

Five County Association of Government
Community Action Partnership
CAP60 Individual User Agreement
September 2017

Name: _____ Organization: _____

Phone: _____ Email: _____

Title: _____ Program: _____

Purpose:

The purpose of this agreement is to:

- 1) Ensure that the information collected will affirm to the basic right of clients to have their information protected
- 2) To ensure accurate data reporting for the Community Services Block Grant, USDA programs, and other related social services funding source
- 3) To ensure agencies and individuals meet the performance measure standards of CSBG, including appropriate participation in the ROMA process
- 4) To improve data quality and outcome reporting
- 5) To create a process whereby individuals may coordinate case plans and continuity of care for clients served

User Responsibility:

The user ID and password is given to access information in the Five County area (Beaver, Garfield, Iron, Kane, and Washington counties.) Users will have to initial each item below to indicate they understand and accept the proper use of your User ID and password. Failure to uphold the confidentiality standards set forth below may result in a breach of client confidentiality. By initialing below and by signing this form you are agreeing to uphold all confidentiality standards.

_____ User ID and password are for the user's use only and must not be shared with anyone.

_____ Users take all reasonable means to keep their password physically secure.

_____ Users must understand that the only individuals who can view information in CAP60 are authorized users and the clients to whom the information pertains.

_____ Users can only view, obtain, disclose, or use the database information that is necessary to perform their job, and which complies with clients' signed permission to release information.

_____ If a user is logged into the CAP60 and must leave the work area where the computer is located,

they must log-off of the software before leaving the work area. Users will not leave a computer unattended that has the CAP60 software "open and running".

_____ Users or the agency will keep hard copies of appropriate CAP60 information/documentation in a secure place. All client information will be kept secure by ensuring that all hard copies of client forms are locked and secure when unattended. When hard copies of the CAP60 information are no longer needed they will be archived for up to seven years. Beyond that, hard copies of the records must be properly destroyed to maintain confidentiality.

_____ If a user notices or suspects a security breach; they must immediately notify the Agency Administrator for CAP60 or the System Administrator.

_____ Users will not knowingly enter false or misleading client information into CAP60 under any circumstances.

_____ Users will ensure that they are making the best effort to collect any and all necessary back up documentation for client level information.

User Code of Ethics

- A. CAP60 Users must treat partner agencies with respect, fairness and good faith.
- B. Each CAP60 User should maintain high standards of professional conduct in the capacity as a CAP60 User.
- C. The CAP60 User has primary responsibility for his/her client(s).
- D. CAP60 Users have the responsibility to relate to the clients of other partner agencies with full professional consideration. I understand and agree to comply with all the statements listed above.

I understand and agree to comply with all the statements listed above.

CAP60 User Signature

Date

Agency Authorizing Official

Date