# National Electronic Interstate Compact Enterprise (NEICE)

# Acceptable Use Policy for All NEICE System Users

This Acceptable Use Policy sets forth the general guidelines and acceptable uses of the National Electronic Interstate Compact Enterprise (NEICE) to include responsibilities and expected behavior of all individuals with authorized access to the NEICE system. The purpose of this policy is to ensure Users keep the NEICE system and the data included therein secure and confidential.

This Policy is a legally binding agreement between the User (“User”, “you”, “your”) and the American Public Human Services Association as the Secretariat of the Association of Administrators of the Interstate Compact on the Placement of Children (AAICPC). By signing this policy document, the User agrees to all its terms and conditions. Each NEICE state administrator is responsible for ensuring that all authorized Users with access to the system review and sign the Acceptable Use Policy on an annual basis.

The NEICE contains Personally Identifiable Information and Personal Health Information. As such, the NEICE and its authorized Users must adhere to HIPAA (42 U.S.C. 1320d – 3120d-8) and its implementing regulations at 45 C.F.R. 160 and 45 C.F.R. 164 (the Privacy and Security Rule), and the Health Information Technology for Economic and Clinical Health Act of 2009 (HITECH Act) as well as 42 CFR part 2 (disclosure of substance abuse disorder records).

The User may only use the NEICE in accordance with the role he or she has been assigned by the state administrator. There are nine user roles within NEICE:

* NEICE Administrator
* State Administrator
* County Administrator (decentralized states only)
* ICPC Coordinator with Delete
* ICPS Coordinator + Assignment Coordinator
* ICPS Coordinator
* Case Worker + Assignment Coordinator
* Case Worker
* View Only

Users access NEICE via the NEICE Case Management System (CMS, stored on the cloud), the Modular Case Management System (MCMS, stored on a state server or cloud) or via the NEICE Clearinghouse Direct using their state’s child welfare information system. The term “Case Management System” referenced below refers to either the CMS or the MCMS.

Acceptable Guidelines and Uses of the NEICE:

1. Users must ensure their password is stored in a safe place.
2. Users must log out of the CMS system whenever they step away from their desks. The NEICE system will log out Users who have not interacted with it for more than forty (40) minutes.
3. Users must use the NEICE Case Management System via one of the supported web browsers.
4. Users may use NEICE from remote location permitted by their state.
5. Users may NOT divulge private information about any child, parent, or placement resource in the NEICE system to any party, unless that party is involved in the ICPC process or has been authorized to work on the case.
6. Users may NOT intentionally or negligently transmit files/information that compromises security of the NEICE.
7. Users must log into NEICE within thirty (30) days to ensure that their Password remains Active, or NEICE will set the account status to In-active requiring a Password reset.

APHSA/AAICPC has the option to cancel access for any User who is found to violate these guidelines and uses. If a User’s access has been cancelled, and the User wishes to re-join the NEICE system, the state or jurisdiction which the user represents must submit a letter on his or her behalf seeking an appeal of this cancellation to the APHSA/AAICPC NEICE Governance committee, which will render a final decision. As outlined in the NEICE MOU, each state remains responsible for who they give access to their NEICE cases and for training their workers in how to use the system.

By accessing and using the NEICE, the User acknowledges that you have read, understood, and agree to be bound by the terms of this Agreement and your signature below acknowledges that this Agreement governs your use of the NEICE.

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User Full Name User Signature Date

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State Name User Role