

# **DARMHA (Data Assessment Registry Mental Health & Addiction)**

---

## **Security and Confidentiality Policy**

**Revision 3, Date: 7/5/2012**

**Indiana Family and Social Services Administration, Division of Mental Health and Addiction (DMHA)**

---

The Data Assessment Registry Mental Health & Addiction (DARMHA) supports the use of a set of uniform assessment/reassessment tools for children and adults and the collection of consumer data. This document contains information relating to obtaining system access and security related guidance. Access is limited to providers that have filled out a DARMHA Provider Registration Agreement and provide behavioral health services, other healthcare/service entities or additional organizations that address the social service or behavioral health needs of individuals.

### **I. DARMHA Provider Registration Agreement**

The DARMHA Provider Registration Agreement establishes key contact information about the provider. This Registration serves as the security cross check for authorization of individual user access to the DARMHA system. The DARMHA Provider Registration Agreement must be signed by the provider agency Director.

### **II. DARMHA New User Form**

The DARMHA New User form is utilized to request user access to the DARMHA system. It is completed by the provider and signed by both the individual user requesting access and the authorized provider designee. Each organization designates what individuals will be issued usernames and passwords.

Each user must sign the DARMHA New User Form stating that he/she has read the DARMHA Security and Confidentiality policy and agrees to abide by its provisions. This New User Form must be kept with the employee personnel file as documentation. The organization's designee will notify DARMHA when accounts need to be deleted or created due to changes in personnel. Users who willfully misuse information contained in DARMHA will have their access immediately restricted by DMHA.

### **User Account**

The user account is secured by use of a username and a password. The username and password is not to be shared with any other person. This includes the user's supervisor and co-workers. Sharing this information violates the DARMHA New User Form signed when applying for DARMHA access. Each DARMHA user will have a personal username and password.

### **User Removal**

When a DARMHA user no longer works for the participating DARMHA facility, a DARMHA Remove User Form needs to be submitted to the DARMHA Support Center.

## **Username**

The username consists of the first initial of the user's first name and full last name up to a total of 30 characters. If for some reason the DARMHA Support Center needs to deviate from this standard, the user will be notified by phone. The DARMHA Support Center reserves the right to change the naming convention of any or all of a user's usernames. In this event, all parties involved will be notified prior to the change.

In the case of a forgotten username, the DARMHA Support Center can be contacted. The user can receive the correct username over the phone. Any other contact information pertaining to the user's account or facility can also be updated via this phone conversation. (for example: e-mail address and mailing address).

## **Password**

The password will consist of a maximum of 30 and no less than 8 characters. Password must include at least one upper and lower case letter and a number or special character. Any association with the user's name, facility, or the position of the user will not be permitted. For example: "Dpeterson1", "Midtown2" or "Casemanager1" are not acceptable passwords. The DARMHA Support Center reserves the right to change the password criteria standard at any time. All parties involved will be notified prior to the change.

Passwords are not to be shared with any other person. This includes supervisors and co-workers. This is in direct violation to the DARMHA New User Form that all users sign. Each user will have a personally assigned password.

In the event of a forgotten password, DARMHA provides functionality for retrieval. If a password is forgotten, DARMHA will ask a question of the user and require the corresponding answer. If the answer provided matches what was indicated initially by the user, the password will be provided via e-mail. If this process for retrieving a password is unsuccessful, contact the DARMHA Support Center.

## **III. Confidentiality Policy**

Users who willfully misuse information contained in DARMHA will have their access immediately revoked by DMHA.

No agencies will be given access to the data contained in DARMHA without an appropriate legal avenue. Absent an appropriate legal avenue, authorization from the patient is required for access to data in the DARMHA system.

## Use of Registry Data:

- Authorized users may access DARMHA and view assessments and reports related to consumers they serve. Registered organizations can access DARMHA and view assessments and reports related to assessments/reassessments of all consumers they serve. Information may be used to engage consumers and their families in planning and monitoring their progress. Information can be used for clinical supervision and total clinical outcome management (TCOM) by the organization.
- The Office of Medicaid Policy & Planning (OMPP) may only request access to DARMHA data to support decisions about the appropriate level of care or intensity of services and prior authorization for consumers who are funded by Medicaid. .
- Indiana DMHA and other state agencies will use aggregated, de-identified data as defined under 45 CFR§ 164.514(b), to inform policy, identify needs, promising practices, gaps in services, training needs, etc.
- Within DMHA policy, approved researchers with approved Institutional Review Board (or similar peer reviewed) documentation may request access to DARMHA data for evaluation, research, and statistical purposes.
- Providers shall only access records of consumers for whom they are clinically or contractually responsible.

## **IV. Child/Family Access to Assessment Information**

Access to a child's behavioral health record is through their behavioral healthcare provider, not through DMHA or DARMHA.

## **V. Security Procedures**

All enrolled organizations and sites shall maintain reasonable and appropriate administrative, technical, and physical safeguards to ensure the integrity and confidentiality of behavioral health information. This includes compliance with any relevant state and/or federal confidentiality laws. DMHA staff may conduct periodic assessments on privacy and security policies.

## **VI. Contact Information**

Any questions relating to the DARMHA system should be directed to:  
[DARMHA@fssa.IN.gov](mailto:DARMHA@fssa.IN.gov)

DARMHA Support Center  
Division of Mental Health and Addiction  
Indiana Family and Social Service Administration  
402 W. Washington Street, W353  
Indianapolis, IN 46204

FAX 317-234-6722