

GEORGIA DEPARTMENT OF JUVENILE JUSTICE	Transmittal # 18-10	Policy # 24.4
Applicability: {x} All DJJ Staff { } Administration { } Community Services { } Secure Facilities	Related Standards & References: Georgia Health Information Network User Guide; GaHIN Subscription Agreement; Georgia Health Information Network, Inc. Georgia Direct Policies and Procedures; Health Insurance Portability and Accountability Act of 1996 (HIPAA)	
Chapter 24: FEDERAL PROGRAMS	Effective: 6/11/18 Scheduled Date Review Date: 6/11/19	
Subject: GEORGIA HEALTH INFORMATION NETWORK, INC. (GaHIN)	Replaces: 8/1/17 Division of Finance	
Attachments: A - Member Subscription Agreement B - Georgia Health Information Network, Inc. Georgia Direct Policies and Procedures C - Georgia Health Information Network User Guide	APPROVED:  <hr/> Avery D. Niles, Commissioner	

I. POLICY:

The Department of Juvenile Justice will serve as a Member of the Georgia Health Information Network, Inc. (GaHIN) to obtain electronic health information to improve patient-centered health care, increase efficiencies and improve the health of the youths supervised by the Department of Juvenile Justice. GaHIN's purpose is to close the patient information gap across all patient care settings by electronically connecting disparate systems and data sources to support improved quality of care, better health outcomes, and reduction in costs.

II. DEFINITIONS:

Truven Health Analytics: Entity engaged by the Georgia Health Information Network, Inc. to facilitate the exchange and use of certain patient health information for certain purposes per the Member Subscription agreement.

Georgia Health Information Network, Inc. (GaHIN): Non-profit organization dedicated to the use and exchange of electronic health information. GaHIN is the entity responsible for operating the statewide health information network (HIN) for Georgia. GaHIN supports the secure exchange of pertinent health information between authorized providers.

GaHIN Administrator: DJJ Office of Federal Programs staff designated as site administrators for the GaHIN website. GaHIN Administrators create and delete user accounts, manage password issues, and provide technical assistance for the site to DJJ staff.

Health Information Exchange (HIE): Technology that supports the flow of health information between physician practices, hospitals, long-term care facilities, labs, radiology centers, other healthcare institutions, public health departments and other reporting agencies. This public-private collaborative of healthcare stakeholders from across the state work together

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to establish the statewide health information exchange technological infrastructure to electronically connect healthcare providers across the state of Georgia.

Member (Participant) Subscription Agreement: Agreement that governs the usage of data across the network and defines the allowed purpose of data exchange. The agreement governs the relationship between the GaHIN Member and the Health Information Exchange.

GaHIN Member (User): Organization such as an integrated health care or hospital system, region HIEs, state agencies, payers or other wellness partners that have permissions to access, consume and make available data transport services on the statewide health information network.

III. PROCEDURES:

- A. The DJJ staff members will maintain the confidentiality and restrict the disclosure or re-disclosure of Health Data in accordance with Member Subscription Agreement (Attachment A) and the Georgia Health Information Network Inc. Georgia Direct Policies and Procedures (Attachment B).
- B. GaHIN User access for the Department of Juvenile Justice is read-only and cannot be shared with others.
- C. GaHIN Users shall be responsible for maintaining a secure environment that supports access to, use of and continued development of the Network. GaHIN Users shall use appropriate safeguards to prevent use or disclosure of patient health information per the Health Insurance Portability and Accountability Act of 1996 (HIPAA).
- D. GaHIN Users must obtain appropriate consent from an individual in accordance with applicable laws prior to disclosing or re-disclosing health data through the Health Information Exchange. Third party release of health care information is prohibited.
- E. The Office of Federal Programs will conduct monthly audits of GaHIN User access activity. The Office of Federal Programs can deactivate a GaHIN User at any time due to inappropriate use of the GaHIN until further investigation is conducted and resolved.
- F. The Supervisor of the GaHIN User must notify the Office of Federal Programs immediately if the GaHIN User has separated from employment with DJJ or if there is suspicion of fraudulent activity.
- G. The Office of Federal Programs in conjunction with the Georgia Care Connect may provide training semi-annually to new employees of the respective units approved for read-only GaHIN access. Employees may review the Georgia Connected Care Clinician User Guide (Attachment C) and contact the GaHIN Administrator to determine if they should be a GaHIN User and to prepare for the training.

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- H. The Office of Federal Programs designated staff will serve as the GaHIN Administrators. The Office of Federal Program designated staff will be required to complete the GaHIN Administrator training and provide technical assistance upon request from a GaHIN User.
- I. All new requests for a GaHIN User must be submitted to the Office of Federal Programs for approval by a GaHIN Administrator.
- J. GaHIN Administrators and Users are prohibited from conducting unauthorized and inappropriate use of their GaHIN account. Any violations of the terms of the GaHIN Agreements may subject the employee to disciplinary action, including discharge, loss of privileges, termination of contract, legal action for monetary damages or injunction, or both, or any other remedy available to the Department. Any intentional disclosure of information by a GaHIN Administrator or User to an unauthorized individual may result in criminal prosecution.
- K. Any access or user issues are to be reported to the Office of Federal Programs via email DJFFederalPrograms@djj.state.ga.us.

IV. LOCAL OPERATING PROCEDURES REQUIRED: NO