

Thomas O. Forslund, Director

Governor Matthew H. Mead

### PRISM DATA PRIVACY & USAGE AGREEMENT

#### **STATEMENT**

All data contained within the PRISM system is the property of the State of Wyoming, Health Department, Public Health Divison, Preventive Health and Safety Section, Communicable Disease Unit, STD/TB/Viral Hepatitis Program. Its sole use is for the treatment, follow-up, and surveillance of Communicable disease patients, partners and possible contacts in an ongoing effort to improve local community outcomes (see Wyoming state statutes 35-4-107 and 35-4-108 at <a href="http://legisweb.state.wy.us/statutes/distatutes.htm">http://legisweb.state.wy.us/statutes/distatutes.htm</a>).

Any other use of this data is prohibited and can result in suspension or termination of access to the PRISM system as well as fines and imprisonment (as indicated by the HIPAA/ARRA federal guidelines).

Signing of the *PRISM Data Privacy & Usage Agreement* indicates that Clinic personnel who are granted user access to PRISM have been trained in the appropriate use of this data as well as proper privacy, security and confidentiality practices. *PRISM Use logs* are routinely and randomly checked by PRISM system administrators to ensure correct handling of the data & discourage misuse.

Clinics and/or identified PRISM clinic users will be held liable for personnel misuse of patient data, including federal and local measures (Federal fines, possible incarceration for criminal use or disclosure, suspended or terminated access to PRISM). The CLINIC PRISM MAIN CONTACT will be contacted in the event of a possible breach or misconduct event. In the event that the CLINIC PRISM MAIN CONTACT is personally responsible for the incident, WDH Communicable Disease Section staff will meet with the WDH HIPPA Compliance Officer to determine how the event should be corrected.

Clinic Staff turnover (directly affecting PRISM user activity) should be immediately reported to the Wyoming Department of Health, *Communicable and Infectious Disease Data Coordinator* (CIDDC) by the CLINIC PRISM MAIN CONTACT so that data security measures can be implemented, including user status updates, password changes and disabling of user IDs as needed.

Clinics should maintain (through the CIDDC) a list of active PRISM users within their clinic by contacting the WDH-CIDDC upon any personnel changes. Refresher trainings will be offered by the state (in both the use of the PRISM system as well as proper privacy, security and confidentiality practices) upon clinic request or as new personnel are established as potential PRISM users.



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#### SIGNATURE PAGE

We have read the **PRISM Data Privacy & Usage Agreement** and understand its content, as well as having reviewed the Wyoming state statutes related to the gathering of private health information for public health surveillance purposes. We have been trained in the use of the PRISM system and have viewed the Privacy, Confidentiality and Security PowerPoint and understand what our responsibilities are in regard to proper usage of the PRISM data.

## **INITIAL SIGNATURE PAGE**

PRISM ACCESS 2013: PRISM CAPTIVATE TRAININGS

\* SIGNATURES WILL BE VERIFIED AGAINST ATTENDEE LIST FOR VERIFICATION OF APPROPRIATE TRAINING.\*

CLINIC PRISM USER SIGNATURE:	DATE:
EMAIL ADDRESS:	
CLINIC PRISM USER SIGNATURE:	DATE:
EMAIL ADDRESS:	
CLINIC PRISM USER SIGNATURE:	
EMAIL ADDRESS:	
CLINIC PRISM USER SIGNATURE:	DATE:
EMAIL ADDRESS:	
CLINIC PRISM USER SIGNATURE:	DATE:
EMAIL ADDRESS:	
Please designate MAIN PRISM CONTACT:	
The CLINIC PRISM MAIN CONTACT will be the main point personnel when contacting the clinic in regard to PRISM to designated for this role should be the clinic's primary PRISM a supervisory role within the clinic. This person will be as documenation of any reported or suspected data misuse, within the clinic. These duties can be delegated to anoth PRISM MAIN CONTACT is unable to assist.	usage at the clinical level. The person SM user and does not necessarily have to hold ked to assist program staff in follow-up and unauthorized access or breach of PRISM data
CLINIC PRISM MAIN CONTACT :	