

USER NAME _____

P/OR# (if known) _____

**APPENDIX 1
OREGON PUBLIC HEALTH EPI USER SYSTEM (Orpheus)
and Orpheus-Linked Databases
ASSURANCE OF CONFIDENTIALITY**

As an employee of the Oregon Health Authority's Public Health Division (PHD) or an affiliated Local Public Health Authority (LPHA), or Tribe, or as a subcontractor, student, intern, or visiting professional, I understand that I may have access to information, the confidentiality of which is protected by Oregon law, about persons with reportable diseases, persons counseled during clinical or prevention activities, study participants or clients of sites involved in our work. This information includes public health surveillance records, electronic and paper records of information obtained during an interview or counseling session or information obtained from other sources. Information may also come from health care providers, health clinics, drug treatment centers, jails, and other institutions. Confidential information includes but is not limited to names, addresses, telephone numbers, sexual and drug-use behaviors, medical, psychological and health-related conditions, risk factors, and treatment, religious beliefs, finances, living arrangements and social history. **By signing this statement, I acknowledge that I understand my responsibility to protect this information and agree to the following:**

- I have carefully reviewed and will remain familiar with all security policies and procedures described in the *Orpheus Security Policy*.
- I will adhere to all security policies and procedures described in the *Orpheus Security Policy*.
- I will access information solely for the purpose of carrying out the duties of my position.
- I will truthfully log the reason I access any record associated with a disease or disease group that my user settings do not allow.
- I will not release or make public, except as required by law, individual case information including demographic data and client contacts.
- I will not discuss confidential information with people who are not authorized to know, view or use this information.
- I will not access information or records concerning patients, clients or study participants, or a confidential document, nor ask questions of clients during interviews for my own personal information.
- I will secure confidential information when not in use, before leaving my workstation, and during any transit.
- I will securely convey information only to others who are authorized to receive it and only in a secure manner, e.g., secure e-mail.
- I will adhere to the established procedures for shredding paper documents and deleting electronic files containing confidential information.
- I will immediately report any suspected security breach to the Overall Responsible Party (ORP) or their designee.
- I understand that I am responsible for preventing unauthorized access to or use of my keys, passwords or security codes.
- I agree not to use another person's password to access information, and I will not disclose my own password to anyone else.
- I understand that I am subject to periodic audit of my Orpheus data-use activities and investigation of any irregular data-use patterns.
- I understand that a breach of security or confidentiality may be grounds for disciplinary action which may include termination of employment or prosecution.
- I understand that the security settings below apply to the Orpheus and Orpheus-Linked Databases as well as any tools provided by OHA used to access these data (e.g., SQL datamarts, Tableau dashboards and GIS portals).
- I will choose a secure export location in accordance with *Orpheus Security Policy*, e.g., a secured, restricted-access network drive.

User's Signature: _____ Date _____ User's Supervisor: _____

User's Database-related Duties; _____

User's Email Address _____ Work Phone _____

Security and Confidentiality Training date _____ (must be within last 12 months) Watched on-line [Orpheus](#) video

Affiliation (Choose only ONE)				
OHA Employee	Contractor	Student/Intern	Visiting Professional	Tribal Jurisdiction
Local Public Health Authority	Developer	EIS Officer or Applied Epi Fellow	Other (please describe)	

For the Overall Responsible Party, please mark ALL programs areas (yes or no) for this user.

Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No
Enteric	Hepatitis	Vaccine Preventable	Pertussis	Vector borne	Misc. CD	Animal bites	Prion CJD	MDRO	Orthopox	Respiratory
Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	More Info
ABCs*	CIN*	RESP-NET*	Env Exp	Lead	Syphilis	HIV/AIDS	TB	LTBI	STD	

Put other pertinent information or need (iPhone, physical fob, fob ID# and expiration date) in "More Information" box.

*Requires additional approval from ACDP ORP.

USER NAME _____ P/OR# (if known) _____

For the Overall Responsible Party (ORP) – Please select the level of access requested for this user

Orpheus: Standard non-state user (access restricted by jurisdiction and disease group)

Orpheus State: Standard state user (access restricted by disease group)

Orpheus All Data: Enhanced +state user (no restriction by disease group)

Orpheus Super User: Tech Team state user (enhanced system functionality)

County or tribe name of user's primary jurisdiction: _____
County Tribe State

Additional Local or Tribal jurisdictions will be assigned to this user based on current cross-jurisdictional agreements with Local/Tribal jurisdictions, or with specific Overall Responsible Party (ORP) agreements.

For Local/Tribal Overall Responsible Parties (ORP):

Local/Tribal ORP Printed Name _____

Local/Tribal ORP Signature _____ Date _____

For OHA's Overall Responsible Parties (ORP):

ACDP ORP Printed Name _____

ACDP ORP Signature _____ Date _____

Env. PH ORP Printed Name _____

Env. PH ORP Signature _____ Date _____

HST ORP Printed Name _____

HST ORP Signature _____ Date _____

OSPHL ORP Printed Name _____

OSPHL ORP Signature _____ Date _____

Informatics Team ORP Printed Name _____

Informatics Team ORP Signature _____ Date _____

Please submit this completed oath to:

<https://app.smartsheet.com/b/form/1f98992dae844f91aabcb1112248c15c>