Attachment W

SSA/PRRCC-22-001-S

# DATA RELEASE AGREEMENT FOR RESIDENTIAL CHILD CARE

1. **PARTIES**

This Agreement is between the Maryland State Department of Human Services (Social Services Administration, hereinafter

“DHS”), and the Residential Child Care Providers (hereinafter “Organization”), collectively referred to as the “Parties”.

## 

## NAME OF THE ORGANIZATION

1. **PURPOSE**

The purpose of this Agreement is to set forth the responsibilities of each of the Parties while serving DHS’ clients under a contract or other agreement with DHS, which includes the completion and submission of services information, CANS assessment, uniform incident reporting (UIR), and service collaboration through the web-based *myDHR* and CJAMS information systems. In addition, this Agreement sets forth the responsibilities of the Organization’s users when accessing and using *myDHR* and CJAMS information systems (hereinafter “DHS Systems”).

# INTRODUCTION

Federal and state laws allow for the use and disclosure of information concerning children receiving foster care services, but place restrictions on the release of any information regarding the children served. The legal authority for use and disclosure of information is

found in: 42 U.S. C. § 602(a)(1)(A)(iv); 42 U.S.C. § 1396a (a)(7); 7 C.F.R. § 272.1(c)(1); 42 C.F.R. § 431.300; 45 C.F.R. Part 160; 45 C.F.R. Part 164; 45 C.F.R. § 205.50; Md.

Code Ann., Human Services § 1-201; and COMAR 07.01.07.

# RESPONSIBLITIES OF DHS

* 1. DHS shall designate a principal person and an alternate as the Point of Contact for the purpose of this Agreement.
  2. DHS shall review a request for access to DHS Systems from the Organization for its staff member(s).
  3. Once approved, DHS will certify that the Organization’s staff member(s) may enter the DHS Systems data for child(ren) in its care as required.
  4. DHS shall assist in setting up the Organization’s staff member(s) with logon access and will provide instructions for identified staff members when ready to begin use of DHS Systems.

# RESPONSIBILITIES OF THE ORGANIZATION

* 1. The Organization shall request that it be granted access to DHS Systems.
  2. The Organization shall submit a letter to the designated DHS security monitor requesting access to the DHS Systems for its staff member(s).
  3. The Organization agrees that all information disclosed through this Agreement is confidential and cannot be disclosed to any other person without written consent of DHS.
  4. The Organization agrees that use of confidential information for purposes other than those authorized by DHS is strictly prohibited by state and federal law.
  5. The Organization shall ensure that its agents, employees, and other designated persons agree to all provisions of this Agreement and will require all individuals who will have access to confidential information to execute a Non-Disclosure Agreement before they log into DHS Systems.
  6. The Organization shall instruct all persons having access to confidential information about the security requirements and that they are bound by the confidentiality provisions of this Agreement. The Organization shall inform DHS immediately if an employee or other designee who has access to DHS Systems has severed or been severed from any relationship with the Organization or has left employment, or if access is revoked for any reason.
  7. The Organization shall designate and provide DHS with the name and contact information for the individual who will serve as the administrative account manager responsible for providing and terminating DHS Systems account roles for its employees.
  8. The Organization shall immediately notify the DHS point of contact via email when the DHS Systems administrative account manager is no longer employed in that role.
  9. The Organization shall provide DHS with a list of all agents, employees and other designated persons who have been given access to DHS Systems. This list must be kept current.
  10. The Organization shall have sufficient process, protections, and procedures in place to protect the data in accordance with State and federal law, including the following:

1. Password protecting workstation with a “screensaver” password, set to automatically lock the system after a period of inactivity.
2. Computers must automatically lock after periods of inactivity. The period of inactivity prior to locking will be no greater than 15 minutes for devices containing DHS data.
3. Logging out of DHS Systems when workstations are left unattended.
4. Selecting a “strong” set of passwords and using different passwords for access to different systems.
5. Ensuring each device has up-to-date virus protection installed that is maintained and patched daily.
6. Use of Windows 10Professional 64-bit and internet explorer 9 (or later) with all current security patches and ongoing monthly patches for operating systems and applications.
7. USB ports must be protected such that no non-FIPS (Federal Information Processing Standards) compliant hardware level encryption devices that can store data can connect to the laptop, desktop, tablet or system where DHS data is stored.
8. Laptops must have Absolute Computrace or another endpoint security that can be used to track, freeze, and remotely wipe the device.
9. Portable Media Devices, including laptops, must have FIPS 140-2 Compliant hardware level encryption.
   1. The Organization staff shall call the DHS OTHS Helpdesk at (410)767-7002 within one (1) hour when a security incident(s) involving the acquisition, access, use or disclosure of confidential information is suspected or detected so DHS may take steps to

determine whether its system has been compromised and to take appropriate security precautions.

* 1. The Organization may not assign its rights or interests, nor delegate its duties under this Agreement, in whole or in part, without the express prior written consent of DHS. Any attempted assignment or delegation without such express prior written consent shall be void and ineffective for all purposes.
  2. The Organization shall operate under this Agreement so that no person, otherwise qualified, is denied employment or other benefits on the grounds of race, color, sex, creed, national origin, age, marital status, sexual orientation, or physical or mental disability which would not reasonably preclude the required performance.

# CONFIDENTIALITY

DHS and the Organization shall protect the confidentiality of information obtained or accessed in the implementation of this Agreement. The use of the confidential information is confined to activities that are essential for the purpose of this Agreement.

# GENERAL PROVISIONS

* 1. Upon finding any breach of this Agreement by the Organization, DHS shall deny the use or access of DHS Systems to the Organization’s staff members who violate this Agreement.
  2. If the Organization no longer has a valid license to provide RCC services, this Agreement will be terminated.
  3. If the Organization no longer provides RCC services under the contract with DHS but continues to have a license with the State, this Agreement will continue.
  4. The Organization may not use the confidential information for any purpose other than serving the children who have been placed in their programs, and their families.
  5. The Organization agrees to hold the State of Maryland, DHS and its employees and officials harmless for loss, damages, and cost for any liability as a result of the disclosure or use of confidential information accessed or obtained during the administration and implementation of this Agreement.
  6. The State of Maryland or DHS is not responsible for any loss or expenses that may be incurred by the Organization, its agents or employees as a result of an inability to access the DHS Systems.

1. **TERM**

The term of this Agreement will commence on May 1, 2022, and end , 2023, unless terminated earlier.

1. **TERMINATION**

Either Party may terminate this Agreement at any time following thirty (30) days written notice to the other Party.

1. **GOVERNING LAW**

This Agreement and its construction, interpretation, and enforcement shall be construed in accordance with and governed by the laws of the State of Maryland.

# CONTACT PERSONS

## All notices, inquiries, or matters arising related to this Agreement, unless otherwise indicated in the Agreement, shall be between the points of contact below. Each Party shall notify the other Party, in writing, of any changes to the points of contact.

**The point of contact for User Security and DHS Systems at the Department of Human**

**Services is:**

Name: OTHS Service Desk

Division: Office of Technology for the Human Services

Address: Department of Human Services

Office of Technology for the Human Services 311 West Saratoga St.

Baltimore, Maryland 21201

Phone Number: 410-767-7002

Email Address: [Oths.helpdesk@maryland.gov](mailto:Oths.helpdesk@maryland.gov)

**The point of contact person at SSA for DHS Systems in the Department of Human**

**Services is:**

Name: Hilary Laskey

Ardena Walker

Division: Social Services Administration

Address: Department of Human Services Social Services Administration 311 West Saratoga St Baltimore, Maryland 21201

Phone Number: 410-767-7788

410-767-5773

Email Address: [hilary.laskey@maryland.gov](mailto:hilary.laskey@maryland.gov)

[ardena.walker1@Maryland.gov](mailto:ardena.walker1@Maryland.gov)

## The alternate point of contact person for the Department of Human Services is:

Name: Kenyatta Powers-Rucker

Division: OTHS Chief Information Officer

Address: Department of Human Services

Office of Technology for the Human Services 311 West Saratoga St.

Baltimore, Maryland 21201

Phone Number: 410-767-7893

Email Address: [kenyatta.powers-rucker@maryland.gov](mailto:kenyatta.powers-rucker@maryland.gov)

## The point of contact person for the Organization:

Name:

Organization:

Address:

Phone Number:

Email Address:

**The alternate point of contact person for the Organization:**

Name:

Organization:

Address:

Phone Number:

Email Address:

# SIGNATURE PAGE

IN WITNESS WHEREOF, intending to be legally bound, the Parties have caused this

Agreement to be executed as of the dates indicated below.

## DEPARTMENT OF HUMAN SERVICES

## Name: Michelle L. Farr, LCSW-C, LICSW Date Signed

## Title: Executive Director

**Social Services Administration**

NAME OF THE RCC:

## Name:       Date Signed:

**Title:**

**APPROVED FOR FORM AND LEGAL SUFFICIENCY BY THE OFFICE OF THE ATTORNEY GENERAL**