

# JJIS Basics

## Security (and User Responsibilities)



## JJIS Basics

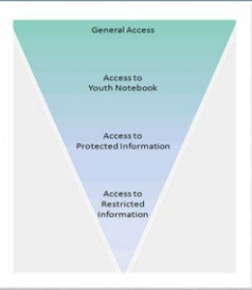
- Introduction to JJIS
- **Security**
- Logging On to JJIS
- Basic Navigation
- Search Notebook
- Youth Notebook

# User Responsibilities



## Appropriate Access & Use

- Understand appropriate use of a record
- Sharing information
- Investigation of suspected violations
- Violations vs. training issue



## Security Tools

- Apply Temporary Assignment
- Understand Protected Information
- Understand Restricted Information
- Access logs



## Protect Information

- Acquire the habit of locking workstations
- Recognize that shared log-ins inaccurately reflect case documentation
- Know how to change a system password and the criteria for a strong password

## Access

The JJIS system, its data, and any subsystems such as the Juvenile Justice Partner System (JJPS) or Juvenile Provider Access System (JPAS), are not to be used for a person's own interest, advantage, personal gain, or for any private purpose.

Users are expected to access only the minimum amount of information needed to accomplish their authorized job duties.

JJIS records should be accessed on a "need-to-know" basis by users to whom the youth is assigned.



Users are considered "workers" 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 in the youth record.

\*Primary Worker, Courtesy Supervision Worker, Referral Worker, Juvenile Department Worker During OYA Commitment

## Access

JJIS is designed to protect information of youth around the state.

JJIS users must have appropriate security based on their job to enter and view information in JJIS.

Upon supervisory authorization, JJIS accounts, security, and permissions are granted to users by their local JJIS Security Coordinator.

Users are required to read, understand, and accept security requirements outlined in their JJIS User Agreement and renew their security agreement annually.



### Juvenile Justice Information System User Security Agreement

JJIS Form 2a - Page 1 of 2

*This User Security Agreement is for users who, after receiving orientation and appropriate training, will be provided access to JJIS (as an Internal Partner or approved External Partner user), JJPS (the view-only Juvenile Justice Partner System), or JPAS (the Juvenile Provider Access System).*

The Juvenile Justice Information System (JJIS) is a statewide-integrated information system, administered by the State of Oregon through the Oregon Youth Authority (OYA) and is a collaborative partnership between OYA and Oregon's county juvenile departments. Consequently, JJIS data is under the jurisdiction of all county juvenile departments and the Oregon Youth Authority. JJIS users have an ethical responsibility to the multiple jurisdictions whose data are contained in JJIS and JJIS may only be used for your approved purpose. JJIS can be accessed through either a desktop application or a remote desktop connection with a Windows Server account.

The Juvenile Justice Partner System (JJPS) is designed to provide a real-time view of the status of youth cases for designated public safety agency users and contains releasable, non-confidential elements. JJPS can be accessed only through a remote desktop connection with a Windows Server account.

The Juvenile Provider Access System (JPAS) is designed to facilitate information sharing between OYA's Juvenile Parole/Probation Officers and contracted Providers throughout the youth referral, screening, and placement process. JPAS can be accessed only through a remote desktop connection with a Windows Server account.

- Information in JJIS is confidential unless considered public information pursuant to ORS 192.410 to 199.505. Any information in JJIS that relates to the past, present, or future physical or mental health condition of an individual, the provision of health care to an individual, or the payment for the provision of health care to an individual (known as "health information" is considered confidential under the federal Health Insurance Portability and Accountability Act (HIPAA) (45 CFR Parts 160 and 164). Disclosures of health information which is not otherwise allowed or requested by state or federal law may be a serious violation and subject to criminal investigation and prosecution by the State of Oregon and by the federal government.
- No person is allowed to seek, obtain, use or release information from JJIS for private or personal reasons. JJIS information shall only be used for legitimate law enforcement and juvenile justice purposes, or as otherwise allowed by state and federal statute. JJIS users shall seek, obtain, and use only the minimum amount of information needed to accomplish an authorized job task.
- JJIS information shall only be released subject to agency policy by the agency with jurisdiction (who entered the information) or physical custody, and in accordance with prevailing state and federal statutes.
- JJIS information should only be conveyed in a secure and appropriate manner. JJIS data includes confidential information and any JJIS data report that contains case-specific data may not be released or published.

**Internal Partner** — Oregon Youth Authority and Oregon's county juvenile departments

**External Partner** — other public and private agencies that work with youth served by an Oregon county juvenile department or the Oregon Youth Authority and are authorized to access JJIS

#### FORM DISTRIBUTION INSTRUCTIONS

Only Page 2 needs to be completed and submitted

		ORIGINAL	COPIES	
Type of Access		Local JJIS Security Coordinator	User	Authorized Agency Rep (if applicable)
JJIS/ JJPS	OYA internal staff	New / Renewal	New / Renewal	
	OYA-sponsored external partner staff	New / Renewal	New / Renewal	New / Renewal
	County internal staff	New / Renewal	New / Renewal	
	County-sponsored external partner staff	New / Renewal	New / Renewal	New / Renewal

## Security violations

Violations of the use of JJIS are taken very seriously. If a known security violation is investigated and found to be true, users need to understand that they may be subject to discipline, up to and including dismissal.

Situations determined to be inadvertent and not in violation may be resolved through coaching and training, progressive discipline, or corrective action.



*Remember how  
much trouble  
curiosity caused  
the cat!*

### 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).



## Appropriate Use

No person is allowed to seek, obtain, use or release information from JJIS for private or personal reasons.

JJIS information shall only be used for legitimate law enforcement and juvenile justice purposes, or as otherwise allowed by state and federal statute.

JJIS users shall seek, obtain, and use only the minimum amount of information needed to accomplish an authorized job task.



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## Confidentiality

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.

*Remember —  
“No person is  
allowed to seek,  
obtain, use or  
release information  
from JJIS for private or personal  
reasons.”*



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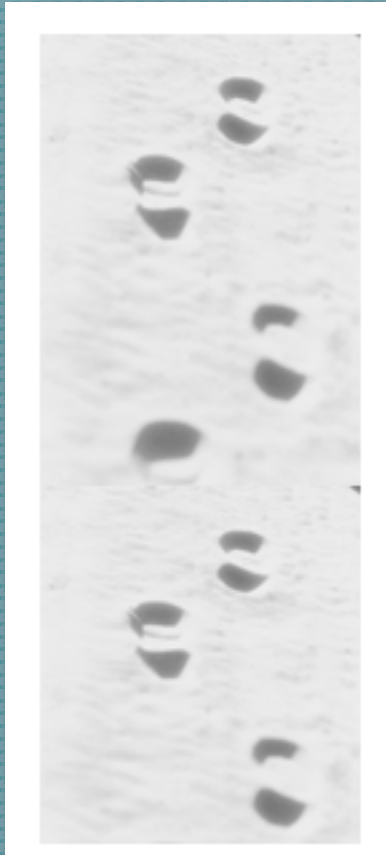
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## JJIS tracks footprints



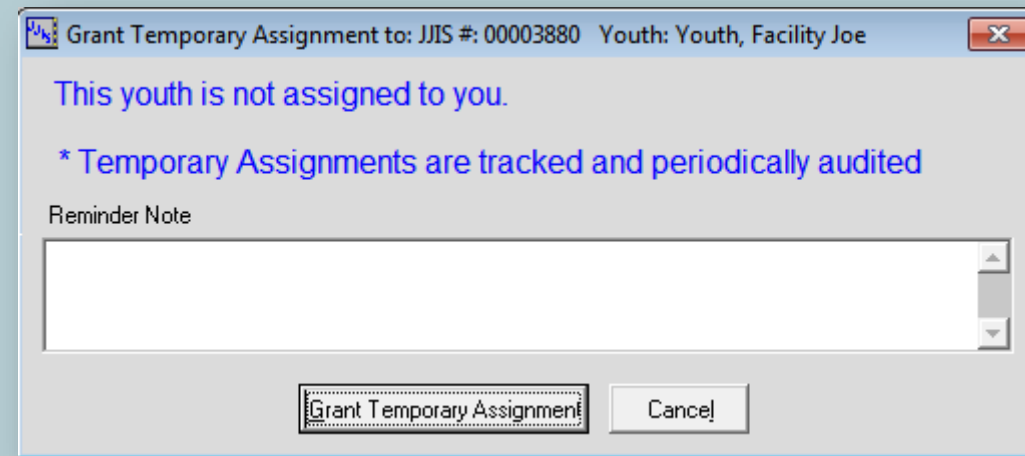
While access to most information in JJIS remains open and a worker's ability to do their job is not restricted, JJIS does track "footprints" – in other words, JJIS knows where an individual has been in the system, who has viewed youth information, and who made a change to a record.

## Temporary Assignment

Users are expected to access only the minimum amount of information needed to accomplish their authorized job duties.

However, users not assigned to a youth may still have a legitimate need to view and update youth information consistent within their job duties.

If a user attempts to access information for a youth they are not assigned to, JJIS prompts with a screen to enter a note why the temporary access was needed.

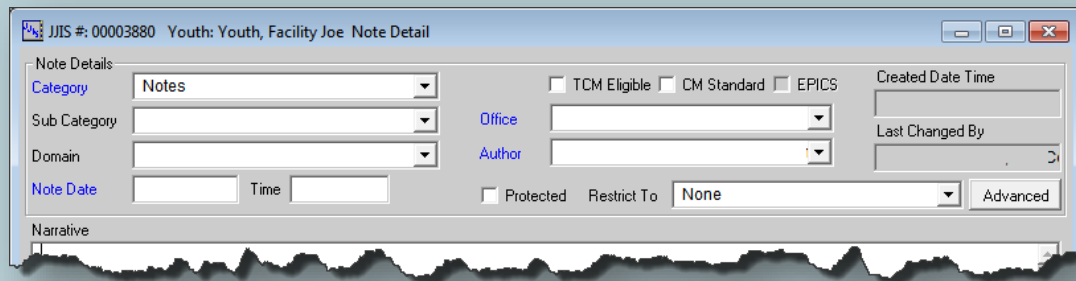


The screenshot shows a Windows-style dialog box titled "Grant Temporary Assignment to: JJIS #: 00003880 Youth: Youth, Facility Joe". The dialog contains the following elements:

- A blue header bar with the title and a close button (X).
- Text: "This youth is not assigned to you."
- Text: "\* Temporary Assignments are tracked and periodically audited"
- A label "Reminder Note" above a large, empty text input field.
- At the bottom, two buttons: "Grant Temporary Assignment" and "Cancel".

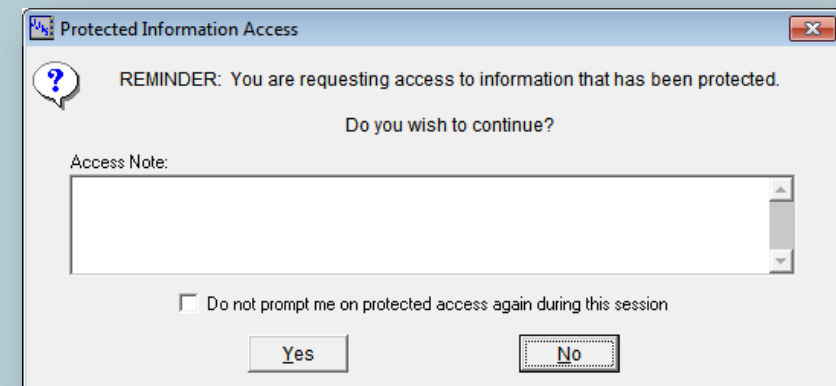
## Protected Information

The Protected Information feature allows a user 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.



The screenshot shows the 'JJIS #: 00003880 Youth: Youth, Facility Joe Note Detail' window. The 'Note Details' section includes a 'Category' dropdown set to 'Notes', 'Sub Category', 'Domain', and 'Note Date' with a 'Time' field. There are checkboxes for 'TCM Eligible', 'CM Standard', and 'EPICS'. The 'Office' and 'Author' fields are also present. A 'Restrict To' dropdown is set to 'None'. The 'Protected' checkbox is checked. The 'Created Date Time' and 'Last Changed By' fields are visible. An 'Advanced' button is at the bottom right. The 'Narrative' section is at the bottom.

When a user tries to access protected information in a case they are not assigned to, JJIS alerts them that the information is marked “protected” and provides an option to either proceed with accessing the information (including noting why they accessed the information) or decline. If the user proceeds, their access is logged.



The screenshot shows the 'Protected Information Access' dialog box. It contains a message: 'REMINDER: You are requesting access to information that has been protected. Do you wish to continue?'. Below the message is an 'Access Note:' field with a text area. At the bottom, there is a checkbox labeled 'Do not prompt me on protected access again during this session' and two buttons: 'Yes' and 'No'.

## Restricted Information

Restricting information prevents individuals 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.



JHS #: 00003880 Youth: Youth, Facility Joe Notes List

Search Criteria

Category: Problem Author: All

Sub Category: Date From: to

Domain: Behavior

\* Protected \*\* Protected & Restricted

Date/Time	Category	Domain	Author	TCM
05/04/2018 4:49 PM	Problem	Behavior	OYA - QA, Sec Coord	No

Add Update Copy View Remove Security Access

Data Access & Security

Information: Case Note: May 4, 2018 16:49:44.000 - Problem - RESTRICTED

☒ Protected Restrict To: Mental Health Advanced

Access Log

Access Date/Time	Office	Worker	Log Entry Type	Access Note
05/04/2018 4:54 PM	Central Support - OYA	OYA - QA, Sec Coord	Viewed Protected	

Apply Cancel

Workers assigned to a case can review a Data Access & Security Log that tracks by whom and when protected or restricted information was accessed.

This assists in supporting the HIPAA requirement of disclosing who has accessed certain information.



## Work Station Security

Users must comply with agency policy on appropriate use of computer equipment and information systems.

- Do not leave your workstation accessible for unauthorized viewing or use by the public or unauthorized persons.
- If you are working in a public setting (e.g., coffee shop), be aware of your surroundings and sit where your computer screen is not easily viewed.

TIP! Lock your computer when you step away from your workstation – use the Win+L keyboard shortcut.



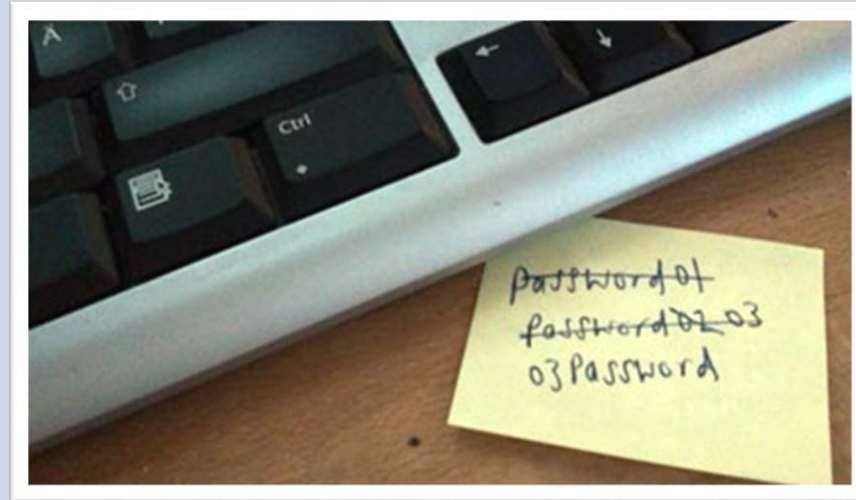
Win (key) + L



## Protect your log-in

You are responsible for all transactions entered into JJIS under your log-in.

- Do not allow anyone to use your User Name and Password.
- Keep your log-in information secure – for example, don't leave your log-in on a Post-It note next to the computer.
- If your work setting shares a common computer (for example, a close custody facility), do not share a single log-in.



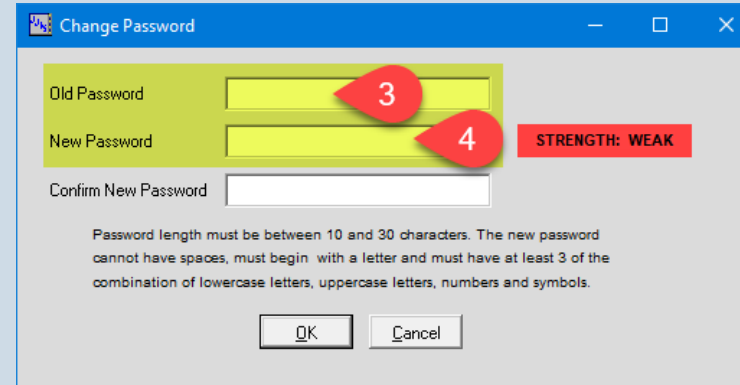
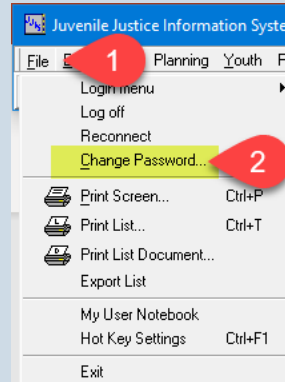
*image licensed under Creative Commons*

# Change your password

When you are initially given access to JJIS, your local JJIS Security Coordinator will provide your JJIS User Name and a temporary password that you will be prompted to change the first time you log on.

1. Select **File** from the JJIS Menu.
2. Select **Change Password** ... a Change Password screen opens.
3. Enter your current password in the **Old Password** field.
4. Enter a new password in the **New Password** field.
5. Re-enter the new password in the **Confirm New Password** field.
6. Click **OK**.

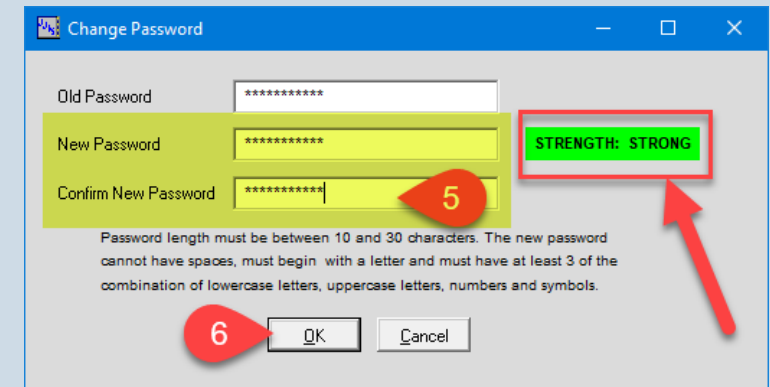
JJIS prompts you every 90 days to change your password, but you can change it at any time.\*



*JJIS enforces a "strong password" protocol. Passwords must:*

- *be at least 10 characters long (no longer than 30)*
- *begin with a letter*
- *include a combination of lowercase and uppercase letters, numbers or symbols*
- *cannot have any spaces*

*As you enter your new password, a strength indicator changes from red to green when the password meets the criteria for a strong password.*



\*Note to OYA staff – your JJIS and OTIS user name and password are the same; changing your password in one system changes it in the other.

Thank you ...

## JJIS Basics

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- **Security**
- Logging On to JJIS
- Basic Navigation
- Search Notebook
- Youth Notebook