

## Guidelines

<b>Title:</b>	DHS OHA 090-003-012 Access Control Guidelines
<b>Related to:</b>	DHS OHA 090-003 Access Control Policy
<b>Effective date:</b>	10/01/2018

## Purpose

The Department of Human Services (DHS) and the Oregon Health Authority (OHA) protect against unauthorized access to DHS|OHA information systems. Access control measures ensure that approved individuals access only that information for which they are authorized.

## Guidelines

1. A manager should review access of DHS|OHA staff whenever an individual changes work assignment, and at least every three hundred and sixty-five (365) days.
2. The sponsoring manager is responsible for ensuring that contractors' and partners' access is appropriate to the current access agreements or contracts, whenever their scope of work changes, and at least every three hundred and sixty-five (365) days.
3. Contractors and partners should have their access agreements or contracts for access to DHS|OHA information systems reviewed at least every two years.

## References

[Oregon Administrative Rules \(OARs\) 166-300-030](#)

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

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

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

[DHS|OHA 090-003-05 User Access Process - Employees](#)

[DHS|OHA 090-003-06 User Access Process Map - Employee](#)

[Statewide Security Standards March 2017](#)

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

**Related policies**

[DAS 107-004-110 Acceptable Use of State Information Assets](#)

[DHS|OHA 090-003 Access Control Policy](#)

[DHS|OHA 090-009 Administrative, Technical and Physical Safeguards](#)

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**Process History**

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