

HIPAA Compliance Office

March 2009

Manus O'Donnell
Human Services
Administrator

Cecilia Favata
Sr. Administrative Specialist
Position 03130, Class Code AO125

**FY 10/FY 11 DECISION UNIT
DESCRIPTION AND COST**



With Modifications

Team:	Human Services	SERVICE LEVEL:	PRIORITY:	
Department:	HIPAA COMPLIANCE OFFICE		Funding Source Priority #:	1
Fund:	01-001 COUNTYWIDE GENERAL FUND		Department Priority #:	1
Subfund:	01-001-001 COUNTYWIDE GENERAL OPERATING FD			
Index Code:	HPE01010		CIP Number:	

DECISION UNIT TITLE: HIPAA Compliance Office

MATRIX OF SERVICE: HIPAA Compliance

TOTAL COST:	RESOURCES:		Total Positions (Listed by Job Class) (Use separate sheet if necessary)			
	FY 10	FY 11	Job Class	Description	FY 10	FY 11
Personal Services	57,476	58,310	AO125	Sr. Administrative Specialist	1.00	1.00
Operating Expenses	218,457	218,457			0.00	0.00
Grants and Aid	-	-			0.00	0.00
Capital Outlay	-	-			0.00	0.00
TOTAL:	\$ 275,933	\$ 276,767	TOTAL:	Total from page 2:	1.00	1.00

PERFORMANCE MEASURES:

MEASURE DESCRIPTION		FY 09	FY 10	FY 11
WORKLOAD:	All HIPAA covered entities(CE) in overall compliance	all	all	all
% of workforce trained (increase HIPAA awareness and knowledge)		>90%	>90%	>90%

IMPACT ON FY 10:

This decision unit is to provide continued funding for Hillsborough County's compliance with the privacy, transaction and code sets, national identifiers, and security requirements imposed by the Federal Health Insurance Portability and Accountability Act (HIPAA). This office provides training for new hires and annually to all staff and when changes are made to HIPAA policies or regulations; tracks and assists in the development and revision of policies and procedures consistent with County services, expanded regulations and evolving business practices; assists Covered Entities in the implementation of Transaction and Code Sets (TCS); compiles results and reports to HIPAA Compliance Committee and other administrative committees or executives as requested; assists Covered Entities with corrective action where needed; supports development and maintenance of Trading Partner Agreements with providers; evaluates changes in business processes for HIPAA impact; conducts ongoing physical site visits and provides recommendations for remediation of existing applications, contracts, agreements and business practices; assists and provides guidance to Covered Entities in conducting risk assessments for the development and maintenance of HIPAA required physical and security management plans; in general supports the activities required for Privacy, Security, TCS, National Provider Identifiers and other compliance efforts. Additionally, this office supports the HIPAA impacted departments as they work with business associates and provider communities to achieve TCS compliance. The HIPAA office also provides training and information regarding HHS enforcement and emerging audit processes. Clerical staff serves as an assistant to the Privacy & Security Officer providing all administrative functions for the Office and assists in the analysis of questions and issues relating to release of healthcare data under HIPAA standards, refers and tracks requests for health data, documents disclosures, and complaints to the appropriate department, tracks training activities. The office support personnel manages the budget, contracts, and document production and dissemination of HIPAA support materials through the departments and the HIPAA Internet web presence. The American Recovery & Reinvestment Act (ARRA) of 2009 will greatly impact HIPAA particularly regarding requirements for electronic PHI and electronic security, we will need to closely monitor implementation of & guidelines and disseminate to & train CE's.

IMPACT ON FY 11 (If Different):

Special efforts will continue to monitor the adoption and use expanded security measures included in the economic stimulus legislation (ARRA) of 2009, especially as the county moves to Electronic Health Records and eligibility using external data sources. Attention will be directed toward support of departments as they expand the use of third party business associates, remote access, and data integration and such tools as Integration Brokers and EMPIS (enterprise master person index software).

REVENUE IMPACT:

Revenue Description:	Index Code	FY 10	FY 11	Narrative:

