# JJIS Access, Appropriate Use, & Confidentiality

The JJIS system, its data, and any subsystems such as JJPS, are not to be used for a person's own interest, advantage, personal gain, or for any private purpose. JJIS records should only be accessed on a "need-to-know" basis by workers to whom the youth is assigned. Workers are considered assigned to a youth if they 1) are recorded as an active worker on the youth record; 2) work in the same office as an assigned worker*; or 3) work in a facility in which the youth is currently admitted and they have a specific direct working relationship with the youth or other authorized work-related reason to access specific information on the youth record.

While access to most information in JJIS remains open and a worker's ability to do their job is not restricted, JJIS does track "footprints" – in other words, it knows where an individual has been in the system, who has reviewed a case note, and who made a change in a record.

Users are expected to use only the minimum amount of information needed to accomplish their authorized job duties. However, workers not assigned to a youth may still have a legitimate need to view and update youth information consistent with their job duties. A Temporary Assignment feature allows Workers to grant themselves access to a youth's record – the access remains in effect for 24 hours. JJIS alerts the user that the case is not assigned to them and provides the user an option to either proceed with opening the record or decline. The user may also enter a note to remind themselves why they requested access.
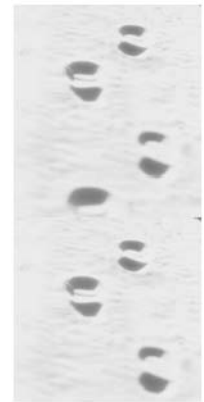
JJIS tracks footprints

Primary Worker, Courtesy Supervision Worker, Referral Worker, Juvenile Department Worker w/ OYA Commitment

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JJIS includes a feature that allows a worker to protect and/or restrict specific information such as notes, documents, assessments, and incidents to comply with HIPAA (Health Insurance Portability & Accountability Act) and 42CFR (Code of Federal Regulations) alcohol and drug confidentiality requirements. These features should only be used subject to local agency policy guidance.

When a user not assigned to a case tries to access protected information, JJIS alerts the user that the information is marked "protected" and provides the user an option to either proceed with accessing the information or decline. If the user proceeds, their access is logged.

Restricting information prevents users who are not part of a specified Security Group from accessing the information. Only the individual who restricted the information can grant access to individuals outside of the Security Group.

Workers assigned to a case can review the tracking log which lists by whom and when protected information was accessed. This assists in supporting the HIPAA requirement of disclosing who has accessed certain information.

For more information, review the complete JJIS policy — "Privacy & Protection of Confidential Information in JJIS".

JJIS is a powerful tool and users have access to data, much of which is confidential and protected from public release by Oregon law. All JJIS users should be alert to the necessity of protecting the integrity and confidentiality of the data in JJIS.

Violations of the use of JJIS as outlined in the Individual User Security Agreement are taken very seriously. Violators may be subject to discipline, up to and including dismissal, for violations of the security agreement.

Don't forget - "No person is allowed to seek, obtain, use or release information from JJIS for private or personal reasons."

Some examples of security violations . . .

► Looking up one's own or co-workers' last names "just to see what comes up".

► Looking up names of co-workers and/or their family members and sharing information to intentionally cause conflict or distress for the co-worker.

► Looking up names of relatives, friends, or acquaintances.

► Looking up names of relatives, friends, or acquaintances to change or remove information in an existing JJIS record.

► Reviewing case notes of a youth not on one's caseload (for example, a high-profile or sensitive-designation youth).

Remember how much trouble curiosity caused the cat!

For more information, review the complete JJIS policy — "JJIS Security (Users)".