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| CHAPTER<br>Information Management | CHAPTER<br>07 | SECTION<br>001 | SUBJECT<br>25 |
|---|---|---|---|
| SECTION<br>Information Systems | DESCRIPTION<br>Information Systems Change Management Tracking | | |
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## APPLICATION:

| ☒CMH Staff | ☐Board Members | ☒Provider Network | ☐Employment Services Providers |
|---|---|---|---|
| ☐Employment Services Provider Agencies | ☐Independent Contractors | ☐Students | ☐Interns |
| ☐Volunteers | ☐Persons Served | | |

## POLICY:

Lapeer County Community Mental Health (LCCMH) requires the management and tracking of substantial changes made to the agency's computer networks, workstations, laptops, and software programs (specifically programs used in processing electronic protected health information – ePHI). Change tracking allows the efficient troubleshooting of issues that arise due to an update, new implementation, reconfiguration, or other changes to systems.

## PROCEDURES:

A. All changes that substantially alter the functionality of the agency's information and communication systems will be managed consistently and recorded in a change tracking log maintained by the Network Administrator/IT Consultant.

B. Minor software updates to computer operating systems or electronic health record systems (EHR) do not need to be recorded in the change tracking log.

C. When necessary, system backups should be performed prior to the application of any changes that may affect system data.

D. All system changes will be overseen by the Information Privacy and Security Officer, working in partnership with the practice's leadership and Network Administrator/IT Consultant.

**REFERENCES/EXHIBITS:**

Change Management Tracking Log

AW:lr