



Foster Youth Services Program of Sacramento
Foster Focus Confidentiality Agreement

As an employee of \_\_\_\_\_, the undersigned may have access to confidential communications and foster youth information currently or previously in, or to be entered into, the Foster Focus system, maintained by the Sacramento County Office of Education's Foster Youth Services department. In consideration of said relationship and in consideration of the granting of access to Foster Focus, the undersigned agrees as follows:

- 1. For the purposes of this agreement, "confidential communications and foster youth information" shall be considered to include any and all information defined as such under federal and state law currently in the database, Foster Focus, information previously part of the database, Foster Focus, or information accessible to the undersigned for the purpose of entering all or any part of the information into the database, Foster Focus, at some future time.
2. Confidential information shall be accessed only as necessary to perform legitimate foster youth services related job duties.
3. Confidential information shall be handled carefully and with due diligence to protect against such information inadvertently being disclosed.
4. Confidential information shall not be divulged, copied, released, sold, loaned, reviewed, transmitted, altered or destroyed except as authorized by FYS.
5. The undersigned's login identity, password or other access codes shall be safeguarded to avoid their unauthorized use by others. The undersigned agrees to be responsible for all activities undertaken using his or her login, password or other access codes.
6. The undersigned agrees not to divulge his or her password to others.
7. The undersigned agrees to immediately request a new login identity and password if there is reason to suspect that another person may have access to his or her login or password.
8. The undersigned understands and agrees that the obligations under this agreement will continue after termination of employment with the agency identified above and/or after access to the database, Foster Focus, has terminated.

I understand revealing confidential information is a violation of FYS policy and could result in organizational, civil, or criminal action and/or termination of my employment or working relationship with the Sacramento County Office of Education.

Applicant's Name (print) Signature
Title (print) Phone Date

As the applicant's supervisor, I hereby authorize the above-named employee to access the data system, Foster Focus, for the purpose of performing authorized FYS partnership duties subject to the terms of this agreement. (Please complete the following :)

Circle access to be granted: M T W Th F from (time) \_\_\_\_\_ to \_\_\_\_\_ or 24/7.
This employee may access Foster Focus from [ ] one computer or [ ] multiple computers.
Please set expiration date of this agreement for [ ] 6 months [ ] 1 year [ ] None, until further notice (check one).

I agree to notify the Sacramento County Office of Education when this employee's employment terminates or his/her work assignment changes to non-Foster Youth Services activities.

Applicant's Supervisor's Name (print) Signature
Title (print) Date

COE or Agency MUST indicate User Type: \_\_\_\_\_
Select a user type from the Foster Focus User Type Reference Guide

COE or Agency Approval - signature and date