSN Administrator reviews all IS security incident reports and ensures that any breaches in security have been corrected.
- 2.2. The SCRSN Administrator regularly reviews records of system access and system activity to identify any patterns of activity that suggest that the SCRSN's MIS security policies and procedures have been breached, either by members of

its workforce or by individuals or organizations that are not business associates of the SCRSN. The SCRSN Administrator determines whether security has been violated and takes appropriate corrective action, including changes in security policies and procedures.

- 2.3. The SCRSN Administrator maintains records of all reviews of IS security incidents and system activity, and reports any findings to other members of SCRSN and Community Services, Housing, and Community Development Department's (CSHCD) management.

3. **Monitoring**

- 3.1. This policy will be monitored through the annual contracted provider monitoring, with the appropriate recommendations, findings and/or corrective actions required in performance improvement projects.