

Evaluation/Reporting System User ID's and Passwords

We are entrusted with personal information about the clients with whom we work. Information on the types of public assistance they receive, who they are and where they live, and their personal behavior in regard to nutrition and food safety is confidential. Only personnel with a "need to know" should have access to the individual records. Personal identifying information is not available when data are aggregated and summarized. This is the only form in which data should be released without permission from the client. Therefore, we have added security functions to the software to aid in maintaining confidentiality. It is important that the Security functions be utilized. Following are recommendations regarding their use:

- After user names and passwords have been established, remove "ERS" as a valid user. This default user name and password should NOT remain valid once participant data is entered, as there is no protection from unapproved users accessing the data files.
- Make sure two individuals have "executive" level status, as this is needed to create new users and there needs to be a back-up in case the primary "executive user" is not available.
- Delete user names whenever staff leave. Obsolete user names should not remain on the list of valid names/passwords.
- Consider having a regular schedule for changing passwords. Passwords that become "common knowledge" provide no protection for clients.