



NORTH LOS ANGELES COUNTY

REGIONAL CENTER

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DATE: December 14, 2009

TO: NLACRC Vendors

FROM: Susan Pittman
Community Services Director

RE: Updated Procedures for Reporting Privacy Breaches & Security Incidents

Please review the attached Program Advisory from the Department of Developmental Services (DDS) regarding best practices for protecting confidential, sensitive, and personal information, regardless of format (i.e. electronic or paper). This advisory supersedes the August 2008 Program Advisory on Securing Confidential Information and Data and provides updated guidance on required notification to DDS when the information has been lost or inadvertently released to unauthorized persons.

Please note that, as a vendor of North Los Angeles County Regional Center (NLACRC), you are required to protect all confidential, sensitive, and/or personal information and to report any inappropriate or unauthorized access, use or disclosure of information, regardless of format or media type. In the event of any loss or theft of personal, sensitive, or confidential information in any format, you must immediately notify Susan Pittman, NLACRC Community Services Director via email at susanp@nlacrc.org. The required reporting form-SIMM 65C-and instructions are attached and also available for download on the NLACRC website. The SIMM 65C must be used to report the breach to NLACRC.

It is essential that vendors notify NLACRC as soon as they learn of an incident and then submit the SIMM 65C. The timelines for reporting the incident to other entities are very short in most cases, so please complete and submit the required information as soon as it is available.

In general, this Program Advisory provides an updated reminder to both Regional Centers and Vendors of our responsibilities. It also reiterates the language included in the Business Associate Agreement that you signed upon vendorization (or sometime thereafter).

If you don't already do so on a regular basis, now is a good time to review your organization's practices to ensure that you are taking all possible measures to effectively protect confidential information and to reinforce to your staff the importance of using the recommended procedures to prevent security breaches.

If you have any questions regarding this memo or if you need a copy of your signed Business Associate Agreement, please contact Susan Pittman at (818) 756-6116 or susanp@nlacrc.org.