

## Michigan Department of Human Services

Office of Contracts and Purchasing

MiSACWIS contract language for CPA providers

Revision Date: 7/1/14

The Contractor shall ensure that Foster Care/Social Service staff has access to the Michigan Statewide Automated Child Welfare Information System (MiSACWIS) through a web-based interface, henceforth referred to as the "MiSACWIS application."

- a. The Contractor shall enroll each staff with responsibility for information input on the MiSACWIS application by completing a Staff Profile Security Agreement (DHS-815 Non-DHS Employee) and submitting the form to DHS as directed.
- b. The Contractor shall designate at least one, but no more than three authorized requestors. The authorized requestor shall:
  - 1) Review, approve, and certify all Staff Profile Security Agreements (DHS-815 Non-DHS Employee) for Foster Care Social Services Staff.
  - 2) Maintain a copy of all Staff Profile Security Agreement (DHS-815 Non-DHS Employee) requests.
  - 3) Report all changes to the DHS children services liaison (e.g., a new authorized requestor, locations, license number, etc.) by contacting the BCW contract analyst.
  - 4) Notify DHS Application Security via email within 24 hours of a MiSACWIS user's departure from employment at DHS\_Application\_Security@michigan.gov. Staff departures include any extended leave of absence.
  - 5) Immediately notify DHS Application Security via email at DHS\_Application\_Security@michigan.gov of the following:
    - a) All suspected unauthorized use of the MiSACWIS application
    - b) Users who are terminated for cause.
  - 6) Establish policy consistent with the DHS security policies that are distributed to all employees, along with the provision of security awareness training and documentation of the training attendance. The policies shall:
    - a) Prohibit the sharing of authentication information, e.g., passwords and PINs.
    - b) Limit users' access to authorized uses.
    - c) Prohibit unauthorized people from viewing MiSACWIS case information.
    - d) Include a users' agreement to protect the sensitive and confidential information in MiSACWIS.
    - e) Include a requirement that erroneously created confidential information must be shredded or otherwise destroyed.
    - f) Require that confidential documents, forms, and negotiable documents must be stored, controlled, and periodically inventoried.

- g) Require that MiSACWIS documents are handled and retained in accordance with laws, orders, directives, and DHS policies.
  - h) Require that MiSACWIS must only be accessed by users on a “work-issued” device, e.g., laptop, desktop, etc.
  - i) Allow access to MiSACWIS by state- and federal-agency staff for the purposes of an audit or other necessary evaluations.
  - j) Comply with all terms and conditions that DHS establishes regarding the Contractor’s use and access to the MiSACWIS application.
  - k) Comply with all Federal and State laws regarding the use of computers and dissemination of information obtained from their use, including but not limited to the SOM Computer Crime Law (1979 PA 53, MCL 752.79 through MCL 752.797, MSA 28.529 (a) through (g) to perform all responsibilities contained in this Agreement to the exclusion of all other uses.
- 7) Require all users of the DHS automated systems must read and agree to comply with:
- a) The Michigan State Government Network Policy Procedures 1410.17 at: <http://www.state.mi.us/adminguide/1400/1410-17.htm>
  - b) The 1460.00 Acceptable Use of State of Michigan Department of Technology, Management and Budget at: [http://www.michigan.gov/documents/dmb/1460.00\\_184733\\_7.pdf](http://www.michigan.gov/documents/dmb/1460.00_184733_7.pdf)
  - c) Security Breach Procedures, 1340.00.00.02
  - d) Storage of Sensitive Information on Mobile Devices Standard, 1340.00.06.
  - e) MiSACWIS Privacy Policy.
  - f) The Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 (HIPAA); HIPAA’s implementing regulations, as amended, 45 CFR Parts 160-164; and any other applicable federal or state privacy and/or confidentiality laws. Contractor shall assure that HIPAA’s Privacy and Security Rules are communicated and enforced, and that users are properly trained and informed of their responsibilities.
- c. The Contractor shall ensure wireless connections within their office comply with IRS security requirements.
- 1) Anti-virus software is installed on all wireless clients.
  - 2) File sharing on wireless clients must be disabled.
- d. The Contractor shall use a web-browser for accessing the MiSACWIS application that supports 128-bit transport layer security (TLS) or secure socket layer (SSL) encryption. MiSACWIS supported browsers include:
- 1) Internet Explorer 6.0 or a later version
  - 2) Firefox 3.6 or a later version
  - 3) Safari 4.0 or a later version

- 4) Chrome 12.0 or a later version
- e. The Contractor shall have virus protection software that performs an automatic/scheduled full-system scan at least monthly for malicious code and automatically updates its signatures. The virus software must automatically scan for critical software updates and security patches and install them.
  - f. The Contractor agrees to accept financial responsibility for any costs accruing to the State of Michigan as a consequence of a data breach by the Contractor and/or the Contractor's employees and/or subcontractors.
  - g. The Contractor shall use the MiSACWIS application to assign cases to a Foster Care/Social Services staff within one day from the DHS assignment.
  - h. The Contractor shall use the MiSACWIS application to complete all case management activities and documentation for all assigned DHS cases.
  - i. The Contractor shall ensure that all staff with access to the MiSACWIS application completes MiSACWIS application training provided by DHS. The Contractor shall maintain training documentation, which verifies completion of required MiSACWIS application training for each staff person.
  - j. The Contractor shall ensure that all staff with access to the MiSACWIS application completes the MiSACWIS application Security Training prior to the statewide rollout of MiSACWIS. The Contractor shall maintain training documentation of each staff's training.
  - k. The Contractor shall use the MiSACWIS application to validate the Contractor's payment roster for board and care and adoption incentive funds. The Contractor agrees that the MiSACWIS application roster approver is not a caseload-carrying caseworker. The MiSACWIS application roster approvers are required to complete the MiSACWIS application training.