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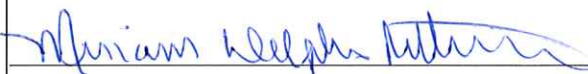## Department of Mental Health & Addiction Services
Commissioner's Policy Statement and Implementing Procedures

dmhas
A Healthcare
Service Agency

POLICY NAME:	Technology Policy when working from home
POLICY CHAPTER NUMBER:	Information Management
APPROVED BY:	*Miriam Welph Rittmon* 3/16/2020 Miriam Delphin-Rittmon, Ph.D., Commissioner Date:3/16/2020
EFFECTIVE DATE:	DATE: 03/16/2020
LAST REVISED DATE :	DATE: 03/16/2020
POLICY OWNER:	DMHAS Information Technology Division

STATEMENT OF PURPOSE:

The purpose of this document is to provide guidance to DMHAS staff who are requesting to work from home on a temporary basis during this Covid-19 pandemic. The intent of this policy is to provide information concerning the appropriate steps that need to be followed to allow staff the ability to temporarily work from home. The scope of this policy is limited to the timeframe under which the Governor has declared a public health and civil preparedness emergency due to the Covid-19 outbreak.

POLICY:

The Information Technology (IT) Division shall work with DMHAS staff to provide the necessary technology solution to accomplish their business need. It is the user's responsibility to keep their data secure by logging out of the network when not in use, never sharing or giving one's password to anyone or engaging in any other activities that could compromise the security of our State or client's data. It is the expectation of the Agency that all staff who are approved to work from home continue to comply with all DMHAS policies including the HIPAA and Confidentiality policies.

PROCEDURE:

- The technology used for remote access will be determined by DMHAS IT staff based on business need.

If the technology approved is a Personal Computer:

- It is the responsibility of the employee (not DMHAS IT staff) to fix any technical problems with the employee's <u>own personal computer or home network and internet connection.</u> If the problem is not resolved the employee will need to report this to their manager and return to their on-site DMHAS location.
- Personal computers must have the latest operating system installed and have up-to-date virus protection.
- Staff cannot save any files to their personal device.
- Please review the Commissioner's Computer Use Policy for further guidance.
- Carefully review and comply with all DMHAS Information Management and Compliance and Ethics Policies. All policies are accessible on the DMHAS website.

If the technology approved is a State Computer:

- Please review and comply with all DMHAS applicable policies and the State of Connecticut's Acceptable Use of State Systems Policy.