Print Name: _____

Subgrantee Agency: _____

OPUS USER POLICY, RESPONSIBILTIES, & CODE OF ETHICS
OHCS OPUS Data Collection System

USER POLICY
In order to meet the requirements of various Federal and State agencies, Oregon Housing and Community Services OPUS data collection system is a collaborative, statewide effort assisting agencies to document client-level needs and characteristics through a coordinated system that compiles common information at the agency, community, and state level.

OPUS is a software tool that can also assist agencies in focusing services and locating alternative resources to help low-income individuals. Subgrantee Agency staff may use the information in the system to target services to their client's and community's needs.

OPUS is an entirely web-based system hosted on a central statewide server coordinated by Oregon Housing and Community Services Department. The system is accessed via the Internet by providers offering various supportive services to low-income Oregonians'.

Participating agencies will have rights to the data pertaining to their agencies and the data they directly enter into OPUS.

All OPUS End Users must read, understand, and sign the **OPUS User Policy, Responsibilities, & Code of Ethics** form prior to accessing the database.

All OPUS End Users must be trained prior to using the system.

All OPUS End Users must read and understand their Agency's Privacy Notice.

All OPUS End Users must read and understand the *OHCS OPUS Data Collection System Privacy Notice to Recipients of Services.*

Informed client consent is required before any basic identifying client information is searched, accessed, or entered into OPUS.

DATA ENTRY
Accurate and timely data entry is necessary for the development of compiled reports of services; including but not limited to services needed, services provided, referrals, client goals, and outcomes.

RESTRICTED INFORMATION
Information including progress notes, case management notes, and information about the diagnosis, treatment or referrals related to medical issues, a mental health disorder, drug and alcohol issues, HIV/AIDS, child abuse, and domestic violence must **NOT** be entered in any open notes sections in the OPUS system. In addition, this information must **NOT** be shared with other participating agencies through OPUS.

USER RESPONSIBILITIES
Your User ID and Password gives you access and authority to use the OPUS system and creates an audit trail. *Failure to uphold the confidentiality standards set forth below is grounds for immediate termination of User privileges and you could be subject to further penalties.*

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- I have read and understand my Agency's Privacy Notice.

- My User ID and Passwords must be kept secure and are not to be shared with anyone, including other staff members. I must take all reasonable means to keep my password physically and electronically secure. This includes not having a written copy of my User ID and Password in a non-locked location. In addition, I will not save my User ID and Password with Internet Explorer or other browsers/software.

- I understand that my access to OPUS is limited to my designated work site and work schedule unless I am given expressed written consent by the Agency Administrator or other appropriate Subgrantee Agency staff to access the system from other specified locations and times.

- I understand that the only individuals who may view information in OPUS are authorized users who have received appropriate confidentiality training. OPUS End Users must respect that privacy and hold in confidence all information obtained in the course of their use of the system.

- I may only view, obtain, disclose, or use information from OPUS that is necessary to perform my job duties and responsibilities.

- As an OPUS User, I will look to the OPUS Home Page for messages and updates related to the OPUS system.

- Client information should be accessed only in order to retrieve, update, or report data relevant to a client requesting services from the agency.

- I understand that I must log-off the OPUS system before leaving the work area.

- I understand that a PC that has OPUS open and running must never be left unattended.

- A PC that will be using the OPUS system must not be placed so that unauthorized persons may see the information on the monitor.

- I understand that failure to log-off OPUS appropriately will result in a breach in client confidentiality and system security.

- Hard copies and downloads of information from OPUS must be kept secure to ensure that only authorized staff has access.

- When hard copies and downloads of OPUS client information are no longer needed, they must be properly destroyed as described in my agency's policies.

- If I notice or suspect a security breach, I must immediately notify my Agency's OPUS Administrator, my Program Coordinator/Manager, my Agency's Executive Director, and the OPUS HelpDesk.

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USER CODE OF ETHICS
    A. OPUS End Users must treat other participating agencies with respect, fairness, and good faith.

    B. Each OPUS User must maintain high standards of professional conduct in his/her capacity as an OPUS User.

    C. All OPUS End Users' must endorse and maintain the client's rights related to privacy and confidentiality and must adhere to the OHCS *OPUS Policy Notice to Recipients of Services*.

    D. The OPUS User has primary responsibility for his/her client(s).

    E. All OPUS User's agree not to send any sensitive and confidential information in regards to a client through email (example; do not disclose full social security numbers) as email is not secure and jeopardizes and puts the client's confidential rights at risk. OPUS End Users agree to only provide basic identifying information when using systems that could risk client confidentiality.

    F. OPUS End Users must not misrepresent the client in the Oregon OPUS system by entering knowingly inaccurate information (example; User will not purposefully enter inaccurate information on a new record or on updated record information).

    G. Discriminatory or judgmental comments based on race, color, religion, national origin, ancestry, handicap, age, sex, and sexual orientation are not permitted in the Oregon OPUS System.

    H. The User will not use the Oregon OPUS System with intent to defraud the federal, state, local government, an individual entity, or to conduct any illegal activity.

    I. OPUS End Users understand that use of information entered into the database are subject, bound, and applicable to federal and state laws as required by the law.

By signing this agreement, I understand and agree to comply with all the statements listed in the OHCS OPUS USER POLICY, RESPONSIBILITIES, & CODE OF ETHICS.

_____

OPUS User Name & Signature   Date

_____

OPUS Subgrantee Agency/System Administrator Name & Signature   Date

_____

Agency Executive Director Name & Signature   Date