



Michigan Healthy Homes and Lead Poisoning Surveillance System (Mi-HHLPSS) User Policy

Purpose

This policy is to ensure that the Mi-HHLPSS application is following NIST Standard AC-2(3) and the State of Michigan system security plan. The policy will also allow CLPPP to remove users who have not been active for the period of time defined below and keep the PHI stored in MI-HHLPSS secure.

Scope

This policy applies to all users of Mi-HHLPSS and replaces the Mi-HHLPSS User Policy issued February 8, 2018.

Issued: 03/01/2019

Definitions:

CLPPP- Childhood Lead Poisoning Prevention Program

Mi-HHLPSS- Michigan Healthy Homes and Lead Poisoning Surveillance System

NIST- National Institute of Standards and Technology

PHI- Protected Health Information

Policy and Procedure

All users are required to log into the Mi-HHLPSS application at least once every 30 days upon receiving their username and password from CLPPP. After 60 days of inactivity, the user's access to the application will be disabled. The user will provide a reason for the need to access the application and be required to complete and pass a quiz provided by CLPPP to restore their access. If the user fails the quiz, they will be required to complete the Mi-HHLPSS training and take a second quiz with different questions.

After 120 days of inactivity, the user's account will be permanently deleted from the Mi-HHLPSS application. They will be required to complete the Mi-HHLPSS training and take a quiz to receive a new user name and password.

If a user has not been compliant with the log in requirements and has been disabled or deleted three or more times, CLPPP will reassess the user's need for access to the application. CLPPP will inform the user and their direct supervisor of the decision via email.

CLPPP will send out a "reminder to log in" email one week prior and specify the date the user account review process will take place. CLPPP will also document the date of restriction, deletion, restoration and recreation of the user's account.

CLPPP periodically sends emails to Mi-HHLPSS users, if the email is undeliverable, the user's account will be deactivated and then deleted after 60 days of inactivity.

It is the responsibility of the user and the user's supervisor to inform CLPPP staff when access to the system is no longer needed, and when there are changes in the user's contact information, i.e., phone number, email, fax number. CLPPP staff should also be notified if a user is going to be out of the office for an extended period of time and include a tentative return date.

Contact information for the CLPPP staff responsible for maintaining Mi-HHLPSS is in the Mi-HHLPSS manual. The manual is available at www.miclppp.org/mi-hhlpss.


Unit Manager Signature


Date