

LCCS POLICY 153A

Restrictions to the Use of SACWIS and Agency Databases

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Obsolete/Combined Date:	
Reason for Obsoleting/Combining:	
See new Policy #:	

Scope:	All Agency Staff
Responsibility:	All Agency Staff, Manager of Human Resources, Manager of Information Services and Director of Administrative Services
Purpose:	To ensure that all case information is kept confidential and to protect the privacy of the reporting source and principals of the case.
Legal Cite:	O.R.C. §§ 2151.421, 2151.423, 5101.13-5101.134, 5153.17, O.A.C. 5101:2-33-21 and O.R.C. Chapter 1347.

POLICY STATEMENT

Agency staff shall only access client information that is directly related to their specific job assignments.

Use of any client database for purposes that are not related to the employees' specific job assignments/duties is strictly forbidden.

PROCEDURE

All agency staff are required to sign a confidentiality pledge.

The signed confidentiality pledge will be maintained in the employee's personnel file.

Staff concerned about the abuse or neglect of a child (i.e. neighbor, friend, relative, etc.) will make a referral to the agency Intake Department.

Staff will not clear a name to verify if there is current or past agency involvement, unless it is related to their specific job assignment.

Policies # 150 (Confidentiality and Release of Information), #153 (Confidentiality of the Clearing Process) apply to all agency staff.

Unless the need for information is job related, the above policies apply to agency staff in the same manner as they apply to the general public.

Use of any client database for purposes that are not related to the employees' specific job assignments/duties is a violation of section 5101.133 or division (C)(2) of section 5101.631 of the Revised Code, which is a misdemeanor of the fourth degree.

Information Services will monitor the use of all client databases and SACWIS processes.

This policy shall be reviewed with all employees every six months.

CASE PRACTICE GUIDES

EXAMPLES OF SITUATIONS WHERE YOU MAY NOT ACCESS AGENCY RECORDS OR DATA BASES

A neighbor, friend or relative mentions information that makes you believe that our agency is/was involved with them. You are curious about what happened.

You've made a referral to the agency and you want to know who has been assigned to the case.

You suspect that your current fiancée may not be telling you the truth about his/her past involvement with the agency.

Any situation where the knowledge does **not** apply to a job assignment

RELATED POLICIES and FORMS

LCCS Policy 150 (Confidentiality and Release of Information)

LCCS Policy 153 (Confidentiality of the Clearing Process)

Confidentiality Pledge