

Arizona Department of Health Services Office for Children with Special Health Care Needs Children's Rehabilitative Services Administration	Effective Date: 03/02/2009 Last Review Effective Date: 02/11/2009
SUBJECT: Business Continuity	SECTION: BC 1.2

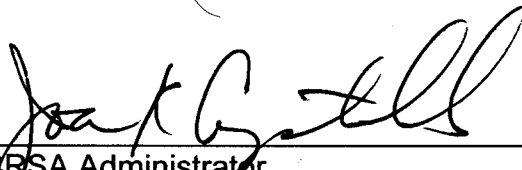
SUBTITLE: CRS Contractors Business Continuity and Recovery Plan Monitoring

POLICY:

It is the policy of the Children's Rehabilitative Services Administration (CRSA) to ensure that the Children's Rehabilitative Services (CRS) Contractor's Business Continuity and Recovery Plan is consistently and timely reviewed and monitored in accordance with contract requirements.

PROCEDURES:

- 1) CRSA shall review and analyze the submitted the CRS Contractor's Business Continuity Plan to ensure all components are complete and appropriate. If the plans have missing or incomplete components, CRSA will respond with a letter requesting additional information and/or a revised plan.
- 2) CRSA shall obtain, during the annual administrative reviews, documentation of the CRS Contractor's Business Continuity and Recovery Plan testing.
- 3) CRSA shall obtain, during the annual administrative reviews, the education tracking forms, and sign-in sheets for staff training provided by the CRS Contractor.

Approved:  CRSA Administrator	Date: <u>3/5/09</u>
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