



CITY OF HARTFORD



DEPARTMENT OF HEALTH AND HUMAN SERVICES

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PEDRO SEGARRA
Mayor

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Director

CAREWare User Agreement

I, _____, am a user on the Ryan White Part A-managed statewide CAREWare system with permission to add new clients to the system.

I understand that when I add a new client to the CAREWare system, I may see other clients who are listed in the database, in order to determine if the new client is a match with an existing client (i.e., a client who I may share with another agency).

Initial: _____

I understand that during this process, it is possible that I will learn information about other individuals with similar demographic characteristics (name, gender, date of birth) as the clients I enter, who are not in fact clients of my agency (i.e., limited information about a non-disclosed person with HIV).

Initial: _____

I agree that I will not attempt to add anyone to the database, unless he or she is a new client to my agency (i.e., I will not 'phish' for client names through the CAREWare system).

Initial: _____

I agree that if, through adding a client to the CAREWare system, I view information for which I do not have a Release of Information, I will not divulge any information about those individuals.

Initial: _____

I agree that any information I view is confidential, and I agree not to discuss, transmit, or narrate any such information.

Initial: _____

I understand that unauthorized or willful disclosure of such information will be considered grounds for disciplinary action, up to and including termination or prosecution.

Initial: _____

I understand that client-level CAREWare data records may show unlawful and/or unauthorized access to client information.

Initial: _____

CAREWare User Signature

Date

Witness – Supervisor Signature

Date

Rev by City of Hartford Ryan White office/2010

