



# Ohio Help Me Grow Early Track System User's Agreement

**Step 1:** Fill out the demographic information below for the person requesting access to the Early Track system. All of the fields must be completed. Users must have one user agreement per contractor they work under.

Requester's Name (First Middle Last): \_\_\_\_\_

Work Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contractor Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ ODH Gateway Account (if any): \_\_\_\_\_

**Step 2:** Check the applicable box(es) to the role(s) being requested. *A listing of the current rights associated with each role can be found under Early Track Information (via the ODH Gateway : <https://odbgateway.odh.ohio.gov/>).*

### Contractor-Wide Role(s):

*These roles have access to all records under the Contractor and have enhanced update rights to correct data entry errors.*

Central Coordination System Administrator County/ies: \_\_\_\_\_

Central Coordination Worker County/ies: \_\_\_\_\_

System Administrator County/ies: \_\_\_\_\_

Read-Only Program/s: \_\_\_\_\_

Centralized Data Entry County/ies: \_\_\_\_\_

Read-Only Program/s: \_\_\_\_\_

### Agency-Wide Role(s):

*This role has access to all records under the Agency/ies and has limited update rights to correct data entry errors.*

Clinical Supervisor County/ies: \_\_\_\_\_

Program/s: \_\_\_\_\_

Agency/ies: \_\_\_\_\_

### Worker/Caseload-Wide Role(s)

*These roles have access to all records under their assignment and has restricted rights requiring data entry errors to be addressed by other roles.*

Service Coordinator County/ies: \_\_\_\_\_

Read-Only Program/s: \_\_\_\_\_

Agency/ies: \_\_\_\_\_

Home Visitor County/ies: \_\_\_\_\_

Read-Only Program/s: \_\_\_\_\_

Agency/ies: \_\_\_\_\_



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**Step 3:** The person requesting access must read, agree to, and sign the confidentiality agreement below:

### **Code of Responsibility for Confidentiality and Security of Ohio Help Me Grow Data**

Security and Confidentiality are a matter of concern for all users of the Ohio Help Me Grow Early Track system and for all other persons who may have access to information from the Ohio Help Me Grow system.

Every individual who is authorized to access Early Track must recognize the responsibilities entrusted to him/her in preserving the security and confidentiality of this information. Information related to individuals and families receiving Ohio Help Me Grow services and information in Early Track, including personally identifiable public health information, is information protected from unauthorized disclosure to others. Confidentiality requirements that apply to this data include, but are not limited to OAC Chapter 3701-8. City or county regulations or ordinances or other laws may place additional restrictions on data use and release.

1. Users must not perform or permit unauthorized use of any information in Early Track.
2. Users may not exhibit or divulge the contents of any record except as permitted under Ohio Revised Code and Ohio Administrative Code.
3. Users must not knowingly include or cause to be included in any record or report a false, inaccurate, or misleading entry.
4. Users must not remove or cause to be removed any copies of records from Early Track except in the performance of their Ohio Help Me Grow duties.
5. Users must not divulge or share security codes or user authorizations.
6. Users must not violate rules and regulations concerning Early Track access or improperly use passwords and user authorizations.
7. Users must not access, request others to access, or allow others to access Early Track for non-Ohio Help Me Grow activities.
8. Users must not seek to benefit personally or permit others to benefit personally by any confidential information in Early Track.
9. Users must not aid, abet, or act in conspiracy with another to violate any part of this code.
10. Authorization for access to Early Track terminates when a user's employment is terminated or when access to the data is not required for work related responsibilities.
11. Both the individual user and the agency by which they are employed have an obligation to protect the confidentiality and security of the information in Early Track.
12. Users must report any violations of this Early Track confidentiality and security code to the ODH Information Security Officer immediately.
13. Users must participate in ODH-sponsored data collection training, as required.



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I have read and understand the Early Track Code of Responsibility for Security and Confidentiality of Ohio Help Me Grow Data. I will abide by this code and will protect all Ohio Help Me Grow and Early Track records as confidential.

Requester's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Agency: \_\_\_\_\_

**Step 4:** This request should be mailed or faxed to the applicable Contact Manager.

**Step 5:** The applicable Contact Manager should read and sign below.

I have reviewed the information on this form, and find it to be correct to the best of my knowledge. The user requesting access to Early Track is either employed by, contracted by, or otherwise performing work at the request of this Ohio Help Me Grow project, and has need for access to the system. I understand that the user will have access to ***personally identifiable*** public health information, and agrees to be bound by all appropriate confidentiality agreements.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Contractor: \_\_\_\_\_