



## Cabinet for Health and Family Services Division of Health Information

### *Policies – Information Technology*

**Category: 14 000.000**

**Category Title: DIVISION OF HEALTH INFORMATION OBLIGATIONS**

**Policy Title: Disaster Recovery Planning**

**Policy: KHIE Disaster Recovery Plan:** KHIE will develop, test, and maintain at all times, an appropriate KHIE Disaster Recovery Plan.

1.1 It will include necessary procedures and reconciliation provisions, the necessary software, data storage, and computer equipment, either directly or indirectly through a third party vendor, to enable KHIE to resume full service availability to Participants within forty eight (48) hours from the onset of a major disruption in normal health information exchange operations.

2.1 Upon request, KHIE agrees that it shall provide Participants with a copy of KHIE's official Disaster Recovery Plan.

**Scope:** This policy applies to all Division of Health Information and KHIE employees and contractors, including all persons providing contractor services.

**Policy/Procedure Maintenance Responsibility:** The Division of Health Information is responsible for the maintenance of this policy.

**Exceptions:** There are no exceptions to this policy.

**Review Cycle:** Bi-Annual

**Timeline:**

Review Date: 05-26-2022

Review Date: 12-19-2019

Review Date: 08-01-2018

Effective Date: 06-15-2011