

Federal IT Best Practices Work Group
Report on Progress
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Findings

Standards for EAP Information Technology (IT)

General IT standards exist that are applicable to EAP IT systems. A few examples of such standards are:

- Privacy Act of 1974 (5 U.S.C. 552 as Amended).
- Computer Security Act of 1987 Office of Management and Budget (OMB) Circular A-130, Appendix III, "Security of Federal Automated Information Systems"
- DHHS Automated information Systems Security Program Handbook (Release 2.0, dated May, 1994),
- Federal Information Security Management Act (FISMA) as part of the e-Government Act of 2002
- Certification and Accreditation in accordance with the guidelines of OMB Circular A-130

Compliance with these standards can be specified in contracts with providers.

In addition, the group HL7 (see <http://www.hl7.org/>) is working with SAMHSA to establish guidelines for electronic medical records. The structure and maintenance of electronic EAP records could benefit from guidelines developed by this group.

The IT Work Group recommended development of a resources forum (a community meeting room for Federal EAP practitioners and administrators) and that a threaded discussion group can be developed to facilitate communication for this community. Instead of reinventing the wheel the group suggested using the HHS University site <http://learning.hhs.gov/communities>.

Recommendations:

- Publicize the HHS University site
- The IT work group to collaborate with HHS University site to make it more user friendly.
- The web site needs to be marketed, promoted.
- A tutorial on the site and the IT work group would be helpful.
- Conduct a user satisfaction survey for feedback on the web site. This could also promote awareness of the site.