

~~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) is 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.

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TITLE 214 - DEPARTMENT OF CHILDREN, YOUTH, AND FAMILIES

CHAPTER XXX - OLD REGULATIONS WHICH WERE NOT ASSIGNED

CHAPTER-SUBCHAP-PART

SUBCHAPTER XX - OLD REGULATIONS WHICH WERE NOT ASSIGNED

CHAPTER-SUBCHAP-PART

**PART 1036 - CONFIDENTIALITY: ACCESS TO COMPUTERIZED INFORMATION
MAINTAINED BY THE DEPARTMENT**

Type of Filing: Repeal

Agency Signature

Agency Head Signature

Agency Signing Date

Department of State

Regulation Effective Date

Department of State Initials

Department of State Date