

# BOARD OF HEALTH



**Public Health**  
Prevent. Promote. Protect.

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**Canton City Health District**

**Monday, May 21, 2018**  
**@ 12:00pm**



**Public Health**  
Prevent. Promote. Protect.

## Canton City Health Department

### Board of Health Meeting

Monday, May 21, 2018 @ 12:00pm – Board Room

#### Agenda

1. Call to Order and Roll Call
2. Approve April 23, 2018 Board of Health Meeting Minutes
3. Approve List of Bills: \$838,798.65
4. Executive Session to Discuss the Employment of a Public Employee
5. Approve Personnel:
  - a. Director of Environmental Health Job Description
  - b. Environmental Health Technician (R3) Job Description
  - c. Recycling Center Manager (R3) Job Description
  - d. Air Pollution Control Engineering Technician I (R5) Job Description
  - e. Appointment of WIC Peer Helper (PT13)
  - f. Position Classification Schedule – EH
6. Approve Recommendations of the Hearing Officer for May 21, 2018
7. Approve the Canton Medical Education Foundation Agreement for the Purpose of the Resident Office Rotation at a Rate of \$13.00 per Segment for a Full-Time Resident for the Time Period of July 1, 2018 through June 30, 2019
8. Accept 2017 Annual Report
9. Approve Revisions to 800-016-P – HIPAA Policy
10. Discuss/Approve 700-004-P – Credit Card Policy
11. Approve Travel Authorization
  - a. Annie Butusov, Epidemiologist I, for Travel from 06/14/2018 to 06/15/2018, OEI Technical Assistance, Face to Face Meeting in Pickerington, OH at a Cost Not to Exceed \$232.24 (2314)
  - b. Dawn Miller, THRIVE Project Manager, for Travel from 06/14/2018 to 06/15/2018, OEI Technical Assistance, Face to Face Meeting in Pickerington, OH at a Cost Not to Exceed \$232.24 (2314)
  - c. Linda Morckel, APC Monitoring & Inspection Supervisor, for Travel from 08/12/2018 to 08/17/2018, National Ambient Air Monitoring Conference in Portland, OR at a Cost Not to Exceed \$2,206.75 (2331)
  - d. Amanda Archer, Epidemiologist II, for Travel from 06/17/2018 to 06/22/2018, 19<sup>th</sup> Annual Summer Program in Population Health in Columbus, OH at a Cost Not to Exceed \$1,076.95 (2314)
  - e. Christina Henning, Laboratory Director, for Travel from 06/10/2018 to 06/15/2018, Polarized Light Microscopy Course in Westmont, IL at a Cost Not to Exceed \$1,073.00 (2331 - \$536.50 and 1001 304001 - \$536.50)
  - f. Linda Morckel, APC Monitoring & Inspection Supervisor, for Travel from 06/10/2018 to 06/15/2018, Polarized Light Microscopy Course in Westmont, IL at a Cost Not to Exceed \$1,073.00 (2331)
  - g. Kimberly Koons, Dietitian II, for Travel from 06/19/2018 to 06/21/2018, WIC Outpatient Breastfeeding Champion Training in Columbus, OH at a Cost Not to Exceed \$478.00 (2316)
12. Acceptance of Reports
  - a. Medical Director
  - b. Nursing/WIC

**Board of Health Agenda**

**Monday, May 21, 2018**

**Page (2)**

- c. Laboratory
- d. OPHI/Surveillance
- e. THRIVE
- f. Environmental Health
- g. Air Pollution Control
- h. Vital Statistics
- i. Fiscal
- j. Health Commissioner
- k. Accreditation Team
- l. Quality Improvement

13. Other Business

14. Next Meeting: Monday, June 25, 2018 at 12:00pm

15. Adjournment



**Public Health**  
Prevent. Promote. Protect.

Canton City Health District

**Board of Health Meeting**  
Monday, April 23, 2018 @ 12:00 PM – Board Room  
**Minutes**

**Call to Order and Roll Call**

Dr. Hickman called to order the regular meeting of the Board of Health of the Canton City Health Department on Monday, April 23, 2018 at 12:02 PM with a quorum present.

Dr. Hickman, Mr. Wyatt, Dr. Fiorentino and Mayor Bernabei were present. Also present were Dr. Elias, James Adams, Christi Allen and Robert Knight.

At this time, Diane Thompson, Director of Nursing, introduced Brianna Parker, Disease Intervention Specialist, to the Board. Terri Dzienis, Air Pollution Control Administrator, then introduced Nathan Sobczak, Part-Time APC Technical Assistant.

**Approve March 26, 2018 Board of Health Meeting Minutes**

Mr. Wyatt moved and Dr. Fiorentino seconded a motion to approve the March 26, 2018 Board of Health meeting minutes. Motion passed unanimously.

**Approve List of Bills - \$179,846.42**

Mr. Wyatt moved and Dr. Fiorentino seconded a motion to approve the list of bills totaling \$179,846.42. Motion passed unanimously.

**Executive Session to Discuss Matters Required to be Kept Confidential and the Compensation of a Public Employee**

Mr. Wyatt moved and Dr. Fiorentino seconded a motion to enter executive session to discuss matters to be kept confidential and the compensation of a public employee. A roll call to vote was taken:

Dr. Hickman – Yes      Mr. Wyatt – Yes      Dr. Fiorentino – Yes

Motion passed unanimously. The Board entered executive session at 12:04 PM. The Board returned from executive session at 12:40 PM.

Dr. Lakritz arrived during executive session at 12:07 PM.

**Approve Personnel**

**a. Probationary Period Ending for Jessica Imhoff, WIC Peer Helper (PT13), Retroactive to April 8, 2018**

Dr. Lakritz moved and Dr. Fiorentino seconded a motion to approve the probationary period ending for Jessica Imhoff, WIC Peer Helper (PT13), with a half a step increase of \$0.22 to a pay rate of \$10.86 an hour retroactive to April 8, 2018. Motion passed unanimously.

**b. Probationary Period Ending for Brianna Parker, Disease Intervention Specialist (R5), Effective April 29, 2018**

Dr. Lakritz moved and Dr. Fiorentino seconded a motion to approve the probationary period ending for Brianna Parker, Disease Intervention Specialist (R5) with a half a step increase of \$1,022.00 to a salary of \$44,441.00 effective April 29, 2018. Motion passed unanimously.

**c. Vacation Credit for Calsandra Marinchick, Pathways Community HUB Coordinator**

Dr. Fiorentino moved and Mr. Wyatt seconded a Motion to approve Calsandra Marinchick, Pathways Community HUB Coordinator, two (2) years vacation service credit, in accordance with Health Code 207.18 9(h) so that her adjusted start date will be March 28, 2016 for vacation purposes only and to approve five (5) days of vacation for 2018 starting June 27, 2018 (after her 90 day probationary period) to be used by December 31, 2018 and to approve ten (10) days of vacation as of January 1, 2019. Motion passed unanimously.

**d. Part-Time Public Health Technician – EH/OPHI (PT11) Job Description**

Dr. Lakritz moved and Dr. Fiorentino seconded a motion to approve the job description for the Part-time Public Health Technician – EH/OPHI (PT11). Motion passed unanimously.

**e. Appointment of 3 Part-Time Public Health Technicians – EH/OPHI (PT11)**

Dr. Lakritz moved and Dr. Fiorentino seconded a motion to approve the appointment of the following:

Matthew Margaritakis as a part-time Public Health Technician (PT11) at \$9.52 an hour with no 90 day probationary period with a start date of May 21, 2018 to work up to 13 weeks at an average of 30 hours a week. The salary to come out of Environmental Health general fund (1001 307001).

Destiny Ware as a part-time Public Health Technician (PT11) at \$9.52 an hour with no 90 day probationary period with a start date of May 13, 2018 to work up to 13 weeks at an average of 30 hours a week. The salary to come out of Environmental Health general fund (1001 307001).

Kaelyn Boyd as a part-time Public Health Technician (PT11) at \$9.52 an hour with no 90 day probationary period with a start date of May 14, 2018 to work up to 13 weeks at an average of 30 hours a week. The salary to come out of PHEP fund (2328).

Motion passed unanimously.

**f. Resignation of Mark Adams, Director of Environmental Health, Effective May 4, 2018**

Mr. Wyatt moved and Dr. Fiorentino seconded a motion to regretfully accept the resignation of Mark Adams, Director of Environmental Health, effective May 4, 2018. Motion passed unanimously. The Board thanked Mr. Adams for his years of service.

**g. Appointment of Environmental Health Technician (R3)**

This motion was removed from consideration.

**Approve Patient Write Offs**

Mr. Wyatt moved and Dr. Lakritz seconded a motion to approve the following patient write offs:

MRN 34933 for \$131.25

MRN 34553 for \$235.00

MRN 34086 for \$245.50

For a total write off amount of \$511.75. Motion passed unanimously.

## Board of Health Minutes

April 23, 2018

Page (3)

### Approve Resolutions

#### a. **2018-05: Abatement of Public Nuisances**

Mr. Wyatt moved and Dr. Lakritz seconded a motion to approve Resolution 2018-05 authorizing the abatement of public nuisances. Motion passed unanimously.

Dr. Fiorentino left at this time, 12:48 PM

### Approve Recommendations of the Hearing Officer for April 23, 2018

Mr. Wyatt moved and Dr. Lakritz seconded a motion to approve the recommendations of the hearing officer for the April 23, 2018 hearings. Motion passed unanimously.

### Approve United Way of Greater Stark County for THRIVE Infant Mortality Funding Allocation in the Amount of \$75,491.00 for the Period of April 1, 2018 to March 31, 2019

Mr. Wyatt moved and Dr. Lakritz seconded a motion to approve a United Way of Greater Stark County for THRIVE infant mortality funding allocation in the amount of \$75,491.00 for the period of April 1, 2018 to March 31, 2019. Motion passed unanimously.

Dr. Fiorentino returned at this time, 12:50 PM

### Approve the Health Improvement and Wellness, Health Services STD Prevention Program for the Period of July 1, 2018 through June 30, 2019 from the Ohio Department of Health (\$0 cost)

Dr. Lakritz moved and Dr. Fiorentino seconded a motion to approve the Health Improvement and Wellness, Health Services STD Prevention Program for the period of July 1, 2018 through June 30, 2019 from the Ohio Department of Health at no cost. Motion passed unanimously.

### Approve Travel Authorization

- a. James Adams, Health Commissioner, for Travel from 07/09/2018 to 07/12/2018, NACCHO Annual 2018 Conference in New Orleans, LA at a Cost Not to Exceed \$1,133.50 (1001 301001)
- b. Jessica Boley, WIC Dietitian, for Travel from 05/02/2018 to 05/04/2018, OPTION 2018 in Cincinnati, Ohio at a Cost Not to Exceed \$438.68 (2316) **Approved \$277.00 at the February 26, 2018 Board meeting.**

Mr. Wyatt moved and Dr. Fiorentino seconded a motion to approve the above travel. Motion passed unanimously.

### Acceptance of Division Reports

- a. Medical Director – Nothing additional to report.
- b. Nursing/WIC – Diane Thompson reported that she had recently met with Dr. Sutton and Dr. Lakritz to discuss wound care.

James Adams and Laura Roach reported that the recent WIC evaluation conducted by the state was very positive.

- c. Laboratory – Krys Henning reported that mold and pollen season has started. James Adams added that the recent CLIA site inspection was concluded with no comments from the inspector.

## Board of Health Minutes

April 23, 2018

Page (4)

- d. OPHI/Surveillance – Amanda Archer reported that data from the SWAP clinic is now on the web site as an interactive dashboard. She also reported that the department has a spot on a local radio show on the first Friday of each month from 10 AM to 12 PM.
- e. THRIVE – Dawn Miller reported that she submits reports to Ohio Department of Health (ODH) and Medicaid quarterly. She also reported that THRIVE will be holding a community meeting on Wednesday at 3 PM in Massillon.

Dr. Lakritz asked Dawn about the home visiting and well child care numbers from the report she provided. Dawn let Dr. Lakritz know that THRIVE is working to learn why these numbers are low and how to improve them.

James Adams reported that the Pathways HUB operations are proceeding well, and the application has been submitted for HUB certification to the Rockville Institute. He also reported that ODH has changed THRIVE's funding mechanism and that funds will now be paid through a direct grant from ODH (the OEI grant) rather than the current Maternal and Child Health grant through the Stark County Health Department.

- f. Environmental Health – Mark Adams reported to the Board that Rick Miller and Gus Dria produced the EH Division report this month.
- g. Air Pollution Control – Terri Dzienis reported that the division doesn't currently have any additional community meetings scheduled relative to the Georgeview Estates complaints. She also reported that data from the Republic Steel monitoring site is available on the web site.
- h. Vital Statistics – Nothing additional to report
- i. Fiscal Officer – Christi Allen and James Adams reported that capital fund requests were approved for new vehicles, computers and building improvements.
- j. Health Commissioner – James Adams reported that he will be revising the Environmental Health Director position description with the help of the Board's Personnel Committee (Dr. Hickman and Dr. Fiorentino) and then submitting a request for Civil Service to provide an open eligibility list. Mr. Adams will act as the EH Director in the interim period.

Mr. Adams also thanked the all of the Health Department staff for their involvement in the community.

- k. Accreditation – Rob Knight reported that he recently uploaded the department's first documents to the ePHAB web site and that he anticipates uploading more soon.
- l. Quality Improvement – Terri Dzienis reported that the Quality Improvement Plan expired recently. The QI committee is reviewing the plan for revisions now and expects to complete this in about a month. Diane Thompson reported that the QI changes implemented at the Childhood Immunization Clinic have largely improved the process.

Mr. Wyatt moved and Dr. Lakritz Fiorentino a motion to accept the division reports. Motion passed unanimously.

**Board of Health Minutes**

**April 23, 2018**

**Page (5)**

**Other Business**

Patty McConnell announced that a pot-luck lunch for Mark Adams will be held at the department on May 2, 2018 and invited the Board to attend.

Pam Gibbs announced that there will be an AIDS Vigil on May 20, 2018 at 4 PM at the New Vision United Church on Market Avenue in Canton. The theme will be "Reflecting on the Past."

**Announcement of Next Meeting: Monday, May 21, 2018 at 12:00 PM (3<sup>rd</sup> Monday due to Memorial Day)**

The next regular scheduled meeting of the Board of Health of the Canton City Health District will be on Monday, May 21, 2018 at 12:00 PM. This will be on the third Monday of the month due to the Memorial Day holiday.

**Adjourn**

Mr. Wyatt moved and Dr. Lakritz seconded a motion to adjourn. Motion passed unanimously. The meeting adjourned at 1:22 PM.

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President of the Board of Health

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Secretary to the Board of Health

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Date of Approval

DRAFT





# Accounts Payable by G/L Distribution Report

G/L Date Range 04/19/18 - 05/16/18

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
<b>Fund 1001 - General Operating</b>											
Department <b>301001 - Health - Administration</b>											
Account <b>705.05 - Professional Services Computer Access Line Fees</b>											
51874 - VERIZON WIRELESS	9806172316	Monthly hot spot fee for CCHD (Jan-June 2018) # 633679	Paid by Check		04/26/2018	05/18/2018	05/15/2018		05/15/2018	40.17	
									Account <b>705.05 - Professional Services Computer Access Line Fees</b> Totals	Invoice Transactions 1	<u>40.17</u>
Account <b>705.06 - Professional Services Other Professional Services</b>											
34563 - RICHARD L DEAN	J. Hoopes Indige	Indigent Cremation: James Hoopes - DOD: 04/16/2018	Edit		04/23/2018	05/15/2018	05/15/2018			495.00	
50919 - HERITAGE CREMATION SOCIETY	W.Hutton Indigen	Indigent Cremation: W. Hutton, DOD: 04/22/2018	Edit		05/02/2018	05/15/2018	05/15/2018			595.00	
									Account <b>705.06 - Professional Services Other Professional Services</b> Totals	Invoice Transactions 2	<u>\$1,090.00</u>
Account <b>705.14 - Professional Services Maintenance Contracts</b>											
493 - COPECO INC	AR332364	Copier maintenance on 5 CCHD copiers	Edit		05/04/2018	05/10/2018	05/10/2018			1,856.76	
									Account <b>705.14 - Professional Services Maintenance Contracts</b> Totals	Invoice Transactions 1	<u>\$1,856.76</u>
Account <b>706.11 - Contract Service Insurance</b>											
1537 - PUBLIC ENTITIES POOL OF OHIO	18-19 Insurance	2018-2019 Liability Insurance	Edit		04/30/2018	05/15/2018	05/15/2018			8,081.00	
									Account <b>706.11 - Contract Service Insurance</b> Totals	Invoice Transactions 1	<u>\$8,081.00</u>
Account <b>706.18 - Contract Service Car Wash</b>											
1597 - RED CARPET CAR WASH	Apr18 Health	Cleaning of CCHD Vehicles, as needed in 2018	Edit		04/30/2018	05/11/2018	05/11/2018			8.50	
									Account <b>706.18 - Contract Service Car Wash</b> Totals	Invoice Transactions 1	<u>\$8.50</u>
Account <b>734.11 - Supplies Miscellaneous Office Supplies</b>											
905 - INDEPENDENCE BUSINESS SUPPLY	1506009-0 (1)	Administration Office Supplies	Edit		05/02/2018	05/15/2018	05/15/2018			61.99	
905 - INDEPENDENCE BUSINESS SUPPLY	1506009-0 (2)	Administraton Office Supplies	Edit		05/02/2018	05/15/2018	05/15/2018			163.29	
51852 - IPRINT TECHNOLOGIES	536529, 535444	Printer cartridges, as needed in 2018	Edit		05/01/2018	05/16/2018	05/16/2018			84.00	
									Account <b>734.11 - Supplies Miscellaneous Office Supplies</b> Totals	Invoice Transactions 3	<u>\$309.28</u>
Account <b>734.58 - Supplies Miscellaneous Supplies</b>											
37353 - FAMOUS ENTERPRISES	S015721861	Two sinks for the lab	Edit		05/07/2018	05/15/2018	05/15/2018			71.64	
									Account <b>734.58 - Supplies Miscellaneous Supplies</b> Totals	Invoice Transactions 1	<u>\$71.64</u>
Account <b>747.14 - Refunds, Claims and Reimbursements Reimbursements</b>											
1364 - OHIO DIVISION OF REAL ESTATE	Apr18 Burial Per	Burial Permits Reimbursements for 2018	Edit		05/11/2018	05/11/2018	05/11/2018			340.00	
									Account <b>747.14 - Refunds, Claims and Reimbursements Reimbursements</b> Totals	Invoice Transactions 1	<u>\$340.00</u>



# Accounts Payable by G/L Distribution Report

G/L Date Range 04/19/18 - 05/16/18

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
<b>Fund 1001 - General Operating</b>										
Department <b>301001 - Health - Administration</b>										
Account <b>772.20 - Travel Registration/Tuition</b>										
1246 - NACCHO	162822	Annual 2018 Conf, 7/9/18-7/12/18, New Orleans, LA - J. Adams	Edit		05/03/2018	05/15/2018	05/15/2018			580.00
							Account <b>772.20 - Travel Registration/Tuition</b> Totals		Invoice Transactions 1	<u>580.00</u>
Account <b>776.13 - Membership dues &amp; Fees Membership Dues and Fees</b>										
41987 - CHRISTI ALLEN	Reimb Notary Fee	Reimbursement for Notary Fees and Stamp	Paid by Check # 633434		05/04/2018	05/04/2018	05/10/2018		05/10/2018	103.26
							Account <b>776.13 - Membership dues &amp; Fees Membership Dues and Fees</b> Totals		Invoice Transactions 1	<u>103.26</u>
							Department <b>301001 - Health - Administration</b> Totals		Invoice Transactions 13	<u>\$12,480.61</u>
Department <b>303001 - Nurses</b>										
Account <b>705.06 - Professional Services Other Professional Services</b>										
51158 - JON ELIAS M D	April 2018	Medical Director services and travel expenses	Paid by Check # 633458		05/01/2018	05/03/2018	05/10/2018		05/10/2018	1,000.00
41842 - DUTCH GIRL CLEANERS	4773357	Cleaning service for lab coats, as needed in 2018	Edit		04/20/2018	05/15/2018	05/15/2018			28.75
							Account <b>705.06 - Professional Services Other Professional Services</b> Totals		Invoice Transactions 2	<u>\$1,028.75</u>
Account <b>713.13 - Utilities Telephone</b>										
177 - AT&T	330 454766404	Service for 2nd fax line - 2018	Paid by Check # 632885		04/16/2018	05/04/2018	04/26/2018		04/26/2018	41.06
							Account <b>713.13 - Utilities Telephone</b> Totals		Invoice Transactions 1	<u>\$41.06</u>
Account <b>772.40 - Travel Meals, Lodging, Plane, etc.</b>										
52156 - ALESSANDRA FREY	Reimb for Travel	HIV Prevention Counseling Training, 5/1-5/2/18, Cleveland, OH	Edit		05/10/2018	05/10/2018	05/10/2018			69.89
51750 - AMANDA MORNINGSTAR	Reimb for Travel	HIV Prevention Counseling Training, 5/1-5/2/18, Cleveland, OH	Edit		05/10/2018	05/10/2018	05/10/2018			47.44
							Account <b>772.40 - Travel Meals, Lodging, Plane, etc.</b> Totals		Invoice Transactions 2	<u>\$117.33</u>
							Department <b>303001 - Nurses</b> Totals		Invoice Transactions 5	<u>\$1,187.14</u>
Department <b>304001 - Lab</b>										
Account <b>705.06 - Professional Services Other Professional Services</b>										
34284 - REAM & HAAGER LABORATORY	4306026, 4306693	4307157, 4307282, 4307440	Edit		03/28/2018	05/16/2018	05/16/2018			188.00
51563 - STERICYCLE	1008294130	Infectious Waste Disposal, as needed in 2018	Edit		04/30/2018	05/16/2018	05/16/2018			87.16
							Account <b>705.06 - Professional Services Other Professional Services</b> Totals		Invoice Transactions 2	<u>\$275.16</u>



# Accounts Payable by G/L Distribution Report

G/L Date Range 04/19/18 - 05/16/18

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
<b>Fund 1001 - General Operating</b>											
Department <b>304001 - Lab</b>											
Account <b>734.13 - Supplies Freight</b>											
13273 - BIOMERIEUX, INC.	1211972613	STI Testing Supplies, as needed in 2018	Edit		05/07/2018	05/16/2018	05/16/2018			19.32	
7835 - FISHER HEALTH CARE	0750224, 0872661	Laboratory supplies, as needed in 2018	Edit		04/13/2018	05/16/2018	05/16/2018			39.70	
									Account <b>734.13 - Supplies Freight</b> Totals	Invoice Transactions 2	<u>\$59.02</u>
Account <b>734.58 - Supplies Miscellaneous Supplies</b>											
13273 - BIOMERIEUX, INC.	1211972613	STI Testing Supplies, as needed in 2018	Edit		05/07/2018	05/16/2018	05/16/2018			149.20	
7835 - FISHER HEALTH CARE	0750224, 0872661	Laboratory supplies, as needed in 2018	Edit		04/13/2018	05/16/2018	05/16/2018			23.58	
7835 - FISHER HEALTH CARE	0750224, 0872661	Laboratory Supplies, as needed in 2018	Edit		04/13/2018	05/16/2018	05/16/2018			177.97	
1183 - MICROFLEX	IN865487	Personal Protection Equipment for Lab, as needed in 2018	Edit		05/07/2018	05/16/2018	05/16/2018			226.80	
									Account <b>734.58 - Supplies Miscellaneous Supplies</b> Totals	Invoice Transactions 4	<u>\$577.55</u>
Account <b>776.13 - Membership dues &amp; Fees Membership Dues and Fees</b>											
19733 - CLIA LABORATORY PROGRAM	36 D0672229	Regular Certificate Fee - Lab	Edit		05/15/2018	05/15/2018	05/15/2018			150.00	
1941 - TREASURER STATE OF OHIO	Generator Fee	Revenue ID: 1223297, Transaction ID: 1120658	Edit		05/15/2018	05/15/2018	05/15/2018			140.00	
									Account <b>776.13 - Membership dues &amp; Fees Membership Dues and Fees</b> Totals	Invoice Transactions 2	<u>\$290.00</u>
									Department <b>304001 - Lab</b> Totals	Invoice Transactions 10	<u>\$1,201.73</u>
Department <b>307001 - Environmental Health Administration</b>											
Account <b>734.13 - Supplies Freight</b>											
23381 - ADAPCO	115292	Altosid 30 Day Briquets for Mosquito Program	Edit		04/23/2018	05/15/2018	05/15/2018			25.00	
									Account <b>734.13 - Supplies Freight</b> Totals	Invoice Transactions 1	<u>\$25.00</u>
Account <b>734.58 - Supplies Miscellaneous Supplies</b>											
23381 - ADAPCO	115292	Altosid 30 Day Briquets for Mosquito Program	Edit		04/23/2018	05/15/2018	05/15/2018			464.00	
									Account <b>734.58 - Supplies Miscellaneous Supplies</b> Totals	Invoice Transactions 1	<u>\$464.00</u>
Account <b>772.20 - Travel Registration/Tuition</b>											
12208 - GUS DRIA	Travel Reimb	OEHA Annual Edu. Conf, 4/16/18-04/18/18, Cleveland	Paid by Check # 633457		05/03/2018	05/03/2018	05/10/2018		05/10/2018	155.00	
41531 - COLTON MASTERS	Travel Reimb	OEHA Annual Edu. Conf, 4/17/-04/18/18, Columbus	Paid by Check # 633471		05/03/2018	05/03/2018	05/10/2018		05/10/2018	155.00	



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Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
<b>Fund 1001 - General Operating</b>										
Department <b>307001 - Environmental Health Administration</b>										
Account <b>772.20 - Travel Registration/Tuition</b>										
51920 - NEJLA SHAHEEN	Travel Reimburse	OEHA Annual Edu. Conf, 4/17-04/18/18, Worthington	Paid by Check # 633556		05/03/2018	05/03/2018	05/11/2018		05/11/2018	180.00
21559 - LEAD EXPERTS, INC	9405	Lead Risk Assessor Refresher Class, Rick Miller	Edit		02/13/2018	05/15/2018	05/15/2018			225.00
							Account <b>772.20 - Travel Registration/Tuition</b> Totals		Invoice Transactions 4	<u>\$715.00</u>
Account <b>772.40 - Travel Meals, Lodging, Plane, etc.</b>										
12208 - GUS DRIA	Travel Reimb	OEHA Annual Edu. Conf, 4/16/18-04/18/18, Cleveland	Paid by Check # 633457		05/03/2018	05/03/2018	05/10/2018		05/10/2018	280.61
41531 - COLTON MASTERS	Travel Reimb	OEHA Annual Edu. Conf, 4/17-04/18/18, Columbus	Paid by Check # 633471		05/03/2018	05/03/2018	05/10/2018		05/10/2018	158.60
51920 - NEJLA SHAHEEN	Travel Reimburse	OEHA Annual Edu. Conf, 4/17-04/18/18, Worthington	Paid by Check # 633556		05/03/2018	05/03/2018	05/11/2018		05/11/2018	124.55
							Account <b>772.40 - Travel Meals, Lodging, Plane, etc.</b> Totals		Invoice Transactions 3	<u>\$563.76</u>
							Department <b>307001 - Environmental Health Administration</b> Totals		Invoice Transactions 9	<u>\$1,767.76</u>
							Fund <b>1001 - General Operating</b> Totals		Invoice Transactions 37	<u>\$16,637.24</u>



# Accounts Payable by G/L Distribution Report

G/L Date Range 04/19/18 - 05/16/18

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
Fund <b>2312 - V.D. - I03 Gonorhea (VD)</b>											
Department <b>301001 - Health - Administration</b>											
Account <b>621.60 - Payroll Fringes Hospitalization</b>											
2137 - CITY TREASURER ONLY	FOR:DEPOSIT	2312 Ins Payment	Fund 2312: 1st Qtr 2018 Health Insurance Payment to the City	Edit	05/11/2018	05/11/2018	05/11/2018			198.75	
									Account <b>621.60 - Payroll Fringes Hospitalization</b> Totals	Invoice Transactions 1	<u>\$198.75</u>
Account <b>621.61 - Payroll Fringes Life Insurance</b>											
2137 - CITY TREASURER ONLY	FOR:DEPOSIT	2312 Ins Payment	Fund 2312: 1st Qtr 2018 Health Insurance Payment to the City	Edit	05/11/2018	05/11/2018	05/11/2018			1.65	
									Account <b>621.61 - Payroll Fringes Life Insurance</b> Totals	Invoice Transactions 1	<u>\$1.65</u>
Account <b>621.62 - Payroll Fringes Eye and Dental</b>											
2137 - CITY TREASURER ONLY	FOR:DEPOSIT	2312 Ins Payment	Fund 2312: 1st Qtr 2018 Health Insurance Payment to the City	Edit	05/11/2018	05/11/2018	05/11/2018			21.25	
									Account <b>621.62 - Payroll Fringes Eye and Dental</b> Totals	Invoice Transactions 1	<u>\$21.25</u>
Account <b>621.66 - Payroll Fringes Prescriptions</b>											
2137 - CITY TREASURER ONLY	FOR:DEPOSIT	2312 Ins Payment	Fund 2312: 1st Qtr 2018 Health Insurance Payment to the City	Edit	05/11/2018	05/11/2018	05/11/2018			70.63	
									Account <b>621.66 - Payroll Fringes Prescriptions</b> Totals	Invoice Transactions 1	<u>\$70.63</u>
Account <b>705.06 - Professional Services Other Professional Services</b>											
186 - AULTMAN HOSPITAL	2018-003 FTA	099915682-9683 N		Edit	05/30/2018	05/16/2018	05/16/2018			14.75	
									Account <b>705.06 - Professional Services Other Professional Services</b> Totals	Invoice Transactions 1	<u>\$14.75</u>
									Department <b>301001 - Health - Administration</b> Totals	Invoice Transactions 5	<u>\$307.03</u>
									Fund <b>2312 - V.D. - I03 Gonorhea (VD)</b> Totals	Invoice Transactions 5	<u>\$307.03</u>



# Accounts Payable by G/L Distribution Report

G/L Date Range 04/19/18 - 05/16/18

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
Fund <b>2313 - Local Health Dept Prev Support</b>											
Department <b>301001 - Health - Administration</b>											
Account <b>621.60 - Payroll Fringes Hospitalization</b>											
2137 - CITY TREASURER ONLY	FOR:DEPOSIT	2313 Ins Payment	Fund 2313: 1st Qtr 2018 Health Insurance Payment to the City	Edit	05/11/2018	05/11/2018	05/11/2018			894.38	
									Account <b>621.60 - Payroll Fringes Hospitalization</b> Totals	Invoice Transactions 1	<u>894.38</u>
Account <b>621.61 - Payroll Fringes Life Insurance</b>											
2137 - CITY TREASURER ONLY	FOR:DEPOSIT	2313 Ins Payment	Fund 2313: 1st Qtr 2018 Health Insurance Payment to the City	Edit	05/11/2018	05/11/2018	05/11/2018			7.43	
									Account <b>621.61 - Payroll Fringes Life Insurance</b> Totals	Invoice Transactions 1	<u>7.43</u>
Account <b>621.62 - Payroll Fringes Eye and Dental</b>											
2137 - CITY TREASURER ONLY	FOR:DEPOSIT	2313 Ins Payment	Fund 2313: 1st Qtr 2018 Health Insurance Payment to the City	Edit	05/11/2018	05/11/2018	05/11/2018			95.63	
									Account <b>621.62 - Payroll Fringes Eye and Dental</b> Totals	Invoice Transactions 1	<u>95.63</u>
Account <b>621.66 - Payroll Fringes Prescriptions</b>											
2137 - CITY TREASURER ONLY	FOR:DEPOSIT	2313 Ins Payment	Fund 2313: 1st Qtr 2018 Health Insurance Payment to the City	Edit	05/11/2018	05/11/2018	05/11/2018			317.80	
									Account <b>621.66 - Payroll Fringes Prescriptions</b> Totals	Invoice Transactions 1	<u>317.80</u>
Account <b>705.05 - Professional Services Computer Access Line Fees</b>											
177 - AT&T	6919691401		Dedicated number internet line (monthly fee)	Open	05/05/2018	06/04/2018	05/15/2018			276.00	
									Account <b>705.05 - Professional Services Computer Access Line Fees</b> Totals	Invoice Transactions 1	<u>276.00</u>
Account <b>705.06 - Professional Services Other Professional Services</b>											
50079 - INSYNC HEALTHCARE SOLUTIONS, LLC	949047		Electronic Medical Record system maintenance fees	Edit	05/01/2018	05/31/2018	05/10/2018			94.00	
									Account <b>705.06 - Professional Services Other Professional Services</b> Totals	Invoice Transactions 1	<u>94.00</u>
									Department <b>301001 - Health - Administration</b> Totals	Invoice Transactions 6	<u>\$1,685.24</u>
									Fund <b>2313 - Local Health Dept Prev Support</b> Totals	Invoice Transactions 6	<u>\$1,685.24</u>



# Accounts Payable by G/L Distribution Report

G/L Date Range 04/19/18 - 05/16/18

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
<b>Fund 2314 - Family Health (476)</b>											
Department <b>301001 - Health - Administration</b>											
Account <b>621.60 - Payroll Fringes Hospitalization</b>											
2137 - CITY TREASURER ONLY	FOR:DEPOSIT	2314 Ins Payment	Fund 2314: 1st Qtr 2018 Health Insurance Payment to the City	Edit	05/11/2018	05/11/2018	05/11/2018			5,346.38	
									Account <b>621.60 - Payroll Fringes Hospitalization</b> Totals	Invoice Transactions 1	\$5,346.38
Account <b>621.61 - Payroll Fringes Life Insurance</b>											
2137 - CITY TREASURER ONLY	FOR:DEPOSIT	2314 Ins Payment	Fund 2314: 1st Qtr 2018 Health Insurance Payment to the City	Edit	05/11/2018	05/11/2018	05/11/2018			44.39	
									Account <b>621.61 - Payroll Fringes Life Insurance</b> Totals	Invoice Transactions 1	\$44.39
Account <b>621.62 - Payroll Fringes Eye and Dental</b>											
2137 - CITY TREASURER ONLY	FOR:DEPOSIT	2314 Ins Payment	Fund 2314: 1st Qtr 2018 Health Insurance Payment to the City	Edit	05/11/2018	05/11/2018	05/11/2018			571.63	
									Account <b>621.62 - Payroll Fringes Eye and Dental</b> Totals	Invoice Transactions 1	\$571.63
Account <b>621.66 - Payroll Fringes Prescriptions</b>											
2137 - CITY TREASURER ONLY	FOR:DEPOSIT	2314 Ins Payment	Fund 2314: 1st Qtr 2018 Health Insurance Payment to the City	Edit	05/11/2018	05/11/2018	05/11/2018			1,899.80	
									Account <b>621.66 - Payroll Fringes Prescriptions</b> Totals	Invoice Transactions 1	\$1,899.80
Account <b>705.05 - Professional Services Computer Access Line Fees</b>											
51468 - SPECTRUM BUSINESS	312559704050518	Telephone and internet services for THRIVE program	Paid by Check # 633673		05/05/2018	05/24/2018	05/15/2018		05/15/2018	66.51	
									Account <b>705.05 - Professional Services Computer Access Line Fees</b> Totals	Invoice Transactions 1	\$66.51
Account <b>705.06 - Professional Services Other Professional Services</b>											
50540 - CLEO LUCAS	April 2018	Community Outreach Coordinator Contract (FY18) - THRIVE	Paid by Check # 633467		05/03/2018	05/03/2018	* 05/10/2018		05/10/2018	455.00	
51744 - HOSPITAL COUNCIL OF NORTHWEST OHIO	B5347	CCS/HUB 12 Month Licenses for THRIVE Program	Edit		05/03/2018	05/11/2018	05/11/2018			7,500.00	
51744 - HOSPITAL COUNCIL OF NORTHWEST OHIO	B5348	For THRIVE CCS 2-year licenses	Edit		05/03/2018	05/11/2018	05/11/2018			78,000.00	
4168 - KENT STATE UNIVERSITY	416371-14	Comprehensive Evaluation of the Stark/THRIVE Project	Edit		05/07/2018	05/11/2018	* 05/11/2018			2,808.16	
51325 - ACCESS HEALTH STARK COUNTY	May18 CHW Pay	Community Health Workers - THRIVE	Edit		05/08/2018	05/14/2018	05/14/2018			90,880.00	
85 - ALLIANCE CITY HEALTH DEPT	May18 THRIVE Pay	Home Visiting Program - THRIVE	Edit		05/08/2018	05/14/2018	05/14/2018			3,464.50	
51326 - ALLIANCE FAMILY HEALTH CENTER INC	THRIVE Payment	CenturingPregnancy Program - THRIVE	Edit		05/08/2018	05/14/2018	05/14/2018			16,035.00	



# Accounts Payable by G/L Distribution Report

G/L Date Range 04/19/18 - 05/16/18

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund <b>2314 - Family Health (476)</b>										
Department <b>301001 - Health - Administration</b>										
Account <b>705.06 - Professional Services Other Professional Services</b>										
51326 - ALLIANCE FAMILY HEALTH CENTER INC	May18 CHW Pay	Community Health Workers - THRIVE Program	Edit		05/08/2018	05/14/2018	05/14/2018			39,822.00
186 - AULTMAN HOSPITAL	May18 THRIVE Pay	Home Visiting Program - THRIVE	Edit		05/08/2018	05/14/2018	05/14/2018			11,103.25
51800 - CANTON CALVARY MISSION	May18 THRIVE Pay	Community Education and Awareness - THRIVE	Edit		05/08/2018	05/14/2018	05/14/2018			12,326.00
51120 - COMMQUEST SERVICES INC	CHW THRIVE Pay	Community Health Workers - THRIVE	Edit		05/08/2018	05/14/2018	05/14/2018			15,911.25
51120 - COMMQUEST SERVICES INC	CHW THRIVE Pay.	Community Health Workers THRIVE Program	Edit		05/08/2018	05/14/2018	05/14/2018			4,000.00
51327 - EARLY CHILDHOOD RESOURCE CENTER	THRIVE May18 Pay	Fatherhood Coalition - THRIVE	Edit		05/08/2018	05/14/2018	05/14/2018			27,300.00
51327 - EARLY CHILDHOOD RESOURCE CENTER	May18 THRIVE Pay	Fatherhood Coalition Program - THRIVE	Edit		05/08/2018	05/14/2018	05/14/2018			45,000.00
51802 - HANNAH'S HOUSE 119	May18 THRIVE Pay	Community Education and Awareness - THRIVE	Edit		05/08/2018	05/14/2018	05/14/2018			5,703.50
51811 - OHIO ASSOCIATION OF COLORED WOMENS CLUB	May18 THRIVE Pay	Community Education and Awareness - THRIVE	Edit		05/08/2018	05/14/2018	05/14/2018			9,490.00
1800 - STARK COUNTY HEALTH DEPARTMENT	May18 THRIVE Pay	Home Visiting Program - THRIVE	Edit		05/08/2018	05/14/2018	05/14/2018			28,670.05
1800 - STARK COUNTY HEALTH DEPARTMENT	May18 CHW Pay	Community Health Workers - THRIVE	Edit		05/08/2018	05/14/2018	05/14/2018			39,822.00
51328 - STARK COUNTY JOB AND FAMILY SERVICES	May18 THRIVE Pay	Fatherhood Coalition - THRIVE	Edit		05/08/2018	05/14/2018	05/14/2018			71,667.47
51328 - STARK COUNTY JOB AND FAMILY SERVICES	THRIVE Pay May18	Fatherhood Coalition Program - THRIVE	Edit		05/08/2018	05/14/2018	05/14/2018			40,356.63
51329 - STARK CTY MENTAL HEALTH & ADDICTION RECVY	May18 THRIVE Pay	Community Education and Awareness - THRIVE	Edit		05/08/2018	05/14/2018	05/14/2018			62,500.00
38982 - YWCA OF CANTON	May18 THRIVE Pay	Community Health Workers - THRIVE	Edit		05/08/2018	05/14/2018	05/14/2018			19,911.00
51644 - MY COMMUNITY HEALTH CENTER	May18 THRIVE Pay	CenturingPregnancy Program - THRIVE	Edit		05/08/2018	05/15/2018	05/15/2018			15,000.00
							Account <b>705.06 - Professional Services Other Professional Services</b> Totals		Invoice Transactions 23	<b>\$647,725.81</b>





# Accounts Payable by G/L Distribution Report

G/L Date Range 04/19/18 - 05/16/18

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
Fund <b>2314 - Family Health (476)</b>											
Department <b>301001 - Health - Administration</b>											
Account <b>705.14 - Professional Services Maintenance Contracts</b>											
22899 - GRAPHIC ENTERPRISES	AR783745	Maintenance contract for copier/printer - THRIVE	Edit		05/03/2018	05/16/2018	05/16/2018			155.56	
									Account <b>705.14 - Professional Services Maintenance Contracts</b> Totals	Invoice Transactions 1	<u>\$155.56</u>
Account <b>734.58 - Supplies Miscellaneous Supplies</b>											
51336 - FLORIDA STATE UNIVERSITY	B9850	Partners for Healthy Baby handouts and materials, THRIVE	Edit		05/07/2018	05/16/2018	05/16/2018			1,946.00	
									Account <b>734.58 - Supplies Miscellaneous Supplies</b> Totals	Invoice Transactions 1	<u>\$1,946.00</u>
Account <b>758.47 - Capital Outlay Computer Equipment \$1000 - \$5000</b>											
9789 - DELL MARKETING L.P.	10233636734	Computer for new HUB Coordinator	Edit		04/02/2018	05/16/2018	05/16/2018			1,003.78	
									Account <b>758.47 - Capital Outlay Computer Equipment \$1000 - \$5000</b> Totals	Invoice Transactions 1	<u>\$1,003.78</u>
Account <b>772.20 - Travel Registration/Tuition</b>											
3675 - THE OHIO STATE UNIVERSITY	A. Archer Reg.	Confirmation #: FYNTBR4GC8Q	Edit		05/03/2018	05/16/2018	05/16/2018			1,560.00	
									Account <b>772.20 - Travel Registration/Tuition</b> Totals	Invoice Transactions 1	<u>\$1,560.00</u>
Account <b>772.60 - Travel Local Mtg/Display Accom/Supplies</b>											
42459 - MARC'S	080917	Supplies and food for community events and meetings	Edit		04/24/2018	05/15/2018	05/15/2018			11.78	
									Account <b>772.60 - Travel Local Mtg/Display Accom/Supplies</b> Totals	Invoice Transactions 1	<u>\$11.78</u>
									Department <b>301001 - Health - Administration</b> Totals	Invoice Transactions 33	<u>\$660,331.64</u>
									Fund <b>2314 - Family Health (476)</b> Totals	Invoice Transactions 33	<u>\$660,331.64</u>



# Accounts Payable by G/L Distribution Report

G/L Date Range 04/19/18 - 05/16/18

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund <b>2316 - WIC Supplemental Health - FY 77</b>										
Department <b>301001 - Health - Administration</b>										
Account <b>621.60 - Payroll Fringes Hospitalization</b>										
2137 - CITY TREASURER ONLY	FOR:DEPOSIT	2316 Ins Payment	Fund 2316: 1st Qtr 2018 Health Insurance Payment to the City	Paid by Check # 633707	05/11/2018	05/11/2018	05/16/2018		05/16/2018	17,390.63
							Account <b>621.60 - Payroll Fringes Hospitalization</b> Totals		Invoice Transactions 1	<u>\$17,390.63</u>
Account <b>621.61 - Payroll Fringes Life Insurance</b>										
2137 - CITY TREASURER ONLY	FOR:DEPOSIT	2316 Ins Payment	Fund 2316: 1st Qtr 2018 Health Insurance Payment to the City	Paid by Check # 633707	05/11/2018	05/11/2018	05/16/2018		05/16/2018	144.38
							Account <b>621.61 - Payroll Fringes Life Insurance</b> Totals		Invoice Transactions 1	<u>\$144.38</u>
Account <b>621.62 - Payroll Fringes Eye and Dental</b>										
2137 - CITY TREASURER ONLY	FOR:DEPOSIT	2316 Ins Payment	Fund 2316: 1st Qtr 2018 Health Insurance Payment to the City	Paid by Check # 633707	05/11/2018	05/11/2018	05/16/2018		05/16/2018	1,859.38
							Account <b>621.62 - Payroll Fringes Eye and Dental</b> Totals		Invoice Transactions 1	<u>\$1,859.38</u>
Account <b>621.66 - Payroll Fringes Prescriptions</b>										
2137 - CITY TREASURER ONLY	FOR:DEPOSIT	2316 Ins Payment	Fund 2316: 1st Qtr 2018 Health Insurance Payment to the City	Paid by Check # 633707	05/11/2018	05/11/2018	05/16/2018		05/16/2018	6,179.67
							Account <b>621.66 - Payroll Fringes Prescriptions</b> Totals		Invoice Transactions 1	<u>\$6,179.67</u>
Account <b>705.05 - Professional Services Computer Access Line Fees</b>										
51468 - SPECTRUM BUSINESS	3274388010510	Internet Fees for WIC		Paid by Check # 633737	05/10/2018	05/29/2018	* 05/16/2018		05/16/2018	124.99
							Account <b>705.05 - Professional Services Computer Access Line Fees</b> Totals		Invoice Transactions 1	<u>\$124.99</u>
Account <b>706.36 - Contract Service Health Contract Grant Expend</b>										
1121 - MASSILLON CITY HEALTH DEPT	Apr18 WIC Grant	FY18 WIC Grant Reimbursement		Paid by Check # 633610	05/03/2018	05/03/2018	05/14/2018		05/14/2018	2,733.86
1121 - MASSILLON CITY HEALTH DEPT	Apr18 WIC (2)	WIC Program Expense Reimbursements		Paid by Check # 633610	05/03/2018	05/03/2018	05/14/2018		05/14/2018	7,459.67
1800 - STARK COUNTY HEALTH DEPARTMENT	Apr18 WIC Grant	FY18 WIC Grant Reimbursement		Paid by Check # 633624	05/02/2018	05/03/2018	05/14/2018		05/14/2018	577.37
1800 - STARK COUNTY HEALTH DEPARTMENT	April WIC (2)	Reimbursement for WIC Contract		Paid by Check # 633624	05/02/2018	05/03/2018	05/14/2018		05/14/2018	26,425.03
85 - ALLIANCE CITY HEALTH DEPT	Apr18 WIC Reimb	FY18 WIC Grant Reimbursement		Edit	05/10/2018	05/10/2018	05/10/2018			2,596.10
85 - ALLIANCE CITY HEALTH DEPT	Apr18 WIC Reim	WIC Program Expenses, FY18		Edit	05/10/2018	05/10/2018	05/10/2018			6,147.29
							Account <b>706.36 - Contract Service Health Contract Grant Expend</b> Totals		Invoice Transactions 6	<u>\$45,939.32</u>
Account <b>713.13 - Utilities Telephone</b>										
51874 - VERIZON WIRELESS	9805973390	WIC Peer Helper Cell Phone, FY18		Paid by Check # 633494	04/23/2018	05/15/2018	* 05/10/2018		05/10/2018	54.85
							Account <b>713.13 - Utilities Telephone</b> Totals		Invoice Transactions 1	<u>\$54.85</u>



# Accounts Payable by G/L Distribution Report

G/L Date Range 04/19/18 - 05/16/18

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
Fund <b>2316 - WIC Supplemental Health - FY 77</b>											
Department <b>301001 - Health - Administration</b>											
Account <b>734.58 - Supplies Miscellaneous Supplies</b>											
2627 - FISHER FOOD MARKETING INC.	#420142	WIC Cooking Class, 12/22/17	Edit		04/24/2018	05/15/2018	* 05/15/2018			16.57	
									Account <b>734.58 - Supplies Miscellaneous Supplies</b> Totals	Invoice Transactions 1	<u>\$16.57</u>
Account <b>772.20 - Travel Registration/Tuition</b>											
42453 - JESSICA BOLEY	Reimb for Travel	OPTION 20189 Training, 5/2/18 5/4/18, Cincinnati, OH	Edit		05/10/2018	05/10/2018	05/10/2018			150.00	
									Account <b>772.20 - Travel Registration/Tuition</b> Totals	Invoice Transactions 1	<u>\$150.00</u>
Account <b>772.40 - Travel Meals, Lodging, Plane, etc.</b>											
42453 - JESSICA BOLEY	Reimb for Travel	OPTION 20189 Training, 5/2/18 5/4/18, Cincinnati, OH	Edit		05/10/2018	05/10/2018	05/10/2018			213.04	
									Account <b>772.40 - Travel Meals, Lodging, Plane, etc.</b> Totals	Invoice Transactions 1	<u>\$213.04</u>
									Department <b>301001 - Health - Administration</b> Totals	Invoice Transactions 15	<u>\$72,072.83</u>
									Fund <b>2316 - WIC Supplemental Health - FY 77</b> Totals	Invoice Transactions 15	<u>\$72,072.83</u>



# Accounts Payable by G/L Distribution Report

G/L Date Range 04/19/18 - 05/16/18

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
Fund <b>2317 - Local Health Assess &amp; Accred Fnd</b>											
Department <b>301001 - Health - Administration</b>											
Account <b>621.60 - Payroll Fringes Hospitalization</b>											
2137 - CITY TREASURER ONLY	FOR:DEPOSIT	2317 Ins Payment	Fund 2317: 1st Qtr 2018 Health Insurance Payment to the City	Paid by Check # 633706	05/11/2018	05/11/2018	05/16/2018		05/16/2018	59.63	
									Account <b>621.60 - Payroll Fringes Hospitalization</b> Totals	Invoice Transactions 1	<u>\$59.63</u>
Account <b>621.61 - Payroll Fringes Life Insurance</b>											
2137 - CITY TREASURER ONLY	FOR:DEPOSIT	2317 Ins Payment	Fund 2317: 1st Qtr 2018 Health Insurance Payment to the City	Paid by Check # 633706	05/11/2018	05/11/2018	05/16/2018		05/16/2018	.50	
									Account <b>621.61 - Payroll Fringes Life Insurance</b> Totals	Invoice Transactions 1	<u>\$0.50</u>
Account <b>621.62 - Payroll Fringes Eye and Dental</b>											
2137 - CITY TREASURER ONLY	FOR:DEPOSIT	2317 Ins Payment	Fund 2317: 1st Qtr 2018 Health Insurance Payment to the City	Paid by Check # 633706	05/11/2018	05/11/2018	05/16/2018		05/16/2018	6.38	
									Account <b>621.62 - Payroll Fringes Eye and Dental</b> Totals	Invoice Transactions 1	<u>\$6.38</u>
Account <b>621.66 - Payroll Fringes Prescriptions</b>											
2137 - CITY TREASURER ONLY	FOR:DEPOSIT	2317 Ins Payment	Fund 2317: 1st Qtr 2018 Health Insurance Payment to the City	Paid by Check # 633706	05/11/2018	05/11/2018	05/16/2018		05/16/2018	21.17	
									Account <b>621.66 - Payroll Fringes Prescriptions</b> Totals	Invoice Transactions 1	<u>\$21.17</u>
Account <b>772.40 - Travel Meals, Lodging, Plane, etc.</b>											
39909 - LINDA MORCKEL		Travel Reimb.	Lean Ohio Boot Camp, April/May 2018, Cleveland	Edit	05/11/2018	05/11/2018	05/11/2018			40.00	
									Account <b>772.40 - Travel Meals, Lodging, Plane, etc.</b> Totals	Invoice Transactions 1	<u>\$40.00</u>
									Department <b>301001 - Health - Administration</b> Totals	Invoice Transactions 5	<u>\$127.68</u>
									Fund <b>2317 - Local Health Assess &amp; Accred Fnd</b> Totals	Invoice Transactions 5	<u>\$127.68</u>



# Accounts Payable by G/L Distribution Report

G/L Date Range 04/19/18 - 05/16/18

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
<b>Fund 2318 - Local Aids Prevention</b>											
Department <b>301001 - Health - Administration</b>											
Account <b>621.60 - Payroll Fringes Hospitalization</b>											
2137 - CITY TREASURER ONLY	FOR:DEPOSIT	2318 Ins Payment	Fund 2318: 1st Qtr 2018 Health Insurance Payment to the City	Paid by Check # 633705	05/11/2018	05/11/2018	05/16/2018		05/16/2018	2,385.00	
									Account <b>621.60 - Payroll Fringes Hospitalization</b> Totals	Invoice Transactions 1	\$2,385.00
Account <b>621.61 - Payroll Fringes Life Insurance</b>											
2137 - CITY TREASURER ONLY	FOR:DEPOSIT	2318 Ins Payment	Fund 2318: 1st Qtr 2018 Health Insurance Payment to the City	Paid by Check # 633705	05/11/2018	05/11/2018	05/16/2018		05/16/2018	19.80	
									Account <b>621.61 - Payroll Fringes Life Insurance</b> Totals	Invoice Transactions 1	\$19.80
Account <b>621.62 - Payroll Fringes Eye and Dental</b>											
2137 - CITY TREASURER ONLY	FOR:DEPOSIT	2318 Ins Payment	Fund 2318: 1st Qtr 2018 Health Insurance Payment to the City	Paid by Check # 633705	05/11/2018	05/11/2018	05/16/2018		05/16/2018	255.00	
									Account <b>621.62 - Payroll Fringes Eye and Dental</b> Totals	Invoice Transactions 1	\$255.00
Account <b>621.66 - Payroll Fringes Prescriptions</b>											
2137 - CITY TREASURER ONLY	FOR:DEPOSIT	2318 Ins Payment	Fund 2318: 1st Qtr 2018 Health Insurance Payment to the City	Paid by Check # 633705	05/11/2018	05/11/2018	05/16/2018		05/16/2018	847.50	
									Account <b>621.66 - Payroll Fringes Prescriptions</b> Totals	Invoice Transactions 1	\$847.50
Account <b>705.05 - Professional Services Computer Access Line Fees</b>											
51874 - VERIZON WIRELESS	9806007057		Service for HIV Equipment, Computer Access Line Fee	Paid by Check # 633494	04/23/2018	05/15/2018	05/10/2018		05/10/2018	80.34	
									Account <b>705.05 - Professional Services Computer Access Line Fees</b> Totals	Invoice Transactions 1	\$80.34
Account <b>705.06 - Professional Services Other Professional Services</b>											
50936 - RELX INC	1803215843		FY18 Database Services	Paid by Check # 633244	03/31/2018	04/30/2018	05/04/2018		05/04/2018	269.00	
50936 - RELX INC	1804214864		FY18 Database Services	Edit	04/30/2018	05/31/2018	05/10/2018			269.00	
									Account <b>705.06 - Professional Services Other Professional Services</b> Totals	Invoice Transactions 2	\$538.00
Account <b>705.40 - Professional Services Advertising</b>											
50323 - LAMAR COMPANIES	109108055		Canton area billboard services for HIV Prevention	Edit	05/01/2018	05/31/2018	05/15/2018			950.00	
									Account <b>705.40 - Professional Services Advertising</b> Totals	Invoice Transactions 1	\$950.00
Account <b>706.36 - Contract Service Health Contract Grant Expend</b>											
85 - ALLIANCE CITY HEALTH DEPT	Apr18 HIV Reimb.		FY18 HIV Prevention Grant	Edit	05/03/2018	05/10/2018	05/10/2018			4,406.24	
1484 - PLANNED PARENTHOOD	Apr18 HIV Reimb.		FY18 HIV Prevention Grant	Edit	05/01/2018	05/10/2018	05/10/2018			1,831.23	



# Accounts Payable by G/L Distribution Report

G/L Date Range 04/19/18 - 05/16/18

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
<b>Fund 2318 - Local Aids Prevention</b>										
Department <b>301001 - Health - Administration</b>										
Account <b>706.36 - Contract Service Health Contract Grant Expend</b>										
38878 - NEW PHILADELPHIA CITY HEALTH DEPARTMENT	Apr18 HIV Grant	FY18 HIV Prevention Grant	Edit		04/30/2018	05/14/2018	05/14/2018			9,063.61
							Account <b>706.36 - Contract Service Health Contract Grant Expend</b> Totals		Invoice Transactions 3	<u>\$15,301.08</u>
Account <b>713.13 - Utilities Telephone</b>										
51874 - VERIZON WIRELESS	9805997839	Cell phone service for DIS	Paid by Check # 633494		04/23/2018	05/15/2018	05/10/2018		05/10/2018	31.72
							Account <b>713.13 - Utilities Telephone</b> Totals		Invoice Transactions 1	<u>\$31.72</u>
							Department <b>301001 - Health - Administration</b> Totals		Invoice Transactions 12	<u>\$20,408.44</u>
							Fund <b>2318 - Local Aids Prevention</b> Totals		Invoice Transactions 12	<u>\$20,408.44</u>
<b>Fund 2320 - Nursing Clinic Activity Fund</b>										
Department <b>303001 - Nurses</b>										
Account <b>773.43 - Lease and Rental Payments Other Rentals</b>										
6732 - STARK COUNTY PARK DISTRICT	#20180405005	Sippo Lake Clubhouse Rental for Nursing Retreat	Edit		05/15/2018	05/15/2018	05/15/2018			90.00
							Account <b>773.43 - Lease and Rental Payments Other Rentals</b> Totals		Invoice Transactions 1	<u>\$90.00</u>
							Department <b>303001 - Nurses</b> Totals		Invoice Transactions 1	<u>\$90.00</u>
Department <b>303002 - Travel Clinic</b>										
Account <b>621.60 - Payroll Fringes Hospitalization</b>										
2137 - CITY TREASURER ONLY	FOR:DEPOSIT 2320 Ins Payment	Fund 2320: 1st Qtr 2018 Health Insurance Payment to the City	Paid by Check # 633704		05/11/2018	05/11/2018	05/16/2018		05/16/2018	894.38
							Account <b>621.60 - Payroll Fringes Hospitalization</b> Totals		Invoice Transactions 1	<u>\$894.38</u>
Account <b>621.61 - Payroll Fringes Life Insurance</b>										
2137 - CITY TREASURER ONLY	FOR:DEPOSIT 2320 Ins Payment	Fund 2320: 1st Qtr 2018 Health Insurance Payment to the City	Paid by Check # 633704		05/11/2018	05/11/2018	05/16/2018		05/16/2018	7.43
							Account <b>621.61 - Payroll Fringes Life Insurance</b> Totals		Invoice Transactions 1	<u>\$7.43</u>
Account <b>621.62 - Payroll Fringes Eye and Dental</b>										
2137 - CITY TREASURER ONLY	FOR:DEPOSIT 2320 Ins Payment	Fund 2320: 1st Qtr 2018 Health Insurance Payment to the City	Paid by Check # 633704		05/11/2018	05/11/2018	05/16/2018		05/16/2018	95.63
							Account <b>621.62 - Payroll Fringes Eye and Dental</b> Totals		Invoice Transactions 1	<u>\$95.63</u>
Account <b>621.66 - Payroll Fringes Prescriptions</b>										
2137 - CITY TREASURER ONLY	FOR:DEPOSIT 2320 Ins Payment	Fund 2320: 1st Qtr 2018 Health Insurance Payment to the City	Paid by Check # 633704		05/11/2018	05/11/2018	05/16/2018		05/16/2018	317.80
							Account <b>621.66 - Payroll Fringes Prescriptions</b> Totals		Invoice Transactions 1	<u>\$317.80</u>
Account <b>734.58 - Supplies Miscellaneous Supplies</b>										
24836 - MCKESSON MEDICAL - SURGICAL	25977936	Clinic Supplies, as needed	Edit		05/15/2018	05/15/2018	05/15/2018			456.12



# Accounts Payable by G/L Distribution Report

G/L Date Range 04/19/18 - 05/16/18

1941 - TREASURER STATE OF OHIO

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04/20/2018

05/15/2018

05/15/2018

456.42

Account **734.58 - Supplies Miscellaneous Supplies** Totals

Invoice Transactions 2

\$912.54

Department **303002 - Travel Clinic** Totals

Invoice Transactions 6

\$2,227.78

Fund **2320 - Nursing Clinic Activity Fund** Totals

Invoice Transactions 7

\$2,317.78



# Accounts Payable by G/L Distribution Report

G/L Date Range 04/19/18 - 05/16/18

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
<b>Fund 2321 - Immunization Action Grant</b>											
Department <b>301001 - Health - Administration</b>											
Account <b>621.60 - Payroll Fringes Hospitalization</b>											
2137 - CITY TREASURER ONLY	FOR:DEPOSIT	2321 Ins Payment	Fund 2321: 1st Qtr 2018 Health Insurance Payment to the City	Paid by Check # 633703	05/11/2018	05/11/2018	05/16/2018		05/16/2018	1,808.63	
									Account <b>621.60 - Payroll Fringes Hospitalization</b> Totals	Invoice Transactions 1	<u>\$1,808.63</u>
Account <b>621.61 - Payroll Fringes Life Insurance</b>											
2137 - CITY TREASURER ONLY	FOR:DEPOSIT	2321 Ins Payment	Fund 2321: 1st Qtr 2018 Health Insurance Payment to the City	Paid by Check # 633703	05/11/2018	05/11/2018	05/16/2018		05/16/2018	15.02	
									Account <b>621.61 - Payroll Fringes Life Insurance</b> Totals	Invoice Transactions 1	<u>\$15.02</u>
Account <b>621.62 - Payroll Fringes Eye and Dental</b>											
2137 - CITY TREASURER ONLY	FOR:DEPOSIT	2321 Ins Payment	Fund 2321: 1st Qtr 2018 Health Insurance Payment to the City	Paid by Check # 633703	05/11/2018	05/11/2018	05/16/2018		05/16/2018	193.38	
									Account <b>621.62 - Payroll Fringes Eye and Dental</b> Totals	Invoice Transactions 1	<u>\$193.38</u>
Account <b>621.66 - Payroll Fringes Prescriptions</b>											
2137 - CITY TREASURER ONLY	FOR:DEPOSIT	2321 Ins Payment	Fund 2321: 1st Qtr 2018 Health Insurance Payment to the City	Paid by Check # 633703	05/11/2018	05/11/2018	05/16/2018		05/16/2018	642.67	
									Account <b>621.66 - Payroll Fringes Prescriptions</b> Totals	Invoice Transactions 1	<u>\$642.67</u>
Account <b>706.36 - Contract Service Health Contract Grant Expend</b>											
85 - ALLIANCE CITY HEALTH DEPT	Apr18 IAP Grant	IAP Grant	Reimbursement	Edit	05/03/2018	05/15/2018	05/15/2018			1,696.48	
85 - ALLIANCE CITY HEALTH DEPT	Apr18 IAP Grant.	FY17 IAP Grant Services		Edit	05/03/2018	05/15/2018	05/15/2018			700.00	
1800 - STARK COUNTY HEALTH DEPARTMENT	Apr18 IAP Grant	FY17 IAP Grant		Edit	05/09/2018	05/15/2018	* 05/15/2018			4,210.00	
1800 - STARK COUNTY HEALTH DEPARTMENT	Apr18 IAP Grant.	FY17 IAP Grant Reimbursement		Edit	05/09/2018	05/15/2018	05/15/2018			7,590.00	
									Account <b>706.36 - Contract Service Health Contract Grant Expend</b> Totals	Invoice Transactions 4	<u>\$14,196.48</u>
									Department <b>301001 - Health - Administration</b> Totals	Invoice Transactions 8	<u>\$16,856.18</u>
									Fund <b>2321 - Immunization Action Grant</b> Totals	Invoice Transactions 8	<u>\$16,856.18</u>





# Accounts Payable by G/L Distribution Report

G/L Date Range 04/19/18 - 05/16/18

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
<b>Fund 2322 - Dental Sealant 132T Grant</b>											
Department <b>301001 - Health - Administration</b>											
Account <b>621.60 - Payroll Fringes Hospitalization</b>											
2137 - CITY TREASURER ONLY	FOR:DEPOSIT	2322 Ins Payment	Fund 2322: 1st Qtr 2018 Health Insurance Payment to the City	Paid by Check # 633708	05/11/2018	05/11/2018	05/16/2018		05/16/2018	496.88	
								Account <b>621.60 - Payroll Fringes Hospitalization</b> Totals		Invoice Transactions 1	<u>496.88</u>
Account <b>621.61 - Payroll Fringes Life Insurance</b>											
2137 - CITY TREASURER ONLY	FOR:DEPOSIT	2322 Ins Payment	Fund 2322: 1st Qtr 2018 Health Insurance Payment to the City	Paid by Check # 633708	05/11/2018	05/11/2018	05/16/2018		05/16/2018	4.13	
								Account <b>621.61 - Payroll Fringes Life Insurance</b> Totals		Invoice Transactions 1	<u>4.13</u>
Account <b>621.62 - Payroll Fringes Eye and Dental</b>											
2137 - CITY TREASURER ONLY	FOR:DEPOSIT	2322 Ins Payment	Fund 2322: 1st Qtr 2018 Health Insurance Payment to the City	Paid by Check # 633708	05/11/2018	05/11/2018	05/16/2018		05/16/2018	53.13	
								Account <b>621.62 - Payroll Fringes Eye and Dental</b> Totals		Invoice Transactions 1	<u>53.13</u>
Account <b>621.66 - Payroll Fringes Prescriptions</b>											
2137 - CITY TREASURER ONLY	FOR:DEPOSIT	2322 Ins Payment	Fund 2322: 1st Qtr 2018 Health Insurance Payment to the City	Paid by Check # 633708	05/11/2018	05/11/2018	05/16/2018		05/16/2018	176.55	
								Account <b>621.66 - Payroll Fringes Prescriptions</b> Totals		Invoice Transactions 1	<u>176.55</u>
Account <b>705.06 - Professional Services Other Professional Services</b>											
40279 - ALISON GIAMMARCO		Apr18 Dental	FY18 Dental Hygienist Services	Paid by Check # 633306	04/25/2018	04/30/2018	05/08/2018		05/08/2018	829.00	
38676 - ANNA MAYLE		Apr18 Dental	FY18 Dental Hygienist Services	Paid by Check # 633312	04/30/2018	04/30/2018	05/08/2018		05/08/2018	844.31	
								Account <b>705.06 - Professional Services Other Professional Services</b> Totals		Invoice Transactions 2	<u>\$1,673.31</u>
Account <b>734.13 - Supplies Freight</b>											
9242 - HENRY SCHEIN INC.		52390859	Dental supplies for FY18	Edit	04/16/2018	05/15/2018	05/15/2018			10.23	
29972 - PULPDENT CORPORATION		2021883	Dental supplies for FY18	Edit	04/12/2018	05/15/2018	05/15/2018			8.02	
								Account <b>734.13 - Supplies Freight</b> Totals		Invoice Transactions 2	<u>18.25</u>
Account <b>734.58 - Supplies Miscellaneous Supplies</b>											
9242 - HENRY SCHEIN INC.		52390859	Dental supplies for FY18	Edit	04/16/2018	05/15/2018	05/15/2018			127.12	
29972 - PULPDENT CORPORATION		2021883	Dental supplies for FY18	Edit	04/12/2018	05/15/2018	05/15/2018			239.40	
								Account <b>734.58 - Supplies Miscellaneous Supplies</b> Totals		Invoice Transactions 2	<u>366.52</u>
								Department <b>301001 - Health - Administration</b> Totals		Invoice Transactions 10	<u>\$2,788.77</u>
								Fund <b>2322 - Dental Sealant 132T Grant</b> Totals		Invoice Transactions 10	<u>\$2,788.77</u>



# Accounts Payable by G/L Distribution Report

G/L Date Range 04/19/18 - 05/16/18

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
Fund <b>2323 - Personal Responsibility Ed Pr Fd</b>											
Department <b>301001 - Health - Administration</b>											
Account <b>621.60 - Payroll Fringes Hospitalization</b>											
2137 - CITY TREASURER ONLY	FOR:DEPOSIT	2323 Ins Payment	Fund 2323: 1st Qtr 2018 Health Insurance Payment to the City	Paid by Check # 633702	05/11/2018	05/11/2018	05/16/2018		05/16/2018	3,378.75	
									Account <b>621.60 - Payroll Fringes Hospitalization</b> Totals	Invoice Transactions 1	<u>3,378.75</u>
Account <b>621.61 - Payroll Fringes Life Insurance</b>											
2137 - CITY TREASURER ONLY	FOR:DEPOSIT	2323 Ins Payment	Fund 2323: 1st Qtr 2018 Health Insurance Payment to the City	Paid by Check # 633702	05/11/2018	05/11/2018	05/16/2018		05/16/2018	28.05	
									Account <b>621.61 - Payroll Fringes Life Insurance</b> Totals	Invoice Transactions 1	<u>28.05</u>
Account <b>621.62 - Payroll Fringes Eye and Dental</b>											
2137 - CITY TREASURER ONLY	FOR:DEPOSIT	2323 Ins Payment	Fund 2323: 1st Qtr 2018 Health Insurance Payment to the City	Paid by Check # 633702	05/11/2018	05/11/2018	05/16/2018		05/16/2018	361.25	
									Account <b>621.62 - Payroll Fringes Eye and Dental</b> Totals	Invoice Transactions 1	<u>361.25</u>
Account <b>621.66 - Payroll Fringes Prescriptions</b>											
2137 - CITY TREASURER ONLY	FOR:DEPOSIT	2323 Ins Payment	Fund 2323: 1st Qtr 2018 Health Insurance Payment to the City	Paid by Check # 633702	05/11/2018	05/11/2018	05/16/2018		05/16/2018	1,200.63	
									Account <b>621.66 - Payroll Fringes Prescriptions</b> Totals	Invoice Transactions 1	<u>1,200.63</u>
Account <b>705.05 - Professional Services Computer Access Line Fees</b>											
51874 - VERIZON WIRELESS	9805927804	iPad service, Jan-July 2018		Paid by Check # 633494	04/23/2018	05/15/2018	05/10/2018		05/10/2018	40.17	
									Account <b>705.05 - Professional Services Computer Access Line Fees</b> Totals	Invoice Transactions 1	<u>40.17</u>
Account <b>747.14 - Refunds, Claims and Reimbursements Reimbursements</b>											
18671 - CANTON CITY TREASURER	Feb-Apr18 Copy	FY17 PREP Grant Printing/Copying Costs		Edit	05/16/2018	05/16/2018	* 05/16/2018			39.36	
									Account <b>747.14 - Refunds, Claims and Reimbursements Reimbursements</b> Totals	Invoice Transactions 1	<u>39.36</u>
Account <b>772.20 - Travel Registration/Tuition</b>											
16082 - MOLLY T MALLOY	Travel Reg. Reim	Advance Issues in Human Trafficking Trainging, 4/27, Canton		Paid by Check # 633469	05/03/2018	05/03/2018	05/10/2018		05/10/2018	25.00	
									Account <b>772.20 - Travel Registration/Tuition</b> Totals	Invoice Transactions 1	<u>25.00</u>
									Department <b>301001 - Health - Administration</b> Totals	Invoice Transactions 7	<u>\$5,073.21</u>
									Fund <b>2323 - Personal Responsibility Ed Pr Fd</b> Totals	Invoice Transactions 7	<u>\$5,073.21</u>



# Accounts Payable by G/L Distribution Report

G/L Date Range 04/19/18 - 05/16/18

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
<b>Fund 2327 - Lead Assessment Fund</b>										
Department <b>301001 - Health - Administration</b>										
Account <b>705.06 - Professional Services Other Professional Services</b>										
50260 - ACCURATE ANALYTICAL TESTING	L118276	Dust & soil sample analysis for lead based paint testing	Edit		05/11/2018	05/16/2018	05/16/2018			56.00
							Account <b>705.06 - Professional Services Other Professional Services</b> Totals		Invoice Transactions 1	<u>\$56.00</u>
							Department <b>301001 - Health - Administration</b> Totals		Invoice Transactions 1	<u>\$56.00</u>
							Fund <b>2327 - Lead Assessment Fund</b> Totals		Invoice Transactions 1	<u>\$56.00</u>



# Accounts Payable by G/L Distribution Report

G/L Date Range 04/19/18 - 05/16/18

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
<b>Fund 2328 - Public Health Infrastructure</b>										
Department <b>301001 - Health - Administration</b>										
Account <b>621.60 - Payroll Fringes Hospitalization</b>										
2137 - CITY TREASURER ONLY	FOR:DEPOSIT	2328 Ins Payment	Fund 2328: 1st Qtr 2018 Health Insurance Payment to the City	Paid by Check # 633701	05/11/2018	05/11/2018	05/16/2018		05/16/2018	2,504.25
							Account <b>621.60 - Payroll Fringes Hospitalization</b> Totals		Invoice Transactions 1	<u>\$2,504.25</u>
Account <b>621.61 - Payroll Fringes Life Insurance</b>										
2137 - CITY TREASURER ONLY	FOR:DEPOSIT	2328 Ins Payment	Fund 2328: 1st Qtr 2018 Health Insurance Payment to the City	Paid by Check # 633701	05/11/2018	05/11/2018	05/16/2018		05/16/2018	20.79
							Account <b>621.61 - Payroll Fringes Life Insurance</b> Totals		Invoice Transactions 1	<u>\$20.79</u>
Account <b>621.62 - Payroll Fringes Eye and Dental</b>										
2137 - CITY TREASURER ONLY	FOR:DEPOSIT	2328 Ins Payment	Fund 2328: 1st Qtr 2018 Health Insurance Payment to the City	Paid by Check # 633701	05/11/2018	05/11/2018	05/16/2018		05/16/2018	267.75
							Account <b>621.62 - Payroll Fringes Eye and Dental</b> Totals		Invoice Transactions 1	<u>\$267.75</u>
Account <b>621.66 - Payroll Fringes Prescriptions</b>										
2137 - CITY TREASURER ONLY	FOR:DEPOSIT	2328 Ins Payment	Fund 2328: 1st Qtr 2018 Health Insurance Payment to the City	Paid by Check # 633701	05/11/2018	05/11/2018	05/16/2018		05/16/2018	889.88
							Account <b>621.66 - Payroll Fringes Prescriptions</b> Totals		Invoice Transactions 1	<u>\$889.88</u>
							Department <b>301001 - Health - Administration</b> Totals		Invoice Transactions 4	<u>\$3,682.67</u>
							Fund <b>2328 - Public Health Infrastructure</b> Totals		Invoice Transactions 4	<u>\$3,682.67</u>



# Accounts Payable by G/L Distribution Report

G/L Date Range 04/19/18 - 05/16/18

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
Fund <b>2331 - Air Pollution (134)</b>											
Department <b>301001 - Health - Administration</b>											
Account <b>621.60 - Payroll Fringes Hospitalization</b>											
2137 - CITY TREASURER ONLY	FOR:DEPOSIT	2331 Ins Payment	Fund 2331: 1st Qtr 2018 Health Insurance Payment to the City	Paid by Check # 633700	05/11/2018	05/11/2018	05/16/2018		05/16/2018	16,615.50	
								Account <b>621.60 - Payroll Fringes Hospitalization</b> Totals		Invoice Transactions 1	<u>\$16,615.50</u>
Account <b>621.61 - Payroll Fringes Life Insurance</b>											
2137 - CITY TREASURER ONLY	FOR:DEPOSIT	2331 Ins Payment	Fund 2331: 1st Qtr 2018 Health Insurance Payment to the City	Paid by Check # 633700	05/11/2018	05/11/2018	05/16/2018		05/16/2018	137.94	
								Account <b>621.61 - Payroll Fringes Life Insurance</b> Totals		Invoice Transactions 1	<u>\$137.94</u>
Account <b>621.62 - Payroll Fringes Eye and Dental</b>											
2137 - CITY TREASURER ONLY	FOR:DEPOSIT	2331 Ins Payment	Fund 2331: 1st Qtr 2018 Health Insurance Payment to the City	Paid by Check # 633700	05/11/2018	05/11/2018	05/16/2018		05/16/2018	1,776.50	
								Account <b>621.62 - Payroll Fringes Eye and Dental</b> Totals		Invoice Transactions 1	<u>\$1,776.50</u>
Account <b>621.66 - Payroll Fringes Prescriptions</b>											
2137 - CITY TREASURER ONLY	FOR:DEPOSIT	2331 Ins Payment	Fund 2331: 1st Qtr 2018 Health Insurance Payment to the City	Paid by Check # 633700	05/11/2018	05/11/2018	05/16/2018		05/16/2018	5,904.25	
								Account <b>621.66 - Payroll Fringes Prescriptions</b> Totals		Invoice Transactions 1	<u>\$5,904.25</u>
Account <b>705.06 - Professional Services Other Professional Services</b>											
51533 - ST CROIX SENSORY INC	9979		Nasal Ranger Calibration, Odor Sensitivity Kit	Edit	03/28/2018	05/16/2018	05/16/2018			99.00	
								Account <b>705.06 - Professional Services Other Professional Services</b> Totals		Invoice Transactions 1	<u>\$99.00</u>
Account <b>713.12 - Utilities Electric</b>											
1366 - OHIO EDISON CO.	Apr APC Electric	110 033 872 497		Edit	05/03/2018	05/24/2018	05/11/2018			134.04	
								Account <b>713.12 - Utilities Electric</b> Totals		Invoice Transactions 1	<u>\$134.04</u>
Account <b>713.13 - Utilities Telephone</b>											
51874 - VERIZON WIRELESS	9806007293		Cell phone service for 3 cell phones - APC 2018	Edit	04/23/2018	05/15/2018	05/11/2018			150.87	
								Account <b>713.13 - Utilities Telephone</b> Totals		Invoice Transactions 1	<u>\$150.87</u>
Account <b>734.13 - Supplies Freight</b>											
51533 - ST CROIX SENSORY INC	9979		Nasal Ranger Calibration, Odor Sensitivity Kit	Edit	03/28/2018	05/16/2018	05/16/2018			60.00	
39452 - UPS	Postage of APC		0000W11A07158, 0000E11A07168, 0000E11A07188	Edit	04/14/2018	05/16/2018	05/16/2018			89.42	
								Account <b>734.13 - Supplies Freight</b> Totals		Invoice Transactions 2	<u>\$149.42</u>



# Accounts Payable by G/L Distribution Report

G/L Date Range 04/19/18 - 05/16/18

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
Fund <b>2331 - Air Pollution (134)</b>											
Department <b>301001 - Health - Administration</b>											
Account <b>734.57 - Supplies Machine Parts and Supplies</b>											
51533 - ST CROIX SENSORY INC	9979	Nasal Ranger Calibration, Odor Sensitivity Kit	Edit		03/28/2018	05/16/2018	05/16/2018			295.00	
									Account <b>734.57 - Supplies Machine Parts and Supplies</b> Totals	Invoice Transactions 1	<u>\$295.00</u>
Account <b>772.40 - Travel Meals, Lodging, Plane, etc.</b>											
51304 - SAMUEL E NORMAN	Reimb for Travel	APC Training Courses, 4/9/18-4/12/18, Kentucky	Paid by Check # 633478		05/03/2018	05/03/2018	05/10/2018		05/10/2018	491.44	
									Account <b>772.40 - Travel Meals, Lodging, Plane, etc.</b> Totals	Invoice Transactions 1	<u>\$491.44</u>
Account <b>773.41 - Lease and Rental Payments Building Rental</b>											
35010 - BREWSTER-SUGARCREEK TWP HISTORICAL SOCIETY	297	2018 Rental Fees for Air Monitoring Site	Edit		05/01/2018	05/16/2018	05/16/2018			200.00	
									Account <b>773.41 - Lease and Rental Payments Building Rental</b> Totals	Invoice Transactions 1	<u>\$200.00</u>
Account <b>773.43 - Lease and Rental Payments Other Rentals</b>											
51903 - AIRGAS, INC	9952872993	Gas Cylinder Rental for 2018	Edit		04/30/2018	05/30/2018	05/16/2018			26.65	
									Account <b>773.43 - Lease and Rental Payments Other Rentals</b> Totals	Invoice Transactions 1	<u>\$26.65</u>
									Department <b>301001 - Health - Administration</b> Totals	Invoice Transactions 13	<u>\$25,980.61</u>
									Fund <b>2331 - Air Pollution (134)</b> Totals	Invoice Transactions 13	<u>\$25,980.61</u>



# Accounts Payable by G/L Distribution Report

G/L Date Range 04/19/18 - 05/16/18

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund <b>2335 - EARLY HEAD START</b>										
Department <b>301001 - Health - Administration</b>										
Account <b>705.06 - Professional Services Other Professional Services</b>										
20238 - MEREDITH ROBESON, D.D.S	Mar-May18 EHS	F17 Early Headstart Grant, Dental Screenings	Paid by Check # 633486		05/03/2018	05/03/2018	* 05/10/2018		05/10/2018	618.14
							Account <b>705.06 - Professional Services Other Professional Services</b> Totals	Invoice Transactions	1	\$618.14
							Department <b>301001 - Health - Administration</b> Totals	Invoice Transactions	1	\$618.14
							Fund <b>2335 - EARLY HEAD START</b> Totals	Invoice Transactions	1	\$618.14



# Accounts Payable by G/L Distribution Report

G/L Date Range 04/19/18 - 05/16/18

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
Fund <b>2351 - Food Service (055)</b>											
Department <b>301001 - Health - Administration</b>											
Account <b>621.60 - Payroll Fringes Hospitalization</b>											
2137 - CITY TREASURER ONLY	FOR:DEPOSIT	2351 Ins Payment	Fund 2351: 1st Qtr 2018 Health Insurance Payment to the City	Edit	05/11/2018	05/11/2018	05/11/2018			4,889.25	
									Account <b>621.60 - Payroll Fringes Hospitalization</b> Totals	Invoice Transactions 1	<u>\$4,889.25</u>
Account <b>621.61 - Payroll Fringes Life Insurance</b>											
2137 - CITY TREASURER ONLY	FOR:DEPOSIT	2351 Ins Payment	Fund 2351: 1st Qtr 2018 Health Insurance Payment to the City	Edit	05/11/2018	05/11/2018	05/11/2018			40.59	
									Account <b>621.61 - Payroll Fringes Life Insurance</b> Totals	Invoice Transactions 1	<u>\$40.59</u>
Account <b>621.62 - Payroll Fringes Eye and Dental</b>											
2137 - CITY TREASURER ONLY	FOR:DEPOSIT	2351 Ins Payment	Fund 2351: 1st Qtr 2018 Health Insurance Payment to the City	Edit	05/11/2018	05/11/2018	05/11/2018			522.75	
									Account <b>621.62 - Payroll Fringes Eye and Dental</b> Totals	Invoice Transactions 1	<u>\$522.75</u>
Account <b>621.66 - Payroll Fringes Prescriptions</b>											
2137 - CITY TREASURER ONLY	FOR:DEPOSIT	2351 Ins Payment	Fund 2351: 1st Qtr 2018 Health Insurance Payment to the City	Edit	05/11/2018	05/11/2018	05/11/2018			1,737.38	
									Account <b>621.66 - Payroll Fringes Prescriptions</b> Totals	Invoice Transactions 1	<u>\$1,737.38</u>
Account <b>747.14 - Refunds, Claims and Reimbursements Reimbursements</b>											
1941 - TREASURER STATE OF OHIO	Apr18 FSO Reimb	April 2018 Food Service Division Reimbursement		Edit	05/10/2018	05/10/2018	05/10/2018			436.00	
									Account <b>747.14 - Refunds, Claims and Reimbursements Reimbursements</b> Totals	Invoice Transactions 1	<u>\$436.00</u>
									Department <b>301001 - Health - Administration</b> Totals	Invoice Transactions 5	<u>\$7,625.97</u>
									Fund <b>2351 - Food Service (055)</b> Totals	Invoice Transactions 5	<u>\$7,625.97</u>





# Accounts Payable by G/L Distribution Report

G/L Date Range 04/19/18 - 05/16/18

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
<b>Fund 2353 - Swimming Pool</b>											
Department <b>301001 - Health - Administration</b>											
Account <b>621.60 - Payroll Fringes Hospitalization</b>											
2137 - CITY TREASURER ONLY	FOR:DEPOSIT 2353 Ins Payment	Fund 2353: 1st Qtr 2018 Health Insurance Payment to the City	Paid by Check # 633699		05/11/2018	05/11/2018	05/16/2018		05/16/2018	119.25	
								Account <b>621.60 - Payroll Fringes Hospitalization</b> Totals		Invoice Transactions 1	<u>\$119.25</u>
Account <b>621.61 - Payroll Fringes Life Insurance</b>											
2137 - CITY TREASURER ONLY	FOR:DEPOSIT 2353 Ins Payment	Fund 2353: 1st Qtr 2018 Health Insurance Payment to the City	Paid by Check # 633699		05/11/2018	05/11/2018	05/16/2018		05/16/2018	.99	
								Account <b>621.61 - Payroll Fringes Life Insurance</b> Totals		Invoice Transactions 1	<u>\$0.99</u>
Account <b>621.62 - Payroll Fringes Eye and Dental</b>											
2137 - CITY TREASURER ONLY	FOR:DEPOSIT 2353 Ins Payment	Fund 2353: 1st Qtr 2018 Health Insurance Payment to the City	Paid by Check # 633699		05/11/2018	05/11/2018	05/16/2018		05/16/2018	12.75	
								Account <b>621.62 - Payroll Fringes Eye and Dental</b> Totals		Invoice Transactions 1	<u>\$12.75</u>
Account <b>747.14 - Refunds, Claims and Reimbursements Reimbursements</b>											
1941 - TREASURER STATE OF OHIO	Apr18 Pool Reimb	April 2018 Public Swimming Pools Reimbursement	Edit		05/10/2018	05/10/2018	05/10/2018			1,130.00	
1945 - TREASURER STATE OF OHIO	Apr18 FSO Reimb.	April 2018 Retail Food Establishment	Edit		05/10/2018	05/10/2018	05/10/2018			28.00	
								Account <b>747.14 - Refunds, Claims and Reimbursements Reimbursements</b> Totals		Invoice Transactions 2	<u>\$1,158.00</u>
								Department <b>301001 - Health - Administration</b> Totals		Invoice Transactions 5	<u>\$1,290.99</u>
								Fund <b>2353 - Swimming Pool</b> Totals		Invoice Transactions 5	<u>\$1,290.99</u>



# Accounts Payable by G/L Distribution Report

G/L Date Range 04/19/18 - 05/16/18

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
<b>Fund 2354 - Solid Waste Disposal License</b>											
<b>Account 201 - Accounts Payable</b>											
2137 - CITY TREASURER ONLY	FOR:DEPOSIT	2354 Ins Payment	Fund 2354, 307001: 1st Qtr 2018 Health Ins. Payment to the City	Edit	05/11/2018	05/11/2018	05/11/2018			(1,052.19)	
2137 - CITY TREASURER ONLY	FOR:DEPOSIT	2354.301001 Pay	Fund 2354, 301001: 1st Qtr18Health Insur. Payment to the City	Edit	05/11/2018	05/11/2018	05/11/2018			(1,022.96)	
38997 - MATHESON TRI-GAS INC		17450581	Propane for Recycle Center	Edit	04/25/2018	05/25/2018	05/15/2018			(41.18)	
									Account 201 - Accounts Payable Totals	Invoice Transactions 3	<u>(\$2,116.33)</u>
Department <b>301001 - Health - Administration</b>											
<b>Account 621.60 - Payroll Fringes Hospitalization</b>											
2137 - CITY TREASURER ONLY	FOR:DEPOSIT	2354.301001 Pay	Fund 2354, 301001: 1st Qtr18Health Insur. Payment to the City	Edit	05/11/2018	05/11/2018	05/11/2018			695.63	
									Account 621.60 - Payroll Fringes Hospitalization Totals	Invoice Transactions 1	<u>\$695.63</u>
<b>Account 621.61 - Payroll Fringes Life Insurance</b>											
2137 - CITY TREASURER ONLY	FOR:DEPOSIT	2354.301001 Pay	Fund 2354, 301001: 1st Qtr18Health Insur. Payment to the City	Edit	05/11/2018	05/11/2018	05/11/2018			5.78	
									Account 621.61 - Payroll Fringes Life Insurance Totals	Invoice Transactions 1	<u>\$5.78</u>
<b>Account 621.62 - Payroll Fringes Eye and Dental</b>											
2137 - CITY TREASURER ONLY	FOR:DEPOSIT	2354.301001 Pay	Fund 2354, 301001: 1st Qtr18Health Insur. Payment to the City	Edit	05/11/2018	05/11/2018	05/11/2018			74.38	
									Account 621.62 - Payroll Fringes Eye and Dental Totals	Invoice Transactions 1	<u>\$74.38</u>
<b>Account 621.66 - Payroll Fringes Prescriptions</b>											
2137 - CITY TREASURER ONLY	FOR:DEPOSIT	2354.301001 Pay	Fund 2354, 301001: 1st Qtr18Health Insur. Payment to the City	Edit	05/11/2018	05/11/2018	05/11/2018			247.17	
									Account 621.66 - Payroll Fringes Prescriptions Totals	Invoice Transactions 1	<u>\$247.17</u>
									Department 301001 - Health - Administration Totals	Invoice Transactions 4	<u>\$1,022.96</u>
Department <b>307001 - Environmental Health Administration</b>											
<b>Account 621.60 - Payroll Fringes Hospitalization</b>											
2137 - CITY TREASURER ONLY	FOR:DEPOSIT	2354 Ins Payment	Fund 2354, 307001: 1st Qtr 2018 Health Ins. Payment to the City	Edit	05/11/2018	05/11/2018	05/11/2018			715.50	
									Account 621.60 - Payroll Fringes Hospitalization Totals	Invoice Transactions 1	<u>\$715.50</u>



# Accounts Payable by G/L Distribution Report

G/L Date Range 04/19/18 - 05/16/18

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
Fund <b>2354 - Solid Waste Disposal License</b>											
Department <b>307001 - Environmental Health Administration</b>											
Account <b>621.61 - Payroll Fringes Life Insurance</b>											
2137 - CITY TREASURER ONLY	FOR:DEPOSIT	2354 Ins Payment			05/11/2018	05/11/2018	05/11/2018			5.94	
		Fund 2354, 307001: 1st Qtr 2018 Health Ins. Payment to the City	Edit								
									Account <b>621.61 - Payroll Fringes Life Insurance</b> Totals	Invoice Transactions 1	<u>\$5.94</u>
Account <b>621.62 - Payroll Fringes Eye and Dental</b>											
2137 - CITY TREASURER ONLY	FOR:DEPOSIT	2354 Ins Payment			05/11/2018	05/11/2018	05/11/2018			76.50	
		Fund 2354, 307001: 1st Qtr 2018 Health Ins. Payment to the City	Edit								
									Account <b>621.62 - Payroll Fringes Eye and Dental</b> Totals	Invoice Transactions 1	<u>\$76.50</u>
Account <b>621.66 - Payroll Fringes Prescriptions</b>											
2137 - CITY TREASURER ONLY	FOR:DEPOSIT	2354 Ins Payment			05/11/2018	05/11/2018	05/11/2018			254.25	
		Fund 2354, 307001: 1st Qtr 2018 Health Ins. Payment to the City	Edit								
									Account <b>621.66 - Payroll Fringes Prescriptions</b> Totals	Invoice Transactions 1	<u>\$254.25</u>
Account <b>734.21 - Supplies Fuels</b>											
38997 - MATHESON TRI-GAS INC	17450581	Propane for Recycle Center			04/25/2018	05/25/2018	05/15/2018			41.18	
			Edit								
									Account <b>734.21 - Supplies Fuels</b> Totals	Invoice Transactions 1	<u>\$41.18</u>
									Department <b>307001 - Environmental Health Administration</b> Totals	Invoice Transactions 5	<u>\$1,093.37</u>
									Fund <b>2354 - Solid Waste Disposal License</b> Totals	Invoice Transactions 12	<u>\$0.00</u>



# Accounts Payable by G/L Distribution Report

G/L Date Range 04/19/18 - 05/16/18

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
Fund <b>4501 - Capital Projects</b>											
Department <b>301001 - Health - Administration</b>											
Account <b>734.18 - Supplies Furniture/Fixtures (\$0-\$999.99)</b>											
905 - INDEPENDENCE BUSINESS SUPPLY	1503180-0	600 Series 5-Drawer Laterl File Cabinet - Admin	Edit		05/09/2018	05/16/2018	05/16/2018			938.23	
							Account <b>734.18 - Supplies Furniture/Fixtures (\$0-\$999.99) Totals</b>		Invoice Transactions	<b>1</b>	<u>\$938.23</u>
							Department <b>301001 - Health - Administration Totals</b>		Invoice Transactions	<b>1</b>	<u>\$938.23</u>
							Fund <b>4501 - Capital Projects Totals</b>		Invoice Transactions	<b>1</b>	<u>\$938.23</u>
							Grand Totals		Invoice Transactions	<b>187</b>	<u>\$838,798.65</u>

\* = Prior Fiscal Year Activity



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Prevent. Promote. Protect.

Canton City Health District

**Board of Health Meeting**  
Monday, May 21, 2018 @ 12:00pm – Board Room  
**Miscellaneous Items**

1. Director of Environmental Health Job Description
2. Environmental Health Technician (R3) Job Description
3. Recycling Center Manager (R3) Job Description
4. Air Pollution Control Engineering Technician I (R5) Job Description
5. 800-016-P – HIPAA Policy
6. 700-004-P – Credit Card Policy



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Canton City Health District

# Position Description

Canton City Health District  
FINAL

<b>Position Title:</b>	Environmental Health Technician			<b>Position #:</b>	
<b>Working Title:</b>	EHT			<b>CS Status:</b>	Classified
<b>Division or Unit:</b>	Environmental Health			<b>Reports to:</b>	EH Director
<b>Employment Status:</b>	Full-time	<b>Pay Grade:</b>	3	<b>FLSA Status:</b>	Non-exempt
<b>Funding Source:</b>	Solid Waste Recycling and/or EH General Fund				

**Position Summary:** An individual of this classification works under general supervision of a Registered Sanitarian and requires knowledge of environmental health science; state, local, federal laws and agency policies; rules and regulations pertaining to environmental health science issues. A person of the classification will conduct observations and record results, conduct surveys, conduct sample collection, and assist in enforcement activities in one or more environmental health science areas or multi-disciplinary public health services (e.g., radon, lead, asbestos, food protection, manufactured home parks, recreation vehicle parks, recreation camps, public swimming pools, spas & special use pools, marinas, private water supply, home sewage disposal, solid and infectious waste, vector control, housing, hazardous & toxic substances, consumer product safety).

This classification may also assist in recycling center activities that include: lot cleanup activities, sorting recycling materials, removing tires from rims, dismantling recycled materials, maintaining accurate recycling records and assisting the Recycling Center Manager as needed. A person in this classification may assist a higher-level sanitarian as directed in providing technical assistance and consultative services to other health department staff, other City employees, and the public. A person of this classification will be expected to participate in planning and be able to respond to various public health emergencies.

- Essential Duties and Responsibilities:**
- 40%
    - Work with Recycling Center Manager and other staff to assist in lot clean ups, nuisance removal and other recycling center activities.
  - 35%
    - Conduct routine environmental investigations.
    - Prepares environmental complaints for enforcement and legal action.
    - Collects various samples and specimens for laboratory analysis.
    - Performs routine field tests.
    - Effectively communicates environmental health information to others.
    - Represents department favorably to the public.
    - Assists in the abatement of public health nuisances.
    - Works productively in groups.
    - Inspect public and private facilities as directed.
  - 15%
    - Administer insecticides and pesticides to control vectors.
    - Assist in the laboratory analysis of environmental samples.
    - Respond to a public health emergency pursuant to disaster response plans.
    - Record data on appropriate form/log and prepare correspondence.
    - Work with community service sanctioned personnel on various tasks.
    - Read and interpret land and utility maps in order to conduct accurate inspections.

- 10%
- Maintain complete and accurate records.
  - Make presentations to the public, other staff, and others.
  - Answer questions from the public regarding assigned programs or duties.
  - Drive vehicles as needed

**Other Duties and Responsibilities:**

- Provide support functions in response to public health emergencies as directed by the Health Commissioner.
- Other Duties as assigned.

**Minimum Qualifications:**

- Ability to apply basic problem solving skills.
- Ability to work in the field with limited supervision.
- Ability to communicate effectively with the public.
- Ability to use the telephone.
- Ability to use computers and the Internet.
- Able to work in groups.
- Possess good organizational, writing, and speaking skills.
- Able to gather and interpret analytical data and epidemiological data.
- Able to follow directions and procedures.
- Able to manage sensitive and confidential information.
- Able to lift heavy objects.
- Able to work evenings and nights as assigned.
- Able to drive and have a valid Ohio driver's license.

**Preferred Qualifications:**

- None

**Minimum Credentials:**

- The following credentials must be acquired and maintained prior to initial hire:
- Graduated from an accredited High School or obtained an equivalent GED.
  - Valid Ohio driver's license with good driving record.

**Key Competencies:**

- Canton City Health District has adopted Organizational Competencies that all employees are expected to achieve, of which the following are for this position:
- Customer Focus: 1A1, 1A2, 1A3, 1A4, 1A5, 1B1, 1B3, 1B4
  - Accountability: 2A1, 2A2, 2A3, 2A4, 2A5, 2A6, 2A7, 2A8, 2B1, 2B2, 2B3, 2B4, 2B5, 2B6, 2B7
  - Equity, Ethics and Fairness: 3A1, 3A2, 3A3, 3A4, 3A5, 3B1, 3B5, 3B6
  - Continuous Quality Improvement: 4A1, 4A2, 4A3, 4A4, 4A5, 4A6, 4B1, 4B2, 4B3, 4B4, 4B5, 4B6
  - Occupational Health and Safety: 5A1, 5A2, 5A3, 5A4, 5A5, 5A6, 5B1, 5B2, 5B3, 5B4
  - Emergency Preparedness: 6A1, 6A2, 6A3

**Work Environment:**

- Daily work environment includes both general office setting (temperature controlled) and field setting (industrial, commercial, residential, and outdoors). Also includes driving City vehicle to field destinations. All work requires mental focus.
- Office setting may include sitting for long periods of time and viewing a computer screen for long periods of time; standing at work bench to complete detailed mechanical troubleshooting using fine motor skills and vision; and exposure to noise from running equipment.
- Must have the ability to perform inspection duties in the field outdoors. Must have the following minimum abilities to perform these inspection duties: lift/hoist 50 lbs or more; carry field equipment; walk on uneven/unimproved surfaces for long periods of time; climb ladders and stairs; work at substantial heights; and tolerance of extreme outdoor weather conditions.
- Use of appropriate personal protection equipment will be required, including the use of respirators and other personal protective equipment. Must have ability to wear a respirator to perform these duties.
- This position may require scheduling of duties at night, on weekends, or other non-traditional work hours.
- Work performed may be subject to challenging interactions with community members.

**Approval:**

This position description was approved by the Board of Health on:

**Revision History:**

Dates of prior approved versions: Original Approval 05/22/2017

**Employee Statement:**

I hereby acknowledge that I have received a copy of this position description on this date.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name





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Canton City Health District

# Position Description

Canton City Health District  
FINAL

<b>Position Title:</b>	Air Pollution Control Engineering Technician I		<b>Position #:</b>	839
<b>Working Title:</b>	APC Engineering Technician I		<b>CS Status:</b>	Classified
<b>Division or Unit:</b>	Air Pollution Control (APC)		<b>Reports to:</b>	APC Administrator
<b>Employment Status:</b>	Full-time	<b>Pay Grade:</b>	5	<b>FLSA Status:</b> Exempt
<b>Funding Source:</b>	Ohio EPA APC contract funded with anticipated annual renewal			

**Position Summary:** Responsible to function at the professional and technical level to support the implementation of Federal and Ohio EPA regulations and guidelines that apply to the air pollution control program in Stark County, Ohio. Performs various duties related to field surveillance, permit processing, complaint investigation, and enforcement for sources in the industrial, commercial, and public sectors. Performs a variety of administrative and routine ambient air monitoring duties. The APC Engineering Technician II is a dependable, highly detailed, and motivated person. Repetitious work is expected to be performed independently with some supervision.

**Essential Duties and Responsibilities:**

- 30% Permitting: Review and process permit applications for renewals and administrative modifications including determination of applicable rules, verification of emission calculations, documenting permit writing strategy, updating permit terms and conditions to ensure appropriate compliance monitoring and standardization and following established policies. Evaluate technical information supplied by the regulated community for use in permit processing and emission estimations. Evaluate small sources and permit emission estimation calculations to determine if the sources need a permit. Provide technical support to the regulated community regarding permit compliance. Maintain direct contact with industry and commerce and represent the agency in its control and regulatory efforts. Requires use and understanding of Ohio EPA statewide facility tracking system (STARS2).
- 20% Air Monitoring: Perform air monitoring duties including routine cleaning of monitoring equipment; site maintenance such as grass trimming, cleaning, painting; routine filter sample collection and setup; routine filter sample shipment; routine filter preparation; quality control checks as needed; other routine tasks and assisting other staff. Requires use and understanding of Ohio EPA statewide air monitoring data system (AirVision).
- 20% Complaint program and Outreach: Pursue routine complaint investigations with the objective of identifying legitimate complaints, identifying violations, and explaining regulations to the community. This includes inspections of residential, commercial, and industrial properties which may include support of Ohio EPA permit system requirements. Requires communicating both orally and in writing. Requires use and understanding of Ohio EPA statewide facility tracking system (STARS2) and internal complaint database (CID2).
- 10% Data and records handling: Review and evaluate data/records; data entry into databases; scanning and organizing records; preparing records for disposal. Requires use and understanding of Ohio EPA statewide facility tracking system (STARS2), internal complaint database (CID2), and various internal spreadsheets.
- 5% Facility Inspection: Perform or assist other staff in various permitted facility inspections including Full Compliance Evaluations (FCEs), complaint investigations, opacity observations, and stack test observations. Also includes conducting field surveillance to identify operating facilities which may not have permits. This includes inspections of

- commercial and industrial facilities, which may include support of Ohio EPA permit system requirements, and communicating both orally and in writing. Requires use and understanding of Ohio EPA statewide facility tracking system (STARS2).
- 5% Permit Compliance Review: Evaluate technical information supplied by the regulated community with frequency and compliance milestone reports. Monitor regulated communities' progress in meeting their permit, rules and compliance plan requirements. Review and evaluate reports submitted by the regulated community for compliance with their permit/rules. Review emission estimates and emission inventory reports. Review intent-to-test (ITT) notifications for stack testing to determine if appropriate test methods and procedures are scheduled. Provide technical support to the regulated community regarding report compliance. Update source databased records as needed. Requires use and understanding of Ohio EPA statewide facility tracking system (STARS2).
- 5% Enforcement Program: Performs enforcement tasks including identification of violations, reporting and serving violation notices, and working with the regulated community to develop compliance plans to return to compliance. Also includes preparing documentation and evidence for use in legal actions and testifying as a witness in court as required. Some cases may escalate and lead to criminal enforcement. Requires use and understanding of Ohio EPA statewide facility tracking system (STARS2).
- 5% Clerical: Prepare and track mailings through use of DAPC eCorrespondence Tracker; preparing meeting minutes; intake and distribute mail; obtaining supply price quotes; update SOPs and templates.

**Other Duties and Responsibilities:**

- Participation in professional organizations and workgroups with Ohio EPA, USEPA, etc.
- Provide support functions in response to public health emergencies as directed by the Health Commissioner.
- Various other duties as assigned by the Air Pollution Control Administrator or designee.

**Minimum Qualifications:**

- Bachelor of Science degree from an accredited program in environmental science, engineering technology, engineering, math, chemistry, physics, biology, physical sciences, or related field
- Must be computer proficient and able to work efficiently in a heavily computerized PC environment using various Office Suite and database applications, including web-based collaboration tools, email, etc.

**Preferred Qualifications:**

- Knowledge of laws, rules and regulations, applicable air permitting and compliance policy and guidance.
- Knowledge of specialized computer functions and programs used in air quality monitoring (i.e. eBusiness Air Services, STARS2, AirVision, AQS, etc).
- Experience with implementing and/or evaluating environmental regulation compliance, especially air pollution control regulations.
- Experience in air pollution control, combustion equipment, industrial processes, compliance inspections, and reporting and air permitting.

**Minimum  
Credentials:**

The following credentials must be acquired and maintained prior to initial hire:

- Valid Ohio driver's license with good driving record

The following credentials must be acquired and maintained. These credentials are not required upon initial hire, but are required to be acquired after hiring within 6 months. Training will be provided for these credentials:

- Method 9 Visible Emissions certification

**Key Competencies:**

The following Council on Linkages Core Competencies (Adopted June 2014) for this position include:

- Analytical and Assessment Skills: 1A3, 1A4, 1A5, 1A6, 1A7, 1A8, 1A9, 1A10, 1A14, 1B5, 1B6, 1B7, 1B8, 1B9, 1B10
- Policy Development and Program Planning Skills: 2A1, 2A2, 2A4, 2A6, 2A7, 2A8, 2A9, 2A10, 2A11
- Communication Skills: 3A2, 3A4, 3A5, 3A6, 3A7
- Cultural Competency Skills: 4A1, 4A2, 4A3, 4A4, 4A5
- Community Dimensions of Practice Skills: 5A1, 5A4, 5A5, 5A6, 5A7, 5A8, 5A9
- Public Health Sciences Skills: 6A4, 6A5
- Financial Planning and Management Skills: 7A1, 7A3, 7A6, 7A10, 7A11, 7A12, 7A13
- Leadership and Systems Thinking Skills: 8A1, 8A6, 8A7, 8A9

Canton City Health District has adopted Organizational Competencies that all employees are expected to achieve, of which the following are for this position:

- Customer Focus: 1A1, 1A2, 1A3, 1A4, 1A5
- Accountability: 2A1, 2A2, 2A3, 2A4, 2A5, 2A6, 2A7, 2A8
- Equity, Ethics and Fairness: 3A1, 3A2, 3A3, 3A4, 3A5
- Continuous Quality Improvement: 4A1, 4A2, 4A3, 4A4, 4A5, 4A6
- Occupational Health and Safety: 5A1, 5A2, 5A3, 5A4, 5A5, 5A6
- Emergency Preparedness: 6A1, 6A2, 6A3

The following Professional Competencies from the MARAMA National Air Quality Training Project (March 2012) apply to this position:

- Introduction to Air Pollution Control: S1.1.1-S1.1.5
- Ambient Monitoring, QA/QC, & Data Analysis: S2.1.1, S2.1.3, S2.1.4, S2.1.6, S2.1.7
- Emissions Estimation & Inventory Development: S3.1.1, S3.1.3, S3.1.4, S3.1.5
- Permitting: S6.1.1, S6.1.2, S6.1.3, S6.1.4, S6.1.5, S6.1.6, S6.1.9,
- Inspection and Enforcement: S7.1.1, S7.1.2, S7.1.3, S7.1.4, S7.1.5, S7.1.6, S7.1.7, S7.1.8, S7.1.9, S7.1.10, S7.1.11
- Air Toxics/Hazardous Air Pollutants: S8.1.1, S8.1.3, S8.1.4, S8.1.5, S8.1.6, S8.1.7

**Work Environment:**

- This position may require scheduling of duties at night, on weekends, or other non-traditional work hours.
- Daily work environment includes both general office setting and field setting (industrial, commercial, residential and outdoors). Also includes driving City vehicle to field destinations.

# Position Description

All work requires mental focus.

- Office setting includes sitting for long periods of time and viewing a computer screen for long periods of time; standing at work bench to complete detailed record review/scanning and equipment cleaning using fine motor skills and vision; and exposure to constant noise from running equipment.
- This position will be required to work with hazardous materials like lead, compressed gases and in industrial environments, if assigned those duties. Use of appropriate personal protection equipment will be required, including the use steel toe/metatarsal boots, safety glasses, outerwear, and other personal protective equipment.
- Must have the ability to perform inspection duties in field setting. Must have the following minimum abilities to perform inspection duties: lift/hoist 50 pounds or more; carry field equipment; walk on uneven/unimproved surfaces for long periods of time; climb ladders and stairs; work at substantial heights; and tolerance of extreme outdoor weather conditions.
- Work performed may be subject to challenging interactions with community members.
- Occasional same day travel will be required to other area offices, the Ohio Environmental Protection Agency, and other trainings and meetings. Occasional overnight travel may be required for trainings and meetings.

**Approval:** This position description was approved by the Board of Health on:

**Revision History:** Dates of prior approved versions: Historical description.

## Employee Statement:

I hereby acknowledge that I have received a copy of this position description on this date.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

# HIPAA Privacy and Security Policies

## Updates 5/2018

Change “Canton City Health District” to “Canton City Public Health”; “CCHD” to “CCPH”;

Page 15 of 90

Added “AUDIENCE – All Staff”

1) General PROCEDURES 1) B) added: “On days when public meetings are held, access to the department is left open for anyone to walk through unescorted. Signage is placed to direct the public to the appropriate meeting room.”

Page 16 of 90

Changed AUDIENCE All staff “providing patient services and with access to PHI”

Page 17 of 90

Changed AUDIENCE All Staff “providing patient services and with access to PHI”

Page 20 of 90

Added “AUDIENCE All Staff providing patient services and with access to PHI”

Page 21 of 90

Added “AUDIENCE All Staff providing patient services and with access to PHI”

Page 23 of 90

Added “AUDIENCE All Staff”

Page 24 of 90

Added “AUDIENCE All Staff providing patient services and with access to PHI”

Page 28 of 90

Added to AUDIENCE “of Staff providing patient services and with access to PHI”

Page 29 of 90

Added to AUDIENCE “of Staff providing patient services and with access to PHI”

Page 30 of 90

Added to AUDIENCE “of Staff providing patient services and with access to PHI”

Page 32 of 90

Added to AUDIENCE “of Staff providing patient services and with access to PHI”

Page 34 of 90

Added “AUDIENCE Privacy Officer, Health Commissioner”

Page 35 of 90

Added “AUDIENCE All Staff providing patient services and with access to PHI”

Page 36 of 90

Added “AUDIENCE All Staff providing patient services and with access to PHI”

Page 37 of 90

Added AUDIENCE All Staff “providing patient services and with access to PHI”

Page 38 of 90

Added “AUDIENCE All Staff”

Changed 1) “annual review” to “a review every three years”

Changed 2) “HIPAA Privacy and Security Officer” to “Fiscal Officer”

Page 39 of 90

Added AUDIENCE All Staff “providing patient services and with access to PHI”

Page 40 of 90

Added “AUDIENCE All Staff with Business Associate Relationships”

Page 41 of 90

Added “AUDIENCE All Staff providing patient services and with access to PHI”

Page 43 of 90

Changed 2) “HIPAA Security Officer” to “Canton City IT Department” and added “and keep the HIPAA Security Officer apprised of changes.”

Changed 2) B) “HIPAA Security Officer and/or Security Team” to “Canton City IT Department”

Changed 2) C) “HIPAA Security Officer” to “Canton City IT Department”

Page 45 of 90

Changed Policy “Fiscal Officer” to “Canton City IT Department”

Added Policy “This policy works in conjunction with the Information Technology Policy, 800-005-P

Changed AUDIENCE “Fiscal Officer” to “Canton City IT Department”

Added PROCEDURES 1) “Refer to Appendix G – Miscellaneous”

Added PROCEDURES 5) “if needed in-house”

Removed PROCEDURES 6) “written”

Removed PROCEDURES 8) all capital letters

Page 46 of 90

Added Policy “Refer to Continuity of Operations Plan (COOP).

Removed PROCEDURES 2) “These scenarios shall be included in the written plan, and serve as the basis for the measures outlined below.”

Added PROCEDURES 4) “Refer to Appendix G – Miscellaneous.”

Added PROCEDURES 5) “Refer to Appendix G – Miscellaneous.”

Removed PROCEDURES 6) all capital letters and removed “In general, testing shall be performed quarterly. He or she shall design the approach to testing.”

Page 48 of 90

Changed 2) “update the plan on an annual basis, or more frequently, as appropriate.” to “review and update the plan as needed.”

Page 49 of 90

Changed PROCEDURES 2) “HIPAA Security Officer” to “Canton City IT Department”

Added PROCEDURES 3) “When changes are made,”

Page 50 of 90

Changed AUDIENCE “Fiscal Officer” to “Canton City IT Department”

Removed PROCEDURES 1) B) “by individual”

Added PROCEDURES 1) C) “PHI”

Changed PROCEDURES 4) “Information System Officer” to “Canton City IT Department staff”

Changed PROCEDURES 5) “Fiscal Officer” to “HIPAA Security Officer in conjunction with the Health Commissioner”

Page 51 of 90

Changed AUDIENCE “Fiscal Officer” to “Canton City IT Department”

Changed PROCEDURES 1) “Fiscal Officer” to “Canton City IT Department”

Page 52 of 90

Changed PROCEDURES 3) “an annual plan” to “a plan”

Page 53 of 90

Removed PROCEDURES 1) “any” and added “with PHI”

Page 54 of 90

Added PROCEDURES 3) A) “to be appropriate by the Canton City IT Department.”

Added PROCEDURES 9) “with PHI”

Page 58 of 90

Added POLICY “This policy is to be used in conjunction with the IT Policy, 800-005-P.”

Added SYSTEM AND FACILITY ACCESS FOR NEW HIRES 1) “PHI”

Changed SYSTEM AND FACILITY ACCESS FOR NEW HIRES 3) “Fiscal Officer” to “Canton City IT Department or appropriate department staff person”

Page 59 of 90

Changed “SYSTEM AND FACILITY ACCESS FOR NEW HIRES 4) “Fiscal Officer” to “Canton City IT Department or appropriate department staff person”

Added “SYSTEM AND FACILITY ACCESS FOR NEW HIRES 5) “or appropriate department staff person”

Added “SYSTEM AND FACILITY ACCESS FOR NEW HIRES 7) “with access to PHI”

Added “SYSTEM AND FACILITY ACCESS FOR NEW HIRES 8) “(form #800-016-03-F)”

Changed PASSWORD MANAGEMENT 1) “at least 8 characters long, and include at a minimum 1 upper case letter, 1 lower case letter, and 1 digit” to “set as stated in the IT Policy 800-005-P.”

Added PASSWORD MANAGMEENT 3)

Added EMPLOYEE TERMINATION 3) “or certain administrative leave situations”

Page 61 of 90

Added WORKSTATION USE 2) “Employees should exercise good judgement when using the internet in order to maintain a secure system and network. A)”

Added WORKSTATION USE 2) A) “designee (see pre-approved list of programs in the IT Policy, 800-005-01-A).”

Added WORKSTATION USE 2) “a)”

Page 62 of 90



Changed WORKSTATION SECURITY 5) “without authorization from the HIPAA Security Officer” to “except in accordance with the policy outlined under “3080, Workstation Use, 2) Internet Use”.

Changed WORKSTATION SECURITY 6) “three (3) minutes of inactivity” to “fifteen minutes of inactivity or at a shorter time interval as determined by the individual departments.”

Changed USER IDs and PASSWORDS 2) “should be at least 8 characters long, should include at least 1 upper case letter, 1 lower case letter, and 1 digit” to (see “3010, PASSWORD MANAGEMENT 1).”

Page 63 of 90

Changed PROCEDURES 1) “Account” to “Social Media Site”

Removed PROCEDURES 1) “The Privacy Officer will provide guidelines for use in the event of any Canton City Health District sponsored use of Facebook, LinkedIn or similar social network.”

Added PROCEDURES 2) A) i) “and other social network sites” and “unless related to his/her work (i.e., Public Information Officer, Disease Intervention Specialist).”

Added PROCEDURES 2) A) ii) “and other social network sites”

Added PROCEDURES 2) A) ii) 2) “a)... And b)”

Page 66 of 90

Added POLICY “with PHI access”

Page 75 of 90

Added FACILITY SECURITY PLAN 1) “(fobs)”

Added FACILITY SECURITY PLAN 2) “(this is routinely done by Vital Statistics staff)”

Added FACILITY SECURITY PLAN 4) “or”

Page 77 of 90

Changed Person, Classes of Persons, or Business Associates “MD Online” to “InSync”

Added Person, Classes of Persons, or Business Associates “Disease Intervention Specialist” and Categories of PHI Needed “All PMS – Scheduling”

Page 80 of 90

Changed “Dana Hale, RN, BSN, Public Health Nurse Field Coordinator” to “Amanda Morningstar, MSN, APRN, FNP-C, Nurse Practitioner/Nursing Supervisor”

Added Health Care Component 1) A) “Early Head Start (EHS) Outreach Services”

Attachment 1

Added “I have been assigned my own User ID, will access the computer only with my User ID, and I will keep my password confidential. I further understand that the software used in the department tracks all records viewed, changed, deleted or printed based on User ID. I understand that I may be held accountable for all computer usage performed with my User ID, and that failure to follow these procedures could result in discipline, termination of employment, civil fines and/or criminal prosecution.”

Attachment 2

Changed “Cleaning Agency” to “Outside Agency or Individual”

Changed “CLEANING AGENCY” in body to “AGENCY/INDIVIDUAL”

Changed “HEALTH DISTRICT” to “PUBLIC HEALTH”

Attachment 3

Changed from “Standard Authorization Form” to “Employee Confidentiality Agreement”

Adjusted all attachments by one.

Changed “Canton City Health Department” to “Canton City Public Health”



<b>POLICY AND PROCEDURE</b>	
SUBJECT/TITLE:	HIPAA Privacy and Security Policies
APPLICABILITY:	All Staff
CONTACT PERSON & DIVISION:	Diane Thompson, Director of Nursing
ORIGINAL DATE ADOPTED:	01/14/2016
LATEST EFFECTIVE DATE:	05/02/2018
REVIEW FREQUENCY:	3 years
BOARD APPROVAL DATE:	01/25/2016
REFERENCE NUMBER:	800-016-P

**A. PURPOSE**

The purpose of this policy is to implement the provisions of the Health Insurance Portability and Accountability Act (HIPAA) of 1996, codified in sections 42 USC 1320-1320d-8.

**B. POLICY**

The operations of the Canton City Health District (CCHD) will be in compliance with the Health Insurance Portability and Accountability Act (HIPAA) of 1996 as codified in sections 42 USC 1320-1320d-8. The CCHD will take all reasonable steps to assure client access to protected health information collected by the CCHD and will also protect unauthorized access to any protected health information. The HIPAA Privacy and Security Policies are adopted by reference to the document referenced in 800-016-01-A\_HIPAA Privacy and Security Policies. HITECH Act, Omnibus Rule Complaint, Version 4.0, Updated August 2015.

Any agency that has access to the CCHD facilities exclusively for the purposes of performing duties in the service agreement and is expressly prohibited from accessing any electronic equipment or reading any information regarding patient care is required to sign 800-016-02-F\_Confidentiality Agreement for Outside Agency.

Any CCHD full-time, part-time, seasonal or intermittent employee, subcontracted CCHD employee, visiting professional, work study student, intern, Board of Health member, any City of Canton employee who performs work at the CCHD and/or other CCHD employees as approved by the Health Commissioner is required to sign 800-016-03-F\_Employee Confidentiality Agreement.

Any agencies that qualify as a business associate (refer to HIPAA policy, 800-016-01-A, 1370 Business Associate and other Confidentiality Contracts and Appendix A – Identifying Business Associates) should complete the Business Associates Agreement.

**C. BACKGROUND**

This is a large and complicated policy. The policy was developed in 2015 by a contractor (Eagle Consulting). The format and structure of his policy does not conform to the normal policy format standards of the department as outlined in 800-001-P. Due to the complexity of this policy, this non-standard format will be utilized as a substitute format.

**D. GLOSSARY OF TERMS**

See 800-016-01-A for a glossary of terms.

**E. PROCEDURES & STANDARD OPERATING GUIDELINES**

See 800-016-01-A for procedures and standard operating guidelines.



**Public Health**  
Prevent. Promote. Protect.

Canton City Health District

**F. CITATIONS & REFERENCES**

N/A.

**G. CONTRIBUTORS**

The following staff contributed to the authorship of this document:

1. Diane Thompson, Director of Nursing
2. James Adams, Health Commissioner
3. Eagle Consulting

**H. APPENDICIES & ATTACHMENTS**

800-016-01-A\_HIPAA Privacy and Security Policies. HITECH Act, Omnibus Rule Complaint, Version 4.0, Updated May 2018

800-016-02-F\_Confidentiality Agreement for Outside Agency

800-016-03-F\_Employee Confidentiality Agreement

**I. REFERENCE FORMS**

See appendix A for reference forms.

**J. REVISION & REVIEW HISTORY**

Revision Date	Review Date	Author	Notes

**K. APPROVAL**

This document has been approved in accordance with the “800-001-P Standards for Writing and Approving PPSOGFs” procedure as of the effective date listed above.

# CANTON CITY PUBLIC HEALTH

## HIPAA Privacy and Security Policies

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HITECH ACT, Omnibus Rule Compliant,  
Version 4.0

Updated May 2018



*Policies governing confidentiality of the information regarding the patients we serve, their privacy rights,  
and our computer security.*

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# HIPAA PRIVACY AND SECURITY POLICIES

## Table of Contents

<b>CONFIDENTIALITY &amp; PRIVACY POLICIES</b>	<b>5</b>
<b>POLICIES FOR ALL STAFF</b>	<b>5</b>
<b>1000 Confidentiality, Privacy and Computer Security Definitions</b>	<b>5</b>
<b>1010 HIPAA – General Rules</b>	<b>11</b>
<b>1015 Clinical Data Collection</b>	<b>12</b>
<b>1020 Minimum Necessary Policy</b>	<b>13</b>
<b>1030 Confidentiality Safeguards (Oral &amp; Written)</b>	<b>15</b>
<b>1040 Speaking with the Family and Friends of a Patient Receiving Services</b>	<b>16</b>
<b>1050 Authorizations</b>	<b>17</b>
<b>1060 Verification</b>	<b>20</b>
<b>1070 Minors, Personal Representatives and Deceased Patients</b>	<b>21</b>
<b>1080 Duty to Report Violations and Security Incidents</b>	<b>23</b>
<b>1090 Disclosures that do Not Require an Authorization</b>	<b>24</b>
<b>PATIENT RIGHTS</b>	<b>28</b>
<b>1200 Patient’s Right to Access Records</b>	<b>28</b>
<b>1210 Patient’s Right to Request Amendment of Records</b>	<b>29</b>
<b>1220 Patient’s Right to Receive an Accounting of Disclosures</b>	<b>30</b>
<b>1230 Patient’s Right to Request Additional Restrictions</b>	<b>32</b>
<b>1240 Patient’s Right to Request Confidential Communications</b>	<b>33</b>
<b>CONFIDENTIALITY POLICIES FOR SUPERVISORS</b>	<b>34</b>
<b>1300 Mitigation</b>	<b>34</b>
<b>1310 Notice of Privacy Practices</b>	<b>35</b>
<b>1320 Non-intimidation and Non-retaliation</b>	<b>36</b>
<b>1340 Privacy Complaints</b>	<b>37</b>
<b>SHARED PRIVACY/SECURITY POLICIES</b>	<b>38</b>
<b>1350 Policy Updating and Staff Training</b>	<b>38</b>
<b>1360 Sanctions for Staff Violations of Privacy/Security Policies</b>	<b>39</b>
<b>1370 Business Associate and other Confidentiality Contracts</b>	<b>40</b>
<b>1380 HIPAA Assignments and Documentation</b>	<b>41</b>
<b>HIPAA SECURITY POLICIES</b>	<b>43</b>

## HIPAA PRIVACY AND SECURITY POLICIES

<b><i>POLICIES FOR HEALTH COMMISSIONER AND THE SECURITY OFFICER</i></b> _____	<b>43</b>
<b><i>2000 HIPAA Security Officer and Security Management Process</i></b> _____	<b>43</b>
<b><i>2010 Data Backup Policy</i></b> _____	<b>45</b>
<b><i>2020 Disaster Recovery Plan and Emergency Mode Operation</i></b> _____	<b>46</b>
<b><i>2030 Facility Security and Access Control</i></b> _____	<b>48</b>
<b><i>2040 Annual Security Evaluation</i></b> _____	<b>49</b>
<b><i>2050 Audit Control and Activity Review Policy</i></b> _____	<b>50</b>
<b><i>2060 Malicious Software Protection Policy</i></b> _____	<b>51</b>
<b><i>2070 Security Awareness Program</i></b> _____	<b>52</b>
<b><i>2080 Device and Media Disposal and Re-Use</i></b> _____	<b>53</b>
<b><i>2090 Technical Safeguards</i></b> _____	<b>54</b>
<b><i>2100 Breach Reporting</i></b> _____	<b>56</b>
<b><i>SECURITY POLICIES FOR OFFICE MANAGER &amp; SUPERVISORS</i></b> _____	<b>58</b>
<b><i>3010 Employee System Access and Termination Procedures</i></b> _____	<b>58</b>
<b><i>HIPAA ADMINISTRATIVE REQUIREMENTS</i></b> _____	<b>61</b>
<b><i>SECURITY POLICIES FOR ALL STAFF</i></b> _____	<b>61</b>
<b><i>3080 Computer Usage</i></b> _____	<b>61</b>
<b><i>3082 Use of Social Media</i></b> _____	<b>63</b>
<b><i>3085 Portable Computing Devices and Home Computer Use</i></b> _____	<b>65</b>
<b><i>3090 Security Incident Response and Reporting</i></b> _____	<b>66</b>
<b><i>APPENDICES</i></b> _____	<b>67</b>
<b><i>Appendix A - Identifying Business Associates</i></b> _____	<b>67</b>
<b><i>Appendix B: Sample HIPAA Business Associate Agreement</i></b> _____	<b>69</b>
<b><i>Appendix D -Facility Security and Safeguards for Oral and Written PHI</i></b> _____	<b>74</b>
<b><i>Appendix E - Workforce Access to PHI and Safeguards</i></b> _____	<b>76</b>
<b><i>Appendix F – Minimum Necessary – Procedures for Routine Disclosures and Requests</i></b> _____	<b>78</b>
<b><i>Appendix G - Miscellaneous</i></b> _____	<b>79</b>
<b><i>CANTON CITY PUBLIC HEALTH Disclosure Log</i></b> _____	<b>81</b>
<b><i>Attachment 1 - Employee Acknowledgement</i></b> _____	<b>82</b>
<b><i>Attachment 2 - Confidentiality Agreement for Outside Agency or Individual</i></b> _____	<b>83</b>
<b><i>Attachment 3 – Employee Confidentiality Agreement</i></b> _____	<b>84</b>

## HIPAA PRIVACY AND SECURITY POLICIES

<b>Attachment 4 - Standard Authorization Form</b>	<b>86</b>
<b>Attachment 5 - Letter for Non-Conforming Requests for PHI</b>	<b>87</b>
<b>Attachment 6 - Authorization for Confidential HIV Test Results</b>	<b>88</b>
<b>AUTHORIZATION TO DISCLOSE HEALTH INFORMATION</b>	<b>88</b>
<b>Attachment 7 - State Law Provider Confidentiality Agreement</b>	<b>90</b>
<b>Attachment 8- Ohio Legal References</b>	<b>92</b>

This document was created using Microsoft Word. When updating, note the following conventions:

- 1) Policy titles and headings are created using styles Heading 1, Heading 2 and Heading 3
- 2) The Table of Contents is a field and can be updated based on revised policy titles and headings by pressing the F9 key.
- 3) Bookmarks are used in front of Policy titles and are used for hyperlinks.
- 4) Microsoft Word can create an HTML version of this document for use on your internal system to facilitate ready access by your employees.

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# HIPAA PRIVACY AND SECURITY POLICIES

## CONFIDENTIALITY & PRIVACY POLICIES POLICIES FOR ALL STAFF

### 1000 Confidentiality, Privacy and Computer Security Definitions

#### POLICY

The following definitions shall apply to all Confidentiality, Privacy, and Computer Security Policies, numbered 1000 through 4000.

#### AUDIENCE

All Staff

#### AUTHORITY

The definitions below are adapted from the federal HIPAA regulations. The HIPAA Privacy regulations are at 45 CFR Part 160 and 45 CFR Part 164 Subpart E. The HIPAA Security regulations are at 45 CFR Part 160 and 45 CFR Part 164 Subparts C and D. Subpart D is the Breach Notification rule created by the HITECH Act. See:

[45 CFR 164.103 Definitions](#)

[45 CFR 164.304 Definitions](#)

[45 CFR 164.402 Definitions](#)

[45 CFR 164.501 Definitions](#)

#### DEFINITIONS

- 1) **Access** – means the ability or the means necessary to read, write, modify, or communicate data/information or otherwise use any system resource.
- 2) **Administrative safeguards** – are administrative actions, and policies and procedures, to manage the selection, development, implementation, and maintenance of security measures to protect electronic protected health information and to manage the conduct of the covered entity's workforce in relation to the protection of that information.
- 3) **Applicable Requirements** – Applicable requirements mean applicable federal law and the contracts between the department and other persons or entities which conform to federal law.
- 4) **Authentication** – means the corroboration that a person is the one claimed.
- 5) **Availability** – means the property that data or information is accessible and useable upon demand by an authorized person.
- 6) **Breach** – the acquisition, access, use, or disclosure of protected health information in a manner not permitted by the HIPAA Privacy rules which compromises the security or privacy of the protected health information.  
*Breach excludes:*
  - A) Any unintentional acquisition, access, or use of protected health information by a workforce member or person acting under the authority of a covered entity or a business associate, if such acquisition, access, or use was made in good faith and within the scope of authority and does not result in further use or disclosure in a manner not permitted by the HIPAA privacy rules.
  - B) Any inadvertent disclosure by a person who is authorized to access protected health information at a covered entity or business associate to another person authorized to access protected health information at the same covered entity or business associate, or organized health care arrangement in which the covered entity participates, and the information received as a result of the disclosure is not further used or disclosed in a manner not permitted by the HIPAA Privacy rules.
  - C) A disclosure of protected health information where a covered entity or business associate has a good faith belief that an unauthorized person to whom the disclosure was made would not reasonably have been able to retain such information.

Except for the two exclusions above, any unintentional acquisition, access, use or disclosure of PHI that is a violation of the Privacy Rule is PRESUMED TO BE A BREACH, unless a risk assessment demonstrates that there is a low probability that the PHI has been compromised. The risk assessment must include at least the following factors:

## HIPAA PRIVACY AND SECURITY POLICIES

- A) The nature and extent of the protected health information involved, including the types of identifiers and the likelihood of re-identification;
  - B) The unauthorized person who used the PHI or to whom the disclosure was made;
  - C) Whether the PHI was actually acquired or viewed; and
  - D) The extent to which the risk to the PHI has been mitigated.
- 7) **Business Associate (BA)** – A Business Associate, basically, is a person or entity which creates, uses, receives or discloses PHI held by a covered entity to perform functions or activities on behalf of the covered entity. The complete definition and other information is included in [Appendix A - Identifying Business Associates](#).
- 8) **Confidentiality** – means the property that data or information is not made available or disclosed to unauthorized persons or processes.
- 9) **Covered Entity** – means a health plan, a health care clearinghouse or a health care provider who transmits any health information in electronic form in connection with a transaction covered by HIPAA privacy rules.
- 10) **Destruction** – means physical destruction of a record or removal of personal identifiers from information so that the information is no longer personally identifiable.
- 11) **Designated Record Set** – Designated record set means:  
A group of records maintained by or for a covered entity that is:  
A) The medical records and billing records about patients maintained by or for a covered health care provider;  
B) The enrollment, payment, claims adjudication, and case or medical management record systems maintained by or for a health plan; or  
C) Used, in whole or in part, by or for the covered entity to make decisions about patients.  
For purposes of this definition, the term record means any item, collection, or grouping of information that includes protected health information and is maintained, collected, used, or disseminated by or for a covered entity.
- 12) **Disclosure** – means the release, transfer, provision of access to, or divulging in any manner (orally, written, electronically, or other) of information outside the entity holding the information.
- 13) **Employee** – means any person employed by the department, volunteers, interns, board members and other persons whose conduct, in the performance of work for the department, is under the direct control of the department, whether or not they are paid by the department.
- 14) **Encryption** – means the use of an algorithmic process to transform data into a form in which there is a low probability of assigning meaning without use of a confidential process or key.
- 15) **Facility** – means the physical premises and the interior and exterior of a building(s).
- 16) **Family Member** – means, with respect to an individual:  
A) A dependent (as such term is defined in 45 CFR 144.103), of the individual; or  
B) Any other person who is a first-degree, second-degree, third-degree, or fourth- degree relative of the individual or of a dependent of the individual. Relatives by affinity (such as by marriage or adoption) are treated the same as relatives by consanguinity (that is, relatives who share a common biological ancestor). In determining the degree of the relationship, relatives by less than full consanguinity (such as half-siblings, who share only one parent) are treated the same as relatives by full consanguinity (such as siblings who share both parents).  
C) First-degree relatives include parents, spouses, siblings, and children.  
D) Second-degree relatives include grandparents, grandchildren, aunts, uncles, nephews, and nieces.  
E) Third-degree relatives include great-grandparents, great-grandchildren, great aunts, great uncles, and first cousins.  
F) Fourth-degree relatives include great-great grandparents, great-great grandchildren, and children of first cousins.
- 17) **Genetic Information** – means:  
A) Subject to paragraphs (2) and (3) of this definition, with respect to an individual, information about:  
i) The individual’s genetic tests;  
ii) The genetic tests of family members of the individual;  
iii) The manifestation of a disease or disorder in family members of such individual; or  
iv) Any request for, or receipt of, genetic services, or participation in clinical research which includes genetic services, by the individual or any family member of the individual.  
B) Any reference in this subchapter to genetic information concerning an individual or family member of an individual shall include the genetic information of:  
i) A fetus carried by the individual or family member who is a pregnant woman; and  
ii) Any embryo legally held by an individual or family member utilizing an assisted reproductive

## HIPAA PRIVACY AND SECURITY POLICIES

- technology.
- C) Genetic information excludes information about the sex or age of any individual.
- 18) **Genetic Services** – means:
- A) A genetic test;
  - B) Genetic counseling (including obtaining, interpreting, or assessing genetic information); or
  - C) Genetic education.
- 19) **Health Care Clearinghouse** – A Health Care Clearinghouse is a public or private entity, including a billing service, community health management information system or community health information system that does either of the following functions:
- A) Processes or facilitates the processing of health information received from another entity in a nonstandard format or containing nonstandard data content into standard data elements or a standard transaction.
  - B) Receives a standard transaction from another entity and processes or facilitates the processing of health information into nonstandard format or nonstandard data content for the receiving entity.
- 20) **Health Care Operations** – means any of the following activities of the covered entity to the extent that the activities are related to covered functions:
- A) Conducting quality assessment and improvement activities, including outcomes evaluation and development of clinical guidelines, provided that the obtaining of generalizable knowledge is not the primary purpose of any studies resulting from such activities; patient safety activities (as defined in 42 CFR 3.20); population-based activities relating to improving health or reducing health care costs, protocol development, case management and care coordination, contacting of health care providers and patients with information about treatment alternatives; and related functions that do not include treatment;
  - B) Reviewing the competence or qualifications of health care professionals, evaluating practitioner and provider performance, health plan performance, conducting training programs in which students, trainees, or practitioners in areas of health care learn under supervision to practice or improve their skills as health care providers, training of non-health care professionals, accreditation, certification, licensing, or credentialing activities;
  - C) Except as prohibited under §164.502(a)(5)(i), underwriting, enrollment, premium rating, and other activities relating to the creation, renewal or replacement of a contract of health insurance or health benefits, and ceding, securing, or placing a contract for reinsurance of risk relating to claims for health care (including stop-loss insurance and excess of loss insurance), provided that the requirements of §164.514(g) are met, if applicable;
  - D) Conducting or arranging for medical review, legal services, and auditing functions, including fraud and abuse detection and compliance programs;
  - E) Business planning and development, such as conducting cost-management and planning-related analyses related to managing and operating the entity, including formulary development and administration, development or improvement of methods of payment or coverage policies; and
  - F) Business management and general administrative activities of the entity, including, but not limited to:
    - i) Management activities relating to implementation of and compliance with the requirements of this subchapter;
    - ii) Resolution of internal grievances;
    - iii) The sale, transfer, merger, or consolidation of all or part of the covered entity with another covered entity, or an entity that following such activity will become a covered entity and due diligence related to such activity; and
    - iv) Consistent with the applicable requirements of §164.514, creating de-identified health information or a limited data set, and fundraising for the benefit of the covered entity,
- 21) **Health Oversight Agency** – means an agency or authority of the United States, a State, a territory, a political subdivision of a State or territory, or an Indian tribe, or a person or entity acting under a grant of authority from or contract with such public agency, including the employees or agents of such public agency or its contractors or persons or entities to whom it has granted authority, that is authorized by law to oversee the health care system (whether public or private) or government programs in which health information is necessary to determine eligibility or compliance, or to enforce civil rights laws for which health information is relevant.
- 22) **Health Plan** – Health plan means an individual or group plan that provides, or pays the cost of medical care. A partial list of entities that are health plans includes the following, singly or in combination:
- A) A group health plan, health insurance issuer or HMO
  - B) Part A or Part B of the Medicare Program
  - C) The Medicaid program under title XIX of the Act, [42 U.S.C. § 1396](#), et seq.

## HIPAA PRIVACY AND SECURITY POLICIES

- D) The Medicare Part D Prescription Drug Benefit Program
  - E) An issuer of a Medicare Supplemental Policy
  - F) The health program for uniformed services
  - G) The veterans health care program
  - H) The Indian Health Service
  - I) The Federal Employees Health Benefits Program
  - J) Any other individual or group plan that provides or pays for the cost of medical care
- 23) **HIPAA** – HIPAA means the Health Insurance Portability and Accountability Act of 1996, codified in [42 USC §§ 1320 - 1320d-8](#).
- 24) **Incidental Disclosure** – An unintentional disclosure of PHI, that occurs as a result of a use or disclosure otherwise permitted by the HIPAA Privacy rule. An Incidental Disclosure is NOT a violation of the Privacy rule. However, in order for incidental disclosures to not be a violation, the covered entity must be in compliance with the requirement for implementation of the minimum necessary principle, and also in compliance with the requirement to implement physical, technical, and administrative safeguards to limit incidental disclosures.
- 25) **Individually identifiable health information** – means the subset of health information, including demographic information collected from an individual, and
- A) Is created or received by a health care provider, health plan, employer, or health care clearinghouse; and
  - B) Relates to the past, present, or future physical or mental health or condition of an individual; the provision of health care to an individual; or the past, present, or future payment for the provision of health care to an individual; and
    - i. That identifies the individual; or
    - ii. With respect to which there is a reasonable basis to believe the information can be used to identify the individual.
- 26) **Information system** – means an interconnected set of information resources under the same direct management control that shares common functionality. A system normally includes hardware, software, information, data, applications, communications, and people.
- 27) **Integrity** – means the property that data or information have not been altered or destroyed in an unauthorized manner.
- 28) **Malicious software** – means software, for example, a virus, designed to damage or disrupt a system.
- 29) **Manifestation or manifested** – means, with respect to a disease, disorder, or pathological condition, that an individual has been or could reasonably be diagnosed with the disease, disorder, or pathological condition by a health care professional with appropriate training and expertise in the field of medicine involved. For purposes of this subchapter, a disease, disorder, or pathological condition is not manifested if the diagnosis is based principally on genetic information
- 30) **Marketing** - means
- A) Except as provided in paragraph (B) of this definition, marketing means to make a communication about a product or service that encourages recipients of the communication to purchase or use the product or service.
  - B) Marketing does not include a communication made:
    - i. To provide refill reminders or otherwise communicate about a drug or biologic that is currently being prescribed for the individual, only if any financial remuneration received by the covered entity in exchange for making the communication is reasonably related to the covered entity’s cost of making the communication.
    - ii. For the following treatment and health care operations purposes, except where the covered entity receives financial remuneration in exchange for making the communication:
      - 1. For treatment of an individual by a health care provider, including case management or care coordination for the individual, or to direct or recommend alternative treatments, therapies, health care providers, or settings of care to the individual;
      - 2. To describe a health-related product or service (or payment for such product or service) that is provided by, or included in a plan of benefits of, the covered entity making the communication, including communications about: the entities participating in a health care provider network or health plan network; replacement of, or enhancements to, a health plan; and health-related products or services available only to a health plan enrollee that add value to, but are not part of, a plan of benefits; or
      - 3. For case management or care coordination, contacting of individuals with information about

## HIPAA PRIVACY AND SECURITY POLICIES

treatment alternatives, and related functions to the extent these activities do not fall within the definition of treatment.

- 31) **Parent** – Parent means either parent. If the parents are separated or divorced, "parent" means the parent with legal custody of the child. "Parent" also includes a child's guardian, custodian, or parent surrogate. At age eighteen, the participant must act in his or her own behalf, unless he/she has a court-appointed guardian
- 32) **Password** – means confidential authentication information composed of a string of characters.
- 33) **Patient** – Means a person who receives services from the department. In the event that the patient is a minor, the term "patient" in these policies may also include the parent or guardian of the patient. In addition, in regard to any privacy rights, patient may also mean an individual's "personal representative" as it is defined under HIPAA regulations.
- 34) **Personal Representative** – means a person who has authority under applicable law to make decisions related to health care on behalf of an adult or an emancipated minor, or the parent, guardian, or other person acting in loco parentis who is authorized under law to make health care decisions on behalf of an unemancipated minor, except where the minor is authorized by law to consent, on his/her own or via court approval, to a health care service, or where the parent, guardian or person acting in loco parentis has assented to an agreement of confidentiality between the department and the minor.
- 35) **PHI** – PHI, short for "Protected Health Information" means individually identifiable information that is: (i) transmitted by electronic media; (ii) Maintained in electronic media; or (iii) transmitted or maintained in any other form or medium. PHI does not include (i) information in employment records held by a covered entity in its role as an employer or (ii) Records of individuals deceased for more than 50 years. CCPH is a hybrid entity and certain PHI is protected by HIPAA and State law, and other PHI is protected only by State law. These policies apply in both cases.
- 36) **Physical safeguards** – are physical measures, policies, and procedures to protect a covered entity's electronic information systems and related buildings and equipment, from natural and environmental hazards, and unauthorized intrusion.
- 37) **Protected Health Information** – See **PHI** above.
- 38) **Provider** – means a person or entity which is licensed or certified to provide services, including but not limited to health care services. This includes physicians, hospitals, home health agencies, ambulance companies, physical therapists, nurses, and any other licensed patient or entity who provides "health care". A Covered Provider is a Health Care Provider who transmits any health information in electronic form.
- 39) **Public Health Authority** – means an agency or authority of the United States, a State, a territory, a political subdivision of a State or territory, or an Indian tribe, or a person or entity acting under a grant of authority from or contract with such public agency, including the employees or agents of such public agency or its contractors or persons or entities to whom it has granted authority, that is responsible for public health matters as part of its official mandate.
- 40) **Security or Security measures** – encompass all of the administrative, physical, and technical safeguards in an information system.
- 41) **Security incident** – means the attempted or successful unauthorized access, use, disclosure, modification, or destruction of information or interference with system operations in an information system.
- 42) **Social Engineering** – "an outside hacker's use of psychological tricks on legitimate users of a computer system, in order to obtain information he needs to gain access to the system" (Palumbo), or "getting needed information (for example, a password) from a person rather than breaking into a system" (Berg). . . . Social engineering is generally a hacker's clever manipulation of the natural human tendency to trust. The hacker's goal is to obtain information that will allow him/her to gain unauthorized access to a valued system and the information that resides on that system.
- 43) **Subcontractor** – means a person to whom a business associate delegates a function, activity, or service, other than in the capacity of a member of the workforce of such business associate.
- 44) **Technical safeguards** – means the technology and the policy and procedures for its use that protect electronic protected health information and control access to it.
- 45) **TPO** – TPO means treatment, payment or health care operations under HIPAA rules.
- 46) **Treatment** – means the provision, coordination, or management of health care and related services by one or more health care providers, including the coordination or management of health care by a health care provider with a third party; consultation between health care providers relating to an individual; or the referral of an individual for health care from one health care provider to another.
- 47) **Unsecured protected health information** – means protected health information that is not rendered unusable, unreadable, or indecipherable to unauthorized patients through the use of a technology or methodology in

## HIPAA PRIVACY AND SECURITY POLICIES

guidance specified by the Secretary of the Department of HHS in guidance published on the HHS Web site.

- 48) **Use** – means, with respect to patiently identifiable health information, the sharing, employment, application, utilization, examination, or analysis of such information within an entity that maintains such information.
- 49) **User** – means a person or entity with authorized access.
- 50) **Violation**. There are different types of violations, with different contexts:
  - A) **Privacy Violation**. Allowed uses and disclosures of PHI are described in considerable detail in policies and procedures in this manual. For the purposes of this policy, a “privacy violation” is any use or disclosure which is not explicitly allowed in these policies.
  - B) **Employee Security Procedure Violation**. The failure of an employee to comply with one or more of the policies and procedures described in the HIPAA Security Policies section of the policies and procedures manual.
- 51) **Workforce Member** – means the same as employee. See definition above.
- 52) **Workstation** – means an electronic computing device, for example, a laptop or desktop computer, or any other device that performs similar functions, and electronic media stored in its immediate environment.

# HIPAA PRIVACY AND SECURITY POLICIES

## 1010 HIPAA – General Rules

### POLICY

All employees are required to maintain the confidentiality of patients. This confidentiality encompasses information about patients whether it is spoken, written or in computer systems.

The department shall conform to all requirements for privacy and confidentiality set forth federal HIPAA regulations, and any other applicable law. The employees of the department shall not use or disclose PHI except in accordance with these policies.

Further, all employees will learn and follow all policies regarding the computer equipment at CANTON CITY PUBLIC HEALTH as well as any computer equipment they own, if they are authorized to use it for business purposes.

The Health Commissioner and/or supervisors will follow additional policies that detail administrative duties relating to the HIPAA requirements.

### AUDIENCE

All Staff

### AUTHORITY

[45 CFR Part 160](#) and [164](#)

[45 CFR 164.504\(g\)](#) for entities with multiple functions

[45 CFR 164.502\(a\)\(1\)\(iii\)](#) incidental uses and disclosures

### PROCEDURES

- 1) Staff of the department may use or [disclose PHI](#) only as follows:
  - A) For treatment, payment or health care operations. An employee may only use or disclose PHI for a patient when they are involved in the treatment of the patient, obtaining payment for services for the patient, or with administrative functions included in “health care operations”.
  - B) In accordance with an authorization to release information of the patient in accordance with policy and procedure set forth in [Policy 1050 Authorizations](#).
  - C) As permitted in [Policy 1040 Speaking with the Family or Friends of a Patient Receiving Services](#).
  - D) As permitted by in [Policy 1090 Disclosures that do Not Require an Authorization](#).
- 2) For all of the above, the minimum amount of information should be disclosed, and specific procedures followed as detailed in [Policy 1020 Minimum Necessary Policy](#).
- 3) All employees are responsible for safeguarding the information regarding patients we serve, as detailed in
  - A) [Policy 1030 Confidentiality Safeguards \(Oral & Written\)](#)
  - B) [Policy 3080 Computer Usage](#)
  - C) [Policy 3082 Use of Social Media](#)
  - D) [Policy 3085 Portable Computing Devices and Home Computer Use](#)
- 4) Rights of patients served by CANTON CITY PUBLIC HEALTH may be exercised by parents, guardians and personal representatives as detailed in [Policy 1070 Minors, Personal Representatives and Deceased Patients](#).
- 5) Confidentiality and Computer Security are everyone’s responsibility – all staff must understand and follow procedures detailed in [Policy 1080 Duty to Report Violations and Security Incidents](#).
- 6) Supervisors, managers and certain staff have specific duties, rights, and obligations as specified elsewhere in these policies.
- 7) CANTON CITY PUBLIC HEALTH policy is not to use PHI for marketing purposes or to sell PHI to 3<sup>rd</sup> parties.

# HIPAA PRIVACY AND SECURITY POLICIES

## 1015 Clinical Data Collection

### **POLICY**

Clinical documentation shall be limited to information needed for patient care, shall be gathered in a confidential manner, and shall be gathered according to accepted medical/legal standards.

### **AUDIENCE**

All Staff

### **PROCEDURES**

- 1) The types and amount of PHI gathered and recorded should be limited to that information needed for patient care. Supplementary data for research, education, or epidemiology purposes may be recorded with the permission of the patient following an explanation of the purpose for which the information is requested.
- 2) All individuals engaged in the collection, handling or dissemination of PHI shall be specifically informed of their responsibility to protect patient data and of the penalty for violation of that trust. Details are further specified in [Policy 1350 Policy Updating and Staff Training](#).
- 3) The collection of any data relative to a patient, whether by interview, observation, or review of documents shall be conducted in a setting which provides maximum privacy and protects the information from unauthorized individuals to the greatest extent possible.
- 4) All entries in the health record are dated and signed by the health care professional who makes the entry.



# HIPAA PRIVACY AND SECURITY POLICIES

## 1020 Minimum Necessary Policy

### POLICY

For purposes other than those listed below, the use and disclosure of PHI must be limited to the minimum necessary to satisfy the request or to complete the task. This minimum necessary provision shall **NOT APPLY** to the following outlined uses and disclosures of PHI:

- For treatment purposes;
- For information requested by the patient (or the patient's personal representative);
- For information requested pursuant to a valid authorization by the patient;
- For compliance with standardized Health Insurance Portability and Accountability Act (HIPAA) transactions; or
- Disclosures required by law or shall be made in accordance with the authority seeking the information.

### AUDIENCE

All Staff

### AUTHORITY

[45 CFR 164.502\(b\)\(1\)](#) minimum necessary standard

### PROCEDURES

#### FOR ALL STAFF

- 1) **General Principles.** For all uses and disclosures of PHI, staff must limit the information used or disclosed to the minimum amount necessary for the purpose. Minimum necessary DOES NOT APPLY to uses and disclosures for treatment, disclosures to the patient or his/her personal representative, for information disclosed pursuant to an authorization, for compliance with standard transactions under HIPAA, or for disclosures required by law.
- 2) **Limit Uses, Disclosures and Requests of Entire Medical Records** – All personnel should take care to avoid using, disclosing, and requesting the entire record of patients we serve unless this is absolutely necessary.
- 3) **Procedures for Routine Disclosures and Requests.** Protocols for routine disclosures, and for routine requests for PHI, will be developed by the Privacy Officer. These protocols will be developed for conformance with the minimum necessary principle, and are detailed in [Appendix F – Minimum Necessary – Procedures for Routine Disclosures and Requests](#). The Privacy officer will update these protocols as necessary.
- 4) **Non-Routine Disclosures or Requests**
  - A) For non-routine disclosures, when subject to the minimum necessary provision, the patient making the disclosure must seek guidance and approval of the Privacy Officer (or his/her designee) to review the request for compliance with the minimum necessary requirements.
  - B) For non-routine requests, the requesting party will utilize the minimum necessary principle.
- 5) **Good Faith Reliance** – The department staff may rely on the belief that the PHI requested is the minimum amount necessary to accomplish the purpose of the request when:
  - A) The disclosure is made to a **public official**, permitted to receive information, and the public official represents that the request is for the minimum necessary information
  - B) The request is from another **covered entity**;
  - C) The request is from a **professional** at another health care provider, or a business associate, and the professional or business associate asserts that the request is for the minimum necessary

#### FOR THE HIPAA SECURITY OFFICER

- 1) **Implementation Approach.** The department will systematically examine its operations and enact protocols in order to use or disclose the minimum amount of information necessary to accomplish its work. This examination will focus on implementing minimum necessary for
  - A) Uses of PHI – limiting workforce access to the minimum necessary for specific patient's jobs
  - B) Disclosures of PHI
  - C) Requests for PHI

## HIPAA PRIVACY AND SECURITY POLICIES

Further, department personnel will be familiar with procedures for routine disclosures and requests.

- 2) **Limiting Workforce Access to PHI:** Access to the PHI will be granted based on the employee's role and determined by the Privacy Officer of the department. The department will identify:
  - A) Those persons or classes of persons (including Business Associates), who require access to PHI to carry out their duties, in the workforce, including interns and trainees, will be listed according to job classification with the necessary minimal necessary PHI required for successful job performance to serve the patients, and
  - B) For each such person or class of persons, the category or categories of PHI to which access is needed and any conditions appropriate to such access.
  - C) Safeguards will be developed, documented and implemented to restrict workforce access to the minimum necessary, especially as detailed in [Policy 2030 Facility Security and Access Control](#).The Privacy Officer will document the results of this analysis. See the [Appendix E Workforce Access to PHI and Safeguards](#)

# HIPAA PRIVACY AND SECURITY POLICIES

## 1030 Confidentiality Safeguards (Oral & Written)

### POLICY

The department shall maintain appropriate physical, technical, and administrative safeguards to safeguard Paper and Oral PHI.

### AUDIENCE

All Staff

### REFERENCES

[45 CFR 164.530\(c\)](#) – Administrative, Technical, and Physical Safeguards

### PROCEDURES:

- 1) **General Procedures**
  - A) Employees shall be familiar with [Appendix D Facility Security and Safeguards for Oral and Written PHI](#) regarding staff, patients, parent and other visitor access to the facility.
  - B) Employees shall escort visitors through the premises. On days when public meetings are held, access to the department is left open for anyone to walk through unescorted. Signage is placed to direct the public to the appropriate meeting room.
- 2) **Safeguards for Electronic PHI.** The HIPAA Security policies detail physical, technical and administrative safeguards to protect electronic PHI. In addition, these policies detail some of the physical security measures for paper records.
- 3) **Enforcement.** The Privacy Officer, Health Commissioner and/or Designated Manager are responsible for enforcing this policy. Employees who violate this policy will be subject to the appropriate and applicable disciplinary process, up to and including termination or dismissal.
- 4) **Compliance Audits/Facility Review/Policy Update.** At least annually the HIPAA Privacy Officer shall audit staff compliance with these guidelines. The audit shall consist of a walk-through of the facility, with observations recorded, such as placement of desks, location of computer equipment, any papers with PHI that would be visible to a visitor, etc. The results shall be discussed with the Health Commissioner, and any appropriate actions taken. Also, the Privacy Officer shall update Appendix G annually or as necessary.

# HIPAA PRIVACY AND SECURITY POLICIES

## 1040 Speaking with the Family and Friends of a Patient Receiving Services

### **POLICY**

Department personnel are allowed to disclose protected health information to family, friends and other individuals involved with the care of a patient, in specific situations, after giving the patient the opportunity to either agree to or object to the disclosure.

### **AUDIENCE**

All Staff providing patient services and with access to PHI

### **AUTHORITY**

[45 CFR 164.510\(b\)](#)

### **PROCEDURES**

- 1) If the patient is present
  - A) If a family member, or friend of the patient is present while services are being rendered, an employee serving the patient may disclose PHI after one of the following
    - i) verbally seeking permission for the disclosure, and the patient agrees, or
    - ii) giving the Patient the opportunity to object to the disclosure, and the patient does not express an objection, or
    - iii) the staff member reasonably infers from the circumstances, based on the exercise of professional judgment, that the patient does not object to the disclosure.
- 2) If the patient is not present
  - A) Communications about the patient's care or payment for the patient's care
    - i) In the event of a phone call or other discussion with a family member or one involved with the care of the patient being served by the department, where the patient is not present, the employee may use their professional judgment to determine if the disclosure is in the best interests of the patient. If the employee judges that the disclosure is in the best interest of the patient, the employee may disclose only the PHI that is directly relevant to the person's involvement with the patient's care or payment for care.
  - B) Notifications regarding patient's location or general condition
    - i) If the employee judges that it is in the patient's best interest, the employee may disclose PHI to notify a family member, a personal representative of the patient, or another person responsible for the care of the patient of the patient's location or general condition.

# HIPAA PRIVACY AND SECURITY POLICIES

## 1050 Authorizations

### POLICY

All disclosures of PHI beyond those otherwise permitted or required by law require a signed authorization. The department will use an authorization form that conforms to the federal HIPAA regulations.

### AUDIENCE

All Staff providing patient services and with access to PHI

### AUTHORITY

[45 CFR 164.508](#) – HIPAA requirements for authorizations

### PROCEDURES

#### GENERAL PROCEDURES/GUIDELINES

- 1) All requests for release of information shall be directed to and approved by the Health Records Release Officer, or if they are absent, by a designated alternate. These officers are identified in Appendix G.
- 2) Unless otherwise authorized by these policies and/or state or federal law, disclosure requires specific authorization by the patient or his/her legal representative. A [Standard Authorization Form](#) is included as an Appendix. Authorizations may be accepted on other forms, as long as they contain all of the following:
  - A) Full Name of the patient
  - B) A specific description of the information to be released. For example, a range of dates, or category of record.
  - C) The purpose or need for the disclosure
  - D) The name of the individual, person, or agency disclosing the information
  - E) Names of the individual, person, or agency to whom the disclosure is to be made
  - F) The date, event, or condition upon which the authorization expires (which can be no longer than 180 days from the date of signing)
  - G) Statement of the patient's right to revoke the authorization, an explanation of how to revoke it, and any exceptions to the right to revoke;
  - H) Statement that the department may not condition treatment on whether the patient signs the authorization.
  - I) A statement informing the patient of the potential that information disclosed could be redisclosed if the recipient is not subject to federal or state confidentiality restrictions.
  - J) Signature and date of the patient or personal representative
  - K) If the authorization is signed by a guardian or personal representative, a description of that person's relationship to the patient and authority to sign the authorization.
  - L) Written in plain language.
- 2) A PHI authorization is considered invalid if authorization has the following defects:
  - A) Authorization is incomplete
  - B) Authorization is not dated or time has elapsed
  - C) Authorization does not contain required elements as explained above
  - D) The department is aware authorization has been revoked
  - E) The department is aware information is false.
  - F) Authorizations to release PHI cannot be combined with other documents
- 5) The department must retain the written or electronic copy of the authorization for a period of six (6) years from the later of the date of execution or the last effective date. This shall be included in the paper or electronic chart.
- 6) Upon instructions of revocation of authorization, department employees shall locate the original authorization form, annotate it as revoked, and take appropriate steps to prevent any further disclosure.
- 7) Note that information from other service providers contained in the Patient's record may be released with the patient's written authorization.
- 8) Fee Policy.
  - A) No charge for processing requests from other healthcare providers.

## HIPAA PRIVACY AND SECURITY POLICIES

- B) Fees for photocopy requests made by the patient or the patient's personal representative or by other authorized individuals shall not be higher than the fees specified in ORC 3701.741, or the cost of providing the records, including postage, whichever is lower.

### ADDITIONAL PROCEDURES FOR REQUESTS RECEIVED VIA FAX OR VIA MAIL

- 1) If a request for health records does not meet the standards of a valid authorization (see GENERAL PROCEDURES/GUIDELINES above), a [Letter for Non-Conforming Requests for PHI](#) shall be sent.
- 2) If no record is found, the request will be sent back to the Health Records Release Officer with a notation that no record was found.
  - A) The Health Records Release Officer will send the requesting party a letter stating that CCPH does not have a record on the designated person;
  - B) A photocopy of the authorization form will also be sent to the requesting party;
  - C) The original authorization form and the photocopy of the letter will be filed in the Health Records' Correspondence File;
  - D) A letter indicating no record on the designated person may either be faxed or mailed.
- 3) The Health Records Release Officer will process routine releases within two (2) business days.
- 4) All records shall be reviewed prior to release by the appropriate medical or nursing personnel for accuracy, completeness and adherence to appropriate standards of care. If there are any potential liability issues identified, then the record shall be reviewed by the Canton City Law Department before completing the release.
- 5) Record requests from an attorney or requested by a subpoena will be reviewed by the appropriate coordinator and by the Canton City Law Department. The coordinator and Canton City Law Department will date and initial the release. These requests will usually be processed within 15 working days.
- 6) A copy of the Authorization form will be sent along with a copy of the requested records to the individual/organization designated in the request and will be sent via mail unless determined to be an emergent need.
- 7) The original Authorization form will be filed in the health record.

### ADDITIONAL PROCEDURES FOR REQUESTS PRESENTED IN PERSON

- 1) For authorizations presented in person for immediate release, the staff member shall verify the identity of the recipient according to [Policy 1060 Verification](#), after which the information may be released.

### ADDITIONAL PROCEDURES FOR REQUESTS MADE VIA TELEPHONE

- 1) Health information will not be given over the telephone, except for urgent medical care or other situations specified in [Policy 1090 Disclosures that do Not Require an Authorization](#).
- 2) Urgent requests for information will be directed to the appropriate clinical staff.
- 3) For a confirmed urgent medical care, the record will be pulled from file and the needed information given over the phone. A note will be added into the record detailing the release of information.
- 4) If a faxed copy of records is requested, the requesting party will fax a Release of Information Request signed by the patient.
- 5) Non-urgent requests will not be handled by telephone. It will be explained to the requesting party that in order to release any information, a Release of Information Request must be signed by the patient. The requesting party will be instructed to fax or mail the Release of Information Request to the appropriate Health Records Release Officer before any action can be taken.

### ADDITIONAL PROCEDURES FOR DISCLOSURE OF HIV/AIDS TEST RESULTS

- 1) Any disclosure of the results of HIV testing or clinical information pertaining to a diagnosis of HIV/AIDS shall be in writing and accompanied by a written statement as follows: "This information has been disclosed to you from confidential records protected from disclosure by state law. You shall make no further disclosure of this

## HIPAA PRIVACY AND SECURITY POLICIES

information without the specific, written, and informed release of the individual to whom it pertains, or as otherwise permitted by state law. A general authorization for the release of medical or other information is not sufficient for the purpose of the release of HIV test results or diagnoses.”

- 2) Client must complete a separate authorization form (see [Attachment 5 - Authorization for Confidential HIV Test Results](#))

# HIPAA PRIVACY AND SECURITY POLICIES

## 1060 Verification

### **POLICY**

The department will take reasonable steps to verify the identity and/or the authority of the person requesting protected health information (PHI) of a patient.

### **AUDIENCE**

All Staff providing patient services and with access to PHI

### **AUTHORITY**

[164.514\(h\)\(1\)](#) Verification Requirements

### **PROCEDURES**

#### **REQUESTS FROM A PUBLIC OFFICIAL OR AUTHORITY**

- 1) In verifying the identity and legal authority of a public official or a person acting on behalf of the public official requesting disclosure of PHI, department personnel may rely on the following, if such reliance is reasonable under the circumstances, when disclosing PHI:
  - A) Documentation, statements, or representations that, on their face, meet the applicable requirements for a disclosure of PHI
  - B) Presentation of an agency identification badge, other official credentials, or other proof of government status if the request is made in person
  - C) A written statement on appropriate government letterhead that the person is acting under the government's authority
  - D) Other evidence of documentation from an agency, such as a contract for services memorandum of understanding, or purchase order, that establishes that the person is acting on behalf of the public official
  - E) A written statement of the legal authority under which the information is requested
  - F) If a written statement would be impracticable, an oral statement of such legal authority
  - G) A request that is made pursuant to a court order and subpoena or other legal process issued by a grand jury or a judicial or administrative tribunal that is presumed to constitute legal authority
- 2) The following issues should be addressed before releasing PHI once a request is received:
  - A) Is the requestor who she/he claims to be
  - B) Does the requestor have the authority to request PHI. If the request involves a court order, subpoena, or other legal request, follow the procedures outlined in the [Policy 1090 Disclosures that do Not Require an Authorization](#).

#### **REQUESTS FROM A PATIENT, PARENT, GUARDIAN OR PERSONAL REPRESENTATIVE**

- 1) A properly completed, valid Authorization per the specifications in [Policy 1050 Authorizations](#) is sufficient verification of the identity and authority of the individual requesting information.
- 2) For requests for information other than formal record releases, staff must first verify both the identity and the authority of the individual prior to releasing PHI:
  - A) If the individual is known to the staff person, this is sufficient verification of identity.
  - B) If the individual is requesting information in person, identity should be verified by reviewing a State issued photo ID or other photo ID that includes birthdate.
  - C) Identity can be verified by questioning the individual regarding their knowledge of information in the record of the patient being served, such as birth date, previous dates of service, etc., which only an authorized person would typically know.
  - D) For requests from someone other than the patient or parent, the person's authority to obtain information must also be verified. For example, a healthcare Power of Attorney and/or statement from the patient that the requestor is a HIPAA Personal Representative would demonstrate proper authority. See also [Policy 1040 Speaking with Family and Friends of a Patient Receiving Services](#) for situations where it may be permissible to give information to a family member.



# HIPAA PRIVACY AND SECURITY POLICIES

## 1070 Minors, Personal Representatives and Deceased Patients

### POLICY

All staff will follow appropriate guidelines, set forth in this policy, in situations with patients who are minors or are deceased, and when dealing with their “Personal Representatives”, to permit release of PHI and to provide for patients and their personal representatives to exercise the patient’s HIPAA rights.

### AUDIENCE

All Staff providing patient services and with access to PHI

### AUTHORITY

[45 CFR 164.502\(f\) & \(g\)](#)

### PROCEDURES:

- 1) Patients, who are minors, and who are legally allowed to consent to treatment under state law may exercise all rights regarding access to, requests for amendment to, and release of their PHI pursuant to a written authorization. The department will follow all other state laws regarding a minor’s control over disclosure of his/her records, including any restrictions on disclosure to parents.
- 2) The department recognizes a patient’s personal representative as a person authorized to exercise rights of access and/or inspection of PHI, rights to request amendment of PHI, and the right to sign the CCPH [Standard Authorization Form](#) which permits release of PHI.
- 3) The department recognizes the following persons to be personal representatives:
  - A) The parent of a child younger than 18 years old
  - B) The non-custodial parent of a child younger than 18 years old,
  - C) An individual who is recognized through durable power of attorney to have authority to act on the behalf of the Patient
  - D) The legal guardian of the patient
  - E) Any other person authorized by law

**except** in Abuse, Neglect, Human Trafficking, and/or Endangerment situations, or where the department has received a court order or other documentation limiting privileges of a non-custodial parent as provided below.

  - i) Abuse, Neglect, Human Trafficking, and/or Endangerment Situations. Notwithstanding a state law of any requirement of this paragraph to the contrary, the department may elect not to recognize a person as a personal representative of a patient. In order for the department to choose not to recognize a person as a personal representative, the department must decide that it is not in the best interest of the patient to treat the person as the patient’s personal representative and must believe that one of the following conditions exist:
    - 1) The patient has been or may be subjected to domestic violence, abuse, or neglect by a parent, guardian, or personal representative.
    - 2) Treating such person as the personal representative could endanger the patient.
  - ii) Receipt of a court order limiting privileges of a non-custodial parent. In the event that the department receives from the custodial parent a court order limiting the privileges of the non-custodial parent to act in the capacity of the child’s personal representative, the department shall adhere to the restrictions in the court order.
- 4) **Deceased Patients**
  - A) For deceased patients, employees may disclose to a family member, other relative, a close personal friend of the individual, or to the patient’s personal representative, who was involved in the deceased individual’s care or payment for health care prior to death, PHI that is relevant to that person’s involvement, unless doing so is inconsistent with any prior expressed preference of the deceased person.
  - B) Other than provided above, PHI generated during the life of an individual is protected from disclosure after death unless disclosure is for treatment or payment, quality assurance or other auditing or program review functions. The department and its employees cannot release PHI regarding a deceased patient unless a valid personal representative has been established and has requested the PHI through the proper authorization process.

## HIPAA PRIVACY AND SECURITY POLICIES

- C) PHI may be disclosed to the executor or administrator of the estate when the information is necessary to administer the estate.
- D) Absent an executor, administrator, or other court-appointed representative for the deceased patient's estate, the following persons listed below may authorize the release of PHI in order of priority. An entire category must be exhausted (i.e., no people in the category exist or are still alive) before moving to the next category.
  - i) Spouse (if married)
  - ii) The person's children
  - iii) The Person's parents
  - iv) The Person's brothers or sisters
  - v) The person's uncles or aunts;
  - vi) The person's closest relative by blood or adoption
  - vii) The person's closest relative by marriage
- E) Note that the definition of PHI excludes information about people deceased for more than 50 years. With approval of the Health Commissioner, information about individuals deceased for more than 50 years may be released.
- F) PHI may be released to coroners, medical examiners, and funeral directors as provided in [Policy 1090](#).

# HIPAA PRIVACY AND SECURITY POLICIES

## 1080 Duty to Report Violations and Security Incidents

### **POLICY**

Confidentiality of patient information, and the computer security required to protect information regarding patients is taken very seriously at the department. Employees are required to follow all rules in these policies. Any employee who becomes aware of a violation of either confidentiality or computer security rules is obligated to immediately report this violation. Violations will be investigated and appropriate action will be taken.

### **AUDIENCE**

All Staff

### **REFERENCES:**

[164.530\(e\)\(1\)](#) –Sanctions

### **PROCEDURES:**

- 1) Any employee observing a violation of any of the HIPAA policies is to report the violation to his/her supervisor. Failure to report a Privacy or Security Violation is in itself a disciplinable offense.
- 2) The supervisor should refer the incident to the Privacy Officer and/or the Security Officer. The Privacy and/or Security Officer shall, in conjunction with other management personnel as he/she deems appropriate, investigate the matter through discussing the matter with staff, patients, or others, and/or review of computer or paper audit trails.
- 3) For security [breaches](#), the Privacy and/or Security Officer will follow any procedures detailed in [Policy 2100 Breach Reporting](#).
- 4) For Privacy Violations, the Privacy Officer will follow procedures in [Policy 1300 Mitigation](#).
- 5) A written incident report will be written by the Privacy and/or Security Officer. It will be filed
  - A) in the Privacy Officer's Privacy Violations file
  - B) in the employee's personnel file
- 6) Employee Discipline. The Privacy and/or Security Officer, in conjunction with the Health Commissioner, shall take appropriate disciplinary action as detailed in [Policy 1360 Sanctions for Staff Violations of Privacy/Security Policies](#), and document this action in the employees personnel file.
- 7) A post-incident review will be conducted by the Privacy and/or Security Officer, with any corrective action taken, such as a change in policy, additional training, or other appropriate action.

# HIPAA PRIVACY AND SECURITY POLICIES

## 1090 Disclosures that do Not Require an Authorization

### POLICY

Department employees may use and disclose PHI in specific situations authorized by state and federal statute. In these cases, the patient's authorization is not required. Staff will carefully follow specific requirements for these unusual and infrequent disclosures. These disclosures include:

- For public health purposes such as reporting communicable diseases, work-related illnesses, or other diseases and injuries permitted by law; reporting births and deaths, and reporting reactions to drugs and problems with medical devices.
- To schools, regarding proof of immunization, if given permission from parent.
- To protect victims of abuse, neglect, or domestic violence.
- For health oversight activities such as investigations, audits, and inspections.
- For judicial and administrative proceedings.
- For law enforcement purposes.
- To coroners, medical examiners, and funeral directors.
- For organ, eye or tissue donation.
- Research.
- To reduce or prevent a serious threat to public health and safety.
- Specialized government functions.
- For workers' compensation or other similar programs if applicable.

### AUDIENCE

All Staff providing patient services and with access to PHI

### AUTHORITY

[45 CFR § 164.512](#)

### PROCEDURES

Department employees will follow the indicated procedures for the various special circumstances detailed below:

- 1) **Authority to Release.** All requests for release of information shall be directed to the Health Records Release Officer indicated in Appendix G. Non-routine releases of information shall also be reviewed and approved by the Canton City Law Department. The Health Records Release Officer and Law Department will date and initial the release.
- 2) **Relevant Law.** The procedures below are based on the federal HIPAA regulations. Any release of information not regulated by the HIPAA, which include information from the Non-Health Care Component of CCPH as detailed in Appendix G, are governed by Ohio Revised Code 3701.17, which must be followed instead of HIPAA.
- 3) **Recordkeeping.** For all of the disclosures authorized below, the employee handling the disclosure will document the details of the disclosure on the [Disclosure Log](#). Copies of all paperwork requesting the disclosure and copies of the records sent will be maintained if practical.
- 4) **When required by law**
  - A) The department may use or disclose protected health information to the extent that such use or disclosure is required by law and the use or disclosure complies with and is limited to the relevant requirements of such law.
- 5) **For public health purposes** PHI may be used or disclosed to:
  - A) A **school**, regarding their student or prospective student, if
    - i) the school is required by law to have such proof of immunization prior to admitting the individual; and
    - ii) the department has obtained permission from the parent, guardian, or other person acting in loco parentis of the individual. The permission need not be in writing and the department must document that they received permission.
  - B) A public health authority authorized by law to collect or receive information for the purpose of preventing

## HIPAA PRIVACY AND SECURITY POLICIES

- or controlling disease, injury or disability, reporting vital events, conducting public health surveillance, investigations or interventions;
- C) A public health or other government authority authorized by law to receive reports of child abuse or neglect;
  - D) A person subject to the jurisdiction of the Food and Drug Administration (FDA) regarding his/her responsibility for quality, safety or effectiveness of an FDA regulated product or activity, to report adverse events, product defects or problems, track products, enable recalls, repairs or replacements, or conduct post-marketing surveillance;
  - E) A person who may have been exposed to a communicable disease or may be at risk of contracting or spreading a disease or condition.
- 6) **To protect victims of abuse, neglect, or domestic violence**
- A) Reports of child abuse
    - i) Reports of child abuse shall be made in accordance with state law
    - ii) The department may disclose PHI related to the report of abuse to the extent required by applicable law. Such reports shall be made to a public health authority or other appropriate government authority authorized by law to receive reports of child abuse or neglect.
  - B) Reports of abuse and neglect other than reports of child abuse or neglect.
    - i) The department may disclose PHI about a patient believed to be a victim of abuse, neglect, or domestic violence to a governmental authority authorized to receive such reports if:
      - 1) the patient agrees; or
      - 2) the department believes, in the exercise of professional judgment, that the disclosure is necessary to prevent serious physical harm.If the patient lacks the capacity to agree, disclosure may be made if not intended for use against the patient and delaying disclosure would materially hinder law enforcement activity.
    - ii) The department staff member making the disclosure must promptly inform the patient whose PHI has been released unless:
      - 1) doing so would place the patient at risk of serious harm; or
      - 2) the department would be informing a personal representative, and the department reasonably believes the personal representative is responsible for the abuse, neglect, or other injury, and that informing such person would not be in the best interests of the patient as determined by the department, in the exercise of professional judgment.
- 7) **For health oversight activities such as investigations, audits, and inspections**
- A) PHI may be used or disclosed for activities related to oversight of the health care system, government health benefits programs, and entities subject to government regulation, as authorized by law, including activities such as audits, civil and criminal investigations and proceedings, inspections, and licensure and certification actions.
  - B) Specifically excluded from this category are investigations of a patient that are not related to receipt of health care, or the qualification for, receipt of, or claim for public benefits.
- 8) **For judicial and administrative proceedings**
- A) The rules and laws regarding disclosure which are discussed by this policy are complex. The HIPAA Privacy Officer may request permission from the Health Commissioner to consult with an attorney if he/she has any uncertainty about disclosures detailed in this policy.
  - B) The department must always comply with a **court order**, but only in accordance with the express terms of the order.
  - C) For a **subpoena, discovery request or other lawful process**: the department may comply with such legal requests only if:
    - i) The department receives satisfactory assurance from the party seeking the information that reasonable efforts have been made by such party to ensure that the patient who is the subject of the requested PHI has been given notice of the request; or
    - ii) The department receives satisfactory assurance from the party seeking the information that reasonable efforts have been made by such party to secure a qualified protective order.
- 9) **For law enforcement purposes**
- A) PHI may be disclosed for the following law enforcement purposes and under the specified conditions:
    - i) Pursuant to court order or as otherwise required by law, i.e., laws requiring the reporting of certain types of wounds or injuries; or commission of a felony, subject to any exceptions set forth in applicable law.

## HIPAA PRIVACY AND SECURITY POLICIES

- ii) Decedent's PHI may be disclosed to alert law enforcement to the death if entity suspects that death resulted from criminal conduct.
  - iii) The department may disclose to a law enforcement official protected health information that the department believes in good faith constitutes evidence of criminal conduct that occurred on the premises of the department.
  - iv) If the department is providing emergency health care in response to a medical emergency, other than such emergency on the premises of the department, may disclose protected health information to a law enforcement official if such disclosure appears necessary to alert law enforcement to:  
If the department believes that a medical emergency is the result of abuse, neglect, or domestic violence of the patient in need of emergency health care, the limitations in the previous section above does not apply and any disclosure to a law enforcement official for law enforcement purposes is subject the last condition above, "To protect victims of abuse, neglect, or domestic violence"
- B) PHI may be disclosed to law enforcement personnel to report the commission and nature of a crime; The location of such crime or of the victim(s) of such crime; and the identity, description, and location of the perpetrator of such crime. When responding to requests about the location of a suspect, fugitive, material witness, or missing person, the following PHI may be released:
- i) Name and address
  - ii) Date and place of birth
  - iii) ABO blood type and RH factor
  - iv) Type of injury
  - v) Date and time of treatment
  - vi) Date and time of death, if applicable,
  - vii) A description of distinguishing physical characteristics, including height, weight, gender, race, hair and eye color, presence or absence of facial hair scars, and tattoos
- C) Compliance/Enforcement of privacy regulations: PHI must be disclosed as requested, to the Secretary of Health and Human Services related to compliance and enforcement efforts.
- 10) **To coroners, medical examiners, and funeral directors**
- A) PHI may be disclosed to coroners, medical examiners and funeral directors, as necessary for carrying out their duties.
- 11) **Organ, eye or tissue donation**
- A) PHI of potential organ/tissue donors may be disclosed to the designated organ procurement organization and tissue and eye banks.
- 12) **To reduce or prevent a serious threat to public health and safety**
- A) The department may disclose PHI as follows, to the extent permitted by applicable law and ethical standards:
- B) PHI may be used or disclosed if the entity believes in good faith
- i) that the use or disclosure is necessary to prevent or lessen a serious and imminent threat to a person or the public, and disclosure is to someone reasonably able to prevent or lessen the threat, or
  - ii) the disclosure is to law enforcement authorities to identify or apprehend a patient who has admitted to violent criminal activity that likely caused serious harm to the victim or who appears to have escaped from lawful custody.
- C) Disclosures of admitted participation in a violent crime are limited to the patient's statement of participation and the following PHI: name, address, date and place of birth, social security number, blood type, type of injury, date and time of treatment, date and time of death, if applicable, and a description of distinguishing physical characteristics.
- D) Disclosures of admitted participation in a violent crime are not permitted when the information is learned in the course of treatment entered into by the patient to affect his/her propensity to commit the subject crime, or through counseling, or therapy or a request to initiate the same.
- 13) **Specialized government functions**
- A) National Security and Intelligence: PHI may be disclosed to authorized federal officials for the conduct of lawful intelligence, Counterintelligence, and other activities authorized by the National Security Act.
- B) Protective services: PHI may be disclosed to authorized federal officials for the provision of protective services to the President, foreign heads of state, and others designated by law, and for the conduct of criminal investigations of threats against such persons.
- C) The department may disclose to a correctional institution or a law enforcement official having lawful custody of an inmate or other patient protected health information about such inmate or patient, if the

## HIPAA PRIVACY AND SECURITY POLICIES

correctional institution or such law enforcement official represents that such protected health information is necessary for:

- i) The provision of health care to such patients;
- ii) The health and safety of such patient or other inmates;
- iii) The health and safety of the officers or employees of or others at the correctional institution;
- iv) The health and safety of such patients and officers or other persons responsible for the transporting of inmates or their transfer from one institution, facility, or setting to another;
- v) Law enforcement on the premises of the correctional institution; and
- vi) The administration and maintenance of the safety, security, and good order of the correctional institution.

The provisions of this section do not apply after the patient is released from custody.

- D) **Public Benefits:** PHI relevant to administration of a government program providing public benefits may be disclosed to another governmental program providing public benefits serving the same or similar populations as necessary to coordinate program functions or improve administration and management of program functions.
- 14) **In connection with “whistleblowing”.** In connection with “whistleblowing”, or reporting of a violation of law or ethics, an employee of department may disclose PHI to his/her attorney.
- 15) **For workers’ compensation or other similar programs if applicable.**
- A) PHI may be disclosed as authorized and to the extent necessary to comply with laws relating to workers' compensation and other similar programs.

# HIPAA PRIVACY AND SECURITY POLICIES

## PATIENT RIGHTS

### 1200 Patient's Right to Access Records

#### POLICY

Patients, served by CANTON CITY PUBLIC HEALTH, and their personal representatives, have the right to access and/or inspect the PHI contained in the designated record set, subject to any limitations imposed by law.

#### AUDIENCE

Privacy Officer, Supervisors of Staff providing patient services and with access to PHI

#### AUTHORITY

[45 CFR 164.524](#)(e) patient's right to access PHI and (b) Time limits on response to access and (c) Form of access

#### PROCEDURES

- 1) Who May Access Records
  - A) An patient served by CANTON CITY PUBLIC HEALTH above the age of 18, the parent/guardian of a child, the guardian of an adult not able to act on their own behalf, or any "personal representative", of any of those patients may access the records. See [Policy 1070 Minors, Personal Representatives and Deceased Patients](#).
  - B) A patient or parent may include any 3<sup>rd</sup> party of their choosing, including an attorney, to review the records.
  - C) CANTON CITY PUBLIC HEALTH may presume that either parent of a minor may have access unless presented with documentation that the parent does not have authority under applicable state law governing such matters as guardianship, separation, or divorce.
- 2) Procedure, form and method of access
  - A) Requests for access to records shall be directed to the Privacy Officer or his/her designee
  - B) The Privacy Officer shall follow the procedures in [Policy 1060 Verification](#) to verify the identity of the requestor. Any grant of access to someone other than the parent
  - C) CANTON CITY PUBLIC HEALTH shall provide the patient with access to their records in any of the following ways requested by the patient:
    - i) By inspection. CANTON CITY PUBLIC HEALTH shall provide a private room for the patient to review the records under the supervision of a CANTON CITY PUBLIC HEALTH staff member who will insure that the record is not altered, or
    - ii) Photocopy. CANTON CITY PUBLIC HEALTH shall provide a photocopy of the entire record or portion of the record requested.
    - iii) Electronic format. For any records stored by the department electronically, CANTON CITY PUBLIC HEALTH shall provide an electronic copy to a patient upon request. The format shall be negotiated with the patient and reasonable requests must be honored. Possible formats include USB Flash drives, email, or patient portal. Prior to sending any record via unsecured email, the office staff must inform the patient that unsecure email could be intercepted by a 3<sup>rd</sup> party. If the patient has been informed of the risks and desires email transmission, this request must be honored. The department may charge a fee for materials, for example, for a USB Flash drive.
  - D) The Privacy Officer or his/her designee shall maintain a record of parties accessing records (except the access by the patient or their parent) including the name of the party, the date access was given, and the purpose of access.
- 3) Other services/rights of patients, parents, and guardians
  - A) CANTON CITY PUBLIC HEALTH will respond to reasonable requests for explanation and interpretation of the records.
- 4) Time for response to request for access
  - A) Access shall be granted without unnecessary delay. Requests in all cases shall be honored within 10 business days.
- 5) Fees for copying

CANTON CITY PUBLIC HEALTH fee schedule is as indicated in [Appendix G – Miscellaneous](#).



# HIPAA PRIVACY AND SECURITY POLICIES

## 1210 Patient's Right to Request Amendment of Records

### **POLICY**

Subject to the rules set forth in applicable requirements and CANTON CITY PUBLIC HEALTH procedures, a patient has the right to have CANTON CITY PUBLIC HEALTH amend PHI or a record about the patient in a designated record set for as long as the PHI is maintained in the designated record set.

### **AUDIENCE**

Privacy Officer, Supervisors of Staff providing patient services and with access to PHI

### **AUTHORITY**

[45 CFR 164.526\(f\)](#) patient's right to request amendment

### **PROCEDURES**

#### **REQUESTS FOR AMENDMENTS**

- 1) A patient, parent, guardian, or other person acting as a HIPAA personal representative may request amendment of PHI about the patient (and exercise rights for hearing and statements of disagreement), which they believe is inaccurate, misleading, or violates the rights of the patient, and is held by CANTON CITY PUBLIC HEALTH or any Business Associate. Such request shall be in writing and shall be subject to the requirements set forth in these procedures.
- 2) The Privacy Officer of CANTON CITY PUBLIC HEALTH is responsible for receiving requests for amendment, processing the requests, arranging for any hearings, and completing required documentation.
- 3) CANTON CITY PUBLIC HEALTH will act on a request for amendment without unnecessary delay and no later than 60 days after the date of the request.
- 4) If CANTON CITY PUBLIC HEALTH accepts the requested amendment, in whole or in part,
  - A) CANTON CITY PUBLIC HEALTH must make the appropriate amendment, and inform the patient and other persons or entities who have had access to the information.  
Otherwise, if CANTON CITY PUBLIC HEALTH believes the existing record is correct as is, it may deny the amendment:
    - A) If an amendment is denied, CANTON CITY PUBLIC HEALTH will give written notice in plain language which includes the following:
      - i) The basis for the denial;
      - ii) The patient's right to submit a written statement disagreeing with the denial and how the patient may file such a statement;
      - iii) A statement that, if the patient does not submit a statement of disagreement, the patient may request that CANTON CITY PUBLIC HEALTH provide the patient's request for amendment and the denial with any future disclosures of the protected health information that is the subject of the amendment
      - iv) The patient's right for a hearing to challenge the information
    - B) If the patient submits a statement of disagreement, the Privacy Officer will insert this statement into the appropriate portion of the record. Otherwise, the Privacy officer will insert into the record that the patient requested an amendment and CANTON CITY PUBLIC HEALTH's denial.
    - C) CANTON CITY PUBLIC HEALTH may prepare a written rebuttal to the patient's statement of disagreement. Whenever such a rebuttal is prepared, CANTON CITY PUBLIC HEALTH must provide a copy to the patient who submitted the statement of disagreement.
    - D) The inserted statement of disagreement and any rebuttal become a part of the permanent record and must be included with all future disclosures of the covered records
    - E) At the patient's request, CANTON CITY PUBLIC HEALTH will send a copy of the changed record to any party requested by the patient
    - F) If the disclosure which was the subject of amendment was transmitted using a standard EDI format, and the format does not permit including the amendment or notice of denial, CANTON CITY PUBLIC HEALTH may separately transmit the information to the recipient of the transaction in a standard EDI format.

# HIPAA PRIVACY AND SECURITY POLICIES

## 1220 Patient's Right to Receive an Accounting of Disclosures

### POLICY

In accordance with HIPAA Regulations, Patients must be told, if they ask, what personal health information has been sent to whom and why.

### AUDIENCE

Privacy Officer, Supervisors of Staff providing patient services and with access to PHI

### REFERENCES

[45 CFR 164.528](#)(d) patient's right to an accounting of disclosures of PHI

### PROCEDURES

- 1) The Privacy Officer shall be responsible for insuring that proper records are kept to allow for proper and complete responses to any requests for accountings of disclosures. See also procedures listed in [Policy 1090 Disclosures that do Not Require an Authorization](#) and [Policy 1050 Authorizations](#) which detail the use of the [Disclosure Log](#).
- 2) Generally, a patient has the right to request an accounting of disclosures of their PHI by CANTON CITY PUBLIC HEALTH and its business associates during a time period of up to six years prior to the date of the patient's request. Most disclosures are **not** required to be included in the accounting. The types of disclosures which are **not** required to be accounted for are:
  - A) For the purposes of treatment, payment and health care operations ([45 CFR §164.502](#));
  - B) To the patient receiving services, or to a parent, guardian or personal representative, of the patient's own PHI ([45 CFR §164.502](#));
  - C) Incidental disclosures, as detailed in ([45 CFR §164.502](#))
  - D) Pursuant to an authorization ([45 CFR §164.508](#));
  - E) To persons involved in the patient's care or other notification purposes ([45 CFR §164.510](#));
  - F) For national security and intelligence purposes, as detailed in ([45 CFR §164.512\(k\)\(2\)](#));
  - G) Disclosures to prisons and other law enforcement agencies regarding a patient who is in custody, as detailed in ([45 CFR §164.512\(k\)\(5\)](#));
- 3) Any employee who makes a disclosure other than listed above shall document the disclosure in the Patient File, with all information described in step 6B below. More specifically, the following types of disclosures must be documented:
  - A) To public health authorities
  - B) Birth and death reporting
  - C) To law enforcement regarding crime on premises
  - D) To law enforcement in emergencies where crime is suspected
  - E) For cadaveric organ, eye, tissue donation purposes
  - F) For judicial and administrative proceedings
  - G) For research with an IRB waiver
  - H) To military command authorities
  - I) For Workers Comp purposes
  - J) To correctional institutions except as detailed in 2G above
  - K) About decedents to medical examiners, funeral directors, coroners
  - L) For public health activities
  - M) About victims of abuse
  - N) Regarding child abuse or neglect
  - O) To the FDA
  - P) To a person who may have been exposed to a communicable disease
  - Q) To health oversight agencies for audits, civil or criminal investigations, inspections, licensure or disciplinary actions
  - R) In response to a court order

## HIPAA PRIVACY AND SECURITY POLICIES

- S) In response to a subpoena or discovery request
  - T) As required by law for wound or injury reporting
  - U) For identification & locating suspect or fugitive
  - V) Unlawful and unauthorized disclosures we have knowledge of
- 4) Health oversight agencies and law enforcement officials may request a suspension of a patient's rights to disclosure. If such a request is received, follow procedures in [45 CFR § 164.528](#).
- 5) The HIPAA Privacy Officer shall comply with a patient's request for an accounting within 45 days of the request. CANTON CITY PUBLIC HEALTH does not charge a fee for accountings.
- 6) The written accounting must meet the following requirements:
- A) All disclosures of the Patient's PHI during the 6 years prior to the request (or such shorter period as is specified in the request) as stated above.
  - B) As to each disclosure, the accounting must include:
    - i) The date of the disclosure
    - ii) The name of the entity or person who received the PHI, and, if known, the address of such entity or person
    - iii) A brief description of the PHI disclosed
    - iv) A brief statement of the purpose of the disclosure that reasonably informs the patient of the basis of the disclosure, or as an alternative, a copy of the request for the disclosure
    - v) If during the time period for the accounting, multiple disclosure have been made to the same entity or person for a single purpose, the accounting may provide the information as set forth above for the first disclosure, and then summarize the frequency, periodicity, or number of disclosure made during the accounting period and the date of the last such disclosure during the accounting period.
  - C) CANTON CITY PUBLIC HEALTH will retain documentation (in written or electronic format) for a period of 6 years:
    - i) All information required to be included in an accounting of disclosures of PHI
    - ii) All written accountings provided to patient

# HIPAA PRIVACY AND SECURITY POLICIES

## 1230 Patient's Right to Request Additional Restrictions

### POLICY

CANTON CITY PUBLIC HEALTH supports patient's right to request restrictions on the use or disclosure of protected health information which may be above and beyond the restrictions in organizational policy

### AUDIENCE

Privacy Officer, Supervisors of Staff providing patient services and with access to PHI

### REFERENCES

[45 CFR § 164.522\(a\)](#)

### PROCEDURES:

- 1) **Refer the Request to the Privacy Officer:** All requests will be referred to the HIPAA Privacy Officer, or his/her designee. Upon receiving a request, the Privacy Officer shall consider the following factors, in the decision to grant or deny the request:
  - A) Whether the restriction might cause the organization to violate applicable federal or state law;
  - B) Whether the restriction might cause the organization to violate professional standards, including medical ethical standards;
  - C) Whether the organization's systems and organization make it very difficult or impossible to accommodate the restriction;
  - D) Whether the restriction might unreasonably impede the organization's ability to serve the patient;
  - E) Whether the restriction appears to be in the best interests of the Patient.
- 2) **Decision whether department will agree:** CANTON CITY PUBLIC HEALTH is not obligated to agree to any requests for restriction except:
  - A) Disclosures to 3<sup>rd</sup> party payers. If the patient agrees to pay for a service in full, any request to avoid billing a 3<sup>rd</sup> party payer must be honored.
  - B) For any other request, the Privacy Office shall make the determination whether the organization will honor the request.
- 3) **Notify the Patient:** CANTON CITY PUBLIC HEALTH will notify the Patient of its final decision (whether approving or denying the request) in writing. The notice will be maintained in the Main Patient Record.
  - A) Granting the Request: If CANTON CITY PUBLIC HEALTH agrees to the restriction, the notice to the patient will clearly state what restriction CANTON CITY PUBLIC HEALTH is agreeing to in language the Patient will understand. This notice will state that the restriction will not apply if the information is needed for emergency treatment.
  - B) Denying the Request: If the request is denied, the notice will clearly state why the request cannot be complied with, in language the Patient will understand.
- 4) **Take Appropriate Action to Implement Restrictions:** If CANTON CITY PUBLIC HEALTH agrees to the requested restriction, the Privacy Officer/designee will be responsible for taking appropriate action to implement the restriction.
- 5) **Modifying or Terminating a Restriction:** A Patient may request a restriction to be eliminated at any time. If the organization desires a modification, consult legal counsel regarding appropriate procedures.
- 6) **Documentation:** The Privacy Officer is responsible for maintaining the following documents, to assure that additional privacy protections are handled properly, and assure they are maintained for six years from the date of their creation:
  - A) Copies of patient requests for restrictions
  - B) Copies of any notice informing the patient about the organization's decision to grant or deny a restriction
  - C) Copies of any written patient request to terminate a restriction, or alternatively, copies of any documentation in the patient's record that the patient made such request orally

## HIPAA PRIVACY AND SECURITY POLICIES

### 1240 Patient's Right to Request Confidential Communications

#### **POLICY:**

Patients (or their parents) are entitled to request confidential communications, including for example, to not receive communications at their home address. These requests will be honored to the extent that they can be reasonably accommodated with our administrative systems.

#### **AUDIENCE**

Privacy Officer

#### **AUTHORITY**

[164.522](#)(b) Confidential communications requirements

#### **PROCEDURES**

- 1) **Request.** Patients, or their personal representative, may make a request for confidential communications in writing to the Privacy Officer.
- 2) **Non-intimidation.** When the Privacy Officer receives a request, the privacy officer may not ask the reason for the request. The Privacy Officer shall contact the patient making the request to obtain an alternate means of contacting them (e.g. cell phone, PO Box, etc.). The patient will be informed at that time of steps the department will take to implement the request.
- 3) **Implementation.** Reasonable requests must be honored. If existing systems are capable of administering the request, the privacy officer shall take necessary steps to implement the request, such as adjusted phone numbers or addresses in computer files or mailing lists.
- 4) **Documentation.** The Privacy Officer shall document the request, and disposition, in the Patient's Record.

# HIPAA PRIVACY AND SECURITY POLICIES

## CONFIDENTIALITY POLICIES FOR SUPERVISORS

### 1300 Mitigation

#### **POLICY**

CANTON CITY PUBLIC HEALTH will mitigate, to the extent reasonable and practical, harm that is done to patients as a result of our violations of these HIPAA policies

#### **AUDIENCE**

Privacy Officer, Health Commissioner

#### **AUTHORITY**

[164.530\(f\)](#) Mitigation

#### **PROCEDURES**

- 1) **Assessment.** The HIPAA Privacy Officer shall investigate and assess the impact of any violations of these policies on the patient. The assessment should evaluate any type of harm, including financial, reputation, inconvenience, embarrassment or any other type of harm.
- 2) **Mitigation.** The HIPAA Privacy Officer shall determine some action, within the power of the department, which can mitigate that harm. If it is within the scope of their authority, the HIPAA Privacy Officer shall take steps. If it is beyond the scope of the Privacy Officer's authority or budget, the Privacy Officer shall take the proposed action to the Health Commissioner who shall make the final decision about mitigation steps.

# HIPAA PRIVACY AND SECURITY POLICIES

## 1310 Notice of Privacy Practices

### **POLICY**

CANTON CITY PUBLIC HEALTH will provide a written Notice of Privacy Policies, as required by law, to each Patient.

### **AUDIENCE**

All Staff providing patient services and with access to PHI

### **REFERENCES**

[45 CFR 164.520](#)

### **PROCEDURES**

- 1) **Creation and Update of Notice.**
  - A) The HIPAA Privacy Officer shall create the Notice of Privacy Practices to conform to requirements of the HIPAA regulations.
  - B) Upon change of the Notice of Privacy Policies, a new version must be posted on the website, must be posted in the office, and made available to any patient who asks.
- 2) **Distribution of Notice.**
  - A) All patients and/or their parents will receive a copy of the Notice of Privacy Practices upon intake with the department.
  - B) As part of that intake process, the patient and/or parent, guardian or personal representative, shall sign an acknowledgement of their receipt of this Notice as part of the intake paperwork. This acknowledgement will be retained as part of the permanent record.
- 3) **Other Postings and Requirements**
  - A) The Notice of Privacy Practices will be posted in reception areas of all department facilities
  - B) The Notice of Privacy Practices will be posted on the website, if a website exists.
  - C) Copies of the notice will be maintained for 6 years.

# HIPAA PRIVACY AND SECURITY POLICIES

## 1320 Non-intimidation and Non-retaliation

### **POLICY**

CANTON CITY PUBLIC HEALTH will not intimidate, threaten, coerce, discriminate against, or take other retaliatory action against patients who exercise any right, not against staff or other patients who express the opinion that the department's policies are not consistent with the law, or not being implemented properly. CANTON CITY PUBLIC HEALTH will not require any patient receiving services to waive any of his/her rights under HIPAA as a condition of education, treatment, or enrollment.

### **AUDIENCE**

All Staff providing patient services and with access to PHI

### **AUTHORITY**

[164.530](#)(g) refraining from intimidating or retaliatory acts

### **PROCEDURES**

- 1) No employee of the department will intimidate, threaten, coerce, discriminate against, or take other retaliatory action against:
  - A) **Any patient** for the exercise by the patient of any right under, or for participation by the patient in any process established by the HIPAA compliance rule;
  - B) **Any patient** receiving services, or **other person** for:
    - i) Filing of a complaint with the Secretary under HIPAA compliant
    - ii) Testifying, assisting or participating in an investigation, compliance review, proceedings or hearing under Part C of Title XI; or
    - iii) Opposing any act or practice made unlawful by HIPAA compliance rules, provided the patient or person has a good faith belief that the practice opposed is unlawful, and the manner of the opposition is reasonable and does not involve a disclosure of protection health information.
- 2) Retaliatory action is defined as doing any of the following:
  - A) Removing or suspending the employee from employment;
  - B) Withholding from the employee salary increases or employee benefits to which the employee is otherwise entitled;
  - C) Denying the employee a promotion that would have otherwise been received;
  - D) Transferring or reassigning the employee;
  - E) Reducing the employee in pay or position.
- 3) Non-retaliation statement – A person who in good faith brings a complaint will not be subject to retaliation. Retaliation against any person who falls within this definition, either patient served or staff member of CANTON CITY PUBLIC HEALTH, is strictly prohibited.
- 4) Prohibition against Waiver of Rights -- No employee of CANTON CITY PUBLIC HEALTH shall require patients to waive any of their rights under HIPAA as a condition of treatment.



# HIPAA PRIVACY AND SECURITY POLICIES

## 1340 Privacy Complaints

### **POLICY**

Any patient or employee may complain about the health district's HIPAA policies and procedures and/or the department's compliance with those policies and procedures. The Privacy Officer shall follow up and document all such complaints.

### **AUDIENCE**

All Staff providing patient services and with access to PHI

### **AUTHORITY**

[45 CFR 164.530](#)(d) HIPAA complaint procedures

### **PROCEDURES**

- 1) The HIPAA Privacy Officer shall manage this complaint process, and shall be designated in the Notice of Privacy practices as the person to receive complaints.
- 2) An employee or patient should file their complaint in writing to the privacy officer. Those wishing to complain shall be directed to file the complaint in writing and submit it to the Privacy Officer.
- 3) Upon receipt of a complaint, the Privacy Officer (or the employee's supervisor or Health Commissioner) shall review and investigate the complaint.
- 4) If warranted, the Privacy Officer shall take corrective action, which may include
  - A) Change of policy and/or procedure.
  - B) Intervention with an employee who is not following procedures including additional training and/or sanctions
  - C) Other action as appropriate
- 5) The Privacy Officer shall communicate the results of the investigation and any corrective action taken to the patient filing the complaint.
- 6) The Privacy Officer shall document all complaints received and the disposition of each complaint, if any. Documentation shall be maintained in accordance with [Policy 1380 HIPAA Assignments and Documentation](#).

# HIPAA PRIVACY AND SECURITY POLICIES

## SHARED PRIVACY/SECURITY POLICIES

### 1350 Policy Updating and Staff Training

**POLICY:**

The department is committed to maintaining updated Policies as required by law, and to train staff as necessary on these policies.

**AUDIENCE**

All Staff

**REFERENCES**

[45 CFR 164.530](#)(b) and (i)

**PROCEDURES:**

- 1) The HIPAA Privacy and Security Officer shall conduct a review every three (3) years of all policies, and update policies as necessary based on new circumstances, changes in federal regulations and any changes in state laws and regulations. An audit trail of policy changes will be maintained as detailed in [Policy 1380 HIPAA Assignments and Documentation](#).
- 2) The Fiscal Officer shall insure that all new staff receive training on HIPAA Privacy and Security policies promptly after hiring, and will maintain documentation of the individual's training occurred in the personnel file or other permanent record.
- 3) The HIPAA Privacy and Security Officer shall insure that staff receive training on HIPAA policies when they are substantially changed.

# HIPAA PRIVACY AND SECURITY POLICIES

## 1360 Sanctions for Staff Violations of Privacy/Security Policies

### **POLICY**

Confidentiality of individual information is taken very seriously at CANTON CITY PUBLIC HEALTH. Employees are prohibited from improperly using or disclosing confidential patient information as detailed in these HIPAA policies. Such improper uses include but are not limited to curiosity, malicious purpose, or financial gain. In addition, employees are expected to comply with all policies involving HIPAA mandated computer security. Employees who violate these policies will be subject to sanctions as detailed in this policy.

### **AUDIENCE**

All Staff providing patient services and with access to PHI

### **AUTHORITY**

[45 CFR 164.530\(e\)](#) Sanctions (Privacy rule)

[45 CFR 164.308\(a\)\(1\)\(ii\)\(C\)](#) Sanctions Policy (Security rule)

### **PROCEDURES**

- 1) Any staff member observing a Privacy or Security Violation is to report the violation to his/her supervisor. Failure to report a Privacy Violation is in itself a disciplinable offense.
- 2) The supervisor should refer the incident to the Privacy Officer. The Privacy Officer shall, in conjunction with other management personnel as he/she deems appropriate, investigate the matter through discussing the matter with staff, patients, or others, and/or review of computer or paper audit trails.
- 3) The Privacy Officer or HIPAA Security Officer, in conjunction with the employee's supervisor, and the Office Manager will evaluate the severity of the violation, the degree of harm caused, the frequency of past violations, and the employee's overall record of performance with CANTON CITY PUBLIC HEALTH. Based on this evaluation, one or more of the following sanctions will be applied:
  - A) Coaching on allowed uses and disclosures
  - B) Formal warning
  - C) Formal reprimand
  - D) Requirement to review policies and procedures
  - E) Suspension from 1 to 30 days without pay
  - F) Termination
- 4) For grievous violations, such as uses or disclosures for financial gain or made with malicious intent, immediate termination may be appropriate. For other violations, because of the wide variety of types of violation possible and circumstances involved, considerable flexibility in administering sanctions is given to management.
- 5) The Privacy Officer, in conjunction with other members of the management staff as he/she deems appropriate, shall take action to mitigate the harmful effects of the Privacy Violation, if this is reasonable and possible.
- 6) A written incident report will be written by the Supervisor/Privacy Officer and filed in the Privacy Officer's Privacy Violations file, in the employee's personnel file, and one will be given to the employee.

# HIPAA PRIVACY AND SECURITY POLICIES

## 1370 Business Associate and other Confidentiality Contracts

### **POLICY**

CANTON CITY PUBLIC HEALTH will obtain satisfactory assurance that Business Associates will appropriately safeguard PHI by maintaining appropriate HIPAA Business Associate agreements that are compliant with HIPAA regulation standards.

### **AUDIENCE**

All Staff with Business Associate Relationships

### **REFERENCES:**

[45 CFR 160.103](#) Definitions (of Business Associate)

[45 CFR § 164.502\(e\)](#) Disclosures to Business Associates

[45 CFR § 164.504\(e\)](#) Business Associate Contracts

[45 CFR 164.308\(b\)](#) (1),(2),(3) Security Rule - Business Associate Contracts

### **PROCEDURES**

- 1) The department will have a written Business Associate Contract with every Business Associate. The department will use appropriate diligence to define the procedures, responsibilities and financial details in the event that the Business Associate's causes a data breach. See [Appendix A Identifying who Is a Business Associate](#).
- 2) On an annual basis, the HIPAA Privacy Officer will review all vendor and other contractual relationships to verify that up-to-date Business Associate contracts are in place.
- 3) The Business Associate Contract will provide satisfactory assurances that the Business Associate will not use or disclose the PHI of CANTON CITY PUBLIC HEALTH individuals receiving services other than as provided in the Business Associate Contract. The Business Associate Contract will conform to both the requirements of the HIPAA regulations. See [Appendix B - Sample HIPAA Business Associate Agreement](#).
- 4) In the event CANTON CITY PUBLIC HEALTH learns of a pattern of activity or practice of a Business Associate that constitutes a material breach or violation of the Business Associate Contract, CANTON CITY PUBLIC HEALTH will take steps to cure the breach or end the violation. If CANTON CITY PUBLIC HEALTH is unable to cure the breach, and if it is feasible to terminate the agreement, then relationship with the vendor or entity shall be terminated.
- 5) Whenever the Non-Health Care Component of CCPH, as defined in Appendix G, releases Protected Health Information to a third party, the State Law Provider Confidentiality Agreement detailed as Attachment 6 must first be executed with the third party.

# HIPAA PRIVACY AND SECURITY POLICIES

## 1380 HIPAA Assignments and Documentation

### **POLICY:**

CANTON CITY PUBLIC HEALTH will maintain written Policies and Procedures, including a 6-year audit trail. In addition, all documentation required by HIPAA regulations will be maintained for 6 years. The HIPAA Privacy Officer shall be responsible for insuring the proper maintenance of all required documentation.

### **AUDIENCE**

All Staff providing patient services and with access to PHI

### **REFERENCES:**

[Federal Law 45 CFR 164.530\(j\)](#) – Documentation requirement,  
[164.520\(e\)](#) – Notices of Privacy Practices;  
[164.524\(e\)](#) – Access of patients to protected health information;  
[164.526\(f\)](#) – Amendment to protected information;  
[164.508\(b\)\(6\)](#) – Uses and disclosures for which an authorization is required;  
[164.512\(i\)\(2\)](#) – Uses and disclosures for research purposes;  
[164.522\(a\)\(3\)](#) – Rights to request privacy protection for protected health information;  
[§164.528\(d\)](#) – Accounting of disclosures of protected health information – Implementation specification

### **PROCEDURES:**

- 1) The Health Commissioner shall designate an individual to be the Privacy Officer, who is responsible for development, implementation, enforcement, and update of HIPAA Privacy policies and procedures.
- 2) The records covered by HIPAA shall be detailed and documented following the procedures for the “Designated Record Set” of the HIPAA regulations. In addition, the Health District shall define which of its activities give rise to its HIPAA obligations, and which activities are not regulated by HIPAA. This analysis shall be documented in Appendix G.
- 3) **HIPAA Mandated records.** HIPAA Mandated records include the following:
  - A) HIPAA Required designations, including, hybrid entity designation if applicable, description of records in Designated Record Set, the names of staff responsible for duties of Privacy Officer, Security Officer, receiving HIPAA complaints, providing access to Patient records, receiving requests for amendment of Patient records, answering questions about HIPAA policies and procedures.
  - B) Notice of Privacy Practices, as described in [Policy 1310 Notice of Privacy Practices](#).
  - C) Restrictions on use or disclosure of PHI agreed to by CANTON CITY PUBLIC HEALTH as described in the [Policy 1230 Patient’s Right to Request Additional Restrictions](#).
  - D) Records of disclosures, as required by the [Policy 1220 Patient’s Right to Receive an Accounting of Disclosures](#).
  - E) Any signed authorization as described in [Policy 1050 Authorizations](#).
  - F) All privacy-related complaints received, and their disposition, if any, as described in [Policy 1340 Privacy Complaints](#).
  - G) Staff training records, as detailed in [Policy 1350 Policy Updating and Staff Training](#).
  - H) Any sanctions that are applied as a result of non-compliance with HIPAA-mandated policies as detailed in [Policy 1080 Duty to Report Violations and Security Incidents](#).
  - I) Incident Reports and other documentation specified by [Policy 2100 Breach Reporting](#) and [Policy 3090 Security Incident Response and Reporting](#).The above records will be maintained for 6 years
- 4) **Policy and Procedure Audit Trail** – When created or updated, all policies will be annotated with the approval date and revision history. Current policies will be maintained in a computer file folder designated “current policies”. Any previous versions will be renamed with the creation date in the file name, and placed in a computer file folder designated “archived policies”.
- 5) **Updating Required Designations.** The Privacy Officer, will maintain and update HIPAA Required Designations as necessary.

## HIPAA PRIVACY AND SECURITY POLICIES

- 6) **Compliance Notes.** The Privacy Officer and Security Officer will maintain records of compliance activity including meeting notes, vendor contracts, and internal audit activities.
- 7) **Internal Audit.** The privacy officer shall conduct a periodic audit, as necessary, to insure proper maintenance of all documentation itemized in this policy.

# HIPAA PRIVACY AND SECURITY POLICIES

## HIPAA SECURITY POLICIES

### POLICIES FOR HEALTH COMMISSIONER AND THE SECURITY OFFICER

#### 2000 HIPAA Security Officer and Security Management Process

##### **POLICY**

CANTON CITY PUBLIC HEALTH will appoint a HIPAA Security Officer. The HIPAA Security Officer will orchestrate the department's risk management process.

##### **AUDIENCE**

Health Commissioner  
HIPAA Security Officer

##### **AUTHORITY**

[45 CFR 164.308](#)(a)(1) Security management process and (a)(2) Assigned Security Responsibility

##### **PROCEDURES**

- 1) The Health Commissioner will appoint a HIPAA Security Officer. The job responsibilities for this individual are detailed in [Appendix C: Sample Privacy & Security Officer Duties](#). The name of the person appointed shall be documented in the "Required Designations" as detailed in [Policy 1380 HIPAA Assignments and Documentation](#). Any changes of personnel should be promptly documented.
- 2) The Canton City IT Department will be responsible for the security management process and keep the HIPAA Security Officer apprised of changes. This will include:
  - A) **Security Team.** If the size of the department justifies, the HIPAA Security Officer may request that the Health Commissioner appoint a Security Team consisting of managers representing the different functional areas and facilities maintained by the department. The Information Security Office may also engage an outside consultant to assist with any or all of the functions of the Security Team. The Security Team's charter (whether it be a single individual or a group of individuals) is to assist the HIPAA Security Officer with the duties detailed in this policy.
  - B) **Information System Inventory.** The Canton City IT Department shall maintain an inventory of the hardware, software and networking infrastructure. This will include servers, desktop computers, laptops, smartphones, tablets, USB flash drives, external disk drives, and any other computing equipment. A copy of this inventory shall be maintained off-site to insure availability in the event of a fire or other disaster.
  - C) **Computer Security Risk Analysis.** The Canton City IT Department will conduct the computer security risk analysis. The Risk Analysis is an accurate and thorough Analysis of potential risks and vulnerabilities to the confidentiality, integrity, and availability of electronic protected health information held by the department. The Computer Security Risk Analysis will be handled as follows:
    - i) The department will use the risk Analysis methodology detailed in NIST SP 800-30 (2001), or other methodology accepted in the industry.
    - ii) The results of this Analysis shall be documented and maintained for 6 years
    - iii) The Risk Analysis shall be presented to the Health Commissioner to whose responsibility will be to correct deficiencies identified and to make cost – security risk tradeoffs.
    - iv) This Risk Analysis cycle shall be reviewed annually and updated as necessary. Updates to the risk analysis should be performed when new technologies are deployed (for example major software updates or new hardware) or when environment changes occur (for example if healthcare organizations are targeted by computer hackers, regulations change, or staff adopt new technologies such as Facebook).

## HIPAA PRIVACY AND SECURITY POLICIES

- D) **Manage IT Infrastructure, Create and Deploy Security Policies.** On an ongoing basis, implement and maintain the IT infrastructure, create Security Policies and Procedures, and deploy them. More specifically, he/she will
- i) Evaluate any regulatory requirements including HIPAA Security regulations, other applicable regulations, and industry best practices
  - ii) Prepare recommendations for the Health Commissioner for approval including implementation of new and updated policies, acquisition of technical security measures, or physical security measures. All new policies shall be approved by the Health Commissioner. The Health Commissioner shall have final authority on risk management decisions.
  - iii) Update and maintain the HIPAA Security Policies as detailed in [Policies 1380 HIPAA Assignments and Documentation](#) and [Policy 1350 Policy Updating and Staff Training](#).
  - iv) Implement security measures sufficient to reduce risks and vulnerabilities to a reasonable and appropriate level so as to comply with HIPAA regulations.
  - v) Train CANTON CITY PUBLIC HEALTH staff regarding compliance
  - vi) Monitor CANTON CITY PUBLIC HEALTH compliance with the information security policies, and take action as appropriate based on this monitoring

### REFERENCES

NIST SP 800-30, Risk Management Guide for Information Technology Systems, Revision 1, 2012  
CERT at [www.cert.org](http://www.cert.org)  
SANS at [www.sans.org](http://www.sans.org)  
Center for Internet Security at [www.cisecurity.org](http://www.cisecurity.org)



# HIPAA PRIVACY AND SECURITY POLICIES

## 2010 Data Backup Policy

### **POLICY**

The Canton City IT Department will insure that a robust data backup regimen is in place and operational at all times. The Canton City IT Department shall insure that the procedures below are consistently maintained. This policy works in conjunction with the Information Technology Policy, 800-005-P.

### **AUDIENCE**

Canton City IT Department

### **AUTHORITY**

[45 CFR 164.308\(a\)\(7\)\(ii\)\(A\)](#) Data Backup Plan

### **PROCEDURES**

- 1) **Data Criticality Analysis.** A Data Criticality Analysis shall be performed and updated as appropriate. The backup regimen must be developed in a manner consistent with the data criticality. Refer to Appendix G - Miscellaneous.
- 1) **Multiple Backup Generations.** Backups should include as many generations as is practical to store. One backup per day is appropriate.
- 2) **Backup Software.** Appropriate backup software shall be maintained, with appropriate scripting. These scripts shall be reviewed and adjusted as appropriate whenever hardware or software upgrades are performed to insure that appropriate data backup is maintained.
- 3) **Off-site storage.** Backup regimens for data determined by data criticality analysis to be “mission critical” or “important” should include an off-site backup, that is, in a separate facility from the one containing the physical hardware.
- 4) **Backup Documentation.**
  - A) A written description of the backup regimen must be maintained, including a description of the backup software utilized, the backup method used (e.g. full system or incremental), details of the generations maintained, naming conventions used, names of backup scripts, and other information necessary to understand the backup strategy.
  - B) User documentation, for use by a system administrator, shall be maintained to allow for an alternate person to verify the daily operation of the backup.
- 5) **Responsibility.** The Fiscal Officer shall designate the employee with primary responsibility personally handle the backup if needed in-house. In the event that he/she is absent from work, an alternate individual shall be responsible. All individuals responsible for this critical function should be trained and familiar with the backup design and the procedure for daily verification.
- 6) **Backup Log.** A log shall be maintained documenting the date, person, verification that backup was completed successfully, and any comments. Problems should be immediately reported to the Fiscal Officer, or if the Fiscal Officer is away from the office, to the Health Commissioner.
- 7) **Backup Media Security.** Backup media shall be encrypted and maintained in a secure location.
- 8) **Testing and Plan Revision.** Review and update of the data backup plan should be conducted with any significant update of the technical environment. Backup must be tested as detailed in [POLICY 2020 DISASTER RECOVERY PLAN AND EMERGENCY MODE OPERATION](#).

# HIPAA PRIVACY AND SECURITY POLICIES

## 2020 Disaster Recovery Plan and Emergency Mode Operation

### POLICY

CANTON CITY PUBLIC HEALTH personnel shall develop contingency plans to prepare for system failures, and to prepare procedures for maintaining critical operations in the event of system failure. Refer to Continuity of Operations Plan (COOP).

### AUDIENCE

Health Commissioner

### AUTHORITY

[45 CFR 164.308\(a\)\(7\)](#) Contingency Plan

### PROCEDURES

- 1) **Disaster Recovery Team.** If appropriate, the HIPAA Security Officer shall establish a Disaster Recovery Team to assist in the preparation of contingency plans as well as to execute assigned tasks in the event of a disaster. This team may include one or more outside consultants or software support vendors. The Health Commissioner shall direct this team and is responsible for all tasks identified in this policy.
- 2) **Scenario Identification.** Contingency planning shall begin with identification of likely failure scenarios. These scenarios should include, at a minimum, failure of one or more servers, data corruption of one or more subsystems, and catastrophic loss of the entire facility due to fire or other natural disaster.
- 3) **Preventative Measures.** The Health Commissioner shall, on an ongoing basis, evaluate the activities that are critical to CANTON CITY PUBLIC HEALTH operations and implement preventative measures to reduce the likelihood of system failure. These would include technical measures such as RAID technology, backup power supplies, fire suppression systems, database transaction logging and the like.
- 4) **System and Data Recovery Plan.** Refer to Appendix G – Miscellaneous. The Health Commissioner shall maintain a written system and data recovery plan, and take reasonable steps to mitigate losses, for likely failure scenarios. The written plan should include:
  - A) Computer applications shall be reviewed and assessed as to their criticality for maintaining CANTON CITY PUBLIC HEALTH operations. The results of this assessment shall be documented.
  - B) Development of written documentation of tasks and responsibilities for members of the Disaster Recovery Team in the event of various failure scenarios.
  - C) System inventory, as specified in the [Policy 2000 HIPAA Security Officer and Security Management Process](#) to facilitate replacement of vital equipment in the event of a catastrophic loss
  - D) Identification of, and contact information for, vendors who will be used for replacing equipment following a disaster.Reasonable steps to assure rapid recovery and mitigate losses can include, if appropriate:
  - A) Contracts with any necessary consultants and/or vendors to facilitate recovery, if deemed necessary and prudent by CANTON CITY PUBLIC HEALTH management
  - B) Contracts with hot and/or cold system sites if deemed necessary and prudent by CANTON CITY PUBLIC HEALTH management
  - C) Steps to manage risk, such as insurance policies, as deemed appropriate, for possible losses to mitigate the financial impact of disasters
- 5) **Emergency Mode Operations Plan.** Refer to Appendix G – Miscellaneous. The Health Commissioner shall maintain a plan to maintain vital operations in the event of a partial or complete system failure. This should begin with an identification of likely failure scenarios as described above. Elements of this plan may include:
  - A) Identification of downtime scenarios, such as loss of electrical power, loss of internet connectivity, hardware failure or software malfunction.
  - B) Maintenance of critical patient data in read-only format, updated regularly, on one or more workstations which are powered by battery backup and/or backup generator.
  - C) Procedures which allow staff to function, to the extent possible, in the event of system downtime.
- 6) **Plan Testing.** The Health Commissioner shall be responsible for plan testing of both the data recovery plan and emergency mode operations plan. Results of the test shall design and maintained for one year.

## HIPAA PRIVACY AND SECURITY POLICIES

- 7) **Off Site Storage of Key Documents.** A copy of the key documents described in this policy shall be maintained off site, in either paper or electronic form, so that they are readily and quickly assessable in the event of catastrophic loss of the facility.

### REFERENCES

[NIST SP 800-34 Rev 1 Contingency Planning Guide for Federal Information Systems](#)

# HIPAA PRIVACY AND SECURITY POLICIES

## 2030 Facility Security and Access Control

### **POLICY**

All employees shall be aware of facility security and access policies to insure that only authorized personnel have physical access to the facility and its equipment.

### **AUDIENCE**

Health Commissioner

### **AUTHORITY**

[45 CFR 164.310](#)(a)(1) Facility Access Controls

### **PROCEDURES**

- 1) The Health Commissioner shall create and maintain a facility security plan. This plan is kept in [Appendix D - Facility Security and Safeguards for Oral and Written PHI](#).
- 2) The Health Commissioner shall review and update the plan as needed.

# HIPAA PRIVACY AND SECURITY POLICIES

## 2040 Annual Security Evaluation

### **POLICY**

Annually the HIPAA Security Officer shall assure that a technical and non-technical evaluation of CANTON CITY PUBLIC HEALTH's computer infrastructure for conformance with HIPAA Security Policies and Procedures.

### **AUDIENCE**

HIPAA Security Officer

### **AUTHORITY**

[45 CFR 164.308\(a\)\(8\)](#) Evaluation

### **PROCEDURES**

- 1) **Annual Review of Regulations, Statutes, and Technological Issues to Update Security Policies.** On an annual basis, the HIPAA Security Officer will review any updates to federal HIPAA regulations, other applicable federal and/or state statutes, and technological issues and update the organization's security policies as appropriate. This review may be conducted internally, or upon the HIPAA Security Officer's recommendation and approval by the Health Commissioner, contracted to an outside firm.
- 2) **Annual Evaluation.** On at least an annual basis, an evaluation of the technical infrastructure and/or the organizations compliance with computer security regulations will be conducted. From year to year, type of evaluation(s) may vary and will be selected by the Canton City IT Department. Appropriate evaluations may include
  - A) Vulnerability scanning and remediation
  - B) Firewall audits
  - C) Penetration tests
  - D) Social Engineering exercises/tests
  - E) IT Asset audits to identify missing assets
  - F) Audits of policies and procedures for compliance with the HIPAA regulations
  - G) Audits of compliance with policies and procedures, including verification that the processes, procedures and documentation specified in the policies exist, and that the responsible personnel understand the policies
- 3) **Report and Recommendations.** When changes are made, the HIPAA Security Officer shall submit their report to the Health Commissioner with any recommendations. Documentation of results shall be retained for 6 years.

# HIPAA PRIVACY AND SECURITY POLICIES

## 2050 Audit Control and Activity Review Policy

### **POLICY**

System capabilities for maintaining audit trails of system use shall be enabled to permit forensic analysis and periodic activity reviews. Periodic activity reviews should be conducted to identify inappropriate activity so that appropriate corrective action is possible.

### **AUDIENCE**

Canton City IT Department

### **AUTHORITY**

[45 CFR 164.312](#)(b) Audit Controls

[45 CFR 164.308](#)(a)(1)(ii)(D) Information System Activity Review

[45 CFR 164.308](#)(a)(5)(ii)(C) Log-in Monitoring

### **PROCEDURES**

- 1) **System Activity Logs.** Activity logs shall be enabled at the following levels
  - A) Operating Systems (Windows Server, Windows Workstations): Audit Policy should be set to log logon events, account management events, policy changes, and system events as detailed in vendor recommended best practices.
  - B) Firewall Hardware and Software: Logs should be enabled to track inbound and outbound activity, including internet access.
  - C) Application Software: All software which stores data on individuals served shall have audit trail capabilities. Logs should be enabled in application software such as clinical record software, billing software, or information systems which store PHI information regarding individuals being served.
- 2) **Security on Logs.** Appropriate security features and passwords should be used at all levels above to permit log file access only by the Fiscal Officer and/or an individual designated by him/her.
- 3) **Quarterly Audit of PHI Access.** A review of system activity will be conducted on at least a quarterly basis. The Fiscal Officer shall design an audit strategy to identify probable or anticipated violations. Suspicious and/or inappropriate activities include but are not limited to:
  - A) Accesses to records of relatives of celebrities, celebrities' children or employees
- 4) **System Activity Review.** In a manner determined by the Canton City IT Department staff, he or she will monitor system activity to detect suspicious or unusual system activity, including:
  - A) High number of log-in attempts
  - B) Unauthorized changes to security settings
  - C) Access by individuals at unusual hours
  - D) Higher access/usage levels than normal
  - E) Web sites viewed by employees to verify that they are work related
  - F) Outside probe attempts and/or accesses via the internet connection
  - G) Other unusual patterns of activity
- 5) **Corrective Action.** The HIPAA Security Officer in conjunction with the Health Commissioner will initiate corrective action, in conjunction with other members of the management staff, in the event any inappropriate PHI access, or if suspicious or unusual system activity is detected.
- 6) **Purge of Log files.** System log files which grow large may be purged under the direction of the Fiscal Officer.
- 7) **Annual Policy Review.** Annual attention should be given this policy regarding audit controls, as the threat level varies and the cost of monitoring tools changes.

# HIPAA PRIVACY AND SECURITY POLICIES

## 2060 Malicious Software Protection Policy

### **POLICY**

All company computer systems will be protected by virus and malicious software protection capabilities.

### **AUDIENCE**

Canton City IT Department

### **AUTHORITY**

[45 CFR 164.308\(a\)\(5\)\(ii\)\(B\)](#) Protection from malicious software

### **PROCEDURES**

- 1) The Canton City IT Department will insure that all computers in the facility are protected with reputable software for protection against malicious software.
- 2) Appropriate configuration options will be established in the software to protect against malicious software contained in:
  - A) Incoming e-mail and e-mail attachments
  - B) Files saved to any hard disk
  - C) While browsing the internet
- 3) Necessary procedures will be implemented to enable centrally managed and/or automatic updates of the virus protection software. If the anti-virus software is not centrally managed, the Fiscal Officer shall periodically verify for each workstation that it is operable and updated.
- 4) Additional layers of security. As anti-virus software alone is not sufficient to provide complete protection against malicious software, additional layers of security shall be employed as detailed in [Policy 2090 Technical Safeguards](#).

# HIPAA PRIVACY AND SECURITY POLICIES

## 2070 Security Awareness Program

### **POLICY**

CANTON CITY PUBLIC HEALTH will conduct an ongoing security awareness program to train and refresh staff on CANTON CITY PUBLIC HEALTH's security policies. Priority topics shall include recognizing and avoiding malicious software, avoiding "social engineering" ploys, using passwords effectively, and adhering to workstation use policies.

### **AUDIENCE**

Fiscal Officer

### **AUTHORITY**

[45 CFR 164.308\(a\)\(5\)\(i\)](#) Security awareness and training

### **PROCEDURES**

- 1) The Fiscal Officer shall develop, and maintain, a security training program for new employees. This should include, at a minimum:
  - A) Password policies
  - B) Recognizing and avoiding malicious software
  - C) Understanding e-mail attachments
  - D) Safe web browsing practices
  - E) Dangers of downloading files from the internet
  - F) Understanding of "Social Engineering" and how to recognize such ploys
  - G) Knowledge of Workstation Use Policies
  - H) Consequences for non-compliance
  - I) Security Incident Reporting ProceduresOther appropriate topics may be included at the discretion of the Fiscal Officer. The program may be conducted one-on-one, via e-learning system, or other media as determined by the Fiscal Officer.
- 2) Upon initial implementation, the Security Training program will be provided to all staff. Subsequently, all new staff should receive the training.
- 3) At the discretion of the Fiscal Officer, periodic security awareness training may be offered to all employees. The Fiscal Officer shall develop a plan specifying the scope of the program; the goals; the target audiences; the learning objectives; the deployment methods; evaluation and measurement techniques; and the frequency of training.



# HIPAA PRIVACY AND SECURITY POLICIES

## 2080 Device and Media Disposal and Re-Use

### POLICY

Electronic storage media and devices shall be cleaned of protected health information and other confidential information prior to disposal and/or re-use.

### AUDIENCE

HIPAA Security Officer

### AUTHORITY

[45 CFR 164.310](#)(d) Device and Media Controls

### PROCEDURES

- 1) **Device Disposal/Reuse.** When disposing of computer equipment with PHI, or sending it for re-use or recycling, any data on the device should be removed. Computer equipment includes desktop or laptop PCs, tablets, smartphones, photocopy/imaging machines, medical equipment with memory capabilities, cameras, and any other device that stores PHI electronically. See “Technical Guidance” below for technical details for appropriate data removal techniques.
- 2) **Media Disposal Handled by HIPAA Security Officer.** As specified in [Policy 3080 Computer Usage](#), CANTON CITY PUBLIC HEALTH employees are prohibited from storing Protected Health Information on removable media. In the event of a legitimate requirement to store data on a device such as a CD or USB drive, the employee should be instructed to give it to the HIPAA Security Officer for disposal when it is no longer needed.
- 3) **Technical Guidance.** In accordance with instructions from the Secretary of HHS, technical guidance regarding media disposal should be obtained from [NIST SP 800-88 Guidelines for Media Sanitization](#). CANTON CITY PUBLIC HEALTH requires that at a minimum, data from electronic media should be “cleared”, that is, protected against a robust keyboard attack but not necessarily against a laboratory attack.
- 4) **Media Disposal and Re-use.** Procedures vary based on type of storage media:
  - A) **CDs, DVDs and Tapes:** CDs, DVDs and Tapes should be physically destroyed by a service who will issue a certificate of destruction.
  - B) **Hard Drives and floppy disks.** Hard drives and floppy disks should be reformatted prior to disposal or re-use.
  - C) **Other Media.** See [NIST SP 800-88](#) for disposal/recycling methods for other media.
- 5) **Records.** At the discretion of the HIPAA Security Officer, records of data destruction may be maintained. A certificate of destruction shall be obtained from any vendor handling data destruction. If records are maintained, the following guidelines are suggested:
  - A) Item Description
  - B) Make/Model
  - C) Serial number(s) / Property Number(s)
  - D) Backup Made of Information (Yes/No)
  - E) If Yes, location of backup
  - F) Item Disposition (Clear/Purge/Destroy)
    - i) Date Conducted:
    - ii) Conducted by
    - iii) Phone #
    - iv) Validated By
    - v) Phone #
  - G) Sanitization Method used
  - H) Final disposition of media (Disposed/Reused Internally/Reused Externally/Returned to Manufacturer /Other)

# HIPAA PRIVACY AND SECURITY POLICIES

## 2090 Technical Safeguards

### POLICY

Technical Safeguards will be employed as necessary to maintain the integrity of data, and to insure the security of data during transmission.

### AUDIENCE

HIPAA Security Officer

### AUTHORITY

[45 CFR 164.312\(c\)](#), (d) and (e) Integrity, authentication and transmission security

### PROCEDURES

- 1) **Firewalls.** Hardware and/or software firewalls shall be employed to protect against network intrusions. These should be configured to enforce CANTON CITY PUBLIC HEALTH policies, such as blocking of internet e-mail sites, and other safeguards.
- 2) **Wireless Networks.** Wireless networks, if employed, will be implemented with the following security options:
  - A) The beacon shall be enabled
  - B) The SSID should be changed from the default
  - C) WPA2 should be enabled
  - D) These security options should be reviewed annually and adjusted as appropriate as improved industry standards for wireless security are developed.
  - E) A strong password (8 or more characters including 1 upper case, 1 lower case and 1 digit) shall be used.
  - F) If guests are provided access to wireless networks to provide internet access, this access should be configured to prevent access to the internal company network
- 3) **Software Patching.** Hypervisor, operating system, and application software shall be patched on a timely basis:
  - A) Workstations. Workstations should be monitored regularly so that installed software is patched when determined to be appropriate by the Canton City IT Department.
  - B) Servers. Software on servers shall be patched after appropriate testing by the department's electronic patient record/billing software vendor.
  - C) Hypervisors. If virtualization is used, the hypervisor shall be kept patched.
- 4) **Secure Configuration.** Operating System, Application Software and other hardware/software shall be securely configured.
  - A) Default administrator passwords shall be removed, and new administrator accounts shall be protected with strong passwords.
  - B) Unnecessary services should be disabled.
  - C) Logging should be enabled per best practices.
  - D) For Microsoft software, Microsoft's secure configuration guidelines should be used.
- 5) **Virtualization Software and environment.** If virtualization is employed, the virtualization-enabling software, aka "hypervisors", shall be secured as follows:
  - A) unneeded capabilities shall be disabled to reduce potential attack vectors
  - B) A strong password (minimum of 8 characters, 1 upper case, 1 lower case, 1 digit) shall be used for the management console
  - C) Synchronize the virtualized infrastructure to a trusted authoritative time server, and synchronize the times of all guest OS's
  - D) Harden the host OS of the hypervisor by removing unneeded applications, and setting OS configuration per the vendor's security recommendations
  - E) Use separate logon credentials for each virtual server
- 6) **E-mail.** For transmission of PHI, secure e-mail should be employed if PHI is to be included in any email. A reputable secure email vendor shall be utilized. The E-mail system should be configured, if possible, to automatically detect and encrypt messages containing PHI. See also [Policy 3080 Computer Usage](#).
- 7) **Encryption of desktop, mobile devices and portable media.** When encryption of end-user devices is determined appropriate based on risk analysis, CANTON CITY PUBLIC HEALTH shall employ the

## HIPAA PRIVACY AND SECURITY POLICIES

framework detailed in [NIST Special Publication 800-111, Guide to Storage Encryption technologies for End User Devices](#). Specifically,

- A) CANTON CITY PUBLIC HEALTH should consider solutions that use existing system features (such as operating system features) and
  - B) infrastructure should use centralized management for all deployments of storage encryption except for standalone deployments and very small-scale deployments
  - C) should select appropriate user authenticators for storage encryption solutions
  - D) should implement measures that support and complement storage encryption implementations for end user devices
- 8) **Transmission Security.** For data in motion, the HIPAA Security Officer implement solutions consistent with the Secretary of HHS's guidance on securing PHI. Valid encryption processes for data in motion are those that comply with the requirements of [Federal Information Processing Standards \(FIPS\) 140-2](#). These include, as appropriate, standards described
- A) [NIST 800-77, Guide to IPsec VPNs](#),
  - B) [NIST 800-113, Guide to SSL VPNs](#)
  - C) Other [FIPS 140-2](#) Security Requirements for Cryptographic Modules
- 9) **Appropriate Audit Controls in CANTON CITY PUBLIC HEALTH-Used Software.** Software with PHI used by CANTON CITY PUBLIC HEALTH should be evaluated for the appropriate level of audit control, such as logging of all transactions or logging of key events such as creating, viewing, changing, or deleting PHI. In the event of deficiency of software currently in use, requests to vendors for enhancements should be made as appropriate. Appropriate audit controls should be a criteria for continued use of and/or procurement of any new operating or application software.
- 10) **Automatic Log Off.** Appropriate measures shall be taken, based on the technology available, to enable the automatic log-off provisions as determined by the risk assessment. See also [Policy 3080 Computer Usage](#) .
- 11) **Integrity Checks.** The HIPAA Security Officer should run integrity checks on database applications periodically.

# HIPAA PRIVACY AND SECURITY POLICIES

## 2100 Breach Reporting

### POLICY

The department will notify patients, the Secretary of HHS and, when appropriate, the news media regarding breaches of protected health information.

### AUDIENCE

HIPAA Security Officer

### AUTHORITY

[45 CFR Part 164, Subpart D](#) HIPAA Breach Notification Rule

### PROCEDURES

- 1) Upon becoming aware of a privacy rule violation or security incident, the HIPAA Security Officer and HIPAA Privacy Officer shall jointly determine if the incident meets the definition of a breach. If a Security Incident Response Team (Team) has not been assembled, they may assemble a Team at this point. Legal counsel and other outside expert advice shall be obtained, if appropriate, for additional guidance on the Team. An investigation should be launched, with attention to preserving evidence. The Team shall follow the following 3 step procedure:
  - A) Was there acquisition, access, use, or disclosure of PHI that violates the Privacy rule? If “no”, there is no breach. Otherwise, proceed to the next step.
  - B) Does one of the statutory exceptions listed in the [breach](#) definition in Policy 1000 apply? If “yes”, there is no breach. Otherwise, proceed to the next step.
  - C) Unless the incident is clearly a breach, the Team shall conduct a risk assessment. The risk assessment, per HIPAA regulations, shall consider at least the following factors:
    - i) The nature and extent of the protected health information involved, including the types of identifiers and the likelihood of re-identification;
    - ii) The unauthorized person who used the protected health information or to whom the disclosure was made;
    - iii) Whether the protected health information was actually acquired or viewed; and
    - iv) The extent to which the risk to the protected health information has been mitigated.The results of this evaluation shall be documented and maintained for 6 years as detailed in [Policy 1380 HIPAA Assignments and Documentation](#). If the risk assessment demonstrates that there is a low probability that PHI has been compromised, then no breach has occurred and this process may stop. Otherwise, a breach has occurred and the Team should proceed with the steps that follow in the remainder of this policy.
- 2) **Public Relations Strategy.** The Team should develop a public relations strategy to include when and who should speak to the media and what should be said.
- 3) **Breach Notification.** In the event of a breach, the Team shall:
  - A) Notify Individuals affected by the breach without unreasonable delay (and in no case later than 60 calendar days after the discovery of the breach):
    - i) In the event of an urgent situation, the board may use telephone, email or other means to immediately notify individuals of the breach.
    - ii) Prepare formal written notification for approval by superintendent. The notification shall be written in plain language and include the following:
      - 1) A brief description of what happened, including the date of the breach and the date of discovery of the breach, if known;
      - 2) A description of the types of unsecured protected health information that were involved in the breach;
      - 3) Any steps that individuals should take to protect themselves from potential harm resulting from the breach;
      - 4) A brief description of what the board is doing to investigate the breach, to mitigate harm to individuals, and to protect against any further breaches; and

## HIPAA PRIVACY AND SECURITY POLICIES

- 5) Contact procedures for individuals to ask questions or learn additional information, which shall include a toll-free telephone number, an e-mail address, web site or postal address.
- iii) Send the primary breach notification to:
  - 1) Individuals affected by the breach by first-class mail at their last known address, or by e-mail if agreed in advance by the individual for this type of notice, or
  - 2) Parent, guardian, or HIPAA Personal Representative of the Individual in the event the individual is a minor and/or not competent to make decisions, or
  - 3) Next of kin or personal representative of the Individual in the event that the individual is deceased and the next of kin name and address are available.
- iv) Track returned mail and provide a substitute notice to Individuals who did not receive the primary notification (no further effort is necessary for unreachable next-of kin):
  - 1) In the event that fewer than 10 individuals, the HIPAA Security Officer shall research updated address and/or phone number and make best efforts to inform those individuals by either phone or mail.
  - 2) In the event that 10 or more individuals are not reachable by first class mail,
    - a) A toll-free phone number shall be established, and staffed with operators, for at least 90 days
    - b) a notice shall be conspicuously placed on the board's web site home page with details of the above details on the breach plus the phone number
- B) Notify the news media if more 500 Individual records are involved in the breach
  - i) Under direction of the board superintendent, a press release shall be prepared detailing the information in section 2Ab above, and other relevant information.
  - ii) Upon approval of the board superintendent, the press release shall be issued without unreasonable delay (and in no case later than 60 days after discovery of the breach) to the major print, broadcast and online media serving the county.
- C) Notify the Secretary of the Department of HHS regarding the breach
  - i) In the event that the breach involves 500 or more individuals, notice to the Secretary should be provided at the same time as the Individual notification in the manner detailed on the HHS Web site.
  - ii) For breaches involving fewer than 500 individuals, a log including at a minimum the information in 2Ab above, and other relevant information, should be maintained. At the end of the calendar year, the contents of the annual log should be provided to the secretary in the manner detailed on the HHS Web site.
- 2) **Breaches by Business Associates.** Breaches by business associates are handled in the same manner. Business associates are obligated to cooperate in providing necessary information; the board is responsible for issuing the notice detailed in this policy.
- 3) **Law Enforcement Delay.** The notices to Individuals and the media may be delayed if a request is received by a law enforcement official:
  - A) If written notice is received from a law enforcement official which specifies the time period of delay, the board shall comply with that request.
  - B) If the request is made orally, the notification shall be delayed but not longer than 30 days from the date of the oral request.
- 4) **Documentation.** Documentation, including any notices provided, incident reports, meeting notes, especially those which document the date of the breach, shall be maintained for 6 years. For the legal purposes, including the timelines in policy, the date of breach discovery shall be the date that the board should have become aware if it exercised reasonable diligence. Breaches shall also be recorded in the [Disclosure Log](#) to facilitate compliance with the Accounting for Disclosures requirements.

## HIPAA PRIVACY AND SECURITY POLICIES

# SECURITY POLICIES FOR OFFICE MANAGER & SUPERVISORS

## 3010 Employee System Access and Termination Procedures

### POLICY

System access will be granted to employees in a manner consistent with the HIPAA Privacy laws and other state regulations, including specific policies for access control, granting access to new staff and staff with assignment changes, handling staff terminations, password selection, maintenance and use, and access to the system in the event of an emergency. This policy is to be used in conjunction with the IT policy, 800-005-P.

### AUDIENCE

Health Commissioner, Office Manager, Supervisors, HIPAA Security Officer

### AUTHORITY

[164.308\(a\)\(3\)](#) & [\(a\)\(4\)](#) Workforce Security and Information Access Management

[164.312\(a\)](#) Access Control, Unique User identification, Emergency access procedure, and Automatic logoff

[164.308\(a\)\(5\)](#) Password Management

### PROCEDURES

#### AUTHORIZATION TO SYSTEMS AND ROLE-BASED ACCESS CONTROLS

##### Audience: HIPAA Privacy and Security Officer

- 1) The HIPAA Security Officer shall coordinate with the Privacy Officer to maintain and document a current “minimum necessary” analysis, per the [Policy 1020 Minimum Necessary Policy](#) which identifies the classes of persons (job descriptions) and the categories of Protected Health Information which they need access to. These should be maintained in [Appendix E - Workforce Access to PHI and Safeguards](#).
- 2) The HIPAA Security Officer shall utilize the security capabilities of the various network and application software systems at the department and develop role-based “Access Profiles” for these different job descriptions. Vendors will be contacted for any enhancements necessary for appropriate implementation of these access profiles.
- 3) The authority to grant access to information systems rests with Health Commissioner and is delegated to the HIPAA Security Manager. Implicit in a hiring decision is the provision of access to the information systems necessary for the job, as determined above based on the minimum necessary analysis and the Access Profiles.
- 4) In certain situations, such as when employees are assigned special projects, information access may be required beyond what the job description would dictate. In these cases, the HIPAA Security Officer, after any necessary consultation with the management staff at the CANTON CITY PUBLIC HEALTH, shall have the authority to grant access to information systems which go beyond the standard Access Profiles described above. Access should be terminated when the need for access is completed.
- 5) The HIPAA Security Officer shall maintain an updated, inventory of employees with access to PHI and the access rights which are granted.
- 6) At the discretion of the HIPAA Security Officer, he or she may annually audit the access controls to verify that the above policies have been implemented properly and consistently. Such an audit could include verification that recently terminated employees no longer have access, a review of access for employees with job changes in the previous year, and a random sampling of other employee access authorization.

#### SYSTEM AND FACILITY ACCESS FOR NEW HIRES

##### Audience: Supervisors, Office Manager

- 1) Supervisors and/or the Office Manager shall direct requests for access to PHI information systems to the HIPAA Security Officer or his/her designee. The HIPAA Security Officer shall verify with the Office Manager in the event of any question regarding the accuracy of the job assignment.
- 2) The Fiscal Officer shall issue any necessary office keys to the new hire and maintain records of the keys issued.
- 3) The Canton City IT Department or appropriate department staff person will assign new hires requiring computer access a unique network User ID and password, and/or User IDs and passwords for other application

## HIPAA PRIVACY AND SECURITY POLICIES

systems. Security settings appropriate for the individual will be assigned in accordance with this policy, as described above.

- 4) The Canton City IT Department or appropriate department staff person shall communicate the User IDs and passwords in a manner which does not compromise security by revealing the passwords to another person.
- 5) As described above, the Fiscal Officer or appropriate department staff person will maintain documentation of system access rights.
- 6) The IT Department will configure a User Data Area on the Server to provide data storage space for the employee. All data is to be stored on the server and not on individual workstations.
- 7) Automatic Logoff. The IT Department shall configure user accounts with access to PHI to automatically logoff after 20 minutes of inactivity, unless a different determination is made in the Risk Analysis.
- 8) Employees will receive Security Awareness Training, in the manner chosen by the HIPAA Security Officer, in accordance with the [Policy 2070 Security Awareness Program](#). In addition, new employees should receive a written or electronic copy of these HIPAA Privacy and Security Policies, and they will sign written acknowledgement (form #800-016-03-F) that they understand and will adhere to all policies. This will be maintained in the employee personnel file.

### PASSWORD MANAGEMENT

#### **Audience: IT Department**

- 1) Passwords shall be set as stated in the IT Policy, 800-005-P.
- 2) The IT Department shall implement a mechanism to insure that all employees change their passwords at least every 6 months.
- 3) The IT Department shall not maintain a list of user passwords but should use the “Administrator” account on the workstation to perform maintenance activities.
  - A) In cases where IT personnel might need to be logged in to a user’s account for maintenance they should request that user to log them in to the account without providing the password. If this is not possible, the password can be temporarily changed by logging in to the administrator account and using the administrative tools. The IT department would then be responsible for the security of the User ID until the user is provided the opportunity to change the temporary password.

### EMPLOYEE JOB CHANGES

#### **Audience: Supervisors, Fiscal Officer**

- 1) The Supervisors shall notify the Fiscal Officer of all job changes so that adjustments to system access can be made if necessary.

### EMPLOYEE TERMINATION

#### **Audience: Supervisors, Human Resource Department, HIPAA Security Officer**

- 1) On the last day of employment, employee passwords to the network and Application Software will be changed and/or their User IDs will be disabled. The individual’s keys to the facility should be returned.
- 2) The Fiscal Officer shall document the disabling of system access.
- 3) For involuntary terminations or certain administrative leave situations, in the event that any manager believes there is the potential for any retaliatory behavior, that manager should notify the HIPAA Security Officer who shall take appropriate precautions to insure the integrity and security of confidential CANTON CITY PUBLIC HEALTH information. This could include such measures as:
  - A) Physically escorting the individual off the premises after notifying him/her of the termination
  - B) Disabling system access as specified above on a timely basis
  - C) Requiring all staff in the individual’s workgroup to change passwords
  - D) Other measures as deemed appropriate by the Information Security Manager based on the technical sophistication of the individual and perceived threat.

### EMERGENCY SYSTEM ACCESS

## **HIPAA PRIVACY AND SECURITY POLICIES**

### **Audience: Supervisors, HIPAA Security Officer**

In the event of an emergency, such as a life-threatening situation in which immediate access to PHI is required, a staff member who does not have appropriate system permission but requires access shall contact the HIPAA Security Officer (or another staff person in that department) who will provide the necessary access on an expedited basis.



# HIPAA PRIVACY AND SECURITY POLICIES

## HIPAA ADMINISTRATIVE REQUIREMENTS SECURITY POLICIES FOR ALL STAFF

### 3080 Computer Usage

#### POLICY

Each staff member is responsible for understanding and following the policies regarding workstation use and security.

#### AUDIENCE

All Staff

#### AUTHORITY

[164.310](#)(b) Workstation Use and (c) Workstation Security

[164.308](#)(a)(5) Log in Monitoring

#### PROCEDURES

##### WORKSTATION USE

- 1) **System is for Job Duties.** Computer workstations, including use of internal systems, e-mail and the internet, are for use by employees to conduct their job responsibilities.
- 2) **Internet Use.** Employees should exercise good judgement when using the internet in order to maintain a secure system and network.
  - A) Employees are prohibited from both downloading and installing executable programs without the express permission of the Fiscal Officer or designee (see pre-approved list of programs in the IT Policy, 800-005-01-A). Employees must not download, view text or images, or otherwise engage in communications which involve pornographic or racist materials; obscene material, derogatory, inflammatory or profane material; any other objectionable material. Copyrighted materials such as software or music files must not be downloaded in violation of copyright law.
    - a) The Fiscal Office and HIPAA Security Officer shall establish guidelines to assist Directors/Administrators in recognizing executable programs that might jeopardize the system or network security
- 3) **E-Mail Use.** Employees with CANTON CITY PUBLIC HEALTH e-mail accounts should check e-mail daily. E-mail is to be used for CANTON CITY PUBLIC HEALTH purposes only. E-mail should be written in professional manner and should be courteous and respectful. Other policies when using e-mail:
  - A) Standard e-mail is not a secure method of delivery. Use of email to transmit any PHI is prohibited except in the limited case specified in the HIPAA regulations and outlined in [Policy 1200 Patient's Right of Access to Records](#), when a patient requests that an electronic copy of their record be sent via email.
  - B) Use only CANTON CITY PUBLIC HEALTH-supplied e-mail account. The use of internet-based e-mail accounts such as Yahoo mail is prohibited.
- 4) **Social Media and Instant Messaging.** Social Media use shall be compliant with [Policy 3082 Use of Social Media](#). Instant Messaging software shall not be used on CANTON CITY PUBLIC HEALTH workstations.
- 5) **Personal Use of System Must be Limited.** Use of Health District computers for any personal use that interferes with the public mission of the District is prohibited. In particular, any video and/or audio streaming for personal use is expressly prohibited.
- 6) **Storage of PHI or Confidential material to Removable Media Prohibited.** Personnel may not copy to removable media, or transmit via e-mail or fax or other method, any CANTON CITY PUBLIC HEALTH confidential information or Protected Health Information on CANTON CITY PUBLIC HEALTH computer

## HIPAA PRIVACY AND SECURITY POLICIES

system, except when specifically authorized by the HIPAA Security Officer for CANTON CITY PUBLIC HEALTH purposes.

- 7) **All Usage is Logged.** CANTON CITY PUBLIC HEALTH RESERVES THE RIGHT TO MONITOR ALL USAGE OF CANTON CITY PUBLIC HEALTH WORKSTATIONS, THROUGH THE LOGGING AND STORAGE OF ALL ACTIVITY, INCLUDING ALL E-MAILS SENT OR RECEIVED, WEB SITES BROWSED, AND OTHER ACTIVITY. All logs of employee activity are property of CANTON CITY PUBLIC HEALTH. Employees will be held accountable for all computer usage performed using their User ID.
- 8) **Data Storage on Server Only.** Except with permission from the Fiscal Officer, all data must be stored on the server. Employees must use proper procedures to store word processing files, spreadsheets, financial programs, and other data files in the appropriate location on the server. Any staff unfamiliar with the proper procedure should contact the HIPAA Security Officer for instructions on how to access their User Directory on the server. **NO DATA ON WORKSTATIONS IS BACKED UP!**

### WORKSTATION SECURITY

- 1) Except with specific approval of the HIPAA Security Officer, workstations must not be setup in a public access area.
- 2) All employees should understand how to avoid malicious software, and must not adjust any settings on anti-virus software installed on workstations.
- 3) Workstation monitors that are used to access PHI should not face in a direction that makes visual access available to unauthorized users.
- 4) Workstations should be configured with automatic logoff capability so that they will become inaccessible after 20 minutes of system inactivity, or as determined by the HIPAA Security Officer.
- 5) Employees must not install any software on their computer except in accordance with the policy outlined under “3080, Workstation Use, 2) Internet Use”.
- 6) All CANTON CITY PUBLIC HEALTH servers must be secured with a strong password (see “User IDs and Passwords” below) and setup to automatically lock out user access after a maximum of fifteen minutes of inactivity or at a shorter time interval as determined by the individual departments.

### USER IDs and PASSWORDS

- 1) Each employee is assigned a unique User ID and Password. Employees will be held accountable for all system activity performed using this User ID. Inappropriate use of systems attributable to an employee’s User ID may result in employee sanctions, including termination, and in the event of violation of laws, civil and criminal prosecution. Consequently, passwords should be kept secure and confidential.
- 2) Passwords (see “3010, PASSWORD MANAGEMENT 1”). The letters should not spell a word in a dictionary or a person’s name. The password should not be related to the person in any way, as in a birth date, spouse, pet name, or anything which can be easily guessed.
- 3) In general, passwords should be memorized and not written, especially not in the vicinity of a workstation.
- 4) Users are required to change all passwords at least every 6 months.
- 5) Users are not permitted to allow others to access the system with their User ID and/or divulge their password.

### EMERGENCY SYSTEM ACCESS

- 1) In the event of an emergency where immediate access to system information is required but not immediately possible, employees should contact the HIPAA Security Officer, who has contingency plans to allow access to vital data in a wide variety of scenarios (system down, patient emergencies which mandate system access by personnel who otherwise are not permitted access.)

# HIPAA PRIVACY AND SECURITY POLICIES

## 3082 Use of Social Media

### POLICY

When using department computers, Social Media sites, including Facebook, LinkedIn and others, are to be used only in conformance with this policy. This policy also addresses requirements for use of social media from outside the department.

### AUDIENCE

All Staff

### PROCEDURES

- 1) **CANTON CITY PUBLIC HEALTH Sponsored Use.** The HIPAA Privacy officer or Health Commissioner may approve the establishment of a CANTON CITY PUBLIC HEALTH sponsored Company Page or Social Media Site.
- 2) **Personal use of Facebook and other social network sites by employees.**
  - A) Employee Personal use of Facebook.
    - i) **Employee Use during Work Hours.** During work hours, employees are expected to focus on work-related activities. Consequently, in general, they are expected to keep Facebook and other social network sites closed so they do not lose productivity unless related to his/her work (i.e., Public Information Office, Disease Intervention Specialist)
    - ii) **Employee Use at any time.** Facebook and other social network sites is a new communication medium. The medium is semi-public; while it includes many options for specifying levels of privacy, Facebook users often share private information in unintended ways. Consequently, any use of Facebook has the potential to become a public communication, so, employees of CANTON CITY PUBLIC HEALTH must follow the following guidelines:
      - 1) **Sharing of work-related activities.** Employees should limit the sharing of any CANTON CITY PUBLIC HEALTH related information to information that they would be acceptable to be made public, for example, on the front page of a major newspaper.
        - a) Examples of information that would be appropriate to share on one's wall include:
          - i) The employee's excitement and satisfaction with the work and mission of CANTON CITY PUBLIC HEALTH,
          - ii) Details of an upcoming public event sponsored by CANTON CITY PUBLIC HEALTH, such as a local "Health Fair" day,
          - iii) The name of a friend who is a co-worker at CANTON CITY PUBLIC HEALTH
        - b) Examples of information that would be inappropriate to share on one's wall include:
          - i) The name of a patient of CANTON CITY PUBLIC HEALTH
          - ii) A complaint about CANTON CITY PUBLIC HEALTH such as displeasure with a supervisor or co-worker
          - iii) Any Protected Health Information, or PHI, (which includes facial images of Patients)
        - c) Employees shall not be prohibited from any communication that is protected and regulated by the National Labor Relations Board.

Employees are further encouraged but not required to limit communications on Facebook to those that would portray them in a professional manner.
      - 2) **Friending.** It is management's judgment that employees must not "friend" any patient being served by CANTON CITY PUBLIC HEALTH, or the parent/guardian of a Patient being served. CANTON CITY PUBLIC HEALTH expects employees to maintain an acceptable professional boundary with patients.
        - a) In cases where a relationship existed prior to the patient relationship, this recommendation may not apply. For example, if a Nursing Division employee were to administer a flu vaccine to a coworker's minor child that Nursing Division employee would not be expected to "unfriend" their coworker.
        - b) In cases where the employee does not work in the division providing the services, this recommendation may not apply. For example, if an Air Pollution Control (APC) Division employee becomes "friends" with a person they have a relationship with outside of

## HIPAA PRIVACY AND SECURITY POLICIES

work, whom happens to also receive services by the Nursing Division employees, unbeknownst to the APC Division employee.

- 3) **Messaging.** Employees must not use Facebook messaging for CANTON CITY PUBLIC HEALTH communications, especially if they involve PHI. This is prohibited since the department does not have a Business Associate agreement with Facebook.

# HIPAA PRIVACY AND SECURITY POLICIES

## 3085 Portable Computing Devices and Home Computer Use

### **POLICY**

Special procedures must be followed for employees who use portable computing devices, including laptop computers, smartphones and tablets for CANTON CITY PUBLIC HEALTH purposes, including devices that are owned by the employee. In addition, special measures must be utilized for any work at home arrangements involving the employee's home computer.

### **AUDIENCE**

All Staff

### **AUTHORITY**

[164.312\(a\)\(2\)\(iv\)](#) Encryption and decryption

### **PROCEDURES**

- 1) **Remote Access to CANTON CITY PUBLIC HEALTH Systems via mobile devices.** When using a mobile device (laptop computer, smartphone, or tablet) to access CANTON CITY PUBLIC HEALTH systems, a VPN connection must be used. Any employee who is unfamiliar with this technology must contact the designated IT contact for instructions.
- 2) **Encryption on Laptops and other mobile devices.** Employees who use CANTON CITY PUBLIC HEALTH provided laptop computers, smartphones, or other portable computing devices containing PHI must use the encryption features to reduce the impact of disclosure in the event that the device is lost or stolen.
- 3) **Text Messaging Prohibitions.** SMS Text messaging may not be used for any communications involving PHI. See the HIPAA Security Officer for a secure messaging capability if this is required.
- 4) **Lost devices.** Employees must immediately report lost or stolen devices to their supervisor and the HIPAA Security Officer in accordance with the Security Incident procedure.
- 5) **Employee-owned portable computing devices, (BYOD).** Employees may use their personal smartphones or other portable devices for the purposes of CANTON CITY PUBLIC HEALTH activities including email access. Employees are expressly prohibited from storing any PHI on a personally-owned device. Loss of a smartphone containing PHI is a security incident and should be reported per [Policy 3090 Security Incident Response and Reporting](#).
- 6) **Work at home and use of employee's home computer.** Employees working at home and using their home computers for work purposes are prohibited from storing PHI on their home computers. Employees must obtain permission from the HIPAA Security Officer prior to accessing EHR software from any device not owned by the Health District.
- 7) **Training.** The HIPAA Security Officer will provide training, as necessary, to employees on how to implement the security features required while using these devices.

# HIPAA PRIVACY AND SECURITY POLICIES

## 3090 Security Incident Response and Reporting

### **POLICY**

CANTON CITY PUBLIC HEALTH will monitor all electronic information systems with PHI access for breaches of security, mitigate harmful effects of security incidents to the extent practicable, investigate any deficiencies identified and correct them, and document any such security incidents and their outcomes.

### **AUDIENCE**

All Staff

### **AUTHORITY**

[45 CFR 164.308\(a\)\(6\)](#) Security incident procedures

### **PROCEDURES**

#### **Creation of Response Team and Contingency Planning**

- 1) The HIPAA Security Officer is responsible for managing security incident response and reporting. As part of a pro-active management process, he or she may recommend to the Health Commissioner assignment of individuals for an incident response team. The mandate to this group would be to coordinate CANTON CITY PUBLIC HEALTH's response to security incidents. This would include mitigation strategy, communications with law enforcement, CANTON CITY PUBLIC HEALTH's patients and the media. The incident response team may meet on a periodic basis to develop contingency plans, such as identification of security consultants who can be contacted in the event of a problem.

#### **Security Incident Reporting and Response Procedure**

- 1) Any employee who becomes aware of a security incident must immediately contact the HIPAA Security Officer to report the incident.
- 2) The HIPAA Security Officer and/or Incident Response Team will respond to all security incidents in an expedited manner to mitigate the potential harmful effects of the security incident. See [Policy 1300 Mitigation](#).
- 3) In conjunction with the HIPAA Security Officer, a written report must be filed within seventy-two hours (or as soon as practically possible) of becoming aware of the incident. The report should include
  - A) Date and time of report
  - B) Date and time of incident
  - C) Description of circumstances
  - D) Corrective action taken
  - E) Mitigating action taken

Documentation will be kept for 6 years.

- 4) The HIPAA Security Officer and/or Incident Response Team will conduct a post-incident analysis to evaluate the organization's safeguards and the effectiveness of response, and recommend to management any changes they believe appropriate.

# HIPAA PRIVACY AND SECURITY POLICIES

## APPENDICES

### Appendix A - Identifying Business Associates

#### Identifying your Business Associates

HIPAA-Covered Entities are obligated to identify and place any “Business Associate” under a contract that meets the specifications of the HIPAA regulations. Further, these Business Associates, as of January 25, 2013, are directly regulated by the HIPAA regulations and for the first time are subject to the same civil and criminal penalties for any failures to comply with the portions of the HIPAA regulations that apply to them.

An abbreviated definition of “Business Associate” is a person or entity, other than a member of the workforce that performs certain functions, activities or provides services that involve the use or disclosure of PHI on behalf of the department.

More specifically, the functions and activities that create a Business Associate relationship are:

- claims processing or administration,
- data analysis, processing or administration,
- utilization review,
- quality assurance,
- patient safety activities listed at 42 CFR 3.20,
- billing,
- benefit management,
- practice management,
- repricing,
- legal,
- actuarial,
- accounting,
- consulting,
- data aggregation,
- management,
- administrative,
- accreditation or
- financial services.

**Subcontractors of Business Associates are Business Associates.** A significant change in the January 25, 2013 HIPAA Rule changes is that subcontractors of your business associates, who have access to PHI, are now Business Associates. For example, suppose you contract with a billing service. The billing service subcontracts with computer support vendor to provide its billing system and software support. The computer support vendor is a Business Associate. However, it is billing service’s responsibility, not yours, to place the computer support vendor under the Business Associate contract.

1) Examples of Business Associate Relationships.

- A) A health care clearinghouse
- B) A computer contractor that provides support for the department software and/or its computer network and has access to PHI as part of its support and service capacity
- C) An answering service
- D) A collection agency
- E) A billing service
- F) A CPA firm whose accounting services to CANTON CITY PUBLIC HEALTH involves access to protected health information, such as a review of your accounts payable ledger which includes patient names on the patient refund checks.

## HIPAA PRIVACY AND SECURITY POLICIES

- G) An attorney whose legal services to CANTON CITY PUBLIC HEALTH involve access to protected health information, such as malpractice defense
  - H) A consultant that performs utilization reviews, compliance audits or billing support for CANTON CITY PUBLIC HEALTH.
- 2) Examples of relationships which are not Business Associates
- A) Other healthcare providers including hospitals, other physicians, home health agencies, labs, etc.
  - B) A physician or a nurse who is an independent contractor working at the department
  - C) Cleaning services
  - D) Contractors who provide services not relating to any of the above, such as electricians, plumbers, telephone installation personnel and carpenters

Note that while these entities are not Business Associates, it may be appropriate to include a confidentiality clause in any contract, such as in a contract with another physician who treats patients at your facility.

### **Full Definition of Business Associate from the HIPAA Rules (1/25/2013 Revision):**

- (1) Except as provided in paragraph (4) of this definition, business associate means, with respect to a covered entity, a person who:
  - (i) On behalf of such covered entity or of an organized health care arrangement (as defined in this section) in which the covered entity participates, but other than in the capacity of a member of the workforce of such covered entity or arrangement, creates, receives, maintains, or transmits protected health information for a function or activity regulated by this subchapter, including claims processing or administration, data analysis, processing or administration, utilization review, quality assurance, patient safety activities listed at 42 CFR 3.20, billing, benefit management, practice management, and re-pricing; or
  - (ii) Provides, other than in the capacity of a member of the workforce of such covered entity, legal, actuarial, accounting, consulting, data aggregation (as defined in §164.501 of this subchapter), management, administrative, accreditation, or financial services to or for such covered entity, or to or for an organized health care arrangement in which the covered entity participates, where the provision of the service involves the disclosure of protected health information from such covered entity or arrangement, or from another business associate of such covered entity or arrangement, to the person.
- (2) A covered entity may be a business associate of another covered entity.
- (3) Business associate includes:
  - (i) A Health Information Organization, E-prescribing Gateway, or other person that provides data transmission services with respect to protected health information to a covered entity and that requires access on a routine basis to such protected health information.
  - (ii) A person that offers a personal health record to one or more individuals on behalf of a covered entity.
  - (iii) A subcontractor that creates, receives, maintains, or transmits protected health information on behalf of the business associate.
- (4) Business associate does not include:
  - (i) A health care provider, with respect to disclosures by a covered entity to the health care provider concerning the treatment of the individual.
  - (ii) A plan sponsor, with respect to disclosures by a group health plan (or by a health insurance issuer or HMO with respect to a group health plan) to the plan sponsor, to the extent that the requirements of § 164.504(f) of this subchapter apply and are met.
  - (iii) A government agency, with respect to determining eligibility for, or enrollment in, a government health plan that provides public benefits and is administered by another government agency, or collecting protected health information for such purposes, to the extent such activities are authorized by law.
  - (iv) A covered entity participating in an organized health care arrangement that performs a function or activity as described by paragraph (1)(i) of this definition for or on behalf of such organized health care arrangement, or that provides a service as described in paragraph (1)(ii) of this definition to or for such organized health care arrangement by virtue of such activities or services.



## HIPAA PRIVACY AND SECURITY POLICIES

### Appendix B: Sample HIPAA Business Associate Agreement

Health Districts are obligated to place Business Associates under a contract that meets detailed specifications that were updated on 1/25/2013. Below is a contract that meets these specifications. Note that it must be customized in Appendix A with a brief clause which defines the “allowed uses and disclosures”. Several example clauses are included.

Any new contracts must comply with the new specifications.

**Limited Grandfathering of Existing Contracts.** BA Contracts compliant with earlier specifications that existed prior to 1/25/2013 and were renewed no later than 3/26/2013 will be deemed compliant until 9/22/2014. However, if the agreement is renewed on or after 9/23/2013, it must be updated to the new specifications.

#### HIPAA BUSINESS ASSOCIATE AGREEMENT

This BUSINESS ASSOCIATE Agreement (“Agreement”) is entered into by and between \_\_\_\_\_ (“BUSINESS ASSOCIATE”) and \_\_\_\_\_ (the “COVERED ENTITY”).

#### RECITALS

- 1) The purpose of this Agreement is to comply with the HIPAA Privacy and Security regulations found at 45 C.F.R. Part 160 and Part 164. This agreement is written to comply with the revisions enacted in the HITECH statute in February 2009, the regulation changes published in August 2009 and further updates published January 25, 2013.
- 2) Terms used in this agreement, including but not limited to “covered entity”, “business associate”, “Protected Health Information (PHI)”, “unsecured protected health information”, “use”, “disclose”, “breach”, and “security incident”, shall have the same meaning as defined in most current versions of the above referenced regulations.
- 3) COVERED ENTITY is a covered entity and regulated by the HIPAA regulations.
- 4) Per the January 25, 2013 HIPAA Regulation changes, BUSINESS ASSOCIATE is also regulated by the HIPAA regulations, and further agrees to comply with the unique requirements of this agreement.

NOW, THEREFORE, in consideration of the foregoing, the parties agree as follows:

- 1) **Allowed Uses and Disclosures of Protected Health Information.** The BUSINESS ASSOCIATE provides services for the COVERED ENTITY. The BUSINESS ASSOCIATE may use and disclose protected health information only as follows:
  - A) BUSINESS ASSOCIATE may use and disclose protected health information for the purposes specifically provided in Attachment A. In performance of the tasks specified in Attachment A, BUSINESS ASSOCIATE may disclose PHI to its employees, subcontractors and agents, in accordance with the provisions of this agreement.
  - B) BUSINESS ASSOCIATE may further use and disclose PHI, if necessary:
    - i) for the proper management and administration of the BUSINESS ASSOCIATE’s business, and/or
    - ii) to carry out the legal responsibilities of the BUSINESS ASSOCIATE if the disclosure is either
      - a) required by law, or

## HIPAA PRIVACY AND SECURITY POLICIES

- b) BUSINESS ASSOCIATE obtains reasonable assurances from the person to whom the information is disclosed that it will be held confidentially and used or further disclosed only as required by law or for the purpose for which it was disclosed to the person, and the person notifies the BUSINESS ASSOCIATE of any instances of which it is aware in which the confidentiality of the information has been breached.
- 2) **Responsibilities of BUSINESS ASSOCIATE.** With regard to its use and disclosure of protected health information, BUSINESS ASSOCIATE agrees to do the following:
- A) Use and/or disclose the protected health information only as permitted by this Agreement or as otherwise required by law; no further use or disclosure is permitted.
  - B) Use appropriate physical, technical and administrative safeguards to protect electronic PHI, and comply with the requirements of the HIPAA Security Regulations (45 CFR Part 164 Subpart C) which are applicable to business associates.
  - C) Report to the COVERED ENTITY any security incident, and any use or disclosure not provided by this contract, including breaches of unsecured protected health information as required by 45 CFR 164.410.
  - D) Require that subcontractors who create, receive, maintain or transmit ePHI on behalf of Business Associate comply with applicable HIPAA Security regulations by entering into a Business Associate contract with these subcontractors. The Business Associate contract shall meet the specifications of 45 CFR 164.314.
  - E) Make available to the individual any requested protected health information, in accordance with procedures specified by COVERED ENTITY and in compliance with 45 CFR 164.524, "Access of individuals to protected health information".
  - F) Make available for amendment, and incorporate any amendments to protected health information in accordance with the requirements of 45 CFR 164.526, "Amendment of protected health information".
  - G) Make available the information required to provide an accounting of disclosures in accordance with 45 CFR 164.528.
  - H) To the extent that BUSINESS ASSOCIATE is to carry out COVERED ENTITY's obligations under the HIPAA Privacy Regulations, 45 CFR 164 Part E, comply with the requirements of the Privacy Regulations in the performance of those obligations.
  - I) Make available all records, books, agreements, policies and procedures relating to the use and/or disclosure of protected health information to the Secretary of HHS for purposes of determining the COVERED ENTITY's compliance with the HIPAA regulations, subject to attorney-client and other applicable legal privileges.
  - J) Return to the COVERED ENTITY or destroy, as requested by the COVERED ENTITY, within 30 days of the termination of this Agreement, the protected health information in BUSINESS ASSOCIATE's possession and retain no copies or electronic back-up copies. If this is not feasible, BUSINESS ASSOCIATE will limit further uses and disclosures to the reason that return/destruction is not feasible, and to extend the protections in this agreement for as long as the protected health information is in its possession.
- 3) **Mutual Representation and Warranty.** Each party represents and warrants to the other party that all of its employees, agents, representatives and members of its work force, who services may be used to fulfill obligations under this Agreement, are or shall be appropriately informed of the terms of this Agreement and are under legal obligation to fully comply with all provisions of this Agreement.
- 4) **Term and Termination.**
- A) **Term.** This Agreement shall become effective on the Effective Date and shall continue in effect until all obligations of the parties have been met, unless terminated as provided herein or by mutual agreement of the parties.
  - B) **Termination.** As provided for under 45 C.F.R. §164.504, the COVERED ENTITY may immediately terminate this Agreement and any related agreement if it determines that the BUSINESS ASSOCIATE has breached a material provision of this Agreement. Alternatively, the COVERED ENTITY may choose to:
    - (i) provide the BUSINESS ASSOCIATE with 30 days written notice of the existence of an alleged material breach; and
    - (ii) afford the BUSINESS ASSOCIATE an opportunity to cure said alleged material breach upon mutually agreeable terms. Failure to cure in the manner set forth in this paragraph is grounds for the immediate termination of the Agreement.

## HIPAA PRIVACY AND SECURITY POLICIES

- 5) **Survival.** The respective rights and obligations of BUSINESS ASSOCIATE and COVERED ENTITY under the provisions of Sections 2(j), detailing BUSINESS ASSOCIATE's return and/or ongoing protections of protected health information, shall survive the termination of this Agreement.
- 6) **Amendment.** This Agreement supersedes any previously negotiated HIPAA Business Associate agreements. Further, it may be modified or amended only in writing as agreed to by each party.
- 7) **Notices.** Any notices to be given hereunder shall be made via U.S. mail or express courier, or hand delivery to the other party's address given below as follows:

If to BUSINESS ASSOCIATE

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If to COVERED ENTITY:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

IN WITNESS WHEREOF, the parties hereto hereby set their hands and seals as of \_\_\_\_\_.

**BUSINESS ASSOCIATE**

**COVERED ENTITY**

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

### Attachment A – Permitted Uses and Disclosures

BUSINESS ASSOCIATE is authorized to use protected health information for the purposes of

[INSERT A CLAUSE THAT DESCRIBES BUSINESS ASSOCIATE'S ALLOWED USES AND DISCLOSURES. THIS WILL VARY DEPENDING ON THE NATURE OF THE RELATIONSHIP. THE FOLLOWING IS AN EXAMPLE OF A CLAUSE FOR A BILLING SERVICE.]

**Example Clauses:**

**Billing Service:** Business Associate is authorized to use and disclose protected health information for the purposes of providing billing services and other activities detailed in the contract dated mm/dd/yy.

**Computer Software Vendor:** Business Associate is authorized to use and disclose protected health information for the purposes of providing software training, support and troubleshooting.

**Computer Network Support Consultant:** Business Associate is authorized to use and disclose protected health information for the purposes of providing computer network support services.

# HIPAA PRIVACY AND SECURITY POLICIES

## Appendix C: Sample Privacy & Security Officer Duties

### HIPAA Privacy Officer Job Description

**REPORTS TO:** Health Commissioner

**General Purpose:**

The privacy officer oversees all ongoing activities related to the development, implementation, maintenance of, and adherence to CANTON CITY PUBLIC HEALTH's policies and procedures covering the privacy of, and access to, patient health information in compliance with federal and state laws and CANTON CITY PUBLIC HEALTH's information privacy practices.

**Responsibilities:**

- Provides development guidance and assists in the identification, implementation, and maintenance of CANTON CITY PUBLIC HEALTH information privacy policies and procedures in coordination with CANTON CITY PUBLIC HEALTH management and administration, the HIPAA Committee, and legal counsel.
- Serves in a leadership role for all HIPAA activities.
- Performs initial and periodic information privacy risk assessments and conducts related ongoing compliance monitoring activities in coordination with the entity's other compliance and operational assessment functions.
- Works with legal counsel and the HIPAA committee to ensure CANTON CITY PUBLIC HEALTH has and maintains appropriate privacy and confidentiality consent, authorization forms, and information notices and materials reflecting current CANTON CITY PUBLIC HEALTH and legal practices and requirements.
- Oversees, directs, delivers, or ensures delivery of privacy training and orientation to all employees, volunteers, medical and professional staff, contractors, alliances, business associates, and other appropriate third parties.
- Participates in the development, implementation, and ongoing compliance monitoring of all business associate agreements, to ensure all privacy concerns, requirements, and responsibilities are addressed.
- Assists HIPAA Security Officer with handling of any security incidents and/or security rule violations.
- Works cooperatively with the applicable CANTON CITY PUBLIC HEALTH units in overseeing patient rights to inspect, amend, and restrict access to protected health information when appropriate.
- Establishes and administers a process for receiving, documenting, tracking, investigating, and taking action on all complaints concerning CANTON CITY PUBLIC HEALTH's privacy policies and procedures and, when necessary, legal counsel.
- Assists HIPAA Security officer by reviewing all system-related information security plans throughout CANTON CITY PUBLIC HEALTH's network to ensure alignment between security and privacy practices, and acts as a liaison to the information systems department.
- Maintains current knowledge of federal privacy laws, specifically HIPAA, as well as state privacy laws, accreditation standards, and monitors advancements in information privacy technologies to ensure CANTON CITY PUBLIC HEALTH adaptation and compliance.
- Cooperates with the Office of Civil Rights and other legal entities in any compliance reviews or investigations.
- Works with CANTON CITY PUBLIC HEALTH administration, legal counsel, and other related parties to represent CANTON CITY PUBLIC HEALTH's information privacy interests with external parties (state or local government bodies) who undertake to adopt or amend privacy legislation, regulation, or standard.
- Seeks outside help as necessary when not qualified to perform any of the duties above

**Qualifications of Privacy Officer:**

- Knowledge and experience in information privacy laws, access, release of information, and release control technologies.
- Knowledge in and the ability to apply the principles of health information management, project management, and change management.
- Demonstrated organization, facilitation, communication, and presentation skills.

# HIPAA PRIVACY AND SECURITY POLICIES

## HIPAA Security Officer Job Description

**REPORTS TO:** Health Commissioner

**GENERAL PURPOSE:**

The information security manager creates HIPAA Security Policies and orchestrates CANTON CITY PUBLIC HEALTH's Security Management Process so as to protect the confidentiality and integrity of patient, provider, employee, and business information in compliance with organization policies and standards.

**DUTIES:**

- 1) Document security policies and procedures created by the information security committee/council
- 2) Provide direct training and oversight to all employees, contractors, alliance, or other third parties with information security clearance on the information security policies and procedures
- 3) Initiate activities to create information security awareness within the organization
- 4) Perform information security risk assessments and act as an internal auditor
- 5) Serve as the security liaison to clinical administrative and behavioral systems as they integrate with their data users
- 6) Implement information security policies and procedures
- 7) Review all system-related security planning throughout the network and act as a liaison to information systems
- 8) Monitor compliance with information security policies and procedures, referring problems to the appropriate department manager
- 9) Coordinate the activities of the information security committee
- 10) Advise the organization with current information about information security technologies and issues
- 11) Monitor the access control systems to assure appropriate access levels are maintained
- 12) Prepare the disaster prevention and recovery plan
- 13) Secure professional help for assistance with any of the above if the individual is not qualified to perform the task

# HIPAA PRIVACY AND SECURITY POLICIES

## Appendix D -Facility Security and Safeguards for Oral and Written PHI

### FACILITY SECURITY PLAN

- 1) **Key and Card Access System.** The Fiscal Officer, in conjunction with the Health Commissioner, shall authorize and distribute keys and access cards (fobs) to staff based on their best judgment. When an employee is terminated, their keys shall be recovered and access terminated.
- 2) **Last Person Out Locks Doors.** When leaving at the end of the day, the last person out must insure that all outside doors are locked (this is routinely done by Vital Statistics staff).
- 3) **Verify Credentials of Service Personnel.** All employees should verify the credentials of any service personnel, such as telephone company representatives, computer support vendors, etc., before providing granting access to the facilities. In addition, employees should verify that the service person is performing an authorized service.
- 4) **Visitors.** Visitors such as vendors or other third parties will be escorted or otherwise supervised while in the office. Any employee who sees an unfamiliar person in a private area of the office suite shall politely verify the person's identity and authority to be on the premises, and take appropriate action with any unauthorized person.
- 5) **Computer Equipment Access.** The computer servers and networking equipment shall be kept in a locked room with limited access controlled by the Fiscal Officer and/or the Nursing Office Manager.

### SAFEGUARDS TO PROTECT ORAL AND WRITTEN PHI

- 1) Oral Privacy
  - A) Employees shall be aware of safeguarding oral communications. This includes being aware of surroundings, and using appropriate volume when speaking to prevent others from overhearing conversations.
  - B) Employees should refrain from holding conversations in common areas where patients, their family members, or visitors can overhear PHI.
  - C) Discussions concerning patients should be done in a private area and discussions must be limited to "need to know" information for purposes of providing the best services. Joking or complaining about patients is not permitted. Issues with patient behavior that require discussion among staff shall be done in a professional and respectful manner.
  - D) Overheard conversations are not to be shared or repeated.
  - E) When in a public place, any cell phone conversations should be conducted in a manner so as not to divulge PHI to bystanders.
- 2) Safeguards for Written PHI
  - A) Paper Charts and other Written Documentation
    - i) All employees using records for patients and other paperwork with PHI shall arrange these items so that PHI is not readily visible to other patients/visitors, especially in high traffic areas such as reception area.
    - ii) Charts and other written documentation shall be put away promptly after use, and always at the end of the day to reduce incidental exposures to cleaning personnel and others who may use the facilities at night. Charts shall be kept in designated locked cabinets. Access to the locked storage areas shall be controlled by the Nursing Director.
    - iii) Charts shall be available and accessible for patient care during regular business hours.
    - iv) Charts in use shall be stored away from patient view. When placing a chart outside a treatment room door, it shall be placed to minimize information that can be seen by a visitor or patient in the corridor.
    - v) Charts shall not be left unattended in areas accessible to unauthorized individuals.
    - vi) Whenever possible, the original chart will be used rather than a copy.
    - vii) Unneeded paper documents containing PHI shall be destroyed by shredding them in an office shredder or with a secure shredding service.
    - viii) Charts shall not be removed from the building without the authorization of the HIPAA Privacy and Security Officer.

## HIPAA PRIVACY AND SECURITY POLICIES

- B) Transportation/outside use of documents with PHI
  - i) Health district employees will remove patient records or copies of records only with permission and only for performance of his/her duties.
  - ii) Caseworkers and other employees who remove documents from the facility, to conduct field work, for example, are responsible for safeguarding these documents.
  - iii) While transporting paper documents, the documents shall be kept in a locked container.
  - iv) When leaving documents unattended in a personal vehicle, the vehicle shall be locked and the locked container shall be kept in the trunk and not visible.
  - v) If any documents with PHI are lost or stolen, the incident should be immediately reported to a supervisor.
- C) Faxing Procedure
  - i) When faxing a document with PHI, use a cover sheet which indicates that information is confidential, protected under state and federal laws, and not to be re-disclosed
  - ii) Care should be taken to transmit fax to the proper recipient
  - iii) Faxed documents should not be left at a common fax machine.
  - iv) Faxed documents containing PHI shall only be sent from a designated, secure fax machine.
- D) Printing and Copying PHI
  - i) Printers and copiers used for printing of PHI shall be in a secure, non-public location. If the equipment is in a public location, the information being printed or copied is required to be strictly monitored.
  - ii) PHI printed to a shared printer shall be promptly removed.
- E) Any written PHI in non-paper formats, such as medication bottles with patient Rx information, imprints on carbon films used in fax machines, should be destroyed appropriately.
- F) Cleaning personnel with access to the facility shall be placed under a confidentiality agreement.

## HIPAA PRIVACY AND SECURITY POLICIES

### Appendix E - Workforce Access to PHI and Safeguards

**Major systems legend:**

EHR, Electronic Record Software - Charts

PMS, Electronic Record Software - Billing and Scheduling

HDIS, Case Management / Immunizations / Time and Effort / Limited Billing

<b>Person, Classes of Persons, or Business Associates</b>	<b>Categories of PHI Needed</b>	<b>Comments / Additional Safeguards(*)</b>
Medical Director	All EHR, All PMS on an oversight basis	PMS access credentials will be enabled on an as-needed basis when necessary for management oversight
Nurse Practitioner	All EHR, All PMS on an oversight basis HDIS for time and activity	PMS access credentials will be enabled on an as-needed basis when necessary for management oversight
Clinical Staff (RNs)	All EHR except administration and clinical customization, PMS – scheduling, demographics, insurance cards and inquiry HDIS for all functions	
Nursing Clerical Staff	All PMS HDIS for immunization and time & activity	
Billing Staff	All PMS HDIS for time and activity and billing EHR – scheduling, demographics, insurance cards and inquiry	
Nursing Office Manager	All electronic systems - all functions	
Laboratory Personnel	EHR - laboratory sections HDIS - time and activity	
Disease Intervention Specialist	All PMS - Scheduling	
Director of Nursing	All EHR All PMS All HDIS	
InSync	All EHR and PMS	
HDIS	HDIS	Remote access to a specified workstation
City Auditor	Processes Refunds in Accounts Payable	
State Auditor	Paper financial records including billing journals, cash receipts journals and accounts payable journals	
City of Canton IT Department	HDIS; May be exposed to EHR data for configuration and troubleshooting issues	Access to information necessary for system support, including data backup and troubleshooting



## HIPAA PRIVACY AND SECURITY POLICIES

City of Canton Law Department	For collection purposes, Patient Demographics including guarantor information, Charges by line item (date of service, net charges, payments, balance due); Any information needed for their legal advice	Any unnecessary information will be redacted from the record
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Access control capabilities will be configured in the EHR and PMS systems based on this analysis

## HIPAA PRIVACY AND SECURITY POLICIES

### Appendix F – Minimum Necessary – Procedures for Routine Disclosures and Requests

#### ROUTINE DISCLOSURES

- 1) **Software & Network Providers** – Information in the computer system is incidentally available during system support activities. Computer support providers who have signed Business Associate Agreements may be granted system access, including remote access, so that they are able to perform support activities per the written support agreement.
- 2) **Insurance Companies and Government payers** – For services rendered, which are reimbursed by an insurance company or government payer, department personnel shall submit eligibility, billing and claim status inquiry information using ANSI standard electronic transactions (including via Payer websites), and respond to payer requests (per agreement with payers) for additional information as necessary for payment adjudication.
- 3) **Outside Accountant** – Check registers, deposit slips and other accounting records which may contain some patient names may be sent to the outside accountant who is covered by a Business Associate agreement.
- 4) **Surveyors and Auditors** – Upon confirmation of surveyors (for example, from a 3<sup>rd</sup> party payer) credentials, the office manager may provide access to patient charts for patients who are within the jurisdiction of the surveyor or auditor.
- 5) **Bureau of Disability Determination** – Using the Bureau’s forms, assessment information will be shared in order to determine patient’s eligibility for benefits.
- 6) **Courts, Law Enforcement and/or Attorneys** – When information requests are presented, the protocol in [Policy 1090 Disclosures that do Not Require an Authorization](#) will be carefully followed (with legal counsel’s assistance if necessary) to determine what information may be released.
- 7) **Other Provider Requests for Reimbursement Support** –and other providers who serve patients of the department and require assistance for their proper reimbursement will be provided the information required by their 3<sup>rd</sup> party payer. **Immunization Records to Schools.** New patient registration paperwork will include parent’s permission to disclose immunization records to schools upon a school’s request. If paperwork is not in place, staff shall obtain verbal permission from parent prior to disclosure.
- 8) **Reportable Conditions.** Reportable conditions, as required by law to a public health authority, will be reported pursuant to the specific legal requirements for that condition.

#### ROUTINE REQUESTS

1. **Eligibility Inquiry** – Patient insurance eligibility will be verified by calling payers or electronically requesting eligibility via their websites or other electronic interface.

# HIPAA PRIVACY AND SECURITY POLICIES

## Appendix G - Miscellaneous

### **POLICY 1200 Patient Right to Access Records**

There is no fee to provide a written record to patients.

### **POLICY 1050 Authorizations**

Designated Health Records Release Officers

Division of Nursing:

- |   |  |
|---|--|
| 1. Diane Thompson, RN, MSN              | Supervisor Clinic, Support Services      |
| 2. Amanda Morningstar, MSN, APRN, FNP-C | Nurse Practitioner/Nursing Supervisor    |
| 3. Laura Roach, RD, LD                  | Women, Infant and Children (WIC) Program |

### **POLICY 1380 HIPAA Documentation**

#### **HIPAA Mandated Designations:**

HIPAA Privacy and Security Officer: Diane Thompson

Person Responsible for Receiving Complaints: Diane Thompson

Person Responsible for Access to Records: Diane Thompson

Person Responsible for handling requests for Amendment of Records: Diane Thompson

Person Responsible for answering HIPAA questions: Diane Thompson

Designated Record Set: All information in the InSync Electronic Record Software

Information in Paper charts for patients who receive medical services as a patient in the clinic

Information in HDIS regarding immunization and case management

Note: CCPH is HIPAA Hybrid Entity. Its Health Care Component includes the following health provider activities: The following covered functions, and information are created as a result of CCPH's health provider role:

#### **Health Care Component**

- 1) Covered Functions
  - A) Health clinic providing direct patient care including immunizations, travel medicine, Early Head Start (EHS) Outreach Services and other direct patient care activities
- 2) Information that is PHI
  - A) Paper charts, other written information, oral information, and/or electronic data in the HDIS or InSync systems documenting provision of health care or payment for health care of patients who are seen in the CCPH health clinic,
  - B) Paper charts, other written information, oral information, and/or electronic data in the HDIS or InSync systems documenting case management for individuals not seen in the clinic but who have been identified as having or potentially having a communicable disease

#### **Non Health Care Component**

- 1) Non-Covered Functions
  - A) Care Coordination activities including case management for individuals with communicable diseases
  - B) Disease Surveillance
  - C) PREP for Foster Care and Adjudicated Youth
  - D) Quality Assurance Assistance for Health Providers regarding immunizations
  - E) Environmental Health Activities
  - F) Air Pollution Control
  - G) Food Protection
  - H) Vital Statistics
- 2) Information that may contain PHI regulated by the State of Ohio Law but not HIPAA
  - A) Case management files for individuals (not seen in the clinic) with communicable diseases
  - B) HHL PSS - Healthy Housing and Lead Poisoning Surveillance System
  - C) COCASA

## HIPAA PRIVACY AND SECURITY POLICIES

- D) Ohio Disease Reporting System
- E) EPI Center

### **POLICY 2010 Data Backup**

- 1) **Data Criticality Analysis.** Detailed in the Continuity of Operations Plan (COOP)
- 2) Backup Documentation
  - A) Detailed in the COOP

### **POLICY 2020 Data Recovery and Emergency Mode Operation Plan**

Data Recovery Plan:  
Detailed in the Continuity of Operations Plan (COOP)

Emergency Mode Operations Plan:  
Detailed in the Continuity of Operations Plan (COOP)



# CANTON CITY PUBLIC HEALTH

## Attachment 1 - Employee Acknowledgement

### Acknowledgement of HIPAA Policies and Procedures

Name \_\_\_\_\_

Date \_\_\_\_\_

I have reviewed and understand the HIPAA policies and procedures that are relevant to my job duties. These include:

Policy number	Description
1010	HIPAA – General Rules
1015	Clinical Data Collection
1020	Minimum Necessary
1030	Confidentiality Safeguards (Oral and Written)
1040	Speaking with the Family or Friends of a Patient Receiving Services
1050	Authorizations
1070	Minors, Personal Representatives and Deceased Patients
1080	Duty to Report Violations and Security Incidents
1090	Disclosures that do not Require an Authorization
3080	Computer Usage
3082	Social Media
3085	Portable Computing Devices and Home Computer Use

Further, I understand all other HIPAA policies that are relevant to my job duties.

I have been assigned my own User ID, will access the computer only with my User ID, and I will keep my password confidential. I further understand that the software used in the department tracks all records viewed, changed, deleted or printed based on User ID. I understand that I may be held accountable for all computer usage performed with my User ID, and that failure to follow these procedures could result in discipline, termination of employment, civil fines and/or criminal prosecution.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# **Attachment 2 - Confidentiality Agreement for Outside Agency or Individual**

## **Confidentiality Agreement for Outside Agency or Individual**

Patient information in any form, written, spoken or in electronic systems, is protected by federal HIPAA regulations. AGENCY/INDIVIDUAL has access to the Health District facilities exclusively for the purposes of performing duties in the service agreement and is expressly prohibited from accessing any electronic equipment or reading any information regarding patient care. In the event that any personnel employed by AGENCY/INDIVIDUAL overhear any information regarding patients while on premises or see any information, that information will be kept confidential and not disclosed.

Failure to abide by the terms of this agreement may result in termination of contract and/or legal action against AGENCY/INDIVIDUAL and/or its personnel.

### **AGENCY/INDIVIDUAL**

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

### **PUBLIC HEALTH**

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_



### **Attachment 3 – Employee Confidentiality Agreement**

#### **Employee Confidentiality Agreement**

As a Canton City Public Health (CCHD) full-time, part-time, seasonal or intermittent employee, subcontracted CCHD employee, visiting professional, work study student, intern, Board of Health member, any City of Canton employee who performs work at the CCHD and/or other CCHD employees as approved by the Health Commissioner:

I understand that I may have access to confidential and privileged information about CCHD clients or customers. This information includes surveillance information such as paper and/or electronic laboratory and/or medical records, study-related forms and/or records, information obtained through oral and/or written interviews and/or other related contact information. This information may also originate from the records of health care providers, health care facilities, medical and health clinics, drug treatment centers, correctional institutions and jails and/or other institutions and facilities. Examples of confidential information include but are not limited to patient names, addresses, telephone numbers, medical, psychological and/or health related conditions and treatment, personal finances, living arrangements and social history.

#### **Terms of Agreement**

1. Personally identifiable information will not be discussed except in the performance of job-related duties. These discussions must not take place in hallways, elevators, lavatories, lunchrooms, break rooms, lobbies or other public areas and/or at any time outside of business needs.
2. Reports, records and/or information may only be released in accordance with the Ohio Revised Code. Information cannot be released through e-mail, text message or social media.
3. Any document to be disposed of that contains patient identifiers shall be shredded per the CCHD Records Retention Policy.
4. All confidential files, including compact discs, flash drives and diskettes must be kept in a physically secure location such as a secure file cabinet or locked desk drawer when not in use, when the work area is left unattended and/or when individuals who have not signed this agreement enter the work area.
5. Information on back-up or portable devices (i.e. laptops, compact disks, flash drives, diskettes, etc.) must be encrypted, password protected and the device must be sanitized when the information is no longer needed or upon completion of the activity/project.
6. Visitors are not permitted any CCHD workstation where confidential information is visible.
7. Telephone conversations and/or conference calls requiring the discussion of identifiers will only be conducted in select CCHD work areas.
8. To prevent unauthorized access to confidential data and databases, users must log out of the application and database before work breaks, work lunches, when leaving for an excess amount of time and when leaving work until the next business day.





## Canton City Public Health

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9. The computer(s) where confidential data is accessed by the employee will be protected by screen saver passwords. The passwords will not be disclosed nor access allowed to unauthorized persons.
10. The data generated and used while employed by the Canton City Health District is property of the CCHD.

**I understand that intentional or involuntary violation of these standards is subject to appropriate disciplinary actions(s) per the CCHD 800-006-P\_Employee Discipline Policy and such discipline could include being discharged from my position and/or being subject to other penalties.**

**By signing this statement, I am indicating my understanding of my responsibilities and agree to abide by the CCHD 800-016-P\_HIPAA Policy. I also agree to hold the CCHD and its agents harmless from any damages and legal fees arising in any way from the wrongful disclosure of confidential or privileged information resulting from my negligence or willful misconduct.**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor Signature (if applicable)

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date





## Canton City Public Health

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### **Attachment 5 - Letter for Non-Conforming Requests for PHI**

After April 14, 2004, the Health Insurance Portability and Accountability Act of 1996 (HIPAA) requires that the Canton City Public Health receive HIPAA compliant authorization from all *covered entities* in order to release a patient's medical record. However, your recent request does not meet the HIPAA standards for an authorization and therefore we cannot provide the requested records.

A request for release of information is not valid and will not be accepted unless it contains the following information:

- Name of institution/medical facility that is to release the information;
- Name of individual/institution/medical facility to whom information is to be released;
- Patient's full name and some type of identifying information (i.e., birth date, social security number, address, etc.);
- Purpose or need of information to be disclosed;
- Extent or nature of specific information to be released, including date(s) of treatment;
- NOTE: An authorization specifying "any and/or all information" without further information, will not be accepted;
- Date the request was issued;
- Signature of client, or client's parent(s) or legal guardian if client is a minor or legally incompetent, or signature of next of kin if client has expired or is incapable of signing;
- Date the consent was signed by the client;
- Statement that the authorization is subject to revocation by the patient or the patient's legal representative (see Agency Privacy Notice);
- Statement that information may be re-disclosed and no longer protected by Federal Privacy Regulations.

For your convenience, I have attached a copy of our HIPAA compliant authorization that you may use in any future requests for records from CCPH. If you have any questions, please feel free to give me a call at (330) 489-3322.

Respectfully,

Director of Nursing/Health Records Release Officer



# Canton City Public Health

## Attachment 6 - Authorization for Confidential HIV Test Results

### AUTHORIZATION TO DISCLOSE HEALTH INFORMATION

Name of Client: \_\_\_\_\_ DOB: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

The following programs are authorized to exchange health information as noted below:

\_\_\_\_\_  
CCPH Program Authorized to Disclose/Exchange Information

\_\_\_\_\_  
Authorized Individual/Organization to/from Whom Information is Disclosed/Exchanged

**Purpose of Disclosure:**

- To coordinate treatment
- Assessment information for treatment planning
- Information for ongoing treatment
- Other purpose: \_\_\_\_\_

**Information to be Disclosed:**

- Lab Results - HIV
- Progress Notes
- Prenatal Care
- Diagnosis
- Response to Treatment
- Treatment Plans
- Other Information (specify): \_\_\_\_\_

**Information which will NOT be Disclosed:**

- Other Information (specify): \_\_\_\_\_

**Time Period to be Disclosed:** [ ] information from the current/most recent admission/treatment episode, [ ] information for the period of: \_\_\_\_\_ to: \_\_\_\_\_

This authorization expires in 60 days, unless an earlier date is specified here: \_\_\_\_\_

1. I understand that CCPH may not condition treatment on my providing authorization for the requested use or disclosure and that I MAY REFUSE TO SIGN THIS AUTHORIZATION.
2. I understand that I may revoke this authorization by written request at any time, except to the extent that CCPH has already acted on it.
3. \_\_\_\_\_ I understand that the recipients of this information may not be obligated to follow the federal privacy regulations, and potentially could re-disclose this information.

This facility, its employees, officers, and physicians are hereby released from any legal responsibility or liability for disclosure of the above information to the extent indicated and authorized herein.

\_\_\_\_\_  
Signature of Client or Legal Representative      Date      Signature of Witness      Date

Printed Name: \_\_\_\_\_ Relationship to Patient/Authority: \_\_\_\_\_

**Legal Notice to the Recipient:** This information has been disclosed to you from confidential records protected from disclosure by state law. You shall make no further disclosure of this information without the specific, written, and informed release of the individual to whom it pertains, or as otherwise permitted by state law. A general authorization for the release of medical or other information is not sufficient for the purpose of the release of HIV test results or diagnoses.



# Canton City Public Health

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I hereby revoke my consent \_\_\_\_\_  
Signature Date



# Canton City Public Health

## Attachment 7 - State Law Provider Confidentiality Agreement Confidentiality Agreement

This agreement is between the Canton City Public Health, with offices at 420 Market Ave., North, Canton, OH 44702, hereafter “Health Department” and \_\_\_\_\_, with offices at \_\_\_\_\_, hereafter, “Provider”.

Whereas, the Canton City Public Health, in its role as a public health agency, receives certain Protected Health Information through mandatory reporting and other State of Ohio data sets, and

whereas, the confidentiality of this Protected Health Information is governed by laws of the State of Ohio, and

whereas, the State of Ohio confidentiality laws are different than the federal HIPAA regulations, and

whereas, the State of Ohio laws require the Canton City Public Health to obtain a confidentiality agreement when releasing records for treatment or to ensure their accuracy,

the two parties hereby agree to the following Confidentiality Agreement:

Protected Health Information shall have the same meaning as in Ohio Revised Code 3701.17.

If Provider is a HIPAA Covered Entity, then Provider shall comply with the requirements of the HIPAA Privacy, Security and Breach Notification requirements at 45 CFR 164 Subparts C, D and E.

Provider shall further comply with the requirements of Ohio Revised Code 3701.17.

Agreed by:

**Canton City Public Health**

**Provider**

\_\_\_\_\_  
James M. Adams, RS, MPH  
Health Commissioner

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Title)



## Reference: ORC 3701.17 Protected health information

(A) As used in this section:

- (1) "Prosecutor" has the same meaning as in section 2935.01 of the Revised Code.
- (2) "Protected health information" means information, in any form, including oral, written, electronic, visual, pictorial, or physical that describes an individual's past, present, or future physical or mental health status or condition, receipt of treatment or care, or purchase of health products, if either of the following applies:
  - (a) The information reveals the identity of the individual who is the subject of the information.
  - (b) The information could be used to reveal the identity of the individual who is the subject of the information, either by using the information alone or with other information that is available to predictable recipients of the information.

(B) Protected health information reported to or obtained by the director of health, the department of health, or a board of health of a city or general health district is confidential and shall not be released without the written consent of the individual who is the subject of the information unless the information is released pursuant to division (C) of this section or one of the following applies:

- (1) The release of the information is necessary to provide treatment to the individual and the information is released pursuant to a written agreement that requires the recipient of the information to comply with the confidentiality requirements established under this section.
- (2) The release of the information is necessary to ensure the accuracy of the information and the information is released pursuant to a written agreement that requires the recipient of the information to comply with the confidentiality requirements established under this section.
- (3) The information is released pursuant to a search warrant or subpoena issued by or at the request of a grand jury or prosecutor in connection with a criminal investigation or prosecution.
- (4) The director determines the release of the information is necessary, based on an evaluation of relevant information, to avert or mitigate a clear threat to an individual or to the public health. Information may be released pursuant to this division only to those persons or entities necessary to control, prevent, or mitigate disease.

(C) Information that does not identify an individual is not protected health information and may be released in summary, statistical, or aggregate form. Information that is in a summary, statistical, or aggregate form and that does not identify an individual is a public record under section 149.43 of the Revised Code and, upon request, shall be released by the director.

(D) Except for information released pursuant to division (B)(4) of this section, any disclosure pursuant to this section shall be in writing and accompanied by a written statement that includes the following or substantially similar language: "This information has been disclosed to you from confidential records protected from disclosure by state law. If this information has been released to you in other than a summary, statistical, or aggregate form, you shall make no further disclosure of this information without the specific, written, and informed release of the individual to whom it pertains, or as otherwise permitted by state law. A general authorization for the release of medical or other information is not sufficient for the release of information pursuant to this section."

Effective Date: 02-12-2004

## **Attachment 8- Ohio Legal References**

The following ORC Statutes were reviewed for creation of this policy manual. Note that this is not a comprehensive list of all relevant ORC statutes.

### **Key Confidentiality Law**

[ORC 3701.17](#) Protected Health Information

### **Patient Rights**

[ORC 3701.74](#) Patient or patient's representative to submit request to examine or obtain copy of medical record

[ORC 3709.241](#) Minor may give consent for diagnosis or treatment of venereal disease

### **Disclosure for Specific Conditions**

[ORC 3701.243](#) Disclosing of HIV test results or diagnosis

[ORC 3701.248](#) Emergency medical or funeral services worker exposed to contagious or infectious disease may request notice of test results.

[ORC 3701.244](#) Civil Actions

### **Public Record Laws**

[ORC 149.143](#) Availability of public records for inspection and copying

[ORC 149.433](#) Exempting security and infrastructure records

### **Confidentiality of Public Health Records**

[ORC 307.629](#) Confidentiality of Child Fatality Review Board Records

[ORC 3701.028](#) Confidentiality of BCMH Program Records

[ORC 3701.241](#) Responsibilities related to AIDS and HIV programs

[ORC 3701.62](#) Help Me Grow Verification Code





## Employee Confidentiality Agreement

As a Canton City Health Department (CCHD) full-time, part-time, seasonal or intermittent employee, subcontracted CCHD employee, visiting professional, work study student, intern, Board of Health member, any City of Canton employee who performs work at the CCHD and/or other CCHD employees as approved by the Health Commissioner:

I understand that I may have access to confidential and privileged information about CCHD clients or customers. This information includes surveillance information such as paper and/or electronic laboratory and/or medical records, study-related forms and/or records, information obtained through oral and/or written interviews and/or other related contact information. This information may also originate from the records of health care providers, health care facilities, medical and health clinics, drug treatment centers, correctional institutions and jails and/or other institutions and facilities. Examples of confidential information include but are not limited to patient names, addresses, telephone numbers, medical, psychological and/or health related conditions and treatment, personal finances, living arrangements and social history.

### Terms of Agreement

1. Personally identifiable information will not be discussed except in the performance of job-related duties. These discussions must not take place in hallways, elevators, lavatories, lunchrooms, break rooms, lobbies or other public areas and/or at any time outside of business needs.
2. Reports, records and/or information may only be released in accordance with the Ohio Revised Code. Information cannot be released through e-mail, text message or social media.
3. Any document to be disposed of that contains patient identifiers shall be shredded per the CCHD Records Retention Policy.
4. All confidential files, including compact discs, flash drives and diskettes must be kept in a physically secure location such as a secure file cabinet or locked desk drawer when not in use, when the work area is left unattended and/or when individuals who have not signed this agreement enter the work area.
5. Information on back-up or portable devices (i.e. laptops, compact disks, flash drives, diskettes, etc.) must be encrypted, password protected and the device must be sanitized when the information is no longer needed or upon completion of the activity/project.
6. Visitors are not permitted any CCHD workstation where confidential information is visible.
7. Telephone conversations and/or conference calls requiring the discussion of identifiers will only be conducted in select CCHD work areas.
8. To prevent unauthorized access to confidential data and databases, users must log out of the application and database before work breaks, work lunches, when leaving for an excess amount of time and when leaving work until the next business day.
9. The computer(s) where confidential data is accessed by the employee will be protected by screen saver passwords. The passwords will not be disclosed nor access allowed to unauthorized persons.

10. The data generated and used while employed by the Canton City Health District is property of the CCHD.

**I understand that intentional or involuntary violation of these standards is subject to appropriate disciplinary actions(s) per the CCHD 800-006-P\_Employee Discipline Policy and such discipline could include being discharged from my position and/or being subject to other penalties.**

**By signing this statement, I am indicating my understanding of my responsibilities and agree to abide by the CCHD 800-016-P\_HIPAA Policy. I also agree to hold the CCHD and its agents harmless from any damages and legal fees arising in any way from the wrongful disclosure of confidential or privileged information resulting from my negligence or willful misconduct.**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor Signature (if applicable)

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



<b>POLICY AND PROCEDURE</b>	
SUBJECT/TITLE:	Credit Card Policy
APPLICABILITY:	Administration and Division Leaders
CONTACT PERSON & DIVISION:	Fiscal Officer, Administration
ORIGINAL DATE ADOPTED:	MM/DD/YYYY
LATEST EFFECTIVE DATE:	MM/DD/YYYY
REVIEW FREQUENCY:	Every 5 years or when the City Changes/Updates the City Credit Card Policy
BOARD APPROVAL DATE:	MM/DD/YYYY
REFERENCE NUMBER:	700-004

**A. PURPOSE**

To outline the process of controlling, using and accounting for a City provided credit card, internal control requirements and to prescribe the consequences for misuse of credit/charge cards.

**B. POLICY**

The Canton City Health Department (CCHD) will maintain a City credit card and allow Authorized Users to use the credit card for certain health department expenditures.

**C. BACKGROUND**

The City approved a “Policy and Procedures for Credit Cards” effective January 1, 2018.

**D. GLOSSARY OF TERMS**

**Authorized User** – Employee authorized to use the Health Department credit card.

**E. PROCEDURES & STANDARD OPERATING GUIDELINES**

PROCEDURE FOR ISSUANCE AND CONTROL OF CREDIT CARDS

The Health Commissioner will first send a written request outlining the reason and need(s) to the City Auditor’s Office requesting the issuance of the credit card for the health department, as well as the dollar limit(s) needed (copy to the Treasurer’s Office of this request.) The Auditor’s office will notify the Department and the Treasurer’s office of approval to issue the card per the department’s request. The Auditor, along with the Treasurer, will communicate to the department the card limit set and any restrictions placed on the usage of the card such as transaction dollar amounts and number of transactions permitted if placed on the card per department’s request. The credit card will be issued to the Health Department and not individuals.

The Health Commissioner will request that the credit card limit be set at \$5,000.00. The credit card will be monitored by the Fiscal Officer and if the credit limit is too low or high, the Health Commissioner can request that the limit be increased or decreased.

The credit card will be issued with the name “City of Canton” and the Health Department listed on the face of the card. The credit card will be signed-out and signed-in by the Authorized User using the card. The credit card will be locked in a safe or cabinet in the Fiscal Officer’s office when not in use.

Once the credit card is received by the Treasurer’s office, a copy of the policy outlining the proper use of the cards, the consequences of misuse and the necessary documentation to be provided to the Auditor’s office for payment to the credit card company shall be given to all persons who have been authorized to use the card(s) prior to issuance. An acknowledgment of receipt and understanding of said policy shall be signed and dated by each individual authorized to use the credit card prior to issuance. A copy of the Acknowledgement will be

maintained with the Treasurer's Office and within the employee's personnel file in the Human Resource Department.

#### GENERAL GUIDELINES FOR USING THE CREDIT CARD

As credit cards are at times necessary to transact certain types of purchases or services, it should **not** replace the normal process of making city government expenditures. However, when the method of payment for the purchase requires a credit card, the individual user(s) of the card should ensure the following prior to use:

1. A purchase order should be opened prior to using the credit/charge card for payment to be made to the credit card company.
2. The 'particular' good or service being purchased falls within the guidelines of "proper public purpose" or "proper use of public funds" as defined by City procurement rules, O.R.C. and OAC. Any uncertainty should be vetted with either department head/supervisor or Auditor's office prior to use when possible.
3. The authorized type of expenditure being made on the credit card should fall within line of the normal type of expenditures that would be expected to be made by the health department. Expenditures that would not be normal could possibly be considered unauthorized and constitute a misuse of the card. A list of a few types of expenditure categories that would be prohibited are listed below:
  - a. Entertainment
  - b. Any personal goods or services (e.g. televisions, car fuel, utility bills, on-line shopping etc)
  - c. Cash advances
4. Credit card purchases should be for health department purchases only and any personal use is strictly prohibited and would constitute an unauthorized purchase and a misuse of the credit card. Misuse of a city credit card can result in disciplinary actions, as well as requiring repayment by the individual(s) responsible. Repayment of City funds will require a reimbursement for that particular expenditure by the individual via a payment to the City or taken directly out of employee wages if necessary. **Note: Those holding City issued credit cards are responsible for safeguarding the city issued card and should secure the card at all times from the potentials of theft or fraud perpetrated by others. In the event of discovering the loss or theft of the card, the employee should immediately notify the Fiscal Officer and the Fiscal Officer will notify the Treasurer's office to have the card deactivated as soon as possible. Failure to report or timely report a stolen credit card could result in disciplinary actions and a prohibition from holding/using a card in the future.**
5. The credit card expenditures are within the allowable budgeted amounts per the transaction line item and within spending limits as set.

#### CASH WITHDRAWALS

Under no circumstances should cash be withdrawn against credit card balances. Cash withdrawals may be considered a "Misuse of a Credit Card" under ORC Section 2913.21.

#### AUDIT EVIDENCE AND CREDIT CARD CONTROLS

1. Credit card expenditures will be reconciled by the Fiscal Officer. All original documentation (itemized receipts, register tapes, sales slips, invoices etc and any other documentation as deemed necessary for audit evidence by the Auditor's office) will be reviewed by the Fiscal Officer for existence, completeness and accuracy of all information related to the credit card expenditure. These items should be included and submitted with the invoice batch that is sent to the Auditor's office for payment of credit card balances due. Items included in the invoice batch for payment should be reconciled up to the card statement cut-off date.



The department must consider timely submission of information to the Auditor's office for credit card statement payments to avoid any penalties or late charges due to not meeting payment due dates.

2. A credit card statement does not substitute for any of the original documents as listed above. A credit card statement does not include enough detailed information of the expenditure to satisfy audit evidence as required. Missing documentation could result in an employee being responsible for payment of a portion of the account balance or could potentially be considered a misuse of the credit card. In the event of lost or missing receipt, the card user should attempt to obtain a copy of the receipt from the vendor.

#### DISCIPLINARY ACTIONS FOR MISUSE OF CREDIT CARD

Failure to comply with the terms as set out within this policy and all purchasing rules and laws as established by and applicable to the City, Ohio Revised Code and Ohio Administrative Code Sections may result in disciplinary actions which could include termination of employment per 800-006-P\_Employee Discipline Policy.

#### PROCEDURE FOR USING THE CREDIT CARD

1. The Authorized User who is requesting to use the credit card will first make sure a PO has been opened before the use of the credit card.
2. The Authorized User will fill out 700-004-01-F\_Credit Card Sign Out form Section 1 and take the form to the Fiscal Officer. If the Fiscal Officer is not in the building, the Authorized User will take the form to the Health Commissioner. In the case of the Fiscal Officer, the form will be taken to the Health Commissioner for approval of the credit card. If the Fiscal Officer is not available and the Health Commissioner requires to use the credit card, another Division leader could be responsible for signing off on the Credit Card Sign Out form and vice versa if the Health Commissioner is not available when the Fiscal Office requires to use the card.
3. The Fiscal Officer or designee will review the request. If the request is deemed to be a valid expenditure on the credit card, the Fiscal Officer or designee will authorize the Authorized User to use the card.
4. The Fiscal Officer or designee will write on the Credit Card Sign Out form the time the card was taken out. The Fiscal Officer or designee will keep the form.
5. The credit card will be locked up in the Fiscal Officer's Office. The Fiscal Officer or designee will retrieve the card and give to the Authorized User.
6. The Authorized User will only use the card for the reason described on the Credit Card Sign Out form.
7. The credit card **is not** to be taken out of the health department office. The credit card is **only** to be used in the Health Department offices.
8. The credit card **is not** to be kept overnight by the Authorized User. The credit card will be returned to the Fiscal Officer or designee no later than 4:00pm on the same day the credit card was taken out by the Authorized User.
9. The Authorized User can only make one transaction at a time and **can** only purchase up to **\$2,000.00** per transaction.
10. Once the credit card is returned, the Authorized User will complete Section 2 of the Credit Card Sign Out form.
11. The Authorized User will provide the credit card receipt to the Fiscal Officer or designee.



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12. The Fiscal Officer or designee will write on the Credit Card Sign Out form the time the card was returned and sign and date the form.
13. The Fiscal Officer or designee will attach the receipts to the form and file the form.
14. When paying the credit card purchases, the Fiscal Officer will follow the City’s normal procedure for paying invoices.

**AUTHORIZED USERS**

Below is a list of Authorized Users for the use of the credit card:

1. Fiscal Officer
2. Health Commissioner
3. APC Administrator

No other employees will have access and use of the Health Department’s credit card.

**F. CITATIONS & REFERENCES**

City’s Policy and Procedures for Credit Cards

800-006-P\_Employee Discipline Policy

**G. CONTRIBUTORS**

The following staff contributed to the authorship of this document:

1. Christi Allen, Fiscal Officer

**H. APPENDICIES & ATTACHMENTS**

N/A

**I. REFERENCE FORMS**

700-004-01-F\_Credit Card Sign Out

**J. REVISION & REVIEW HISTORY**

Revision Date	Review Date	Author	Notes

**K. APPROVAL**

This document has been approved in accordance with the “800-001-P Standards for Writing and Approving PPSOGFs” procedure as of the effective date listed above.

## Credit Card Sign Out

- The credit card can only be signed out and used by an Authorized User (Fiscal Officer, Health Commissioner and APC Administrator)
- The credit card can only be signed out and returned in the same day (returned by 4:00pm).
- Credit card purchase cannot exceed \$2,000.00 per transaction.

**To be completed by the Authorized User taking the credit card (complete when signing out the credit card).**

### **SECTION 1**

Date \_\_\_\_\_ Division \_\_\_\_\_

Authorized user's name and title \_\_\_\_\_

Reason for the use of the credit card \_\_\_\_\_

\_\_\_\_\_

### **Purchase Order Information**

A purchase order (PO) shall be opened prior to using the credit card. The PO will always be opened in the name of the credit card company (provided by the Auditor's office).

PO Number \_\_\_\_\_ Date of PO \_\_\_\_\_ Amount of PO \_\_\_\_\_

### **SECTION 2**

**Credit Card Purchase Information** (complete when returning the credit card)

Amount of credit card purchase \_\_\_\_\_

Vendor/Merchant name \_\_\_\_\_

**\*\*Attach credit card receipt to this form.**

**I agree that the above information is correct to the best of my knowledge.**

\_\_\_\_\_  
Authorized User's Signature

\_\_\_\_\_  
Date

*\*To be signed when the card is returned.*

-----  
**For Use by the Fiscal Officer (or designee)**

Date \_\_\_\_\_

Time the card was taken out \_\_\_\_\_

Time the card was returned \_\_\_\_\_

\_\_\_\_\_  
Fiscal Officer's Signature for Approval

\_\_\_\_\_  
Date

*\*To be signed when the card is returned and signed by the Authorized User.*



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**Board of Health Meeting**  
Monday, May 21, 2018 @ 12:00pm – Board Room  
**Division Reports**

1. Medical Director – **No report**
2. Nursing/WIC
3. Laboratory
4. OPHI/Surveillance – **No report**
5. THRIVE – **No report**
6. Environmental Health
7. Air Pollution Control
8. Vital Statistics
9. Fiscal
10. Health Commissioner
11. Accreditation Team – **No report**
12. Quality Improvement Team



# Canton City Health Department

April 2018 Report (Meeting 5/21/18)

**NURSING DIVISION**

Jon Elias, M.D.  
Medical Director

Diane Thompson, R.N., M.S.N., DON  
Nursing Division

## CLINIC SERVICES

	# of Clinics	# Attending	YTD
Immunization Clinic	6	20	102
Tuberculosis (TB) Mantoux	9	10	41
Travel	4	18	72
S.T.I.	8	74	288
C.T.S.	5	4	14
Field/Outreach Testing		0	1
SWAP	4	110	422
SWAP Testing		2	4

## DENTAL SEALANT PROGRAM

	Students Screened	YTD Screened	Students Sealed	YTD Sealed
Dental Sealants	349	1491	169	838

## HIV TESTING

	Month	YTD	HIV+ Month	HIV+ YTD
Tests Performed	51	222	0	0
Results Given	51	218	0	0

## HIV INFECTION

	HIV (900) Month	AIDS (950) Month	HIV (900) YTD	AIDS (950) YTD
Canton City	1	1	1	1
Stark County*	2	0	5	1

\* excludes Canton City Residents

\*\* corrected

**HIV Infection includes all persons infected with HIV and/or symptomatic of HIV related disease. AIDS reports include only those who meet the CDC AIDS definition.**

**SPECIAL PROGRAMS**

	SESSIONS/VISITS/ CONTACTS		# ATTENDING	
	Month	YTD	Month	YTD
Nursing School Students/Physician Affiliations			4	20
STD/HIV Programs (Quest) – Goal 8 programs per year				
Communicable Disease Programs	0	0	0	0
Health Promotions / Fairs (Goodwill Parenting talks)	2	9	32	116
Immunization Action Plan – Maximizing Office Based Immunization Programs (MOBI) – Goal 11 per year	1	3		
Immunization Action Plan – Teen Immunization Education Sessions (TIES) – Goal 11 per year	1	7		
DIS Interviews and/or Visits	11	28		
Bureau for Children with Medical Handicaps (BCMh) and PHN Consultative Service Home Visits/Contacts [Goal – 90% of caseload will be contacted annually July 1st-June 30th]	5	21		

**WIC Division  
Monthly Caseload Report**

Assigned Caseload for Canton WIC FY17: 2, 285

Assigned Stark Project Caseload FY16: 6,163

WIC Fiscal Year 2018 <i>October 2017 – September 2018</i>		
	Canton City	Total for Stark Project
October 2017	2,208	5,883
November 2017	2,196	5,775
December 2017	2,119	5,603
January 2018	2,147	5,596
February 2018	2,156	5,631
March 2018	2,164	5,574
April 2018	2,140	5,515

# Canton City Health Department

April 2018 (Meeting 5/21/2018)

**LABORATORY**

Program	Tests	Tests Positive	Proficiency Testing	YTD Samples Tested *	YTD Samples Positive *	Proficiency Testing
<b>WATER:</b>						
Private	100	32	0	363	95	0
Public	46	8	21	177	26	21
Commercial	0	0	0	1	0	0
Other	0	0	0	0	0	0
<b>FOOD SERVICES:</b>						
Frozen Desserts	27	4	0	180	23	0
Other Exams	0	0	0	0	0	0
<b>CLINICAL:</b>						
Gonorrhea-smear	12	1	0	54	4	5
N.G.U.	12	9	0	54	34	5
Gonorrhea-culture	39	1	0	182	3	5
Oxidase Reflex	22	1	0	102	3	2
Culture Gram Stain Reflex	1	1	0	3	3	1
Sugar Confirmation Reflex	1	1	0	3	3	1
Gonorrhea-Gene amp.	56	2	0	217	4	5
Chlamydia-Gene amp.	56	6	0	217	17	5
Syphilis Serology Qualitative	54	2	5	237	9	5
Syphilis Serology Quantitative	2	2	3	9	9	3
Candida	24	5	0	80	14	2
Gardnerella	24	9	0	80	31	2
Trichomonas	24	0	0	80	9	2
Pregnancy-urine	1	0	0	11	1	1
HIV screen	51	0	2	222	0	2
Blood Lead	0	0	0	2	0	2
<b>MISCELLANEOUS:</b>						
Pollen counts	11	11	0	11	11	0
Other Exams	0	0	0	0	0	0
Misc. (insects, etc.)	0	0	0	0	0	0

# Canton City Health Department

April Report (Meeting 5/21/2018)

ENVIRONMENTAL HEALTH

## Environmental Summary Numbers (Performance Management)

Summary Statistics	Cases Opened (CRM Report)	Cases Acknowledged (CRM Report)	Cases Closed (CRM Report)	Days took to acknowledge (CRM Report)	Days took to Close (CRM Report)
Environmental Investigations	189	190	192	1.2	29.5

Summary Statistics	Tires (L:\EH\Recycle Center\WM CONTAINER REMOVALS)	HHW Received ( <a href="http://winweb.cleanharbors.com/CHOSPortal/MainPage.aspx">http://winweb.cleanharbors.com/CHOSPortal/MainPage.aspx</a> )	E-Waste Received (Scrap receipts when items sold by bid)	Scrap Tons (FTP Receipts)	2018 Monies (FTP Receipts)
Recycling Center	22,320 lbs	7,762 lbs	2,676 lbs	5,680 lbs	\$4,437.42

Summary Statistics	Cases Opened (CRM Report)	Cases Acknowledged (CRM Report)	Cases Closed (CRM Report)	Days took to acknowledge (CRM Report)	Days took to Close (CRM Report)
Animal Bite Investigations	20	20	15	3	12

Summary Statistics	Plan Reviews Received (CRM Report)	Inspections Due	Inspections Performed	Expected Inspections	Days out of compliance (Plan Review) (CRM Report)
Food Service Activities	1	953	40	81	0

NOTES:

- 1.

# Canton City Health Department

April 2018 Report (Meeting 05/21/18)

AIR POLLUTION CONTROL

## AIR MONITORING:

### Summary of Air Monitoring Network

MONITORING TYPE	ATTAINMENT STATUS	# OF REQUIRED MONITORS	# OF OPERATING MONITORS	MONITORING LOCATION
Ozone	Attainment	3	3	Malone College; Brewster; Alliance
Carbon Monoxide	Attainment	1	1	Canton Health Department
PM2.5	Attainment	4	4	Canton Fire Station #8; Canton Health Department
PM2.5 Speciation	n/a	2	2	Canton Fire Station #8
PM10 / Manganese	n/a	0	1	Republic Steel
Lead	Undetermined	1	2	Republic Steel

- *Monitoring Network Details:*

- The Republic Steel monitoring site data has been posted on our CCHD website under “Air Quality”. This will be updated monthly as data becomes available. Links are also included on that website to access data from all the other Canton monitoring sites.

### Air Pollution Laboratory Report

#### *Suspended Particulates PM2.5- Comparison of Monthly Averages\* (in micrograms per cubic meter of air)*

*Primary Standard Limits: Annual Arithmetic Mean = 12; Daily 24-hr Average = 35*

*\*Note: Due to data availability averages are reported for previous month*

Location	March 2014	March 2015	March 2016	March 2017	March 2018
Health Department	10	13.0	6.8	6.4	5.8
Fire Station #8	10.5	12.0	7.1	7.5	6.2

#### *Air Quality Index (AQI) - Comparison of Monthly Data*

*AQI Value Ranges Per Category of Air Quality Conditions:*

*Good = 0-50; Moderate = 51-100; Unhealthy for Sensitive Groups = 101-150; Unhealthy = 151-200*

Data Type	April 2014	April 2015	April 2016	April 2017	April 2018
# of AQI Reporting Days	22	21	21	19	21
Highest AQI Value	96	61	114	71	77
# of Days in Good Category	20	20	15	13	15
# of Days in Moderate Category	2	1	4	6	6
# of Days in Unhealthy For Sensitive Groups Category	0	0	2	0	0
# of Days in Unhealthy Category	0	0	0	0	0

# APC Compliance Monitoring Activities

April 2018

Activity	Month Totals						CYTD Totals					
	OB	Asb	HPF	NPF	Ot	Total	OB	Asb	HPF	NPF	Ot	Total
<i>INSPECTIONS</i>												
1. Full Compliance Evaluation (FCE) inspections			0	0		0			4	0		4
2. Site Visits conducted (non-complaint)	0		0	1	2	3	1		9	4	2	16
3. Performance tests observed			4	0		4			5	0		5
4. Opacity observations conducted			1	0	1	2			3	0	1	4
5. Anti-tampering inspections					0	0					0	0
<i>COMPLAINTS</i>												
6. Complaints received	14	1	1	4	2	22	42	6	7	9	8	72
7. Complaints investigated	17	1	1	3	2	24	37	6	7	8	7	65
<i>ENFORCEMENT</i>												
8. Warning actions taken	2	0	2	0	0	4	5	0	2	0	0	7
9. General NC enforcement actions taken	3	1	0	0	0	4	11	1	0	1	0	13
10. Significant NC enforcement actions taken	1	0	0	0	0	1	2	2	0	0	0	4
11. GNC Resolved without further action – Local	3	1	0	1	0	5	11	1	0	1	0	13
12. SNC Resolved without further action – Local	0	0	0	0	0	0	0	0	0	0	0	0
13. Enforcement Action Referral to OEPA for SNC	1	1	0	0	0	2	1	2	3	0	0	6
14. Final Enforcement Action Issued by OEPA/AGO	1	0	0	0	0	1	1	6	1	0	0	8

Abbreviations: OB = open burning; Asb = asbestos; HPF = High Priority facility; NPF = Non-high Priority Facility; Ot = Other; NC = Non-compliance, S = Significant, G = General

Activity	Month Totals		CYTD Totals	
<i>ASBESTOS</i>				
15. Demo/Renovation notifications received	20		48	
16. Demo/Renovation inspections performed	3		14	
17. Non-Notifier inspections performed	0		0	
18. Asbestos Landfill inspection performed	0		0	
<i>OPEN BURNING ISSUANCE</i>				
	Received	Issued	Received	Issued
19. Open Burning Notifications	0	0	2	2
20. Open Burning Permissions	0	0	5	5

### **SIGNIFICANT COMPLIANCE MONITORING DETAILS:**

*Please see the APC Compliance Monitoring Activities tables on the previous page for the quantities of conducted activities. Below are details of any compliance monitoring activities with significant importance or impact.*

- 04/17-20/18 and 04/24-27/18: APC Monitoring (Courtney Grossman, Jaclyn Hupp, and Linda Morckel) and Permitting (Ed Pabin) personnel witnessed significant portions of stack testing performed at TimkenSteel's Harrison Steel Plant to demonstrate compliance of the electric arc furnaces with their Title V permit emissions limits and to investigate future permit emissions limits without tire burning in the electric arc furnaces. Ed Pabin also witnessed portions of stack testing performed for particulate emissions exhausting from the baghouse serving the plant's 2 billet grinders.
- 04/19/18: Courtney Grossman sent a significant non-compliance Notice of Violation (NOV) letter to Christopher Compher of 7583 Cindell St SE, Osnaburg Township, for open burning for disposal purposes. Christopher Compher burned building materials, garbage, mattresses, and various other items in a burn area that measured 23 feet in diameter. This case was forwarded to Ohio EPA for further enforcement action. The Ohio EPA Chief of DAPC sent a Warning letter to Christopher Compher on 04/24/18 resolving this violation.
- 04/25/18: Courtney Grossman and Jaclyn Hupp sent a general non-compliance NOV letter to VanEss K9 Academy for open burning of a demolished structure at their property at 2664 Harrisburg Rd NE, Canton. This incident violated both the open burning regulations for burning building materials, wire, and painted wood for waste disposal and also the asbestos regulations for not conducting an asbestos survey or filing a notification prior to demolishing the structure, and not disposing the structure properly. Since the structure itself was relatively small in size, and VanEss K9 was cooperative in extinguishing the fire, disposing of the materials as asbestos contaminated waste debris, and filing the asbestos notification, this case is considered resolved.

### **SIGNIFICANT OTHER EVENTS:**

- 04/26/18 – 05/04/18: Linda Morckel attended Lean Ohio Boot Camp at Cleveland State University.

**PERMITTING:**

**Facility Universe in Stark County (APC Jurisdiction)**

	<b>March 2018 End Balance</b>	<b>Facilities shutdown in April 2018</b>	<b>New Facilities in April 2018</b>	<b>Facilities changed type in April 2018</b>	<b>April 2018 End Balance</b>
# of Title V Facilities	21	0	0	0	21
# of FEPTIO Facilities	20	0	0	0	20
# of NTV Facilities	181	0	0	-1	180
# of PBR Facilities	282	0	0	0	282

- NTV facility, IAC Canton, located at 1212 7<sup>th</sup> St SW, Canton, sold their company and is now known as JIT Packaging Cincinnati. They shutdown all of their manufacturing operations and only operate as a distributor, thus changing their facility type to Exempt.

**Summary of Permit Activity for April 2018**

	<b>Incoming</b>	<b>Outgoing</b>	
	<b>Applications Received</b>	<b>Draft Issued Permits</b>	<b>Final Issued* Permits</b>
TVPTI-Initial Installation	0	0	0
TVPTI-Ch31 Modification	0	0	0
FEPTIO-Initial Installation	0	0	0
FEPTIO-Ch31 Modification	0	0	0
NTVPTIO-Initial Installation	2	0	0
NTVPTIO-Ch31 Modification	0	0	0
<b>Total Installation Permits</b>	<b>2</b>	<b>0</b>	<b>0</b>
TVPTO-renewal	1	2	0
FEPTIO-renewal	0	0	0
PTIO-renewal	0	0	1
<b>Total-Renewals</b>	<b>1</b>	<b>2</b>	<b>1</b>
TVPTI - Admin Modification	1	0	4
TVPTO-APA/MPM/SPM	0	0	0
TVPTO-Initial	0	0	0
FEPTIO-Admin Modification	0	0	0
NTVPTIO-Admin Modification	0	0	0
<b>Total other permits</b>	<b>1</b>	<b>0</b>	<b>4</b>
PBR-Initial Installation	0	n/a	0
PBR-Replace Renewal	0	n/a	0
PBR-Other	1	n/a	1
<b>Total PBRs</b>	<b>1</b>	<b>n/a</b>	<b>1</b>

<b>GRAND TOTAL</b>	<b>5</b>	<b>2</b>	<b>6</b>
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\*Value of both final issued permits and canceled permits (permits no longer needed) combined.



## Summary of Permit Goals and Status for CYTD 2018

*Includes progress toward Strategic Plan goal*

	CYTD Final Issued* Permits	DAPC Yearly Issuance Goals
FEPTIO-Renewal (backlogged)~	1	<b>6</b>
NTVPTIO-Renewal (backlogged)~	3	<b>12</b>

\*Value of both final issued permits and canceled permits (permits no longer needed) combined.

~Only includes Backlogged permits, which means older than 6 months for FEPTIO/NTVPTIO-Renewals

	Processing complete; waiting for CO to issue	CYTD TVPTO Issuance Details				DAPC Yearly Issuance Goal
		Draft	PPP	PP	Final*	
TVPTO-Renewal~	0	1	1	2	1	<b>11</b>
TVPTO-Initial~	0	0	0	0	0	<b>1</b>

\*Value of both final issued permits and canceled permits (permits no longer needed) combined.

~Only includes Backlogged permits, which means older than 18 months for TVPTO-Renewals

	CYTD permits issued final*	CYTD permits issued on time	% of permits issued on time	Goal
% of Installation Permits issued final within 180 days	7	7	100%	<b>100%</b>
% of Admin Mod Permits issued final within 180 days	1	1	100%	<b>100%</b>

\*Value of both final issued permits and canceled permits (permits no longer needed) combined. This value does not include permits that were already older than 180 days as of 01/01/2018.

- Permit Issuance Goals Status:* The Marathon Refinery Title V permit renewal was issued PP in April 2018 which the 45-day USEPA comment period will end in June 2018, so we plan processing the Final issuance in June 2018. The Countywide Recycling and Disposal Facility (Landfill) Title V permit renewal was issued Draft in April 2018 which the 30-day public comment period will end in May 2018, so we plan processing the PPP issuance in May 2018. The Tower Industries PTIO is planned to be issued in May at which time we plan to cancel their Initial Title V permit. There are also several more Title V permits which staff have processed nearly to completion which we hope to issue draft in the near future. Terri has only 3 permit reviews on her to-do list for permits associated with the goals, which will need to be prioritized to get completed next month to maintain our performance. Ohio EPA has an internal goal for Canton to issue 9 Title V permits by July 1, 2018 which all staff members are working very hard toward achieving.

# Canton City Health Department

April Report 2018 (Meeting 05/21/2018)

VITAL STATISTICS

Certificates Issued	APR 2018	2018 YTD	2017 YTD
Death Certificates Issued	683	3,139	3,562
Birth Certificates Issued	769	2,629	2,598

*Births Total Residents & Nonresidents	APR 2018	2018 YTD	2018 YTD
Births	346	1,423	
Unmarried Parent Births	163	679	48%
Births to Mothers aged 14 and under	-	-	-
Births to Mothers aged 15 - 17	8	20	1%
Births to Mothers aged 18 - 19	21		6%
Births to Mothers aged 20 - 24	61	324	23%
Births to Mothers aged 25 - 29	117	466	33%
Births to Mothers aged 30 - 34	99	369	26%
Births to Mothers aged 35 - 39	32	126	9%
Births to Mothers aged 40 - 44	7	26	2%
Births to Mothers aged 45 and over	1	3	0

Deaths in Canton City	APR 2018	2018 YTD	YTD Male	TYD Female
Total	167	670	52%	48%
Deaths aged 0 - 9	-	6	83%	17%
Deaths aged 10 - 19	-	3	67%	33%
Deaths aged 20 - 29	4	12	67%	33%
Deaths aged 30 - 39	1	11	55%	45%
Deaths aged 40 - 49	7	30	53%	47%
Deaths aged 50 - 59	14	66	48%	52%
Deaths aged 60 - 69	36	140	64%	36%
Deaths aged 70 -79	41	148	53%	47%
Deaths aged 80 and over	64	254	43%	57%

Based on the number of births and deaths registered for the month of April 2018.

**City of Canton**  
**Statement Of Cash Position**

Report Date: 04/30/2018

Fund	Beginning Balance	M-T-D Revenues	Y-T-D Revenues	M-T-D Expenses	Y-T-D Expenses	Unexpended Balance	Outstanding Encumbrances	Ending Balance
Fund Category: 1 - Governmental Funds								
Fund Type: 12 - Special Revenue Funds								
2312 - V.D. - I03 Gonorrhea (VD)	\$150,153.12	\$2,349.59	\$8,035.35	\$1,441.00	\$6,206.55	\$151,981.92	\$7,801.94	\$144,179.98
2313 - Local Health Dept Prev Support	\$214,129.06	\$0.00	\$24,986.79	\$4,092.34	\$22,801.45	\$216,314.40	\$10,803.71	\$205,510.69
2314 - Family Health (476)	\$2,161,606.47	\$23,695.57	\$75,492.20	\$30,511.62	\$683,155.18	\$1,553,943.49	\$749,277.03	\$804,666.46
2315 - HTLV Antibody (Aids)	\$5,572.32	\$0.00	\$0.00	\$0.00	\$0.00	\$5,572.32	\$0.00	\$5,572.32
2316 - WIC Supplemental Health - FY 77	\$348,725.92	\$109,070.95	\$443,993.10	\$102,353.41	\$406,560.88	\$386,158.14	\$168,683.26	\$217,474.88
2317 - Local Health Assess & Accred Fnd	\$1,784.46	\$7,638.24	\$7,638.24	\$2,898.05	\$4,447.01	\$4,975.69	\$1,103.75	\$3,871.94
2318 - Local Aids Prevention	\$375,355.68	\$30,920.88	\$93,416.48	\$22,121.37	\$83,226.96	\$385,545.20	\$131,339.20	\$254,206.00
2319 - Aids Home Health Care	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2320 - Nursing Clinic Activity Fund	\$394,653.58	\$13,507.73	\$76,013.71	\$15,174.43	\$41,912.36	\$428,754.93	\$1,201.75	\$427,553.18
2321 - Immunization Action Grant	\$87,783.17	\$13,353.07	\$37,061.71	\$15,335.25	\$43,254.17	\$81,590.71	\$16,516.48	\$65,074.23
2322 - Dental Sealant 132T Grant	\$124,143.54	\$7,951.00	\$24,963.00	\$5,186.47	\$28,116.29	\$120,990.25	\$17,099.31	\$103,890.94
2323 - Personal Responsibility Ed Pr Fd	\$55,231.00	\$29,000.00	\$72,500.00	\$9,614.75	\$40,168.90	\$87,562.10	\$732.50	\$86,829.60
2324 - STD Seroprevalence Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2325 - Ohio Early Start	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2326 - Healthy Start	\$6,234.31	\$0.00	\$0.00	\$0.00	\$0.00	\$6,234.31	\$0.00	\$6,234.31
2327 - Lead Assessment Fund	\$21,710.53	\$473.00	\$1,732.75	\$92.00	\$558.08	\$22,885.20	\$806.00	\$22,079.20
2328 - Public Health Infrastructure	\$42,547.38	\$0.00	\$26,561.16	\$6,037.09	\$26,506.06	\$42,602.48	\$131.70	\$42,470.78
2329 - Smoke Free Ohio	\$19,207.41	\$0.00	\$250.00	\$0.00	\$163.22	\$19,294.19	\$0.00	\$19,294.19
2331 - Air Pollution (134)	\$650,449.35	\$38,130.27	\$305,150.67	\$57,398.30	\$243,541.27	\$712,058.75	\$55,814.08	\$656,244.67
2332 - Air Pollution (I35)	\$1,217.66	\$0.00	\$40,813.00	\$0.00	\$0.00	\$42,030.66	\$0.00	\$42,030.66
2335 - EARLY HEAD START	\$9,224.84	\$0.00	\$1,621.18	\$0.00	\$320.51	\$10,525.51	\$1,724.90	\$8,800.61
2351 - Food Service (055)	\$114,941.66	\$6,728.94	\$247,671.29	\$15,775.59	\$65,971.02	\$296,641.93	\$0.00	\$296,641.93
2352 - Private Water Supply	\$336.50	\$0.00	\$0.00	\$0.00	\$0.00	\$336.50	\$0.00	\$336.50
2353 - Swimming Pool	\$34,819.90	\$4,690.00	\$4,690.00	\$371.26	\$984.61	\$38,525.29	\$0.00	\$38,525.29
2354 - Solid Waste Disposal License	\$148,293.49	\$13,376.32	\$42,827.80	\$6,672.55	\$29,607.99	\$161,513.30	\$6,458.82	\$155,054.48
2355 - Infectious Waste Registration	\$5,172.40	\$0.00	\$0.00	\$0.00	\$0.00	\$5,172.40	\$0.00	\$5,172.40

City of Canton  
**Statement Of Cash Position**

Report Date: 04/30/2018

Fund	Beginning Balance	M-T-D Revenues	Y-T-D Revenues	M-T-D Expenses	Y-T-D Expenses	Unexpended Balance	Outstanding Encumbrances	Ending Balance
2356 - Tattoo Parlors	\$16,303.51	\$0.00	\$640.00	\$0.00	\$126.94	\$16,816.57	\$0.00	\$16,816.57
Fund Type 12 - Special Revenue Funds Subtotal:	\$4,989,597.26	\$300,885.56	\$1,536,058.43	\$295,075.48	\$1,727,629.45	\$4,798,026.24	\$1,169,494.43	\$3,628,531.81
Fund Category 1 - Governmental Funds Subtotal:	\$4,989,597.26	\$300,885.56	\$1,536,058.43	\$295,075.48	\$1,727,629.45	\$4,798,026.24	\$1,169,494.43	\$3,628,531.81
<b>Grand Total:</b>	\$4,989,597.26	\$300,885.56	\$1,536,058.43	\$295,075.48	\$1,727,629.45	\$4,798,026.24	\$1,169,494.43	\$3,628,531.81

City of Canton  
**Budget by Fund Category Report**

04/30/2018

Prior Fiscal Year Activity Included

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
<b>1 - Governmental Funds</b>									
<b>Revenue</b>									
52 - Licenses and permits	\$237,400.00	\$0.00	\$237,400.00	\$11,418.94	\$0.00	\$262,401.29	(\$25,001.29)	111%	\$326,873.25
53 - Intergovernmental revenue	\$3,417,336.00	\$0.00	\$3,417,336.00	\$270,721.33	\$0.00	\$1,180,369.64	\$2,236,966.36	35%	\$4,926,434.07
54 - Charges for services	\$261,700.00	\$0.00	\$261,700.00	\$18,413.55	\$0.00	\$91,338.78	\$170,361.22	35%	\$234,276.56
56 - Other misc revenue	\$0.00	\$0.00	\$0.00	\$331.74	\$0.00	\$1,948.72	(\$1,948.72)	+++	\$3,314.37
83 - Transfer in - from other fund	\$40,000.00	\$0.00	\$40,000.00	\$0.00	\$0.00	\$0.00	\$40,000.00	0%	\$40,000.00
84 - Advance in - from other fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$15,000.00
<b>Revenue Totals</b>	<b>\$3,956,436.00</b>	<b>\$0.00</b>	<b>\$3,956,436.00</b>	<b>\$300,885.56</b>	<b>\$0.00</b>	<b>\$1,536,058.43</b>	<b>\$2,420,377.57</b>	<b>39%</b>	<b>\$5,545,898.25</b>
<b>Expense</b>									
61 - Salary and benefits	\$1,891,435.00	(\$4,965.00)	\$1,886,470.00	\$142,934.93	\$0.00	\$612,818.35	\$1,273,651.65	32%	\$1,808,697.67
62 - Payroll fringes	\$861,623.00	\$1,250.00	\$862,873.00	\$32,605.41	\$0.00	\$141,936.70	\$720,936.30	16%	\$808,667.40
70 - Services	\$2,071,457.00	\$1,003,078.65	\$3,074,535.65	\$96,910.26	\$1,092,878.15	\$898,116.75	\$1,083,540.75	65%	\$1,628,280.67
71 - Utilities	\$6,220.00	\$3,266.42	\$9,486.42	\$708.78	\$5,972.01	\$1,987.41	\$1,527.00	84%	\$6,915.20
73 - Supplies	\$252,961.00	\$29,362.45	\$282,323.45	\$13,400.99	\$51,500.93	\$39,189.45	\$191,633.07	32%	\$194,171.01
74 - Refunds, claims and reimbursements	\$16,137.00	\$222.52	\$16,359.52	\$2,508.50	\$230.68	\$11,423.69	\$4,705.15	71%	\$14,640.27
75 - Capital Outlay	\$23,200.00	\$1,003.78	\$24,203.78	\$0.00	\$1,003.78	\$0.00	\$23,200.00	4%	\$26,528.15
77 - Other	\$65,850.00	\$5,081.83	\$70,931.83	\$6,006.61	\$17,908.88	\$22,157.10	\$30,865.85	56%	\$50,576.34
<b>Revenue Totals:</b>	<b>\$3,956,436.00</b>	<b>\$0.00</b>	<b>\$3,956,436.00</b>	<b>\$300,885.56</b>	<b>\$0.00</b>	<b>\$1,536,058.43</b>	<b>\$2,420,377.57</b>	<b>39%</b>	<b>\$5,545,898.25</b>
<b>Expenditure Totals:</b>	<b>\$5,188,883.00</b>	<b>\$1,038,300.65</b>	<b>\$6,227,183.65</b>	<b>\$295,075.48</b>	<b>\$1,169,494.43</b>	<b>\$1,727,629.45</b>	<b>\$3,330,059.77</b>	<b>47%</b>	<b>\$4,538,476.71</b>
<b>1 - Governmental Funds Net Totals:</b>	<b>(\$1,232,447.00)</b>	<b>(\$1,038,300.65)</b>	<b>(\$2,270,747.65)</b>	<b>\$5,810.08</b>	<b>(\$1,169,494.43)</b>	<b>(\$191,571.02)</b>	<b>(\$909,682.20)</b>		<b>\$1,007,421.54</b>
<b>Revenue Grand Totals:</b>	<b>\$3,956,436.00</b>	<b>\$0.00</b>	<b>\$3,956,436.00</b>	<b>\$300,885.56</b>	<b>\$0.00</b>	<b>\$1,536,058.43</b>	<b>\$2,420,377.57</b>	<b>39%</b>	<b>\$5,545,898.25</b>
<b>Expenditure Grand Totals:</b>	<b>\$5,188,883.00</b>	<b>\$1,038,300.65</b>	<b>\$6,227,183.65</b>	<b>\$295,075.48</b>	<b>\$1,169,494.43</b>	<b>\$1,727,629.45</b>	<b>\$3,330,059.77</b>	<b>47%</b>	<b>\$4,538,476.71</b>
<b>Grand Totals:</b>	<b>(\$1,232,447.00)</b>	<b>(\$1,038,300.65)</b>	<b>(\$2,270,747.65)</b>	<b>\$5,810.08</b>	<b>(\$1,169,494.43)</b>	<b>(\$191,571.02)</b>	<b>(\$909,682.20)</b>		<b>\$1,007,421.54</b>



# Budget by Account Classification Report

Through 04/30/18  
 Prior Fiscal Year Activity Included  
 Summary Listing

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
<b>Fund 1001 - General Operating</b>									
<b>REVENUE</b>									
Licenses and permits	.00	.00	.00	.00	.00	.00	.00	+++	.00
Intergovernmental revenue	25,000.00	.00	25,000.00	.00	.00	4,923.20	20,076.80	20	19,920.38
Charges for services	447,100.00	.00	447,100.00	37,842.50	.00	154,218.65	292,881.35	34	446,940.70
Fines and forfeitures	.00	.00	.00	50.00	.00	50.00	(50.00)	+++	.00
Other misc revenue	6,200.00	.00	6,200.00	637.18	.00	833.13	5,366.87	13	11,500.63
<b>REVENUE TOTALS</b>	<b>\$478,300.00</b>	<b>\$0.00</b>	<b>\$478,300.00</b>	<b>\$38,529.68</b>	<b>\$0.00</b>	<b>\$160,024.98</b>	<b>\$318,275.02</b>	<b>33%</b>	<b>\$478,361.71</b>
<b>EXPENSE</b>									
Salary and benefits	1,008,739.00	.00	1,008,739.00	68,964.41	.00	315,623.41	693,115.59	31	946,615.07
Payroll fringes	459,214.00	.00	459,214.00	16,083.23	.00	76,100.85	383,113.15	17	424,876.96
Services	117,493.00	14,126.51	131,619.51	11,815.87	64,030.56	37,639.50	29,949.45	77	99,405.25
Utilities	42,900.00	4,179.96	47,079.96	3,024.21	31,999.63	13,349.83	1,730.50	96	35,119.81
Inter-departmental charges	2,009.00	.00	2,009.00	.00	.00	2,009.00	.00	100	2,009.00
Supplies	68,100.00	5,128.04	73,228.04	2,828.36	28,318.84	21,407.27	23,501.93	68	56,512.29
Refunds, claims and reimbursements	274,050.00	(845.00)	273,205.00	57,969.26	44,812.50	102,754.82	125,637.68	54	265,715.46
Capital Outlay	.00	6,295.44	6,295.44	1,996.44	.00	6,295.44	.00	100	.00
Other	10,747.00	1,203.95	11,950.95	183.50	3,053.83	3,553.45	5,343.67	55	10,619.94
Advance out - due to other fund	50,000.00	.00	50,000.00	.00	.00	.00	50,000.00	0	15,000.00
<b>EXPENSE TOTALS</b>	<b>\$2,033,252.00</b>	<b>\$30,088.90</b>	<b>\$2,063,340.90</b>	<b>\$162,865.28</b>	<b>\$172,215.36</b>	<b>\$578,733.57</b>	<b>\$1,312,391.97</b>	<b>36%</b>	<b>\$1,855,873.78</b>
<b>Fund 1001 - General Operating Totals</b>									
<b>REVENUE TOTALS</b>	<b>478,300.00</b>	<b>.00</b>	<b>478,300.00</b>	<b>38,529.68</b>	<b>.00</b>	<b>160,024.98</b>	<b>318,275.02</b>	<b>33%</b>	<b>478,361.71</b>
<b>EXPENSE TOTALS</b>	<b>2,033,252.00</b>	<b>30,088.90</b>	<b>2,063,340.90</b>	<b>162,865.28</b>	<b>172,215.36</b>	<b>578,733.57</b>	<b>1,312,391.97</b>	<b>36%</b>	<b>1,855,873.78</b>
<b>Fund 1001 - General Operating Totals</b>	<b>(\$1,554,952.00)</b>	<b>(\$30,088.90)</b>	<b>(\$1,585,040.90)</b>	<b>(\$124,335.60)</b>	<b>(\$172,215.36)</b>	<b>(\$418,708.59)</b>	<b>(\$994,116.95)</b>		<b>(\$1,377,512.07)</b>
<b>Grand Totals</b>									
<b>REVENUE TOTALS</b>	<b>478,300.00</b>	<b>.00</b>	<b>478,300.00</b>	<b>38,529.68</b>	<b>.00</b>	<b>160,024.98</b>	<b>318,275.02</b>	<b>33%</b>	<b>478,361.71</b>
<b>EXPENSE TOTALS</b>	<b>2,033,252.00</b>	<b>30,088.90</b>	<b>2,063,340.90</b>	<b>162,865.28</b>	<b>172,215.36</b>	<b>578,733.57</b>	<b>1,312,391.97</b>	<b>36%</b>	<b>1,855,873.78</b>
<b>Grand Totals</b>	<b>(\$1,554,952.00)</b>	<b>(\$30,088.90)</b>	<b>(\$1,585,040.90)</b>	<b>(\$124,335.60)</b>	<b>(\$172,215.36)</b>	<b>(\$418,708.59)</b>	<b>(\$994,116.95)</b>		<b>(\$1,377,512.07)</b>

# Canton City Health Department

April 2018 Report (Meeting 05/21/18)

QUALITY IMPROVEMENT

*Once every two years, the Quality Improvement Committee provides a written update to the Board of Health as to the QI Plan effectiveness per the 2016-2017 QI Plan 800-015-P approved on 06/09/2016.*

## QI PLAN AND QI ACTIVITIES ASSESSMENT:

At the end of the Quality Improvement (QI) plan 2-year cycle, which the 2016-2017 QI Plan ended 12/31/2017, the QI plan requires the QI Committee (QIC) to complete an assessment and compare it to established targets in order to determine the effectiveness of the QI Plan and QI activities. Below is a summary of the assessment:

- Evaluate QIC operations effectiveness and implement any necessary revisions:
  - The QIC evaluated and discussed the QIC operations effectiveness during their 02/21/2018 meeting. It was determined the QIC operations is effective as it. The group also decided to change the monthly meeting frequency requirement to only 10 out of the 12 months a year to provide flexibility. The QIC Team Charter was updated on 04/04/2018 to reflect the meeting change. Assessment completed.
- Review and assess the completed QI Projects using the assessment checklist:
  - There are no completed QI projects to assess. Assessment completed.
- Final assessment of the 2016-2017 QI Plan Goals and Objectives completion:
  - The QIC regularly assesses the goals and objectives completeness, but for the final assessment, the QIC Chairperson prepared a summary of all the goals and their status. The QIC reviewed and discussed this summary during their 04/18/2018 meeting. Since several of the goals had original deadlines that were extended to new deadlines due to workload throughout the 2-year period, the QIC agreed that the goals would be considered “completed by deadline” if completed by no later than the end of the QI Plan cycle of 12/31/2017. The QIC also agreed to update the counting as the total objectives instead of the total overall goals (since some goals have more than one objective), thus updating the overall total counts. There were also several goals/objectives that were not completed by 12/31/2017, and the QIC agreed to continue progress toward completing those into the 2018-2019 QI Plan cycle. Below is a summary of the goals status from Section L of the QI plan. Assessment completed.

<b>Status of QI Goals and Objectives as of 12/31/2017*</b>					
<b>Original deadline:</b>	<b>Total #</b>	<b># completed by original deadline</b>	<b># completed in 2016 after deadline</b>	<b># completed in 2017 after deadline</b>	<b># still in progress for 2018</b>
3 <sup>rd</sup> Quarter 2016	4	3	0	1	0
4 <sup>th</sup> Quarter 2016	11	1	0	7	3
4 <sup>th</sup> Quarter 2017	11	6	0	0	5
<b>TOTAL:</b>	<b>26</b>	<b>10</b>	<b>0</b>	<b>8</b>	<b>8</b>

\*Note: This data was reported differently in the 2017 Annual CCHD Report due to a difference in how the goals/objectives were counted during the final assessment compared to throughout the year. The above data is the final correct data.

- The final assessment also included the training goals from section L of the QI plan. Some of these goals are included in the above table, but they were counted in more detail for the final assessment for the effectiveness determination. The QIC reviewed this data during their 04/18/2018 meeting and determined it should be counted according to the below table:

<b>Status of QI Training Goals and Objectives as of 12/31/2017</b>				
<b>Training:</b>	<b>Audience</b>	<b>Total #</b>	<b># completed by 12/31/17</b>	<b># still in progress for 2018</b>
QI 101	Existing Staff	1	1	0
	New Hires	1	0	1
CCHD QI Plan	Existing Staff	1	1	0
	New Hires	1	0	1
QI Tools for QIPT	QIPT#1 members	1	1	0
	QIPT#2 members	1	1	0
LeanOhio Boot Camp	QIC members	1	0	1
<b>TOTAL:</b>		<b>7</b>	<b>4</b>	<b>3</b>

- Conduct QI Maturity survey and compare to baseline data to measure progress:
  - The established 10-question QI maturity survey was emailed to all CCHD staff on 12/12/2017. The survey was closed on 12/31/2017. 88% of CCHD staff responded to the survey (as compared to 86% response rate for baseline survey conducted in August 2016).
  - The results of the December 2017 survey are below as well as the results from the baseline survey conducted in August 2016. The December 2017 results indicate the quality improvement maturity at CCHD is still in the beginning stages, since the score is less than 68%. However, the results show CCHD is at 64%, which is an overall improvement over the baseline data of 54%. The results show these improvements in QI maturity are in all 3 maturity categories.

	<b>Points received / total points possible</b>	
	<b>Baseline Data (August 2016)*</b>	<b>Progress Data (December 2017)</b>
Culture	12 / 20 = 60%	13 / 20 = 65%
Capacity & Competency	7 / 15 = 47%	10 / 15 = 67%
Alignment & Spread	8 / 15 = 53%	9 / 15 = 60%
<b>Total</b>	<b>27 / 50 = 54%</b>	<b>32 / 50 = 64%</b>

\*Note: This data was incorrectly reported in the March 2018 and September 2016 Board Reports due to a calculation error. The above data is the final correct data.

- Collect CCHD & social media website views data and compare to baseline data to determine if this mode of communication is effective:
  - Collected internal CCHD and social media website views data to show progress of views on 12/27/2017. IT provided external CCHD views data on 01/19/2018. The data was compiled and analyzed in January 2018 completing this assessment. Below is a summary of the pertinent data to show that the views have increased so this communication method is being used and is effective.



	<b>Baseline Data (Feb 2017)</b>	<b>Progress Data (Dec 2017)</b>	<b>% Change</b>
CCHD QI main page hits	1088	4083	275%
CCHD QI Project #1 page hits	22	453	1959%
CCHD QI Project #2 page hits	3	401	13267%
CCHD Facebook page likes	1378	1878	36%
CCHD Twitter followers	33	44	33%

**QI PLAN AND QI ACTIVITIES EFFECTIVENESS:**

The QIC Chairperson prepared a summary of all the above assessment data and compared it to the established targets for measuring effectiveness. The QIC reviewed and discussed this summary during their 04/18/2018 meeting. Below is a summary of the effectiveness data:

					<b>Results</b>		<b>Compare to Target</b>
<b>Effectiveness Goal</b>	<b>Measure</b>	<b>Data Source</b>	<b>Target</b>	<b>Base</b>	<b>2017</b>		
<b>Organizational Culture</b>	Improve staff QI maturity	Show improvement of staff maturity compared to baseline	Every two year QI maturity assessment (to be completed by 12/31/2017) compared to baseline assessment	Any increase in maturity	27/50 = 54% (8/26/16) [See table above for details]	32/50 = 64% (1/4/18) [See table above for details]	10% increase
	Measureable success with QI efforts	% of AIM Statement objectives achieved in completed QI Projects	QIC 800-015-08-F (QI Project Review Criteria Checklist) assessment	50%	n/a	No AIM statements found; no projects completed	0% (none completed)
<b>Capacity &amp; Competency</b>	Complete all QI Plan goals listed in section L. of this document	Completion of goals by deadlines	QIC assessment	100%	n/a	Goals completed (10+8)=18 18 / 26 = 69%	69%
	Completed all QI training goals listed in section J.3. of this document	Completion of goals by deadlines	QIC assessment	100%	n/a	4 / 7 = 57%	57%
<b>Alignment &amp; Spread</b>	Effectiveness of website and social media communication strategies	Show improvement of views	QIC assessment of website and social media views compared to baseline data	Any increase in views	See Feb 2017 data in table above.	See Dec 2017 data in table above.	All types increased (lowest by 33%). See table above of exact % of each type.

As can be seen in the effectiveness data table “compare to targets” column above, 2 of 5 of the effectiveness targets were achieved during the 2016-2017 QI plan cycle. The QIC decided that even if all the targets were not achieved, the QI plan and QI activities were still effective since the QI maturity increased. The QIC plans to use this data to develop revisions to the QI structure and more realistic targets and timelines that will be incorporated in the 2018-2019 QI Plan.



## April 2018 Travel

### Travel (NO expenses)

Name	Meeting description	Location	Date of meeting
Butusov, Annie	Presentation on Stark County THRIVE Initiative	Uniontown	4/19/2018
Dzienis, Terri	Visible Emissions Observation (Smoke School Field Cert Testing)	Akron	04/04 & 04/05/2018
Grossman, Courtney	Visible Emissions Observation (Smoke School Field Cert Testing)	Akron	04/04 & 04/05/2018
Hampton, David	Visible Emissions Observation (Smoke School Field Cert Testing)	Akron	04/04 & 04/05/2018
Hupp, Jaclyn	Visible Emissions Observation (Smoke School Field Cert Testing)	Pittsburg, PA	04/10, 04/11 & 04/12/2018
Jones, Ron	Visible Emissions Observation (Smoke School Lecture)	Akron	4/3/2018
Jones, Ron	Visible Emissions Observation (Smoke School Field Cert Testing)	Akron	04/04 & 04/05/2018
Kardos, Christine	Accreditation Learning Community Meeting	Reynoldsburg	4/6/2018
Knight, Robert	Accreditation Learning Community Meeting	Reynoldsburg	4/6/2018
Knight, Robert	LeanOhio Boot Camp - Quality Improvement Training	Cleveland	04/26 & 04/27/2018
Malloy, Molly	PREP Region 8 Coalitition Meeting	Mansfield	4/18/2018
Masters, Colton	OEHA Planning Committee Meeting	Akron	4/10/2018
Masters, Colton	HazMat Advanced IQ Training Class	Dover	4/12/2018
McConnell, Patty	OEHA Planning Committee Meeting	Akron	4/10/2018
Miller, Dawn	Presentation on Stark County THRIVE Initiative	Uniontown	4/19/2018
Miller, Rick	Food Defense Training	Akron	4/9/2018
Miller, Rick	HazMat Advanced IQ Training Class	Dover	4/12/2018
Miller, Rick	Ohio Healthy Homes Network Spring Healthy Homes Forum	Columbus	4/24/2018
Morckel, Linda	Visible Emissions Observation (Smoke School Field Cert Testing)	Akron	04/04 & 04/05/2018
Norman, Sam	Visible Emissions Observation (Smoke School Field Cert Testing)	Akron	04/04 & 04/05/2018
Pabin, Ed	Visible Emissions Observation (Smoke School Field Cert Testing)	Akron	04/04 & 04/05/2018
Parker, Brianna	DIS/LTC Meeting	Columbus	4/10/2018
Safreed, Carl	Visible Emissions Observation (Smoke School Field Cert Testing)	Akron	04/04 & 04/05/2018

### Travel (WITH expenses)

Name	Meeting description	Location	Date of meeting	Fund and account
Dria, Gus	OEHA Annual Educational Conference	Columbus	04/16-04/18/2018	1001 307001 77220
Hampton, David	NACT 285, 271, & 221 Training Courses	Kentucky Dept of EPA	04/09-04/13/2018	2331 301001 77240
Malloy, Molly	Frontline to Freedom IV-Advanced Issues in Human Trafficking	Canton	4/27/2018	2323 301001 77220
Masters, Colton	OEHA Annual Educational Conference	Columbus	04/17-04/18/2018	1001 307001 77220
Morckel, Linda	Lean Ohio Boot Camp	Cleveland	04/26-04/27 & 05/03-05/04/2018	2317 301001 77240
Norman, Sam	NACT 285, 271, & 221 Training Courses	Kentucky Dept of EPA	04/09-04/13/2018	2331 301001 77240
Shaheen, Nejla	OEHA Annual Educational Conference	Columbus	04/17-04/18/2018	1001 307001 77220/77240