

Draft High level work plan for Long -Term -Care and Community C
 ations in planning for each phase, timelines are only suggestions

Task	Person Responsible	Time line (In weeks)											
		Month 1		Month 2		month 3		Month 4		month 5		Month 6	
Privacy Project													
Phase I Project Structure													
Appoint Privacy Officer	CEO/ED/												
Corporate Privacy Work Group TOR	Privacy Officer												
Revisions as needed to educational presentation	Privacy Officer												
Develop Work Plan for organization	Privacy Officer												
Education to corporate governance	Privacy Officer												
Meeting of Privacy Steering Committee (PSC)	Privacy Officer												
Revise Questionnaire for Privacy Review	PO and PSC												
Phase II Privacy Review and Develop the Plan													
Conduct a Privacy Review with Review of data collection tools	Privacy Steering Cttee												
Document findings of Privacy	Privacy Steering Cttee												
Complete a Gap Analysis	Corporate Governance												
Conduct PIA as required													
Analysis of Privacy Review and Develop the Privacy Plan	Privacy Steering Cttee												
risks	Privacy Steering Cttee												
Notice and Consent	Privacy Officer												
Third Party Contract	Privacy Officer												
Revision to P and P	Privacy Steering Cttee												
Development of new privacy practices/process	Privacy Steering Cttee												
Approvals	Corporate Governance												
Other													
Phase III Implementation													
Consent and Notice	Administrator/PO												
Policies	Administrator/PO												
Staff Education	Privacy Office												
Privacy Policy -	Administrator/PO												
Staff Agreements	Administrator/PO												
Third party contracts-lab pharmacy	Administrator/PO												
Audits	Administrator/PO												
Phase IV Sustaining the Gains													