Policy and Procedure: Access to DSHS Data

1. Access to DSHS client data and related systems shall be determined by the Director or Deputy Director and shall be limited to individuals for whom access to the data is required in the performance of their job duties.
2. Access shall be limited to the minimum amount required to complete the work.
3. The Director or Deputy Director shall retain an accounting of systems, data, and program access. Any access request forms submitted to DSHS shall be subject to retention requirements.
4. If a staff person no longer works in a program area or leaves the employ of \_\_\_\_\_\_\_\_\_\_\_\_\_ notice will be sent to DSHS for access removal.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_