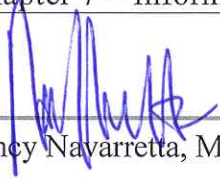




**STATE OF CONNECTICUT**  
**Department of Mental Health & Addiction Services**



**Commissioner's Policy Statement and Implementing Procedures**

<b>SUBJECT/POLICY NAME:</b>	Computer Access Controls
<b>POLICY CHAPTER:</b>	Chapter 7 – Information Management
<b>APPROVED BY:</b>	 Nancy Navarretta, MA, LPC, NCC      Date: 1/18/22
<b>EFFECTIVE DATE:</b>	11/01/2012
<b>LAST REVISED DATE:</b>	1/07/2022
<b>POLICY OWNER:</b>	Office of the Commissioner, Information Technology

**STATEMENT OF PURPOSE:** The Department of Mental Health and Addiction Services (DMHAS) abides by the policies set forth by the Department of Administrative Services/Bureau of Information Technology Solutions (BITS) relating to access to systems. The State of Connecticut (SOC) has developed a comprehensive set of acceptable use policies for networking, telecommunications and electronic mail systems.

**POLICY:** The Information Technology (IT) Department shall work with the local IT support to procure and maintain all Network access, security, logins, hardware and support for all the Department of Mental Health and Addiction Services (DMHAS) Staff. It is the user’s responsibility to keep his/her data secure by: logging out of the Network when not in use, never sharing or giving one’s password to anyone, never writing down one’s password where it is easily accessible, not storing data locally and by reporting to the Information Technology (IT) Department any breach or potential breach of security.

1. Users will be prompted to change their passwords every sixty days.
2. Users will keep their data on the Network drives and no data will be kept on the local computers.
3. All traffic on the Network, including e-mail and the Internet, may be monitored by the

Bureau of Information Technology Solutions (BITS), and the Department of Mental Health and Addiction Services (DMHAS).

4. Patients are not allowed to use staff computers or access the Department of Mental Health and Addiction Services (DMHAS) Network.
5. No personally owned items can be used on our computers as stated in the Commissioner's Policy Statement No. 82. This includes keyboards, mice, laptops, printers, external drives, modems, thumb drives, USB devices or anything else. Exceptions may occur with permission from the Director of IT or designee.
6. The Department of Mental Health and Addiction Services (DMHAS) does not allow the use of, memory sticks, zip drives, mini hard drives or personal devices unless there is written permission from the Information Technology (IT) Manager.

Upon an employee's separation from the Department, IT will disable all access from all DMHAS systems effective the date of termination. Upon an employee's transfer to another DMHAS facility, IT will disable all access from the facility the employee is transferring from and provide the necessary access at the new facility. The agency reserves the right to terminate and or temporarily disable access of any employee with just cause, including but not limited to all types of involuntary leave (administrative, medical, workers compensation, etc.). The action of disabling or terminating an account will be approved by the Director of Labor Relations and/or Commissioner or Commissioner's designee.

#### **REFERENCES:**

The following are links to the Office of Policy and Management (OPM) and the Department of Administrative Services/ Bureau of Information Technology Solutions (BITS) Policies, which the Department of Mental Health and Addiction Services (DMHAS) abides by:

- [Acceptable Use of State Systems \(Internet and E-Mail\)](#)
- [Telecommunications Equipment](#)
- [Network Security and Procedures](#)
- [State Property Control](#)
- [Security for Mobile Computing and Storage Devices](#)
- [HIPAA Security Policy](#)
- [Social Media Policy](#)
- [Implementation/Deployment of State Agency Internet Sites and Extranet Sites](#)