Continuity of Operations Planning: Awareness

Assess: Records and Data Base Worksheet

Respond to the questions below for each critical process and service that supports your department’s/organizations essential functions. Please note that the table has been competed as an example.

1. List a critical process and/or service that support essential functions.
2. List the vital records or databases necessary to perform each critical process or service.
3. List the vital record’s or database’s: form (paper or electronic) / category (emergency or legal) / type (static or dynamic).
4. If the vital record or database is in paper form, identify the record’s or database’s physical location. If the vital record or database is in electronic form, identify the file name and location(s) on a drive.
5. Identify the staff member(s) responsible for maintaining the vital record or database.
6. Identify the network or server that supports the vital record or database.
7. Identify the vital record’s or database’s Recovery Point Objective (RPO).
8. Prioritize the vital record or database – the shorter the RPO, the higher the priority.
9. Identify any unique risks to which the vital record or database may be susceptible.
10. List the current protection method(s) in place for the vital record or database.
11. In considering what additional measures should be performed to protect the vital record or database, answer the questions: Is offsite storage necessary? Should the file be stored in an alternative media? Is duplication necessary?

*Source: Continuity of Operations Plan Guidance for Indian Health Centers, Global Vision Consortium Native American Alliance for Emergency Preparedness, June 2010*

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| **Question** | **Response** |
| **1.Critical Process or Service** | *Continued service to persons diagnosed with diabetes and hypertension* |
| **2. Vital Record or Database** | *Patient records* |
| **3. Form / Category / Type** | *Paper*  *Electronic* |
| **4. Location** | *Medical records*  *Electronic records stored remotely, can be accessed from provider work stations* |
| **5. Responsible Staff Member(s)** | *Medical Records*  *Information Technology Manager* |
| **6. Supporting Network or Server** | *TBA* |
| **7. Maintenance Frequency** | *Weekly* |
| **8. Recovery Point Objective (RPO)** | *1 day* |
| **9. Priority** | *1* |
| **10. Unique Risk** | *Must maintain secure storage of medical records* |
| **11. Current Protection Method** | *Offsite pass word protected electronic records.*  *Daily backup.*  *Paper records in locked cabinets in locked file room* |
| **12. Offsite storage? / Alternative Storage Media? / Duplication?** | *Offsite storage and daily backup of electronic records.* |

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| **4. Location** |  |
| **5. Responsible Staff Member(s)** |  |
| **6. Supporting Network or Server** |  |
| **7. Maintenance Frequency** |  |
| **8. Recovery Point Objective (RPO)** |  |
| **9. Priority** |  |
| **10. Unique Risk** |  |
| **11. Current Protection Method** |  |
| **12. Offsite storage? / Alternative Storage Media? / Duplication?** |  |