



Overview of the LTC Consortium Security Risk Assessment Tools

The purpose of this document is to provide you with an overview of the Security Risk Assessment Tools that were developed by the LTC Consortium and to step you through how these tools work together.

Step 1

Print out and read the “Overview of the HIPAA Security Rule and Risk Analysis” [\[Overview of the HIPAA Security Rule and Risk Analysis\]](#).

Step 2

Print out and read the “Health Insurance Reform: Security Standards; Final Rule” found on the Internet:

<http://www.cms.hhs.gov/hipaa/hipaa2/regulations/security/03-3877.pdf>.

The “Security Rule” requirements are outlined in *Subpart C—Security Standards for the Protection of Electronic Protected Health Information*, which begins on page 8376. In addition, the Comments and Responses to the Proposed Rule are informative and are found on pages 8335 through 8365.

Step 3

Open the “Risk Assessment Matrix” [\[LTC Risk Assessment Matrix\]](#). This is a Microsoft Excel file that contains 6 different spreadsheets with tabs entitled:

1. Terms Definitions Examples – definitions and examples for the terms: Risk, Vulnerability, Threat, Outcome, Probability, Impact and Risk Score.
2. Administrative – Administrative Safeguards outlined in the Security Rule.
3. Technical – Technical Safeguards outlined in the Security Rule.
4. Physical – Physical Safeguards outlined in the Security Rule.
5. P & P – Policy and Procedure Overview.
6. Sec Stds Matrix – Security Standards: Maxtrix – a table of the standards and implementation specifications from *Appendix A* of the Security Rule.

Be sure to print out each spreadsheet within the file.

Step 4

Print out and read, “Conducting your Security Risk Assessment” [\[How to Conduct your Security Risk Assessment\]](#).

Step 5

Print out and read, “Risk Assessment Matrix Instructions” [\[LTC Consortium Risk Assessment Matrix Instructions\]](#) while referring to the spreadsheets: Terms Definitions Examples, Administrative, Technical, and Physical from Step 3 above.

Step 6

Print out and review the “Risk Assessment Training Program” [[Risk Assessment Training](#)]. This is a Microsoft PowerPoint presentation that you can use to training your staff on the HIPAA Security Rule and how to conduct your organization’s Risk Assessment.

Step 7

Review the “Policy and Procedure Overview” from Step 3 above. After reviewing the Security Rule, it is the opinion of the LTC Consortium that the some of the standards and implementation specification may require documentation of policies and procedures. This table identifies instances where policies and procedures may be required to document compliance with Security Rule.