TO: MnCHOICES Administrative Contacts and Mentors  
County Administrators  
County Human Services Directors  
County Public Health Nursing Directors  
Community Health Services Directors  
Tribal Health Directors of White Earth Nation, Leech Lake and Mille Lacs Band of Ojibwe  
Managed Care Organization Administrators  

FROM: MnCHOICES Team  

DATE: May 3, 2016  

RE: Instructions For Security Access Monitoring  

Purpose of the Communication  
MnCHOICES collects sensitive and private information on individuals. Individuals may be harmed by disclosure of information about them which can occur if we do not follow the regulatory requirements.  

Monitoring MnCHOICES Security Access is an important component to comply with federal regulations and state statutes that require us to protect the private information about MN residents documented in MnCHOICES. Some of those laws include the:  
- Health Insurance Portability and Accountability Act (HIPAA), 45 CFR, Parts 160, 162 and 164  
- Minnesota Government Data Practices Act (MNGDPA) (Minnesota Statutes, chapter 13)  

Mentors protect the data privacy of people who have a MnCHOICES Assessment by:  
1. Reviewing your Agency’s MnCHOICES user list and asking  
   - Who has access to MnCHOICES?  
   - Should they still have access to MnCHOICES?  
   - Is their level of access correct?  
2. Review the MnCHOICES drop down list of MnCHOICES Certified Assessors. The drop down list must have only workers who currently are: MnCHOICES Certified Assessors and use MnCHOICES to conduct Assessments, MnCHOICES Assigners and use MnCHOICES to assign Assessments  
3. Staff whose role has changed or no longer use MnCHOICES must:  
   - Have their MnCHOICES security access updated to match their current job functions or  
   - Removed from MnCHOICES altogether  
4. If your agency uses SSIS, Submit a list of MnCHOICES Users with instructions to your Agency’s SSIS Administrator to:  
   - Revise security access to MnCHOICES for specific users  
   - Terminate security access for specific users  
5. If your agency does not use SSIS submit your User Request Form provided to you at the time your agency launched with instructions to:  
   - Revise security access to MnCHOICES for specific users  
   - Terminate security access for specific users
6. Create a monthly reminder to yourself to review your agency MnCHOICES users and:
   - Submit an access security update list to your SSIS Administrator Or
   - Submit a User Request Form to the SSIS/MnCHOICES Help Desk

Thank you for your attention and partnership in protecting the privacy of the people we serve.

If you have questions contact the SSIS/MnCHOICES Help Desk:
   - Using the DHS-6979
   - Sending a message to dhs.ssishelp@state.mn.us or
   - Calling 651-431-4801