Confidentiality: Access to Computerized Information Maintained by the Department

Rhode Island Department of Children, Youth and Families
Policy: 100.0015
Effective Date: Sept. 15, 1986 Revised: October 20, 2011 Version: 2

Because protecting the confidentiality of the children, youth and families served by the Department is of paramount importance, all state and federal law and policies regarding confidentiality are fully applicable to use of Departmental computers and information systems, paper or electronic. The Department has an ethical and a legal responsibility to maintain confidentiality regarding client information and to safeguard information contained in RICHIST or any computerized or electronic record from unauthorized or unnecessary disclosure. The Department, therefore, limits access to such information to those individuals who have a need and a right to know. The Department requires that each employee who has access to computerized, confidential client information sign a Confidentiality Pledge in RICHIST annually.

Related Procedure

Access to Computerized Information Maintained by the Department

Related Policy

Rhode Island Children's Information System (RICHIST) Computer Use

Access to Computerized Information Maintained by the Department

Procedure from Policy 100.0015: Confidentiality: Access to Computerized Information Maintained by the Department

A. The Rhode Island Children's Information System (RICHIST) in utilized in conformance with **DCYF Policy 700.0100, Rhode Island Children's Information System (RICHIST)**.

B. Direct access to the RICHIST data base is limited to individuals who have been assigned a password, who have accepted a confidentiality pledge annually and who have a need and a right to know such data:

1. This unique password allows individuals assigned to a case entry capability while others have inquiry ability.
2. Staff do not divulge this password to anyone.

C. Confidential information, which includes data retrieved from RICHIST, is not disclosed without proper authorization.

D. Any data maintained in Department computers or reports generated by these computers, if directly or indirectly based on specific client information, must be kept confidential.