

MN Kids Database User Agreement

For: _____ from: _____
 User Name (print name) (print Agency Name)

USER RESPONSIBILITY

A User ID and Password give a User access to the MN Kids Database system. **User must initial each item below** to indicate User's understanding and acceptance of the proper use of User's ID and password. Failure to uphold the confidentiality standards set forth below is grounds for immediate termination from the MN Kids Database.

_____	My Password is for my use only and must not be shared with anyone. I must take all reasonable means to keep my Password physically secure.
_____	I understand that the only individuals who can view information in the MN Kids Database are authorized users who need the information for legitimate business purposes of this Agency and the Clients to whom the information pertains.
_____	I may only view, obtain, disclose, or use the database information that is necessary to perform my job.
_____	If I am logged into the MN Kids Database and must leave the work area where the computer is located, I must log-off before leaving the work area.
_____	Any hard copies of personally identifiable (Client-level) information printed from the MN Kids Database must be kept in a secure file, and destroyed when no longer needed.
_____	I will only enter data for Clients who belong to an agency who are part of the MN Kids Database group. (For more details, please contact Julie Atella, jka2@wilder.org or 651-280-2658).
_____	If I notice or suspect a security breach, I must immediately notify the executive director of the Agency and the Wilder Research contact for the MN Kids Database (Julie Atella, jka2@wilder.org or 651-280-2658).

Complete both sides of the form and send original form to:
 Wilder Research
 Attn: Julie Atella
 451 Lexington Parkway North, St. Paul, MN 55104 or fax to 651.280.3658.

MN Kids Database User Agreement

Sharing Information:

- A. Users must respect Client preferences with regard to the entry and sharing of Client information within the MN Kids Database.
- B. Users must accurately record Client's preferences by making the proper designations as to sharing of Client information and/or any restrictions on the sharing of Client information.
- C. Users must allow Client to change his or her information sharing preferences at the Client's request.

Services:

- D. Users must not decline services to a Client or potential Client if that person (i) refuses to allow entry of information into the MN Kids Database (except if that policy is over-ridden by agency policy); or (ii.) refuses to share his or her personal information with other service providers via the MN Kids Database.

Entering data and information:

- E. The User has primary responsibility for information entered by the User. Information Users enter must be truthful, accurate and complete to the best of User's knowledge.
- F. Users will not solicit from or enter information about Clients into the MN Kids Database unless the information is required for a legitimate business purpose such as to provide services to the Client.
- G. Users will not alter or override information entered by another Agency, if applicable.
- H. Users will not include profanity or offensive language in the MN Kids Database; nor will Users use the MN Kids Database for any violation of any law, to defraud any entity or conduct any illegal activity.

Other:

- I. Upon Client request users must allow a Client to inspect and obtain a copy of the Client's own information maintained within the MN Kids Database. Information compiled in reasonable anticipation of or for use in a civil, criminal or administrative action or proceeding need not be provided to Client.
- J. Users must permit Clients to file a written complaint regarding the use or treatment of their information within the MN Kids Database. Client may file a written complaint with either the Agency or Wilder Research, ATTN: Sigma, 451 Lexington Parkway North, St. Paul, MN 55104.

I understand and agree to comply with all the statements listed above. (Please include your work # and email address).

User signature

Date

Email address (will be your login): _____

Level of access requested: (Circle the one that applies): Agency Administrator (Can view clients served at agency); ***Supervisor*** (Can view clients served by your agency in their assigned school building); ***Clinician*** (Can view all students assigned to them)

I give the above user permission to have access to the MN Kids Database.

Agency administrator's signature

Date

For Wilder Research Use Only

User's access level (circle): *Clinician* *Supervisor* *Agency Admin* *Other:* _____