

## The Right Door for Hope, Recovery and Wellness

Chapter Title Fiscal	Chapter # F		Subject # 282.11
Subject Title <b>Facilities Security Plan</b>	Adopted 3/15/05	Last Revised 3/17/17	Reviewed 3/15/05; 4/23/10; 2/24/14; 5/12/15; 3/17/17

### PROCEDURE

Restrictions will be placed on physical access to The Right Door for Hope, Recovery and Wellness resources and Protected Health Information (PHI).

#### Application

This procedure shall apply to The Right Door for Hope, Recovery and Wellness.

#### 1.0 IS Resources

Areas that contain IS resources (servers, networking equipment, laptops, etc.) shall remain locked in the absence of an IS staff member's presence. Additionally, the "server room" has a combination door lock in place. Upon termination of employment of a member of IS, this combination will be changed.

#### 2.0 Physical Access

External parties that require access to The Right Door for Hope, Recovery and Wellness resources (consumers, work crews, etc.) shall do so in a supervised manner. Validation of these visits is both expected and required at the time of visit. Records of visits shall be kept at the front desk.

#### 3.0 Placement of Resources (Workstation Security)

Locations of resources have been chosen to provide a best fit scenario to restrict general access to resources (computers, printers, etc.) but also to allow the efficient operations of the organization. Screen Saver passwords have been implemented to help ensure against unauthorized access to end user workstations. Staff are expected to log off of their computer when leaving their workstation.

#### 4.0 Staff Trainings

Annual staff training will be held to remind staff of physical security requirements and suggestions.

*This policy encompasses HIPAA Security Regulations, "Facility Access Controls", section 164.310(a)(1), and "Workstation Security", section 164.310(c).*

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Robert S. Lathers, Chief Executive Officer	Date		