

Process steps

Title:	DHS OHA 090-003-08 Third Party Entity Approval for System Access Process
Related to:	DHS OHA 090-003
Effective date:	09/12/2018

Purpose

This document illustrates the process by which the Department of Human Services (DHS) and the Oregon Health Authority (OHA) provide system access to agency information and networks for a third party entity.

Process steps

1. The program shall determine if there is a need for a third party to access a DHS|OHA agency network, information system, or an information asset.
2. The program sponsoring the access shall contact the Information Security and Privacy Office (ISPO) Information Exchange (InfoEx) program at DHS|OHA.InfoEx@state.or.us with the legal name of the third party and specific need for access.
3. The ISPO InfoEx Coordinator shall review the identified need for access and determine whether an applicable access agreement exists.
4. If an access agreement exists, the program shall verify with the InfoEx Coordinator that the access agreement is current.
 - a. If the access agreement is current, the InfoEx Coordinator shall provide the program with a current copy of the access agreement for verification.
 - b. If the access agreement is not current, the InfoEx Coordinator shall notify the program that the agreement needs to be renewed.
5. If an applicable access agreement does not exist, the program shall complete and submit the [MSC 0785](#) form to the InfoEx program at DHS|OHA.InfoEx@state.or.us.
6. If the submitted MSC 0785 form is received incomplete, the InfoEx Coordinator shall respond with comments to the program within two business days. The incomplete MSC 0785 form shall remain open for a period of ten business days, at which point it shall be closed if no response is received from the program.
7. If there isn't a response or completed [MSC 0785](#) form received after ten business days, the InfoEx Coordinator shall close the request.
8. If the submitted [MSC 0785](#) form is complete, the InfoEx Coordinator shall forward the [MSC 0785](#) to the information owner(s) or designee for review of the requested access.
9. The information owner(s) or designee shall approve or deny the requested access and document the decision.

- a. If approved, the information owner(s) or designee shall send the completed MSC 0785 form, including the date of the approval, to the InfoEx Coordinator for processing.
 - b. If denied, the information owner(s) or designee shall communicate the reason for the denial to the program and InfoEx Coordinator.
 - c. The program may resubmit their request for approval to the information owner(s) or designee after reviewing the reasons for denial and updating their access request.
10. If there isn't a response from the information owner or designee within ten business days, the InfoEx Coordinator shall close the request.
11. The InfoEx Coordinator shall review the approvals in the [MSC 0785 form](#) and ensure execution of the appropriate access agreement documentation.
12. The InfoEx Coordinator shall provide a copy of the final executed agreement to the third party entity, the program, and the information owner(s) or designee.
- a. The information owner(s) or designee shall provide the program with the information regarding applicable forms necessary to request individual user access.
 - b. Upon receipt of the final agreement, the program shall submit the applicable access request form(s) referencing the final executed access agreement number to the Office of Information Services (OIS) Service Desk.
13. The program shall submit the new MSC 0785 forms to the InfoEx program whenever the executed access agreement needs to be updated.

References

[OARs 407-014-0300 through 407-014-0320](#)

[OARs 943-014-0300 through 943-014-0465](#)

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

[DHS|OHA 090-003-09 Third Party Entity Approval for System Access Process Map](#)

[Statewide Information Security Standards March 2017](#)

Forms referenced

[MSC 0785 Third Party Information System Access Request](#)

Related policies

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

[OHA 100-003 Accessing Individual Records](#)

[OHA 100-008 Using the Minimum Necessary Standard for Individual Information](#)

[DHS|OHA 100-010 Release & Waivers for Use and Disclosure for Research Purposes](#)

[DHS|OHA 100-011 De-identification of Individual Information and Use of Limited Data Sets](#)

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

[DHS 100-003 Uses and Disclosures of Individual Information](#)

[DHS 100-004 Minimum Necessary Information for Releasing Personally Identifiable Information](#)

[DHS 100-013 Policy on the Business Associate Relationship between DHS and OHA](#)

Contact

Information Security and Privacy Office, Information Exchange Program

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Process History

Version 1 DHS|OHA-090-003-08 established 09/06/16

Version 2 DHS|OHA-090-003-08 revised 09/12/18

Keywords

Access, access administrator, access agreement, contracts, exchange, information coordinator, Information Exchange, InfoEx, InfoEx Coordinator, information owner, Information Security and Privacy Office, ISPO, MSC 0785, program, third party

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