



ACTION RISK SELF ASSESSMENT CHECKLIST

Checklist Information

gauge where they are in the overall picture of HIPAA implementation. This checklist is intended to be used by the HIPAA Coordinator, HIPAA Project Lead, or other key agency representative in the State, Medicaid agency, or other agency. Use of this checklist is voluntary; it is intended to assist the agency and is not required to be submitted to CMS.

The HIPAA Project Lead or HIPAA Project Coordinator is usually in the best position to provide accurate answers to the questions and can act as the best judge of the status of each project area in the checklist. The Green, Yellow, and Red indicators correspond to levels of risk. The intent of this tool is to highlight areas within the HIPAA project that may be in need of attention. If a segment of the checklist is not green, then each question for which a "No" answer was supplied should be examined, and the reason for which the "No" was given should be understood.

"Yes" Criteria

positively to the question (i.e., the item is completed or in progress). The "Yes" box can also be checked if adequate resources and planning have been allocated for future efforts. If these criteria are not met, the "No" column should be checked.

Using the Checklist

Scroll through the sections and answer each question "yes" or "no" as appropriate by clicking in the corresponding box. There is a color-coded cell in the header of each section that will change according to the risk associated with that section. When all sections have been completed, you may scroll back through the sections and look for the yellow and red cells or proceed to the results worksheet by clicking on the "Results" tab at the bottom of the screen.

Results

questions in one section may yield a different score than answering 3 out of 4 in another section). These individually weighted scores are then combined to produce a score for that section. The results worksheet provides a bar graph and table that display the risk score for each part of the checklist. Very low scores indicate areas of probable high risk. High scores do not indicate no risk, rather areas of the project that, based on the answers given, should not be a problem for the project.

Help

For technical assistance with this checklist you may contact Bob Guenther (robert.guenther@titan.com). For general questions, or for more information regarding the tool you may contact Henry Chao in the CMS Central Office (hchao@cms.hhs.gov).