

**CODE OF RESPONSIBILITY****\* PLEASE PRINT \***

Name (First, MI, Last)		Work Phone		Supervisor	
County		County Agency		Bureau/Work Unit	
State Office					
AGENCY TYPE: <input type="checkbox"/> ODJFS <input type="checkbox"/> Non-ODJFS State <input type="checkbox"/> County <input type="checkbox"/> Local Govt. <input type="checkbox"/> Private/non-profit <input type="checkbox"/> Federal					
<input type="checkbox"/> Contract Employee		Contract Company Name		Contract Telephone No.	
<b>ACCESS REQUESTED:</b> (Local Security Coordinator/Supervisor use only)					
<input type="checkbox"/> ODJFS network / email access		<input type="checkbox"/> CRISE		<input type="checkbox"/> SETS	
				<input type="checkbox"/> SACWIS	
				<input type="checkbox"/> MMIS	
OTHER access					
Novell Container			Existing RACF / Novell ID's		

**PLEASE READ CAREFULLY**

Security and confidentiality are a matter of concern for all users of the Ohio Department of Job and Family Services (ODJFS) information systems and all other persons who have access to ODJFS confidential data. Each person that is entrusted with an authorized ID to access ODJFS systems, holds a position of trust relative to this information and must recognize the responsibilities entrusted to him/her in preserving the security and confidentiality of this information. Confidentiality requirements contained in law include, but are not limited to, 45 CFR Parts 160 and 164 (HIPAA—45 CFR 164.501); 42 CFR 431.300 through 431.307; 5 USC 552a; 7 CFR 272.1(c); Ohio Revised Code (ORC) sections 5101.27 through 5101.31, 5101.99, 3107.17, 3107.42, 3107.99, 3121.894, 3121.899, 3121.99, 3125.08, 3125.50, 3125.99, 4141.21, 4141.22 and 4141.99; and OAC rules 4141-43-01 through 4141-43-03.

An authorized user's conduct either on or off the job may threaten the security and confidentiality of this information. It is the responsibility of every user to know, understand and comply with the following:

- I acknowledge receiving and agree to abide by the ODJFS Information Security Policy and ODJFS Computer and Information Systems Usage Policy. These policies, available via the ODJFS InnerWeb or upon request, can also be provided by either my supervisor or the ODJFS Access Control Unit. It is my responsibility, as the person requesting access, to become familiar with these policies.
- I will not make or permit unauthorized uses of any information maintained by ODJFS, regardless of the medium in which it is kept.
- I will only access information about recipients of ODJFS benefits or services, or about ODJFS employees, that is collected and maintained on ODJFS or state computer systems for those purposes authorized by ODJFS, and as directly related to my official job duties and work assignments for, and on behalf of, ODJFS and/or a federal oversight agency.
- I will not seek to benefit personally or permit others to benefit personally from the use or release of any confidential information (as identified in federal and state laws and regulations) which has come to me by virtue of my work assignment.
- I will not exhibit or divulge the contents of any record to any person except in the conduct of my work assignment or in accordance with the policies of ODJFS.
- I will not knowingly include or cause to be included in any record or report false, inaccurate or misleading information.
- I will not remove or cause to be removed copies of any official record or report from any file from the office where it is kept, except in the normal conduct of my work assignment and in accordance with the policies of ODJFS.
- I will not violate rules and/or regulations concerning access and/or improperly use security entry cards or codes for controlled areas.
- I will not divulge or share either my security code(s) (e.g., sign-on, password, key card, PIN, etc.) or the security code(s) of any other person or entity who performs work for or with, receives benefits from, or who accesses ODJFS systems and/or facilities.
- I will immediately report any violation of this code of responsibility to my supervisor and/or the OIS Access Control Unit.
- I will not aid, abet or act in conspiracy with another or others to violate any part of this code.
- I will not load any personally-owned software or software not licensed to ODJFS on any ODJFS-owned equipment without "proper authorization," as defined in the ODJFS Information Security Policy.
- I will treat all case record material as confidential, and will handle Income and Eligibility Verification System (IEVS) material with extra care. I understand that Internal Revenue Code Sections 7213(a), 7213A and 7431 provide civil and criminal penalties for unauthorized inspection or disclosure. These penalties include a fine of up to \$5000 and/or imprisonment of up to 5 years.
- I will also comply with the terms of any business associate or data sharing agreement that has been entered into by my employer.

**In addition to applicable sanctions under federal and state regulations, violations of this policy will be reviewed on a case-by-case basis and may result in disciplinary action up to and including removal.**

**I have read, understand and will comply with this ODJFS Code of Responsibility.**

Applicant Signature	Date
Supervisor Signature	Date

FOR Access Control Use ONLY