

## **Scope of Work**

### **Task One – Assessment of Current HIPAA Compliance by Various Departments**

Border Visions Consulting Group L.L.C. will provide a complete assessment of each of the departments to identify where the County of Hidalgo is non compliant of HIPAA regulations. All departments which handle protected health information will be part of the assessment.

### **Task Two – Train the Trainer Program**

Border Visions Consulting Group L.L.C. will develop a curriculum for establishing a train the trainer program. The program will be developed to be used for in house trainers and program compliance inspectors.

Provide a Two day training program for train the trainer. Each trainer shall be responsible for understanding County approved HIPAA policies and procedures, train each of the county employees who deal with protected health information, designing a system to ensure follow up for inspecting compliance, and renewing business associate agreements on a yearly basis and prepare new one for new vendors.

### **Task Three – Business Associate Agreements**

Create new agreements for all county vendors which provide health services to the County of Hidalgo

### **Task Four- Privacy Officer/ Contact Person/ Security Officer Training Program**

The Privacy Officer will be trained for directing the development and implementation of the latest federal privacy policies, procedures and practices throughout Hidalgo County; including overseeing training, communications, compliance monitoring, handling of complaints and compliance issues, and resolving any issues involving the uses or disclosures of protected health information ("PHI").

The Contact Person will be trained supervise the safeguarding of PHI within the workplace. This person will provide leadership and guidance in establishing, overseeing and coordinating information security throughout the office and in ensuring compliance with HIPAA security requirements.

The Security Officer will be trained for the ongoing management of information security policies, procedures and technical systems in order to maintain the confidentiality, integrity and availability of all organizational healthcare

### **Task Five – Employee Training Program (New Hires/Promotions)**

Border Visions Consulting Group L.L.C. shall provide a total of 6 training sessions (two per month). Each class will hold a maximum of 30 students in each class. Any staff who does not make these training session will be trained by internal county staff who will be prepared to do so. Each of the County Trainers will be required to attend all six of these trainings prior to hold a session on their own.

**Policies and Procedures Manual Training for Key Personnel**

Border Visions Consulting Group L.L.C. shall provide a total of three (3) two (2) day training sessions (one per month) Each class will hold a maximum of 15 students and provide an understanding of County approved policies and procedures as mandated by federal law. County trainers, privacy officer, contact person, and security officer will be required to attend at least one of these training sessions

**Best and Final Offer Cost**

September 2007	\$5,000.00
October 2007	\$5,000.00
November 2007	\$5,000.00
December 2007	\$5,000.00
January 2007	\$5,000.00
February 2007	\$5,000.00

**Additional Costs:**

**Copies**

Copies of hand out to be copied by County of Hidalgo or provided by Border Visions Consulting Group L.L.C. at .15 cents per black and white and \$1.15 per page for color.

**Additional Employee Trainings**

Additional Employee Trainings will be charged at \$150.00 per person.

A monthly report will be submitted with each invoice describing the tasks performed for any given month.