



MEETING MINUTES

DOC Privacy Protection Team

Breach Incident Response Team

Feb. 28, 2019

2:00 p.m.

DOC Central Office

3099 E. Washington Ave.

Madison, WI

First Floor, Room 1M-D

(Check in at Reception desk)

Contact: Linda Eggert

Phone: 608-240-5409

Email: linda.eggert@wisconsin.gov

The DOC Breach Incident Response Team will meet to review new filings of the DOC-2721 (Privacy Breach Incident without Protected Health Information Report by Supervisor) and possibly determine a response recommendation. The Team may go into closed session pursuant to Wis. Stats. 19.85 (f) to consider the medical or personal information of specific persons, and for preliminary consideration of specific personnel problems, and/or Wis. Stats. 19.85 (g), to confer with legal counsel for advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.

Agenda

I. Welcome/News/Announcements

In Attendance: Linda Eggert, Division of Management Services; Andy Fabian, Division of Juvenile Corrections; Donna Harris, Division of Community Corrections; Tom Johnson, Bureau of Technology Management. **Absent:** Crystal Powers, Bureau of Health Services, Mike Saunders, Division of Adult Institutions; Todd Allen, Eric Muellenbach, Office of Legal Counsel.

Eggert briefed the committee on a situation at Milwaukee Secure Detention Facility that DAI is following.

II. Updates on draft DMS policy for managing confidential information and revision of ORM-01

Eggert updated committee on status in policy development.

IV. Privacy-Security issues/updates - Bureau of Information Technology, BTM Dir. Tom Johnson

Johnson informed the committee of BTM developments related to HIPAA compliance.

VI. Other Business

None.

VII. Breach Incident Response Team (All Privacy Protection Team members in attendance)

Privacy breach incident reviews and updates

- **DOC-27218 – HIPAA Breach Report by Employee;** Crystal Powers, HIPAA Compliance Officer/Health Info Supervisor

None.

- **DOC-2721 – Privacy Breach Incidents without PHI Report**

- #2018-027 12-17-18 Fox Lake Correctional Institution – Report issued -Low risk, monitor
Committee updated.
- #2019-002 1-9-19 Communications Office, Office of the Secretary – Report pending; Low risk, monitor
Committee updated.
- #2019-003 1-11-19 Taycheedah Correctional Institution; Bureau of Human Resources Region 2, WI DOA – Closed
Committee updated.
- #2019-004 1-16-19 Region 7, Division of Community Corrections – Report issued -Medium risk, notify (Update)
Donna Harris briefed members on an update to the report; DCC case file found and returned to appropriate agent in Region 8 so incident closed with no further action.
- #2019-005 1-18-19 Taycheedah Correctional Institution – Closed.

- #2019-006 1-18-19 Drug Abuse Correctional Center –Referred.
- #2019-007 1-25-19 Oshkosh Correctional Institution – Closed/Referred.
- #2019-008 2-19-19 Region 7 and Region 3 – Review.
Harris briefed members on the incident details. BIRT unanimously agreed the incident was “Low” risk; Eggert will brief OLC attorney and update members at next BIRT meeting.
- #2019-009 2-19-19 Dodge Correctional Institution and Bureau of Human Resources Region 2, WI DOA – Review.

II. Adjourn.

Adjourned.

MEETINGS AND HEARINGS ARE OPEN TO THE PUBLIC AND MAY BE CANCELLED WITHOUT NOTICE.

Times listed for meetings items are approximate and depend on the length of discussion. In order to confirm a meeting or to request a complete copy of the agenda, please contact the listed contact person.

ACCESSIBILITY: Any person wishing to attend who requires special accommodations should contact the person listed above before the scheduled meeting time.