Behavioral Health Data Warehouse Project  
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Finding Issue #3:  
The work breakdown structure (WBS) of the MS Project version does not include all the pertinent detail as presented in the Project Management Plan.

Fox Systems Recommendation:  
Update MS Project to reflect all appropriate tasks identified in PMP & use one version to track projects & produce periodic updates.

BHDW Project Response:  
The MS Project schedule has been updated to reflect all appropriate tasks as identified in the Project Management Plan and one version is now utilized to track the project and to produce periodic updates.

Finding Issue #5:  
Policies and Procedures for Data Access and Use

Fox Systems Recommendation:  
Develop interim decisions to assist development of final policies & procedures, including who has authority to determine access to the data, what the process is to request access to the data or a report from the data warehouse & what will be validated prior to its release & distribution.

BHDW Project Response:  
The development of draft interim policies and procedures were discussed and decided upon by the BHDW Steering Committee working group which met on August 5th and 19th, 2009 and also on September, 2nd and 16th, 2009. The draft interim documents include policies on data ownership, data access, and data requests. The draft policy for data validation is pending further discussion by the BHDW Steering Committee.

The purpose of the draft interim data ownership policy is to provide guidelines for the management of and access to the data within the data warehouse. This policy describes the roles and responsibilities of the individuals charged with the stewardship of this information.

The draft policies reference the creation of a Data Access Advisory Board. The Data Access Advisory Board shall review the requests for access to the data or reports as required by the policy and shall make recommendations to the Collaborative Chief Executive Officer or designee on whether to grant the requests.
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Carol Thomas-Gravel gave a presentation of the Draft Interim Policies and Procedures to HSD Secretary Pam Hyde on October 1st, 2009 and to the Health and Human Services Secretaries on October 6th, 2009.

Finding Issue #6:
Processes regarding access to client data and Security & Backup of Client and Project Data

Fox Systems Recommendation:
Refine the existing processes that impact access to the client data as noted above and perform and document the backup processes of the client and project data.

BHDW Project Response:

Currently only HSD-ITD staff have access to the data warehouse. The staff who have access are Beverly Harris, Behavioral Health Analyst and Gordon O’Brien, Technical Lead.

The Behavioral Health Data Warehouse is designed to comply with HIPAA, NM DoIT and HSD security standards. The BH Data Warehouse Project Group developed security, backup and project data process documentation. The documents developed are the Business Continuity, Systems Design Document and a Security Requirements Document.

The Business Continuity identifies the processes of the recovery and a partial or full restoration if the data is critically interrupted.

The Systems Design Document defines the architecture, components, modules, interfaces, and data process for the data warehouse. In addition the Systems Design Document touches on security and recovery design.

Full backups for the BHDW are done every weekend. Differential increments are done daily, Monday through Friday. The BHDW Transaction Log maintenance occurs on Friday. The BHDW is backed up to a CX500 SAN Disk Array where they are stored for 2 weeks. As HSD-ITD moves forward with the Veritas project, separate retention policies, as well as backup to tapes going off-site will be implemented.

All project documentation is stored on a secure share drive that is backed-up regularly as part of the HSD back-up process.