Three New Endowed Chairs at the Law School

Leo Katz has been appointed the new Frank Carano Professor of Law. He was appointed to the Michigan law faculty in 1987 and moved laterally to Penn Law in 1991. Focusing primarily on the more counterintuitive aspects of our substantive criminal law, he is the author of two books: *Ill Gotten Gains: Evasion, Blackmail, Fraud and Kindred Puzzles of the Law* (1996) and *Bad Acts and Guilty Minds: Conundrums of the Criminal Law* (1987). He is also the co-editor, with Michael S. Moore and Penn Law professor Stephen Morse, of an interdisciplinary reader, *Foundations Of The Criminal Law*. He received a Guggenheim Fellowship for his new book project, *Why The Law Is So Perverse*. His work investigates crimes of coercion and deception, economic crimes like tax evasion, and crimes without apparent victims, shedding light more generally on problems of consent, the use and abuse of legal stratagems, and the nature of harm throughout the law.

Professor Katz has been a visiting professor at Goethe Universität Frankfurt and a visiting scholar at the Australian National University, and will be in residence at the Wissenschaftskolleg in Berlin for part of the next academic year.

Michael Knoll will be the new Earle Hепburn Professor of Law. He began his academic career in 1990 at the University of Southern California Law School. He joined Penn Law in 2000 when he was also appointed to the faculty in Wharton’s Real Estate Department. Dr. Knoll, who holds a Ph.D. in economics as well as a J.D. (both from the University of Chicago) is known for applying finance principles in order to understand the flaws in our existing tax system and to generate proposals for how that system could be redesigned. He has published extensively with articles appearing in many law reviews and in peer-reviewed journals, and his opinion pieces have appeared in national newspapers.

Dr. Knoll began his legal career at the U.S. International Trade Commission (ITC), where he helped develop an economic and legal analysis for antidumping and countervailing duty cases. That analysis is still used in the United States and has been adopted abroad, becoming a focal point in the debate on the proper enforcement of the unfair trade practices regime, and has produced a large and growing literature. In addition to working at the ITC, he was in private practice and clerked for the Hon. Alex Kozinski of the U.S. Ninth Circuit Court of Appeals before entering academia. Before coming to Penn, he was a visiting professor or visiting scholar at the law schools of the University of Virginia, Georgetown, Columbia, New York University, and Toronto.

At Penn, Dr. Knoll has developed several innovative interdisciplinary classes that he teaches. He serves as the Associate Dean for Academic Affairs at Penn Law.

Reed Shuldiner will be the new Alvin Snowiss Professor of Law. Dr. Shuldiner began his academic career here at Penn Law in 1990 and has served as a Visiting Professor at Yale Law School and currently at Harvard Law School. He holds a Ph.D. in economics, a J.D., and a B.S.E. He has written a series of articles on the taxation of financial products as well as on the feasibility of a flat rate wealth tax. Widely known for his expertise on the structure of our tax system, Dr. Shuldiner has served as an attorney adviser in the Office of Tax Legislative Counsel, the premier tax policy office in the country. He has also served as a consultant to the governments of China, Lithuania, the Philippines and South Africa on the reform of their tax systems on behalf of the International Monetary Fund and the U.S. Treasury.

Dr. Shuldiner also served as Associate Dean for Academic Affairs at Penn Law from 2000 to 2002.

Launching Faculty Recruitment Initiative with Anonymous $10 Million Gift

Penn Integrates Knowledge, a University-wide initiative to recruit faculty members to the University of Pennsylvania whose research and teaching exemplify the integration of knowledge across disciplines, has received its first significant gift.

The $10 million gift from an anonymous donor will create four endowed University professorships, which will be joint appointments between Penn’s schools.

“I am thrilled to launch this ever-important initiative with such a spectacular gift,” said President Amy Gutmann, “one that recognizes both that Penn must build on its significant interdisciplinary strength in order to move to the next level and also that no resource is more vital to the life of a world-class university than its faculty.”

The newly created professorships will be awarded to distinguished faculty who have demonstrated exceptional intellectual achievement across disciplines.

“Through their research, teaching and University service,” President Gutmann said, “these newly recruited faculty members will prominently add to the University’s ability to address the most challenging intellectual and practical issues of our times.”

In making the gift, the donor said he was, “delighted to give Dr. Gutmann the tools she needs to accomplish her ambitious plans for Penn.” He described the initiative as “a catalyst for transforming the University.”

A recruitment process, led by a nomination committee made up of the Provost and the Deans of Penn’s 12 schools, will begin immediately and will supplement ongoing searches conducted by departments and schools. The President will approve the finalists, who will be appointed through the normal process.

Integrating knowledge is one element of the Penn Compact, President Gutmann’s three-point plan to take Penn from excellence to eminence and to equip the University with the resources it needs to tackle some of the most complex and urgent questions facing the world today. Increasing access to a Penn education and building the University’s engagement with local and global communities are the other components of the Compact.

The Penn Compact

Dr. Amy Gutmann first described her vision of the Penn Compact in her Inaugural Address last October. That Inaugural Address is still available online at www.upenn.edu/almanac/volumes/v51/n08/inaug_ag_speech.html, both as text and in streaming video, for those who want to see the Inauguration Ceremony.

IN THIS ISSUE
2 Institute on Aging Pilot Projects; Deaths: Mr. Linn, Ms. McDonald; Trustees’ Meeting Coverage
3 2005 Models of Excellence Award Winners
4 FOR COMMENT: Policy on Security of ePHI
5 Update: Blood Drives; CrimeStats; Classifieds
6 Total Compensation Statements from HR; March HR Programs
7 Update: March HR Programs; Academic Job Search and Academic Life
8 Government Affairs Update

Inserts: OF RECORD: Patent Policy
March AT PENN
More Trustee Coverage from the Winter Stated Meeting

Reporting at the Trustees’ Stated Meeting on February 11, for the External Affairs Committee, trustee Alan Hassenfeld noted that the VP for Communication Lori Doyle had presented her Strategic Communications Plan, outlining key strategies to support the Penn Compact and to impact the reputation of Penn. The objectives she cited are to position Penn as a leader, increase visibility nationally and internationally, support fundraising, manage issues/crises, and to motivate and inform the faculty and staff. The committee also heard a report on the challenges facing the Office of International Programs and international students who must comply with Student and Exchange Visitor Information System (SEVIS). VP for Government, Community and Public Affairs, Carol Schemer, informed the committee that Mayor John Street named Penn’s former VP and Chief of Staff Pedro Ramos as Managing Director for the City of Philadelphia. She also reported that student voter turnout for the Presidential election in November 2004 increased to 54.11 percent, a gain of 23 percent from 2000.

The Facilities and Campus Planning Committee chairman William Mack discussed the University’s efforts to revitalize the 40th & Chestnut Street corridor, where there are plans to work with the community in developing mixed use facilities for retail and housing. This project would be the first in the Commonwealth of Pennsylvania to take advantage of the New Market Tax Credit, which provides low interest financing. He also described the planned condos conversion of the University-owned building at 4200 Pine Street. The building, which Penn bought some 20 years ago, has had offices in it; they are being moved to the core of the campus. For instance, the offices of the University Press are relocating to the old home of WXPN on Spruce Street. Horace Trumbauer built the landmark building in 1904, as well as Eisenlohr Hall in 1912, now the President’s House. It is to become 30 condo units, with parking. Construction is set to start this summer and be completed next year.

The Neighborhood Initiatives Committee chair Gil Casellas summarized the presentations on housing in the area given by Dr. Eugene Birch and Dr. Dennis Culhane. Dr. Birch had told the committee that the linkages between the Trustees and the academics at Penn is “pacing-setting.” The committee is considering ways of assessing the community’s health and well-being, and evaluating and measuring the impact of Penn’s efforts to create an economically and socially diverse community in University City.

There were appointments to many Boards; Seth E. Toney II to GSE; Joseph D. Gatto and Richard Schiffer to the Law School; Mark H. Goldstein the University Libraries; David T. Clancy, Michael E. Feng, Harvey Kimmel, Krishna P. Singh to SEAS; Marjorie Gordon Schuyne, Patricia Braun Silvers and Andrew D. Stone to the School of Social Policy and Practice; Stephen G. Smith to the Board of Trustees of the Penn Press and a slate of individuals to the Board of Managers of the Wistar Institute; Scott R. Douglass, Sandra L. Garz, and Scott W. Killinger to Penn Praxis.

Institute on Aging 2005 Pilot Study: May 2

The University of Pennsylvania Institute on Aging (IOA) will fund three multidisciplinary pilot projects on biomedical, epidemiological, behavioral or health services research in basic science or clinical areas in aging, led by a School of Medicine faculty member. In addition, the IOA is pleased to partner with the School of Nursing (SON) to offer an additional fourth pilot grant opportunity, provided by joint funding from the IOA and the SON to support a pilot study led by a faculty member of the SON. Each pilot will be funded at a level of up to $50,000/year for personnel and supply costs, but not equipment. These one-year, non-renewable grants support multidisciplinary research projects in aging-related research. The purpose is to assist faculty in obtaining preliminary data to serve as the basis of a grant application to the NIH or other public or private agencies concerned with aging.

A committee representing the IOA Internal Advisory Board will review all proposals. Funding depends not only on scientific merit, but also on the likelihood that the pilots will lead to independent investigator initiated proposals. Principal Investigators must be on the faculty of Penn’s School of Medicine or School of Nursing, but collaboration with faculty from other departments is strongly encouraged. Priority will be given to:

• Faculty in the early stages of their career who seek to enter the aging research arena
• Senior faculty who intend to shift their research emphasis towards aging

Applications: Applications should utilize the basic NIH PHS 398 format, with one exception: a title page should be substituted for the NIH face page. Applications should be limited to 5 pages (exclusive of face page, budget, biosketches, letters of collaboration and literature cited). Animal and/or IRB protocols may be pending. Suggested organization for page distribution is:

1) Title Page (not the NIH face page) showing the title of grant, name of P.I., affiliation, address and telephone numbers
2) Budget (costs for personnel, supplies, but no equipment)
3) Biosketch
4) Specific Aims
5) Background and Significance
6) Preliminary Studies
7) Experimental Design & Methods
8) Human Subjects (if applicable and protocol may be pending)
9) Vertebrate Animal Sections (if applicable and protocol may be pending)
10) Consultants (if applicable)
11) Consortium Contractual Arrangements (if applicable)
12) Literature Cited
13) Certification of Patient Oriented Research (if applicable)

Applications Due: May 2, 2005; anticipated date of award July 1, 2005.

Deaths

Karl Linn, Landscape Architect

Mr. Karl Linn, a former assistant professor of landscape architecture, died of leukemia on February 3 at the age of 81.

Born in Dessow, Germany, Mr. Linn worked on his parents’ farm which was used to train mental health professionals in the art of “horticultural therapy.” With the rise of the Nazis, his family fled Germany for Palestine, now Israel. Mr. Linn then went to the Institute of Applied Psychology in Zurich, Switzerland to train as a psychologist. He immigrated to New York City in 1946 and became a well known landscape designer working on such projects as the Seagmaid Building. In the 1950s he turned to making community gardens in depressed neighborhoods around the country.

Mr. Linn came to Penn in 1959 as an assistant professor of landscape architecture and remained here until 1964. He started drafting his students to work in low-income neighborhoods to build what he called “neighborhood commons”—communal spaces that bring neighbors together. According to an article in Sierra Club’s Sierra magazine, “although Linn was popular with the students he taught at the School of Fine Arts in Philadelphia, the dean was not a fan.” However, one of Linn’s defenders was Louis Kahn, a fellow professor and world-renowned architect. In a 1963 letter to Dean G. Holmes Perkins, Kahn wrote: “Having recognized the signs of a new way of life, [Linn’s] efforts are designed to reconstruct a concept of the usefulness of man and his role as contributor to the community of men.” Mr. Linn founded the Neighborhood Renewal Corp. Linn founded the Neighborhood Renewal Corp based in Philadelphia in 1961. The organization assisted members of distressed communities in reclaiming, designing and rebuilding blighted urban spaces.

He later taught at the New Jersey Institute of Technology and MIT.

Maryellen McDonald, Alumni Records

Maryellen McDonald, former manager of Alumni and Development Records, died on February 11 at the age of 51.

Mrs. McDonald earned a bachelor’s degree from Richard Stockton College. In 1987, she earned her master’s degree in library and information sciences from Drexel University.

She worked as director of recruitment in the College of Information Science and Technology at Drexel and developed its first web site. In 1995 she joined Alumni and Development Records at Penn as a manager and stayed in that position until 1999. That year she returned to Drexel as student systems administrator.

She is survived by her husband, Mr. Howard D. White; her father, Eugene McDonald; her two sisters. Memorial donations may be made to the Multiple Sclerosis Society, 1 Reed Street, Philadelphia, PA 19147.

To Report A Death

Almanac appreciates being informed of the deaths of current and former faculty and staff members, students, and other members of the University community.

However, notices of alumni deaths should be directed to the Alumni Records Office at Room 545, Franklin Building, (215) 898-8136 or send them via e-mail to record@ben.dev.upenn.edu.
2005 Models of Excellence Award Winners

Models of Excellence
• Christopher Blickley
  Christopher Blickley, IT, Senior Project Leader, HR, developed “HR Manager,” a revolutionary, user-friendly, web-based product that replaces numerous paper intensive Human Resources processes. It provides comprehensive employee data for school and center use and transforms Penn’s hiring and position management processes. As a result, this system saves over 50,000 work hours and dollars for those involved in human resources activities, and ultimately, improves the University’s management of its “human” resources.

• BorrowDirect+ Service Team
  The BorrowDirect+ Service Team created an innovative approach for integrating two existing interlibrary loan software systems, BorrowDirect and EZ. By eliminating existing traditional loan operation, this new program allows users to seamlessly identify and transfer materials from 15 local collections and 63 outlying institutions’ libraries. It saves the University approximately one half of the cost of a traditional loan transaction and allows users the freedom of ordering on-line from a wide array of institutions. This new program has transformed the library’s ability to obtain important resources for teaching and research across the campus.

Honorable Mention
• CPUP Physician Payroll Integration Team
  This team of Penn staff members from across campus developed a flawless process for integrating the payroll activities for Penn’s clinical practice physicians into the University’s central payroll system, an effort at which others failed three previous times. This innovative approach assured Federal payroll compliance, improved coordination and saved significant staff hours and manual process costs for managing the complex compensation and benefits packages of our physicians. Best of all, it supported significant business process improvements across the University and the Health System.

2005 Selection Committee
Craig R. Carnaroli, Executive Vice President
John J. Heuer, Vice President for Human Resources
Patrick Harker, Dean of The Wharton School
Charles Mooney, Chair, Faculty Senate
Sylvie Beaufrais, Chair, Weekly Paid Professional Staff Assembly
Rodney V. Robinson, Chair, Penn Professional Staff Assembly
Bonnie Gibson, Vice President for Budget and Management Analysis
Valerie Allen, Director, African American Resource Center
Helen Anderson, 2004 Models Winner
Randall Couch, 2004 Models Winner
Anna Delaney, 2004 Models Winner
John LaVoy, 2004 Models Winner
Dave Millar, 2004 Models Winner
Diane Sandefur, 2004 Models Winner
Ron Sanders, 2004 Models Winner
Jacqueline Smith, 2004 Models Winner
Leah Smith, 2004 Models Winner
Terri White, 2004 Models Winner
Marilyn Kraut, Ex-Officio, Director, Quality of Worklife Programs, HR

ALMANAC February 22, 2005
www.upenn.edu/almanac
In the January 11, 2005 issue of Almanac, we introduced the topic of HIPAA (Health Insurance Portability and Accountability Act of 1996) security and noted which areas of the University must comply with the “Security Standards for the Protection of Electronic Health Information” by April 21, 2005. This federal regulation requires covered entities to implement specific safeguards to protect the confidentiality, integrity and availability of protected health information that is in electronic form.

Penn’s HIPAA Security Team has developed a single policy to meet the minimum obligations in HIPAA. The policy allows each affected area to develop more detailed procedures that support the policy requirements as appropriate to mitigate risk. While much of the policy comes directly from the HIPAA security regulation and leaves limited opportunity for alteration, we would like to submit it for public comment in order to elicit reactions, questions, concerns and suggested changes. Please forward comments to Jim Cunningham.

Because the University is designated as a “hybrid entity,” or one in which only some schools, offices and centers are HIPAA-regulated, and because of the complexities of the various laws governing sensitive information, applicability of the policy is not always obvious. While we believe the policy requirements are “best practice,” and (where reasonable and appropriate) should be applied to any sensitive electronic data, adherence is not required in all cases. Given the policy reflects best practices, it may be more practical for affected areas to implement policy supporting procedures to safeguard all sensitive data rather than differentiate those that are only covered by HIPAA.

—Robin Beck, Vice President, Information Systems and Computing

Policy on Security of Electronic Protected Health Information (ePHI)

Key Principles

HIPAA is a federal law that, among other things, focuses on protecting the privacy and security of personal health information (protected health information or PHI). This law affords certain rights to individuals regarding their PHI and imposes obligations upon many institutions that maintain such PHI. At Penn, the following entities are responsible for compliance with HIPAA privacy and security regulations: the University of Pennsylvania Health System (UPHS), the School of Medicine (SOM), the School of Dental Medicine (SODM), the Living Independently For Elders (LIFE) program, Student Health Services, and HR Benefits program, as well as workforce members of other Penn offices that, while offering support to these entities, access PHI.

While inextricably linked, the HIPAA security regulation (compliance mandated by April 21, 2005) is distinguished from the HIPAA privacy regulation (compliance mandated by April 14, 2003) in that it applies to electronic storage and transmission of PHI (ePHI), compared with the privacy regulation which applies to all forms of PHI and prescribes more detailed requirements for securing such data. This security policy outlines minimum standards for ensuring the confidentiality, integrity and availability of electronic protected health information (ePHI) received, maintained or transmitted by all University HIPAA Covered Components (listed below), as well as other offices which support these entities (listed below as “Support Services”). Covered Components shall meet or exceed these standards by implementing the necessary administrative, physical and technical safeguards as appropriate based on their assessments of risk. Compliance by Support Services with these standards is limited to their activities that directly involve creation or receipt of ePHI in support of Covered Components and not activities related to services provided to non-covered areas of the University.

Definitions

Business Associate—Any contracted entity or individual outside of Penn that creates, receives, maintains, or transmits electronic protected health information on the Covered Component’s behalf.

Covered Components and Support Services—HIPAA contains a “hybrid entity” provision that allows organizations with varied components to designate only part of their organization as HIPAA-regulated. Under the hybrid entity provisions, the University has identified regulated areas as those that are “Covered Components” or “Support Services,” as described below.

Covered Component—This term includes Penn schools or centers that are “health care providers” that conduct HIPAA standard electronic transactions or “health plans” under the Rules. At Penn, this includes: UPHS, School of Medicine, School of Dental Medicine, Living Independently For Elders (LIFE) program, Student Health Services, and the Employee Health Benefit Plan. University of Pennsylvania Health System (not listed) has separately developed policies and procedures pertaining to security practices, including those related to ePHI.

Support Services—In addition to these Covered Components, a number of department/offices (Support Services) create or receive ePHI in support of the Covered Components. These Support Services are obligated to comply with the HIPAA Security Rule only with regard to their creation or receipt of ePHI in their support of Covered Components and their covered activities, not in their support of non-covered areas within the University. Each Support Service may develop additional procedures as reasonable and appropriate given their constraints, capabilities and level of risk or may select to support this policy through awareness within their area:

• Office of Regulatory Affairs
• Institutional Review Board (eight review boards)
• Office of the General Counsel
• Office of Audit and Compliance
• University Archives and Records Center
• Office of Environmental Health and Radiation Services
• Office of Risk Management and Insurance
• Office of the President
• Office of the Provost
• Office of the Executive Vice President
• Office of Student Financial Services
• Office of Development and Alumni Relations
• Office of the Comptroller
• Office of Information Systems and Computing
• School of Nursing: Office of Technology and Information Systems, Center for Nursing Research, and Office of Business and Finance
• VPUL—Technical Support

ePHI—electronic protected health information—Individually identifiable health information which is:

• Transmitted by electronic media
• Maintained in electronic media

Electronic media means:

• Electronic storage media including memory devices in computers (hard drives) and any removable/transportable digital memory medium, such as magnetic tape or disk, optical disk or digital memory card; or
• Transmission media used to exchange information already in electron-
ic storage media. Transmission media include, for example, the Internet (wide-open), extranet (using Internet technology to link a business with information accessible only to collaborating parties), leased lines, dial-up lines, private networks, and the physical movement of removable/transportable electronic storage media. Certain transmissions, including of paper, via facsimile, and of voice, via telephone, are not considered to be transmissions via electronic media, because the information being exchanged did not exist in electronic form before the transmission.

HIPAA—“HIPAA” is an acronym for the Health Insurance Portability & Accountability Act of 1996 (August 21), Public Law 104-191, which amended the Internal Revenue Service Code of 1986. Also known as the Kennedy-Kassebaum Act, the Act includes a section, Title II, entitled Administrative Simplification, requiring:

1. Improved efficiency in healthcare delivery by standardizing electronic data interchange, and
2. Protection of confidentiality and security of health data through setting and enforcing standards.

As part of the HIPAA law, Security Standards were published in the Federal Register, February 20, 2003 with the Regulation Effective Date: April 21, 2003, and Compliance Date: April 21, 2005.

Workforce—anyone accessing ePHI working with the University of Pennsylvania’s Covered Components and their shared Support Services as an employee, volunteer, student or faculty member.

Scope and Applicability

While application of this policy to any sensitive data is considered “best practice” and should be considered by all areas of the University when storing or transmitting such information, it is only mandated for those areas the University has designated as HIPAA “Covered Components.” In addition to the Covered Components, offices that support such covered activities carried out by the Covered Components must also do so according to this policy.

Certain data is specifically excluded from coverage under HIPAA, most importantly:
1. student records, except for student patient data maintained at Student Health Services
2. employment records, except for health benefits records
3. information “de-identified” under HIPAA standards

Exceptions

Exceptions to this policy must be documented and submitted for approval to the University Information Security Officer who will consult with the Office of General Counsel. Appeals of decisions shall be referred to the Vice President of Information Systems and Computing.

Policy Requirements

University Covered Components and Support Services as defined above shall conduct an accurate and thorough assessment of the potential risks and vulnerabilities to the confidentiality, integrity and availability of ePHI and shall implement security measures sufficient to reduce risks and vulnerabilities. Such measures shall be implemented based on the level of risks, capabilities, and operating requirements of each office/department. These measures must include as appropriate and reasonable the following safeguards:

Administrative Safeguards

1. Sanctions: Appropriate sanctions against workforce members who fail to comply with the security procedures in their organization (refer to Human Resource Policy 001: Adherence to University Policy).
2. System Monitoring: Procedures to regularly review records of information systems activity, such as audit logs, access reports, and security incident tracking reports.
3. Security Officer: Assignment of a single person for each Covered Component to be responsible for development and implementation of safeguards, with coordination by the University Chief Security Officer to ensure adequate threats and vulnerabilities are addressed University-wide.
4. Workforce Supervision: Procedures for the authorization and/or supervision of workforce members who work with ePHI or in locations where it might be accessed.
5. Appropriate Access: Procedures to determine that the access of a workforce member to ePHI is appropriate to support their role in business or clinical operations.
6. Access Termination: Procedures for terminating access to ePHI when employment ends or need for access no longer exists.
7. Business Associate Obligations: Ensure safeguards are contractually (appropriate language provided by Office of General Counsel) mandated with any Business Associate or transaction clearinghouse that may have access to University ePHI.

Physical Safeguards

8. Access: Procedures that grant access to ePHI by establishing, documenting, reviewing and modifying a user’s right of access to a workstation, software application/transmission or process.
9. Awareness Training: Establish on-going security awareness through training or other means that provide workforce (including management) with updates to procedures and policies for guarding against, detecting and reporting malicious software. Awareness should also address procedures for monitoring log-in attempts and reporting discrepancies, as well as procedures for safeguarding passwords.
10. Incident Response: Procedures for responding to, documenting and mitigating where practicable suspected or known security incidents and their outcomes.
11. Business Continuity: Based upon an assessment of data criticality, each Covered Component will develop a contingency, data backup and business continuity plan to insure exact data backups are created, maintained and retrievable. Such procedures shall enable continuation of critical business processes for the security of ePHI while operating in an emergency mode. Periodic testing of the procedures should be done with revisions made as necessary.
12. Physical Access: Procedures to limit physical access to ePHI and the facility or facilities in which they are housed while ensuring that properly authorized access is allowed.
13. Physical Identification Validation: Access must be physically safeguarded to prevent tampering and theft. Procedures must address control and validation of a person’s access to facilities based on their role or function, including visitors, employees, faculty, students and vendors.
14. Modification and Repairs: Maintenance records should document repairs and modifications to the physical components of a facility as it relates to security.
15. Environment: Procedures that specify the proper functions to be performed, the manner in which they are to be performed and the physical attributes of the surroundings of a specific workstation or class of workstation that can access ePHI.
16. Media Movement: Procedures that govern the receipt and removal of hardware and electronic media that contain ePHI into and out of a facility, and the movement of these items within the facility.
17. Media Final Disposition: Procedures to address the final disposition of ePHI, and/or the hardware or electronic media on which it is stored. Procedure must include process for removal of ePHI from electronic media before the media is made available for other use.

Technical Safeguards

18. User Sign-on: Access rights procedures which assign unique names or numbers for identifying and tracking user identity. Such procedures shall ensure appropriate access during an emergency. Electronic sessions shall terminate automatically after a predetermined time. ePHI shall be encrypted and decrypted when necessary and appropriate for electronic transmission.
19. Data Integrity: Procedures that protect ePHI from improper alteration or destruction, which should include a mechanism to authenticate ePHI and corroborate that it has not been altered or destroyed in an unauthorized manner.
20. Authentication: Procedures or mechanisms to verify that a person or entity seeking access to ePHI is the one claimed.

Data Transmissions: Technical safeguards to insure ePHI transmitted over an electronic communications network is not accessed by unauthorized persons or groups, and that such information is not improperly modified without detection until disposed of.

Policy References

Administrative Computing Security Policy: [www.upenn.edu/computing/policy/acsp.htm](http://www.upenn.edu/computing/policy/acsp.htm)
Acceptable Use Policy: [www.upenn.edu/computing/policy/aup.htm](http://www.upenn.edu/computing/policy/aup.htm)
Critical Host Security Guidelines: [www.upenn.edu/computing/security/critical_host_guidelines.htm](http://www.upenn.edu/computing/security/critical_host_guidelines.htm)
Adherence to University Policy: [www.hr.upenn.edu/policy/policies/001.asp](http://www.hr.upenn.edu/policy/policies/001.asp)
Plant Assets—Disposal of Computing Equipment: [wwwfinance.upenn.edu/phyfinance/pme/1100/1106.51.shm](http://wwwfinance.upenn.edu/phyfinance/pme/1100/1106.51.shm)
Total Compensation Statements

You know how much you get in your paycheck every week or month. But do you really know the value of your total compensation from the University? Penn provides you with valuable benefits such as a competitive retirement program and comprehensive healthcare options, as well as many benefits that you might not even be aware of, including discount programs and health promotion and wellness services.

And while you know that you contribute a certain amount towards the cost of your health and retirement benefits, you may not be aware that the University contributes a significant amount towards these benefits as well.

That’s why in early March, many of you will receive a Total Compensation Statement, providing you with a summary of your calendar year 2004 benefits and compensation—showing both your contributions and the University’s cost for its contributions. You should be able to match your salary and your contributions to your final December 2004 paycheck. This personalized, confidential statement will be sent to full-time faculty and staff who were employed for a significant period of time in 2004.

Penn has developed these statements at the request of faculty and staff, and they demonstrate the value of the University’s total rewards to you. Your total compensation is a combination of your salary, the benefits you take advantage of based on your personal needs and other University-provided benefits that you may not even realize are there (e.g., Medicare, coverage into your total compensation). Much of your value is not all of them can be addressed in a statement such as this, the most significant pieces will be included.

We know that the faculty and staff commitment to Penn is much more than just a job, and Penn offers you much more than just a paycheck. We hope that your total compensation statement will provide you with a better understanding of the value of working at Penn.

—Division of Human Resources

March Human Resources Programs

Further your professional and personal development by taking advantage of upcoming Human Resources programs. Note that you must pre-register for all programs by visiting the online Course Catalog at www.hr.upenn.edu (click on “Course Catalog” at top of page).

Learning and Education

Learn valuable skills through American Management Association (AMA) programs, Brown Bag Matinees, Career Focus Brown Bags and other programs. Don’t forget to pre-register. For questions on L&D programs, call (215) 898-3400 or visit www.hr.upenn.edu/ed.

Professional Development Program—Dealing with Change: Individual Transitions in Organizations: March 4; 9 a.m.-4:30 p.m.; $50. Organizations today are experiencing an unprecedented frequency and intensity of change, reorganization, process improvement, innovative technology, new people and new rules. Learn how to increase your ability to manage the transitions caused by change with less disruption and distress in your work and life.

Professional Development Program—Franklin Covey’s FOCUS: March 8; 9 a.m.-5 p.m.; $50. Competing priorities. Multiple deadlines. A hundred unanswered e-mails. Sound familiar? If so, you’re not alone. This engaging, highly interactive workshop will help you think differently about how you spend your time and give you the tools to increase productivity, enhance your chances of success, keep focused, effectively manage all the information that comes across your desk and reduce your stress level.

Brown Bag Matinee—Generations in the Workplace: March 9; noon-1 p.m.; free. Team members and supervisors from all four generations in the workforce today can benefit from this video that introduces each of the generations and events that shaped their characteristics and work patterns. Find perspective and planning the effective relationship.

Professional Development Program—Get Organized and De-clutter Your Workspace: March 14; 1-4 p.m; $50. Are you overwhelmed by piles of paper? Frustrated that you can’t lay your hands on what you need, when you need it? Learn how to develop a system to manage all the papers you deal with and how to set up your workspace to gain greater office efficiency.

Career Focus Brown Bag—Salary Negotiation: March 18; noon-1 p.m.; free. This entertaining video gives insight to both sides of salary negotiations. Learn to prepare for and handle these all-important conversations, Penn Compensation Specialists will explain how the process works here and answer your questions.

Professional Development Program—Teams: Who, What, When, Why & How; March 22 and 23; 9 a.m.-4:30 p.m.; $50. Teams are more than simply a group of people working together. They can be an enormously effective way to create synergy and produce outstanding results. Or they can be a colossal waste of time. This program will provide participants with a map of the team process and a set of tools to maximize a team’s effectiveness.

Work-Life Balance Workshops

Finding the time to balance your work and home life demands isn’t always easy. That’s why we offer a variety of workshops to provide you with support for your personal and professional life challenges. For more information or to pre-register, visit the Human Resources website at www.hr.upenn.edu/quality/workshop.asp or call (215) 898-5116.

Guiding Your Teen Through the College Search Process: March 3; 11:30 a.m.-1 p.m.; free. Learn how you and your teen can best handle the daunting task of the college search process. This workshop is designed to provide guidance through the maze of searching for a college that is right for your child. You will learn the most important factors in the college search, how to develop a timetable, and how to put the search into constructive action.

Relationships: Making Time for Each Other: March 17; 11:30 a.m.-1 p.m.; free. This workshop offers methods for keeping relationships fresh despite the challenges of handling jobs, children, eldercare, and other demands. Learn important perspectives regarding how we look at each other, communication and collaboration techniques, and planning the effective relationship.

Heart Health Series

Penn’s Heart Health Series continues with the next in a series of workshops designed to help you keep your heart healthy and fit. For more information or to pre-register, visit the Human Resources website at www.hr.upenn.edu/qualitywellness/healthwellness.asp or call (215) 898-5116.

Discovering the Keys to Weight Management for a Healthier You: March 24; noon-1 p.m.; free. A new year—a new and healthier you! Learn the steps to weight management by setting goals, finding a support network and identifying a weight loss program that suits your needs. Watch an informative half hour video, and then Anthony Fabricatore, psychologist with Penn’s Weight and Eating Disorders Program, will be on hand to answer your questions.

No Issue During Spring Break

There is no issue of Almanac scheduled for March 8. During Spring Break staff are on duty to assist contributors planning for the issues immediately following the Break. Publication will resume on March 15.

Breaking news, if any, and the weekly crime reports will be posted to “Almanac Between Issues.”

Get On Board Express Almanac

Sign up to receive e-mail notification when we post breaking news between issues. Send an e-mail to listserv@lists.upenn.edu with “subscribe e-almanac <your full name>” in the body of the message. —Ed.
Update
February AT PENN

FILMS
26 Walk on Water; 8 p.m.; International House; $12, $10/seniors, free/students w/ID (Israel Film Festival of Greater Philadelphia).
28 The Dawn at My Back: A Memoir of a Black Texas Upbringing; 7 p.m.; Terrace Room, Logan Hall (Cinema Studies).

READING/SIGNING
24 The Things They Carried; Tim O’Brien, author; 2 p.m.; Hall of Flags, Houston Hall (Social Work).

TALKS
22 Surrealist Ghosts: Lee Miller’s Egyptian Landscapes; Kate Conley, Dartmouth College; 4:30 p.m.; rm. 516, Williams Hall; for pre-discussion readings contact edmccart@sas.upenn.edu (French Institute).
25 Behavioral Game Theory; Colin Camerer, California Institute of Technology; noon; rm. G17, Logan Hall (IRCS).

Deadline: The deadline for the April AT PENN calendar is Tuesday, March 13. For information see www.upenn.edu/almanac/calendar/caldead-real.html.

American Red Cross Blood Drives
February 23, Vance Hall/Hoover Lounge, 9 a.m.-6 p.m.
March 2, Law School, Levy Conference Center, 10 a.m.-4 p.m.
March 29, Harnwell House Lounge, 12:30-6:30 p.m. and King’s Court English House, Upper Lounge, 1-7 p.m.
March 30, Hill House Atrium 1-7 p.m.
March 31, Quad-McClelland Hall, 1-7 p.m.
Potential donors can visit: http://penn.gives-blood.org/to view or sign up for a blood drive.

River North Chicago Dance Company returns for four shows, February 24-26, in the Zellerbach Theatre, Annenberg Center. The group is known for combining styles such as jazz, ballroom, classical and contemporary with high drama, comedy and love duets. Performances will take place February 24, 7:30 p.m.; February 25, 8 p.m.; February 26, 2 & 8 p.m. Tickets are $44, $38, $32 for evenings, and $38, $34, $32 for the matinee. Discounts are available for seniors, students, groups, Penn alumni, and TIAA-CREF faculty and staff. For tickets see www.penppresents.org.

CLASSIFIEDS—PERSONAL
FINANCIAL PLANNING

The University of Pennsylvania Police Department Community Crime Report

About the Crime Report: Below are all Crimes Against Persons and Crimes Against Society from the campus report for February 7-13, 2005. Also reported were 12 Crimes Against Property (including 11 larceny thefts and 1 burglary). Full reports are on the web (www.upenn.edu/almanac/volumes/v51/n22/creport.html). Prior weeks’ reports are also online. — Ed.

This summary is prepared by the Division of Public Safety and includes all criminal incidents reported and made known to the University Police Department between the dates of February 7-13, 2005. The University Police actively patrol from Market Street to Baltimore Avenue and from the Schuylkill River to 43rd Street in conjunction with the Philadelphia Police. In this effort to provide you with a thorough and accurate report on campus safety concerns, we hope that your increased awareness will lessen the opportunity for crime. For any concerns or suggestions regarding this report, please call the Division of Public Safety at (215) 898-4482.

18th District Report
10 incidents and 6 arrests (including 8 robberies and 2 aggravated assaults) were reported between February 7-13, 2005 by the 18th District covering the Schuylkill River to 49th St. & Market St. to Woodland Ave.

March 24

02/07/05 2:00 AM 24 45th St. Robbery
02/07/05 4:55 PM 41 52nd St. Robbery/Assault
02/07/05 11:30 PM 5027 Cedar Ave Robbery/Assault
02/08/05 10:41 AM 232 Melville St. Aggravated Assault
02/09/05 8:30 PM 4931 Pine St. Robbery
02/09/05 9:50 PM 3500 Market St. Robbery
02/10/05 3:00 PM 4600 K St. Aggravated Assault
02/11/05 12:18 PM 241 Melville St. Robbery
02/11/05 1:51 PM 4100 Pine St. Robbery/Assault
02/11/05 10:55 PM 4630 Chestnut St. Robbery
02/12/05 10:15 PM 3200 Walnut St. Aggravated Assault
02/13/05 1:13 AM 3333 Walnut St. Complainant harassed by ex-boyfriend
02/13/05 1:13 AM 3333 Walnut St. Complainant harassed by ex-boyfriend

The University of Pennsylvania values diversity and seeks talented students, faculty and staff from diverse backgrounds. The University of Pennsylvania’s Weight and Eating Disorder Program for men or women who will receive 2 years of weight loss treatment using either a low-carbohydrate or a low-calorie weight loss program. Call now to see if you are eligible to start. Overweight men and women aged 18-65 are encouraged to call The Carbohydrate Study at (215) 746-1747 ext 4.

Researchers at The Children’s Hospital of Philadelphia are seeking families/individuals with high myopia (nearsightedness) for a study to identify the hereditary factors that may cause the condition. To participate in this study, participants must have had onset of myopia before 12 years of age, and a refractive prescription of 5.00 diopters or more. A free eye examination for glasses may be provided. We will compensate you for travel and parking expenses. For more information about the study, contact Valerie Savage at savagerv@email.chop.edu or (267) 429-4880.

The University of Pennsylvania’s journal of record, opinion and news is published Tuesdays during the academic year, and as needed during summer and holiday breaks. Its electronic editions on the Internet (accessible through the PennNet) include HTML and Acrobat versions of the print edition, and interim information may be posted in electronic-only form. Guidelines for readers and contributors are available on request and online.

E-Mail: almanac@pobox.upenn.edu
URL: www.upenn.edu/almanac

The University of Pennsylvania police department's record of crime, for the 18th District covering the Schuylkill River to 49th St. & Market St. to Woodland Ave.
Federal Budget

On February 7, President Bush presented the Administration’s budget plan to Congress that proposes an overall spending level of $2.55 trillion for FY 06, an increase of approximately 3%. This essentially levels funding for discretionary spending in an attempt to hold down spending and reduce the deficit. As part of the budget proposal, federal spending for research and development (R&D) would increase by less than 1% above the FY 05 levels to $132 billion.

Of the major research agencies, only two agencies, the Department of Homeland Security (DHS) and NASA, would see significant R&D increases. DHS would receive a 24% increase and NASA a 5% increase. Other agencies’ proposed budgets vary from slight increases to reductions in their R&D budgets. The National Institutes of Health (NIH), for example, would see a 0.7% increase and the National Science Foundation (NSF), a 2.7% increase. A preliminary summary of the R&D budget proposal for selected agencies is as follows:

- **DHS**: $1.5 billion, an increase of $282 million or 23.8% decrease.
- **DoD**: $70.8 billion, an increase of $417 million or 0.6% increase.
- **NIH**: $28.7 billion, an increase of 0.7% increase.
- **NSF**: $4.2 billion, an increase of 2.7% increase.
- **NASA**: $11.5 billion, an increase of 4.9% increase.
- **DoE**: $8.5 billion, a 1.2% decrease.

Office of Science: $3.2 billion, a 3.8% decrease

Agriculture: $2 billion, a 13.6% decrease

Commerce: $20.5 billion, a 12.6% decrease

Energy: $582 million, a 5.4% decrease

USGS: $516 million, a 4.6% decrease

EPA: $569 million, a 0.5% decrease

Transportation: $33 billion, an 11% increase

Regarding education funding, the President’s budget proposes to expand the Pell Grant program and raise the Pell Grant maximum by $500 over five years to $4,550, and calls for a funding level of $17.9 billion, a $5.2 billion (7.1%) increase for the program. In addition, the budget proposes to eliminate the Perkins Loan Fund as well as other higher education and college preparation programs such as Upward Bound, Talent Search and GEAR UP. Funding for the Graduate Assistance in Areas of National Need (GAANN) program and Javits Fellowships would remain level-funded at $30.4 million and $9.8 million respectively under the budget proposal. (This would likely mean that no new competition for these funds would be funded through the National Endowment for the Humanities would remain flat at a total of $138 million.

The President’s budget proposal marks the beginning of a process to determine funding level for federal programs for FY 06. The Congress will now begin their process, ultimately resulting in appropriations legislation, to set the spending levels. There will be hearings in both the House and Senate; each will produce their own appropriations bills; these bills will be conferenced and then sent to the President for his signature or veto. The process generally takes all spring, summer and fall into the federal Fiscal Year of October 1 and often beyond. Congress will work with the other federal officials, the higher education community, and our DC-based association to advocate for those areas of importance and great concern to the University. Within this budget, these include nominal increases and cuts in research funding, and the elimination of various student aid and access programs. We are also carefully monitoring those congressional committees charged with finding new revenue generators that may begin to look at tax policies with regard to charitable giving and student aid, and tax-exempt bond financing for higher education institutions. For more detailed information on the President’s budget, please call the Office of Federal Relations at (215) 898-1532.

Commonwealth Budget

On February 9, Governor Rendell released his proposed FY 05-06 budget for the Commonwealth. The Governor is proposing a total of $44,656,000,000 in the University’s direct appropriation. This recommendation represents an increase of $634,000,000, or 1.4%, over the amount the University is receiving in the current fiscal year. The Veterinary School was increased to $37,924,000, an increase of 1.5%. The Medical School funding was increased to $3,919,000,000 (1.5% increase); Cardiovascular Studies was increased to $1,554,000,000 (1.5% increase); and the Dental Clinics were increased to $1,051,000,000 (1.5% increase). The Governor proposed to reduce funding to the Penn Museum to $208,000,000, a reduction of 10%. (It should be noted that all other directly-funded museums were reduced by a similar amount.) See chart (on Almanac’s website) for a summary of the non-preferred appropriation recommendation.

Apart from the proposed year’s appropriation, the Governor made other budget recommendations, which, if enacted, would have a significant impact on the University and the Health System. In order to address a large shortfall in Medical Assistance funding, the Governor is proposing to eliminate several Medical Assistance add-on payments to hospitals that have operating margins of more than one percent. This “means test” would prevent hospitals above this limit from receiving outpatient disproportionate share, MA medical education, Community Access fund and Tobacco Settlement uncompensated care payments. For Penn Medicine, this is a potential annual loss of $20 million.

The Governor is also proposing the reallocation of certain portions of the Tobacco Settlement fund in order to provide funding to uninsured adults (the Adult Basic program) and home and community-based services to older Pennsylvanians. In order to do this, the Governor is proposing reducing the Health Research program from 19% of the pool to 13%, and reducing the Tobacco Prevention and Cessation funding from 12% to 10%. Penn is currently receiving $9 to $11 million in tobacco funding through the Health Research program. At this point, it is not clear if the administration is proposing a change in the distribution process for the research funding (currently 70% formula—based on NIH funding; 30% non-formula competitive process reviewed).

The Governor’s budget proposal begins the budget process, with the Legislature now beginning budget hearings. President Gutmann will testify on behalf of Penn on March 2 before the House Appropriations hearing. Following budget hearings the legislative leadership and Governor will begin budget negotiations leading to an expected final budget resolution by June 30, 2005. The OGCPA, along with Health System government relations will work with our partners in the Urban Health Care Coalition, the Safety-Net Association of Pennsylvania (SNAP), and others to deliver our concerns and help restore these proposed cuts and changes.

City Budget

The Mayor delivered his annual budget address to City Council on January 25. The FY 06 Budget assumes $3.44 billion in General Fund revenues. He indicated that the budget he was presenting offered, “no new initiatives,” citing the introduction of the Economic Growth Fund, which would provide funding to uninsured adults (the Adult Basic program) and home and community-based services to older Pennsylvanians. In order to do this, the Governor is proposing reducing the Health Research program from 19% of the pool to 13%, and reducing the Tobacco Prevention and Cessation funding from 12% to 10%. Penn is currently receiving $9 to $11 million in tobacco funding through the Health Research program. At this point, it is not clear if the administration is proposing a change in the distribution process for the research funding (currently 70% formula—based on NIH funding; 30% non-formula competitive process reviewed).

The Mayor’s budget continues the current tax reduction program into an eleventh year and beyond, with the fiscal challenges the city is currently facing. This includes a wage tax rate reduction to 4.301% for residents, and 3.7716% for non-residents, effective January 1, 2006.

Because of the fiscal challenges the City is facing and the need to maintain high quality City services and new investments, the budget only provided new tax reductions not currently in law if there were offsetting tax revenues. Thus, the budget proposes two tax changes: Reducing the gross receipts portion of the Business Privilege Tax (BPT) from 1.9 mills to 1.5 mills, and increasing the parking tax rate from 15% to 20%. The reduction in the gross receipts rate is estimated to provide an additional $171 million in business privilege tax relief over the next five years. The increase in the parking tax is projected to generate $13 million in FY 06, which covers the revenue loss resulting from the decrease in the BPT over the life of the Plan.

The Mayor expressed his support for the relocation of Family Court to more appropriate facilities; thereby, creating an exciting opportunity to increase the vibrancy of the Benjamin Franklin Parkway with the relocation of the Barnes Foundation collection.

The Mayor announced the appointment of a local Gaming Advisory Board to make recommendations to his Administration on all aspects of the introduction of the gambling industry in Philadelphia (location, parking, traffic and other implications). The board will be co-chaired by Dr. Bernard Anderson, the Whitney Young Term Professor in the Wharton School, the Center City District’s Executive Director Paul Levy, and the City Planning Commissioner Maxine Griffith. (As noted in the DP, Penn Praxis and students from the School of Design have also been invited to be part of the Design Board.)

The Mayor also included at some features of his “Economic Blueprint for the City” that will be launched to the Chamber of Commerce on February 23.

A commitment to make Philadelphia America’s “New River City” by supporting Penn, Drexel, the University Science Center and CHOP as they invest in critical investments in the University City District’s Executive Director Paul Levy, and the City Planning Commissioner Maxine Griffith. (As noted in the DP, Penn Praxis and students from the School of Design have also been invited to be part of the Design Board.)

A commitment to make Philadelphia America’s “New River City” by supporting Penn, Drexel, the University Science Center and CHOP as they invest in critical investments in the

City Council began the budget process on February 14 with hearings on the Mayor’s five-year spending plan. On Wednesday, Hearings for each of the Departments will take place throughout March, with a budget likely approved by the end of May. The OGCPA will closely monitor the launch of the economic blueprint and the hearing process in City Council.