**Data Security and Confidentiality Tool - 5**

**Data Security and Quality Assurance Checklist**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **#** | **Procedures** | **Yes** | **No** | **If no, indicate the plan  for improvement** |
|  | Is the TB Program patient management database on a secure server located within a locked room at the TB Clinic? |  |  |  |
|  | Is secure password protection maintained for the TB Program patient management database? |  |  |  |
|  | Have modifications that are needed for surveillance and patient management activities been made to the TB Program patient management system? |  |  |  |
|  | Is the system backup of the TB Program patient management database performed nightly? |  |  |  |
|  | Are the TB registry data secure and confidentiality of all surveillance case reports, HIV test results, and other patient files maintained in accordance with local and state guidelines? |  |  |  |
|  | Are QA protocols created for monthly and annual monitoring of data validity? |  |  |  |
|  | Are the data-collection, data-entry, and QA protocols easily accessible to all staff? |  |  |  |
|  | Is periodic training conducted to ensure staff are up to date with QA protocols? |  |  |  |
|  | Are existing QA reports reviewed and queries created in the TB Program patient management system to produce line lists of records with missing or incorrect information? |  |  |  |
|  | Does the program comply with HIPAA regulations? |  |  |  |