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Authorized Signature

Number: SPD-IM-10-001

Issue Date: 1/7/2010

Topic: Systems Issues

Subject: Appropriate User Access to Information in eXPRS

Applies to (check all that apply):

- | | |
|--|---|
| <input type="checkbox"/> All DHS employees | <input type="checkbox"/> County Mental Health Directors |
| <input type="checkbox"/> Area Agencies on Aging | <input type="checkbox"/> Health Services |
| <input type="checkbox"/> Children, Adults and Families | <input type="checkbox"/> Seniors and People with Disabilities |
| <input type="checkbox"/> County DD Program Managers | <input checked="" type="checkbox"/> Other (please specify): All eXPRS Users |

Message: This Information Memorandum is to serve as clarification and reminder to ALL users who have access to the Express Payment & Reporting System (eXPRS) about DHS information security and user access policies that apply to each user as a part of using eXPRS to perform specific work related task(s) assigned as a DHS employee or as an employee of a DHS contracted partner organization.

To maintain the security of the information contained in eXPRS, users are given a unique user ID and password, and specific access permissions based on their authorized role to conduct business in the system. Users are required to maintain the security of their user ID and password.

Each eXPRS user upon initial login and access to the system must agree to the following confidentiality agreement:

“eXPRS users, whether they have direct contract with Oregon Department of Human Services (DHS) or are subcontractors, are liable for protecting DHS information assets through the Oregon Revised Statutes, Oregon Administrative Rules, Federal laws, and through DHS contract language regarding privacy and security.”

By agreeing to this policy, users are agreeing to:

- not access information in eXPRS except for the explicit reason of conducting DHS business;
- not allowing unauthorized access to the system;
- not releasing any information inappropriately that may contained in eXPRS.

DHS Information Access Control Policy (DHS-090-003) stipulates that DHS will only “... **grant [DHS system] access to users based on what the user requires to accomplish their assigned duties.**” And “[w]hen users are functioning outside of their current work assignments, [DHS reserves the right to] **modify and/or revoke access privileges.**”

Example of unauthorized use: using eXPRS to do a name search to look up your self, family members, friends, or other individuals not associated with the specific duties you are assigned in your work role is considered “functioning outside your current work assignment” and is a violation of DHS confidentiality and security.

Example of allowing unauthorized access: using someone else’s user ID and password to access eXPRS, or allowing someone else to access eXPRS by using your user ID and password.

Example of unauthorized release of information: sharing information acquired via eXPRS with someone who does not have a legitimate need to know the information.

To view the specific policies that are referenced above, please click the following links:

DHS Information Access Control Policy

http://www.dhs.state.or.us/policy/admin/security/090_003.htm

DHS Password and User Identification Security

http://www.dhs.state.or.us/policy/admin/security/090_002.htm

If you have any questions about this information, contact:

Contact(s):	Tishri Whiteside - DHS Security Admin		
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