DEPARTMENT OF CHILDREN, YOUTH, AND FAMILIES (DCYF)
TRIBAL – STATE AGREEMENT REGARDING ACCESS TO
DATA IN FAMLINK

User Application and Acknowledgement

As an Indian Child Welfare worker for the ＿＿＿＿＿＿＿＿＿＿＿＿＿＿ Tribe / Nation, I am applying for access to data in the DCYF Statewide Automated Child Welfare Information System (SACWIS), which is known as "FamLink."

I understand agree that:

1. I will have the ability to read, but not create or modify, child welfare records and related information contained in FamLink, that pertains to children and families who have been identified as members, or are under the legal care and authority of the ＿＿＿＿＿＿＿＿＿＿＿＿＿ Tribe / Nation.
    For youth and young adults who have been identified as eligible for Independent Living (IL) service, I will have the ability to read, input and / or modify the Independent Living, Education and Person Management pages in FamLink for the sole purpose of documenting the IL services provided through my agency.
2. I must limit my access of information to cases that are open for child abuse / neglect investigations or for services, and access closed cases for the purposes of reviewing placement suitability, or licensing of new foster homes only.
3. If I have the ability to input data in the "Independent Living Program Utility" section of FamLink, I must limit my access to necessary review and data entry input that is federally required and reported in the National Youth in Transition Database (NYTD).
4. I may only access the "Health Records" section of FamLink if I have written permission from all individuals who are named as subjects of the records, from DCYF, or I have a court order, or statutory authority to view the records. In the event that these records are inadvertently accessed, I will immediately notify my supervisor of the unpermitted access.
5. If I have a right to access the "Health Records" section of FamLink, I will limit my access to the minimum necessary to carry out my responsibilities as a child welfare worker.
6. I will only access, use, or disclose data in FamLink to carry out my responsibilities as a child welfare social worker or service provider, or as otherwise authorized by law or court order.
7. I will not divulge, transfer, sell, or otherwise make known to unauthorized persons any data contained in FamLink.
8. I understand that if I access information in FamLink and/or disclose information in FamLink in a manner that is not specifically authorized under this agreement, I may face personal legal liability, up to and including criminal penalties. I agree to abide by state law.

    RCW 74.04.060 Records, Confidential – Exception - Penalty

    RCW 42.56.230 Personal Information

    RCW 26.23.120 Information and Records – Confidentiality – Disclosure – Adjudicative Proceeding – Rules – Penalties

    45 CFR 307.13 Security and Confidentiality for Computerized Support Enforcement Systems in Operation after October 1, 1997.

    20 CFR 603 Federal-State Unemployment Compensation (UC) Program; Confidentiality and Disclosure of State UC Information

    42 USC 654(26) Safeguarding Confidential Information

    20 USC 1232g, 34 CFR 99 Family Educational Rights and Privacy Act (FERPA)

I have been informed and understand that DCYF has the right, at any time, to monitor, audit and review all FamLink user activities with regard to access, use, and disclosure of information in FamLink, and that DCYF has the right to terminate my access to FamLink.

I certify that I have viewed and understand the "Confidentiality of Child Welfare Records" developed by DCYF

SIGNATURE	DATE	PRINTED NAME