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North Sound Mental Health Administration

Section 4200 – Consumer Information Systems: Consumer Information System Recoverability

Authorizing Source:
Cancels:
See Also:
Responsible Staff: IS Specialist

Approved by: Executive Director
Motion #

Date: 11/29/2005

POLICY #4208.00

SUBJECT: CONSUMER INFORMATION SYSTEM RECOVERABILITY

PURPOSE

The NSMHA shall have in place policies and procedures, which will allow for rapid recoverability of the NSMHA Consumer Information System (NSMHA-CIS).

SCOPE

This policy applies to the computer systems that make up the NSMHA-CIS and the data contained therein.

POLICY

A. Data Backup

All data shall be backed up per the Data Backup policy. In addition, for redundancy purposes, operating copies of the NSMHA-CIS data warehouse shall be made on a regular basis and kept both on and offsite.

NSMHA-CIS Application Service Provider, Raintree Systems, Inc., shall have a policy in place that backs up data and the information system and copies of these back ups shall be kept offsite from the physical server location.

B. Recoverability

In the event of a system failure, various steps may be taken to recover the NSMHA-CIS data warehouse:

1. In the event of a server failure, replacement server hardware will be procured and NSMHA-CIS data warehouse will be restored using either operating copies of the data warehouse or utilizing data backups. This may involve using an offsite server. As an interim step, a PC with sufficient computing power may be temporarily utilized for the production of reports or data look-up.
2. In the event of an office-wide disaster where rebuilding the network is necessary, primary systems (domain controllers, mail servers, file servers, database servers, etc.) will be restored.
3. NSMHA-CIS Application Service Provider, Raintree Systems, Inc., shall have policies and procedures in effect that will allow for an organized restoration of the required servers.

ATTACHMENTS

None