

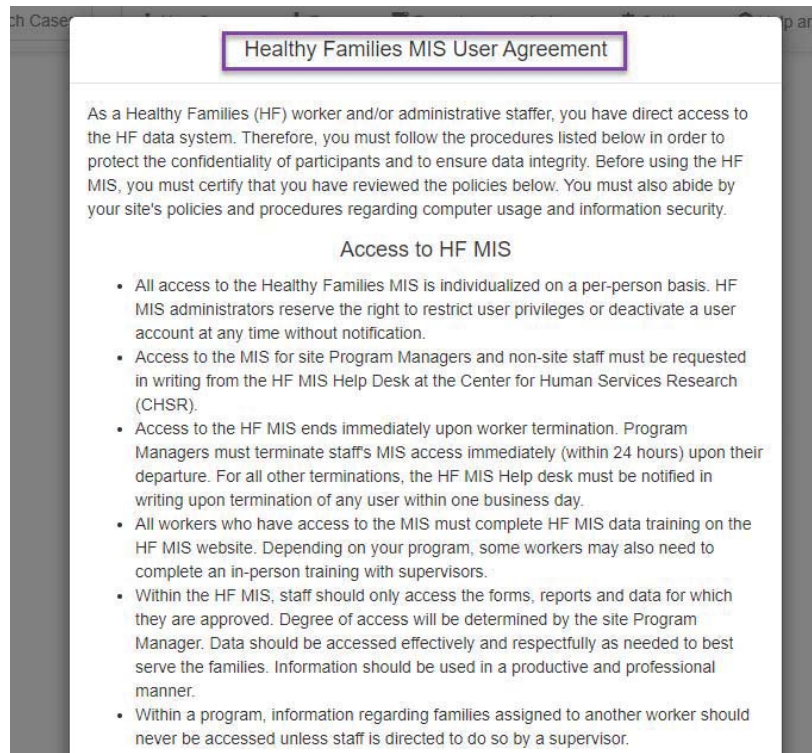
****SPECIAL MISSIVE****

Healthy Families MIS User Agreement

1. Tomorrow, we are publishing a new feature on the MIS: the ***Healthy Families MIS User Agreement***.

All MIS users will be asked to certify that they have read this document and agree to use the MIS as specified. You will need to complete this step even if your program already has a similar form or agreement in place. This agreement helps us ensure that everyone knows how to use the MIS appropriately.

2. After successfully logging into the MIS, you will see the ***Healthy Families MIS User Agreement***. It will look like this:

A screenshot of a web browser displaying the 'Healthy Families MIS User Agreement'. The title is centered at the top in a purple box. Below the title, there is a paragraph of introductory text. This is followed by a section titled 'Access to HF MIS' which contains a bulleted list of seven items detailing access policies, training requirements, and data handling procedures. The document is presented in a clean, professional layout with a white background and purple accents.

Healthy Families MIS User Agreement

As a Healthy Families (HF) worker and/or administrative staffer, you have direct access to the HF data system. Therefore, you must follow the procedures listed below in order to protect the confidentiality of participants and to ensure data integrity. Before using the HF MIS, you must certify that you have reviewed the policies below. You must also abide by your site's policies and procedures regarding computer usage and information security.

Access to HF MIS

- All access to the Healthy Families MIS is individualized on a per-person basis. HF MIS administrators reserve the right to restrict user privileges or deactivate a user account at any time without notification.
- Access to the MIS for site Program Managers and non-site staff must be requested in writing from the HF MIS Help Desk at the Center for Human Services Research (CHSR).
- Access to the HF MIS ends immediately upon worker termination. Program Managers must terminate staff's MIS access immediately (within 24 hours) upon their departure. For all other terminations, the HF MIS Help desk must be notified in writing upon termination of any user within one business day.
- All workers who have access to the MIS must complete HF MIS data training on the HF MIS website. Depending on your program, some workers may also need to complete an in-person training with supervisors.
- Within the HF MIS, staff should only access the forms, reports and data for which they are approved. Degree of access will be determined by the site Program Manager. Data should be accessed effectively and respectfully as needed to best serve the families. Information should be used in a productive and professional manner.
- Within a program, information regarding families assigned to another worker should never be accessed unless staff is directed to do so by a supervisor.

3. Please read this document carefully and completely.

- At the bottom of the page, please check the box to the left of this statement: *'I certify that I have read the above document and agree to use the HF MIS according to these procedures '*.

Data Integrity

- All information entered into the HF MIS must be, to the best of each staff member's knowledge and ability, complete, accurate, and in accordance with the rules and policies of HF. Data misconduct does not include honest error or differences of opinion, but does include plagiarism, fabrication, and falsification of data:
Plagiarism refers to using another's work, ideas, or language without giving credit to the original source (for example, copying from another staff member's home visit narrative). It also includes self-plagiarism, or re-using your own work without acknowledgement (such as pasting in a standardized narrative without individual details).
Fabrication means creating or "making up" data or information (e.g., entering a home visit when none occurred).
Falsification is when real information is knowingly entered incorrectly, or changed to make others believe something that is not true (such as changing the time or length of a home visit).
- Evidence of these types of entries or behaviors will be taken seriously by program supervisory staff and HF MIS administrators.
- All staff must consult with their supervisor before making changes to submitted data.

Summary & Signature

In summary, access to the HF MIS is granted as needed, and can be revoked. Data in the HF MIS must be kept confidential and secure to protect the privacy of HF families, staff, and members. Data entered into the MIS must be complete and accurate to the best of each worker's ability and knowledge. Workers must also follow the policies and procedures of their individual programs. Violation of these procedures may be grounds for disciplinary action up to and including loss of access to HF MIS and/or termination.

☐ **click on this box after reading the above**
I certify that I have read the above document and agree to use the HF MIS according to these procedures

MIS username: crobahn **make sure your username is correct**

click [accept](#). clicking [decline](#) will redirect you to the login screen

[Accept](#) [Decline](#)

- Be sure your MIS username is correct.

- Click the accept button!

If you choose the decline button, the MIS will bring you back to the login page: *you will not be able to access the MIS until you accept.*

- This is a *one-time only* process. Once you have accepted, you will not see this agreement again.
- As always, if you have questions regarding this or any other MIS issue, please submit a SUPPORT TICKET or call us at 518-591-8610.

Thank you!
Take care,
Your MIS Team