

INSTRUCTIONS

This county user account form is to be used by partners of First 5 California to request the creation, update, or deactivation of user accounts for any of the following systems:

- *CARES Plus Data System*
- *Child Signature Program (CSP) Profile and Evaluation System*
- *Annual Report System*

Please review and complete the County User Account Form and the Confidentiality Agreement for the data system to which you are requesting access. If you require access to more than one data system or role for a particular data system, a single County User Account Form may be utilized.

Please submit these forms and the required confidentiality agreement to First 5 California by fax at 916-263-1360 or by e-mail to F5SystemSupport@ccfc.ca.gov. You will be notified via e-mail of your user ID and temporary password.

If you have any questions, contact the F5System Support Help Desk at 916-263-1323 or e-mail F5SystemSupport@ccfc.ca.gov.

FIRST 5 CALIFORNIA SYSTEMS

System	Description
<i>CARES Plus Data System</i>	The CARES Plus Data System is used to maintain program and participant data for the CARES Plus program.
<i>CSP Profile and Evaluation Data System</i>	The CSP Profile and Evaluation Data System is used to gather data from sites and classrooms participating in CSP RFA #1 and CSP RFA #3 during both the January through June and July through December period each fiscal year during the program's operation.
<i>Annual Report System</i>	The Annual Report System is used by all 58 counties to enter specified fiscal information for the prior fiscal year. The system operates from July 1 to October 31 of each year.



COUNTY USER ACCOUNT FORM

USER ACCOUNT INFORMATION

County		Organization Name	
Account Administrator Name		Account Administrator Title	
Account Administrator E-mail		Account Administrator Phone	

User Account Request Type	<input type="checkbox"/> Add <input type="checkbox"/> Update <input type="checkbox"/> Deactivate	Access Level: County
User ID*	*User ID is required when requesting to either update or deactivate the user account	
First Name	Last Name	
Title		
Phone 1	()	<input type="checkbox"/> Work <input type="checkbox"/> Home <input type="checkbox"/> Cell
Phone 2	()	<input type="checkbox"/> Work <input type="checkbox"/> Home <input type="checkbox"/> Cell
Primary E-mail	Receive notifications at primary e-mail <input type="checkbox"/> Yes <input type="checkbox"/> No	
Alternate E-mail	Receive notifications at alternate e-mail <input type="checkbox"/> Yes <input type="checkbox"/> No	
Security Question (answer at least one)		Answer 1: _____
Question 1: What is the name of your first pet?		Answer 2: _____
Question 2: What is your favorite sport to watch?		Answer 3: _____
Question 3: What is the name of the high school from which you graduated?		

Data System	User Role
CARES Plus Data System	a. Participant Update/Reports _____ b. Read Only/Reports _____ c. Advisor/Reports _____
CSP Profile and Evaluation System	a. County Staff User _____ b. County Evaluator _____
Annual Report System	a. County User _____

I authorize that the above information be used to add a county user account, or update or deactivate an existing account for any of the selected First 5 California data systems listed above.

Employee Signature: _____ Date: _____

County Account Administrator: _____ Date: _____

For First 5 California Use Only		
<input type="checkbox"/> Approved <input type="checkbox"/> Rejected	By: _____	Date: _____
User ID: _____	Comments:	

CONFIDENTIALITY AGREEMENT

- All staff of county commission, funded programs, state commission, counties, local public entities, evaluators and other authorized organizations who have access to a First 5 California data system must read and sign this Agreement.
- The original is to be sent to the County Account Administrator who must sign the Agreement and then place the signed original in the employee's personnel file, and return a copy to the employee.
- A copy of this form must be submitted to First 5 California along with the County User Account Form.

Responsibilities: During the performance of your assigned duties related to collecting and reporting information for First 5 California programs, you may have access to confidential information regarding program participants. The confidentiality and security of participant data and personal information on First 5 California data systems are governed by the following laws and policies:

1) California Information Practices Act of 1977 (California Civil Code, Sections 1798-1798.78):
www.privacy.ca.gov/privacy_laws/ipa.shtml

2) Fair Information Practice Principles: www.privacy.ca.gov/privacy_laws/fairinfo.shtml

Data security for the CSP and CARES Plus Program also are governed by:

3) Committee for the Protection of Human Subjects, (CPHS) Data Security Requirements:
www.oshpd.ca.gov/Boards/CPHS/DataSecurityRequirements.pdf

Accordingly, all confidential or personal information, data, and records generated or maintained in connection with program or evaluation activities shall be disclosed only to those authorized persons with an official need to know the information. An authorized person is defined as any person who is given authority to access participant information in a First 5 California data system by the State Commission protocol who have a bona fide reason to access specific information. This includes information obtained and conveyed through all media – verbally, in writing, by fax, phone, or e-mail, or through a First 5 California data system. Administrative, physical, and electronic safeguards are required for management of personally identifiable data during CARES Plus program and CSP activities as outlined in the CPHS Data Security Requirements referenced above.

Liabilities: Unauthorized acquisition or use of data that compromises the security, confidentiality, or integrity of personal information is a breach in data security and may expose you to personal civil penalties under provisions of the Information Practices Act of 1977. Security safeguards under the Fair Information Practice Principles require that personal data should be protected by reasonable security safeguards against such risks as loss or unauthorized access, destruction, use, modification, or disclosure of data. All adverse events, such as unauthorized access, loss, or theft of personally identifiable data shall be reported within 24 hours of discovery, and will be reported by First 5 California to the CPHS.

Acknowledgment: I acknowledge responsibility not to use or divulge any confidential or personal information concerning participants of CARES Plus or other state or county commission funded programs related to the CSP without proper written authorization. I also agree not to improperly access or utilize the data within a First 5 California data system. I acknowledge my responsibility to immediately and no later than 24 hours report any potential breach in the security of personal information to my employer, who will then report it to First 5 California.

I understand I will receive a copy of this agreement, and that the signed original will be placed in my personnel file.

Employee Signature		Date
Name (Print)		
County Account Administrator Signature		Date
County Account Administrator Name (Print)		