

Effective Date:
Revised Date:
Review Date:

North Sound Mental Health Administration

Section 4200 – Consumer Information Systems: Primary and Backup Systems for Electronic Submission of Data to MHD

Authorizing Source:
Cancels:
See Also:
Responsible Staff: IS Specialist

Approved by: Executive Director
Motion #

Date: 11/29/2005

POLICY #4207.00

SUBJECT: PRIMARY AND BACKUP SYSTEMS FOR ELECTRONIC SUBMISSION OF DATA TO MHD

POLICY

The NSMHA shall have a primary and a backup system for electronic submission of data to MHD

PROCEDURE

Establishing a Virtual Private Network (VPN) connection to the Inter-Governmental Network (IGN) shall be the primary system for electronic submission of data to MHD. Once the VPN connection has been established, a connection is made with a SSH Secure Shell FTP client to the Mental Health Division's Secure FTP site. Once connection has been established with the SSH Secure Shell FTP client, file transfer may begin.

A secondary system for electronic submission of data to MHD can be accomplished by copying the data to some form of portable media (CD, DVD, jump drive, etc.) and delivered to MHD offices.

As other methods become available for securely submitting electronic data, this policy will be updated.

ATTACHMENTS

None