

## PEMS User and Supervisor Responsibility Worksheet

As you review the slide presentation about the PEMS policies, check off what your responsibilities will be involving PEMS data. Think of any actions you will need to take or changes you will need to make from current procedures to be sure you are adhering to the PEMS confidentiality policies.

### Supervisor Responsibilities

Requesting Access to Client-level data

- Notify System Administrator
  - Complete request for access to PEMS data form

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Staff Separation

- Notify System Administrator
  - Complete notification of staff separation form
- Terminate or modify access to data
- Collect all keys
- Conduct exit interview
  - Review need to adhere to confidentiality statement
  - Have staff member sign statement (pg. 2 of form)

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**Staff and/or Supervisor Responsibilities**

**Work Site Security**

- **Protect keys**
- **Accompany visitors to secured areas**
- **Prevent unauthorized persons from viewing data by properly storing data**
- **Be located in a low-traffic area**

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**Storing Data**

- **Store paper and portable electronic records in a locked file cabinet or other locked receptacle:**
  - **When you leave the secured area**
  - **When data is not in use**

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Collecting PEMS data in the field and office

- **Make sure conditions can be met to protect client confidentiality when collecting client-level data**
  - A door can be closed
  - You are alone in a room with a client OR only authorized persons are present
  - Try to honor client requests to complete forms in a more private location
- **If data records are being transported in the field**
  - Keep records in a sealed manila envelope saying “confidential” or in a locked briefcase
  - Do not leave records unattended
  - Do not keep records overnight

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Communications and PEMS data

- **U.S. Mail**
  - Place data in an envelope stamped “confidential”
  - Address envelope to the system administrator
  - Ensure correct address
- **Do not email PEMS data (except referral codes)**
- **Fax**
  - Receive prior authorization from System Administrator
  - Only use a fax machine located in a secure area
  - Give prior notice
  - Confirm and re-check fax number
  - Call to verify receipt
  - Use confidentiality notice
- **Printing and Photocopying**
  - Only use machines in secured areas
  - Wait by the machine during the job
  - Make sure unauthorized persons are not in the area
- **Discussion**

- Do not discuss PEMS data with un-authorized individuals
- Do not discuss PEMS data where unauthorized individuals may be able to overhear
- Telephone
  - Make calls only to authorized individuals
  - Only make calls within secured areas
  - Make attempts to prevent unauthorized persons overhearing

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