

## Operational Policy

<b>Policy title:</b>	Information Security Incident Management Policy		
<b>Policy number:</b>	DHS OHA 090-005		
<b>Original date:</b>	10/01/2004	<b>Last update:</b>	04/01/2019
<b>Approved:</b>	Kris Kautz, OHA Deputy Director Don Erickson, DHS Chief Administrative Officer		

### Purpose

The Department of Human Services (DHS) and the Oregon Health Authority (OHA) are committed to reporting, analyzing, remediating, and documenting any information security incident that compromises DHS|OHA information and systems.

### Description

This policy describes the responsibility of DHS|OHA staff to report known or suspected information security incidents and presents an overview of the responsibilities of DHS|OHA related to investigating and reporting these incidents.

### Applicability

This policy applies to all DHS|OHA staff including employees, volunteers, trainees, interns, contractors, and partners.

As keepers of the public trust, all agency employees have a responsibility to comply with state and agency policies, administrative rule, and state and federal law. The agency takes this responsibility seriously and failure to fulfill this responsibility is not treated lightly. Employees who fail to comply with state or agency policy, administrative rule, or state and federal law may face progressive discipline, up to and including dismissal from state service. Contractors and partners, may face termination of the working relationship as well as federal sanctions.

### Policy

1. DHS|OHA staff have a duty to report known or suspected information security incidents and can do so without fear of retaliation.
2. Upon discovery of an information security incident, DHS|OHA staff shall immediately report the incident to management and the Information Security and Privacy Office (ISPO) relating to:
  - a. The violation of DHS|OHA policies and processes.
  - b. Impermissible access to DHS|OHA information assets or systems.
3. DHS|OHA staff shall notify ISPO of the information security incident by email, phone, or submission of the MSC 3001 form.

4. When ISPO receives an information security incident report, ISPO shall:
  - a. Perform an initial assessment
  - b. Investigate, document, and report on the incident as appropriate.
  - c. Report incidents to required state and federal agencies as required by DHS|OHA-090-005-01.

## **References**

[45 CFR 160 & 164](#)

[OAR 125-055-0100 to 125-055-0130](#)

[OAR 943-014-0400 to 943-014-0465](#)

[DHS|OHA-090-005-01 Information Security Incident Reporting Process](#)

[MARS-E Document Suite, Version 2.0. Volume III: Catalog of Minimum Acceptable Risk Security and Privacy Controls for Exchanges](#)

[Criminal Justice Information Systems Security Standards \(CJIS\)](#)

[Federal Information Processing Standards \(FIPS\) Publication \(Pub\) 200](#)

[IRS Publication 1075, Tax Information Security Guidelines for Federal, State and Local Agencies](#)

[National Institute of Standards and Technology \(NIST\) 800-53 Rev. 4](#)

[National Institute of Standards and Technology \(NIST\) 800-115](#)

[Social Security Administration Information Exchange Security Requirements and Procedures](#)

[2017 Statewide Information Security Standards](#)

Statewide Information Security Plan

Center for Internet Security Top Twenty Critical Security Controls

## **Forms referenced**

[MSC 3001 DHS|OHA Privacy/Security Incident Report](#)

## **Related policies**

[DAS 107-004-052 Information Security](#)

[DAS 107-004-120 Information Security Incident Response](#)

[DHS|OHA 010-014 Agency Compliance with Statewide Administrative Policy](#)

[DHS|OHA 090-005-01 Information Security Incident Reporting Process](#)

[OHA 100-013 OHA Business Associate Relationships](#)

[OHA 100-014 Report and Response to Privacy and Security Incidents](#)

## **Contact**

Information Security and Privacy Office (ISPO)

Phone: 503-945-6812

[dhsinfo.security@state.or.us](mailto:dhsinfo.security@state.or.us)

This policy shall be reviewed at least once every year to ensure relevancy.

## **Policy history**

Version 1 DHS-090-005 established 10/01/2004

Replaced by joint policy

Version 1 DHS|OHA-090-005 established 03/11/2015  
Version 2 DHS|OHA-090-005 reviewed annually 03/04/16  
Version 3 DHS|OHA-090-005 revised 11/13/2017  
Version 4 DHS|OHA 090-004 reviewed annually 04/01/2019

## **Keywords**

Incident, incident management, report, security incident

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