

Protocol for Information-Sharing in Accordance with DCF and DOE Interagency Agreement

This protocol is adopted by the State of Florida Department of Children and Families (DCF) and the State of Florida Department of Education (DOE) in order to implement the provisions of Section 7(l) of the Interagency Agreement among DCF, DOE, and other state agencies dated July 30, 2009 and shall be carried out and performed in accordance with, and subject to, the Interagency Agreement. In the event of any inconsistency between the terms of this protocol and the Interagency Agreement, the terms of the Interagency Agreement shall govern and control.

DCF agrees to:

- provide access to the Florida Safe Families Network (FSFN);
- provide security officer functions for FSFN and to conduct periodic audits of access;
- terminate access if violations are detected or when DOE notifies DCF that an employee has been terminated;

DOE agrees to:

- ensure that all staff follow DCF requirements for access to FSFN;
- require all staff having access to FSFN to sign security and confidentiality agreements and take security awareness training;
- provide timely notification to DCF of changes in duties and/or terminations of employment so that DCF may terminate FSFN access for individuals who no longer need it;
- purchase Tivoli Access Management software licenses as needed to comply with DCF access and security standards;
- adhere to DCF requirements for maintaining the security and confidentiality of this information, specifically with reference to:
 - the Health Information Portability and Accountability Act (HIPAA) of 1996 (Public Law 104-191),
 - the Social Security Act (42 USC 407),
 - Chapter 409, F.S.,
 - Chapter 39, F.S.,
 - Chapter 282, F.S. and
 - Chapter 815, F.S.
 - Chapter 817, F.S. (Part I, section 817.5681, F.S.)

Both agencies agree to adhere to the following process for access:

DOE will provide DCF with a list of individuals who can authorize FSFN access for DOE employees.

DCF will provide DOE with a central contact in the Family Safety program office who will receive requests for access or termination and route them to the appropriate DCF regional security officer.

DCF and DOE agree that:

- staff are strongly discouraged from storing FSFN data on portable media and should not so unless there is no other way to store the information;
- when data is stored on portable media it must be encrypted; and
- staff will adhere to standard practices for securing confidential data.

In the event of a breach of confidentiality or security, both agencies agree to follow the applicable sections of state and federal law to remedy the breach and notify clients.

Signed and adopted on behalf of
DCF

Signed and adopted on behalf of
DOE

Printed Name

Printed Name

Title

Title

Date: _____

Date: _____