

USER POLICY, RESPONSIBILITY, & CODE OF ETHICS
For Oregon OPUS Data Collection System

USER POLICY

In order to meet the requirements of various Federal and state agencies, the Oregon OPUS data collection system is a collaborative statewide effort among helping agencies to document client-level needs and characteristics through a coordinated system that aggregates common information at the agency, community, and state levels

OPUS is a tool that can also assist agencies in focusing services and locating alternative resources to help homeless and low-income persons. Agency staff may use the Client information in the system to target services to the Client's needs.

OPUS is an entirely web-based system -- hosted on a central statewide server -- coordinated by the Oregon Housing and Community Services Department. The system is accessed via the Internet by provider sites offering shelter, housing, and supportive services to homeless and low-income individuals and families.

Participating Agencies shall have rights to the data pertaining to their clients that they directly enter into the OPUS.

All OPUS Users are required to be trained prior to using the system.

All OPUS Users are required to read, understand, and sign the *User Policy, Responsibility, & Code of Ethics* form prior to using OPUS.

All OPUS Users are required to have read and understand their Agency's Privacy Notice.

The Agency and Users understands that informed client consent is required before any basic identifying client information is searched, accessed or entered into OPUS.

Data Entry

Data necessary for the development of aggregate reports of services, including services needed, services provided, referrals and Client goals and outcomes should be entered to the greatest extent possible. However, all agencies are required to complete mandatory data fields identified in the OPUS system.

Restricted Information

Information, including progress notes and psychotherapy notes, about the diagnosis, treatment, or referrals related to a mental health disorder, drug or alcohol disorder, HIV, or AIDS, and domestic violence concerns shall **not** be shared with other Participating Agencies through OPUS. This information should also not be entered in any open notes sections in the Oregon Statewide OPUS system.

USER RESPONSIBILITY

Your User ID and Password give you access and authority to use the OPUS system and creates an audit trail. Initial each item below to indicate your understanding and acceptance of the proper use of your User ID and password. Failure to uphold the confidentiality standards set forth below is grounds for immediate termination of User privileges and you may be subject to further penalties.

Please initial each item below to indicate your acceptance and understanding of the user responsibilities below.

- _____ 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 secure.
- _____ I understand that my access to OPUS is limited to my designated work site unless I am given expressed written consent of the Agency Administrator to access the system from other specified locations.
- _____ I understand that the only individuals who may view information in OPUS are authorized users who have received appropriate confidentiality training. OPUS users must respect the 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.
- _____ Client information should be accessed only in order to retrieve, update, or report data relevant to a client requesting services from my agency.
- _____ If I am logged into OPUS and must leave the work area where the PC is located, I must log-off of the OPUS system or lock the PC before leaving the work area.
- _____ A PC that has OPUS open and running shall never be left unattended.
- _____ A PC that has OPUS open and running shall never be arranged so that unauthorized OPUS users may see the information on the screen.
- _____ I understand that failure to log off of OPUS appropriately may result in a breach in client confidentiality and system security.
- _____ Hard copies and downloads of information from OPUS onto a hard drive or disk must be kept secure to ensure that only appropriate agency staff has access.
- _____ When hard copies and downloads of OPUS Client information are no longer needed, they must be properly destroyed as described in your agency's policies.

PRINT
NAME _____

AGENCY _____

- _____ If I notice or suspect a security breach, I must immediately notify my Agency Administrator for OPUS and my Executive Director or the OPUS System Administrator.
- _____ I understand that I am responsible for reporting any system malfunctions or “bugs” that I notice or suspect to the Agency Administrator and other appropriate system support staff.
- _____ I understand that in the event that I am terminated or leave my employment with this agency, my access to OPUS will be deemed revoked. I covenant and agree not to attempt to access OPUS upon termination of my employment with this agency.

OPUS User Signature

Date

OPUS Agency/System Administrator Signature

Date

Agency Executive Director Signature

Date

PRINT
NAME _____

AGENCY _____

USER CODE OF ETHICS

- A. Oregon OPUS Users must treat Participating Agencies with respect, fairness and good faith.
- B. Each Oregon OPUS User shall maintain high standards of professional conduct in his/her capacity as an Oregon OPUS User.
- C. All Oregon OPUS Users shall endorse and maintain the client's rights related to privacy and confidentiality and shall adhere to the OPUS *Policy Notice to Consumers of Services*.
- D. The Oregon OPUS User has primary responsibility for his/her Client(s).
- E. The Oregon OPUS Users will not misrepresent its client base in the Oregon OPUS system by entering knowingly inaccurate information (i.e. User will not purposefully enter inaccurate information on a new record or to over-ride information entered by another agency.)
- F. Discriminatory comments based on race, color, religion, national origin, ancestry, handicap, age, sex, and sexual orientation are not permitted in the Oregon OPUS system
- G. The User will not use the Oregon OPUS system with intent to defraud the federal, state, or local government or an individual entity; or to conduct any illegal activity.

I understand and agree to comply with all the statements listed above.

OPUS User Signature

Date

OPUS Agency/System Administrator Signature

Date

Agency Executive Director Signature

Date