

UConn HEALTH

POLICY NUMBER 2006-14

October 16, 2009

POLICY: PURCHASE/DEVELOPMENT OF INSTITUTIONAL SYSTEMS

PURPOSE:

To ensure that software purchased/developed for institutional use can be fully supported by UConn Health Information Technology (IT) Department, does not duplicate functionality already operational or under development, can be appropriately integrated with other UConn Health systems, and complies with HIPAA Security and other applicable state or federal regulations.

SCOPE:

This policy applies to all UConn Health employees, including faculty and staff.

POLICY STATEMENT:

1. UConn Health employees who seek to purchase an institutional system, develop an institutional system, or secure consultant(s) to develop an institutional system, must contact and work through the UConn Health Chief Information Officer (CIO) or Assistant Vice President, Enterprise systems. Institutional systems cannot be developed or purchased without sign-off from the CIO or Assistant Vice President, Enterprise Systems.
2. Institutional systems are defined as being intended for use beyond one individual/ laboratory or small work group (four or more individuals) and having one or more of the following characteristics:
 - 2.1 Will support a key process or function within an organizational unit
 - 2.2 Requires interfaces or feeds to/from other institutional systems
 - 2.3 Requires infrastructure support beyond simple network access (server, back-up, etc.)
 - 2.4 Will provide data for department/institutional reporting needs including regulatory needs, and/or feed the enterprise data warehouse and require database management.
 - 2.5 Will have patient safety implications if system is not set up properly or malfunctions in any way in production.
 - 2.6 Requires custom development in excess of \$20,000.
 - 2.7 Maintains confidential or restricted data which includes, but is not limited to, personally-identifiable information that is not in the public domain, and if improperly disclosed, could be used to steal an individual's identity, violate the individual's right to privacy or otherwise harm the individual. Examples include electronic patient health information (ePHI), Social Security numbers, credit card information and research data requiring protection as required by the National Institutes of Health (NIH).
3. If a small system application which did not meet institutional criteria is scheduled for expansion to four or more people and/or an enhancement which falls into one or more of the institutional system criteria, the owner must contact the CIO or Assistant Vice President,

Enterprise Systems for sign-off prior to moving forward with the expansion and/or the enhancement.

Sandra Armstrong (signed)

11/2/09

Chief Information Officer

Date

Cato T. Laurencin (signed)

11/3/09

Executive Vice President for Health Affairs

Date

NEW POLICY: June 23, 2006
Revised: 10/16/09