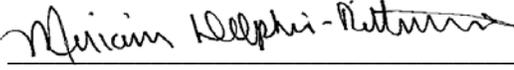




**STATE OF CONNECTICUT**  
**Department of Mental Health & Addiction Services**  
**Commissioner's Policy Statement and Implementing Procedures**



<b>SUBJECT/POLICY NAME:</b>	Use of Electronic Microsoft TEAMS Application for Training and Administrative Videoconference	
<b>POLICY CHAPTER NUMBER:</b>	Information Management	
<b>APPROVED BY:</b>	 Miriam E. Delphin-Rittmon, Ph.D.	<u>May 7, 2020</u> Date
<b>EFFECTIVE DATE:</b>	May 7, 2020	
<b>LAST REVISED DATE:</b>	May 7, 2020	
<b>POLICY OWNER:</b>	IT, Compliance, Legal	

**STATEMENT OF PURPOSE:** The Department of Mental Health and Addiction Services (DMHAS) shall use Microsoft TEAMS (hereafter referred to as TEAMS) videoconferencing application to extend the availability of educational and administrative services, i.e. grand rounds, educational sessions, or multi-site business meetings.

**POLICY:**

Microsoft TEAMS is a unified communication platform that combines workplace chat, video meetings and file storage. This is the approved product by the Department of Administrative Services, Bureau of Enterprise Systems & Technology (BEST). This platform will be initiated through the interactive videoconferencing (TEAMS) and will conform to established policies and procedures for business and educational meetings. These meetings may be recorded for purposes of off-shift, and/or multi-site participation and viewing. No other videoconference application may be initiated.

**PROCEDURE:**

Interactive videoconference functions are approved for the following purposes:

- Training and education;
- Administrative and Management activities; and
- Other uses as approved by Department of Mental Health and Addiction Services (DMHAS).

**Notice and Acknowledgement of Training Session Recording**

**For attendees:**

- Announce at the beginning of the training session, preferably before the recording begins and more importantly, once the recording has started, that the training session is being recorded.
- Post signs at the entrances and at any sign-in or registration area that the training session is being recorded.

**Signage:**

*“This training session is being audio and video recorded and may be replayed at upcoming training sessions. If you choose to participate in a discussion in the training session, you are presumed to consent to the use of your comments and/or your image in these recordings and acknowledge that the recordings may be used in upcoming training sessions. Thank you.”*

- Note: In general, try to avoid recording the audience whenever possible.

**Use of State Systems:**

State systems are provided at State expense and are to be used solely to conduct State of Connecticut business. This means system usage is in conformance with federal and state laws, agency policies and procedures, and collective bargaining agreements.

System usage must be in accordance with each user’s job duties and responsibilities as they relate to the user’s position with the State of Connecticut at the time of usage. Users who are dually employed must keep in mind the responsibilities of each specific position while engaged in activities involving State systems. Activities must reflect the position duties the employee is performing at the time of State system usage.

**No Presumption of Privacy:**

All activities involving the use of State systems are not personal or private; therefore, users should have no expectation of privacy in the use of these resources. Information stored, created, sent or received via State systems is potentially accessible under the Freedom of Information Act. Pursuant to Public Act 98-142 and the State of Connecticut’s “Electronic Monitoring Notice” the State reserves the right to monitor and/or log all activities without notice.

DMHAS abides by the policies of the Office of Policy and Management and DAS-BEST guidelines.

**REFERENCES:****DMHAS Computer Use Policy**

**Acceptable Use of State Systems Policy – Office of Policy and Management**

[https://portal.ct.gov/OPM/Fin-General/Policies/~/\\_/link.aspx?id=88F72BE57280409ABC0EBF33CB2FEBB3&z=z](https://portal.ct.gov/OPM/Fin-General/Policies/~/_/link.aspx?id=88F72BE57280409ABC0EBF33CB2FEBB3&z=z)