

NC DETECT End User Account Policy

1. INTRODUCTION

The North Carolina Disease Event Tracking and Epidemiologic Collection Tool (NC DETECT) provides statewide early event detection and timely public health surveillance to public health officials, hospital users, and data providers. NC DETECT end users as well as developers require an account to access these resources. Since accounts are issued primarily to meet job-related needs, changes in responsibility may mandate changes to an account's privileges, and inactivity may indicate that the need for the account has expired.

2. PURPOSE

The purpose of this policy is to specify eligibility requirements for accounts, and the responsibilities of administrators, supervisors and users.

3. SCOPE

This policy covers accounts, authentication and authorization for all resources and servers managed by the Carolina Center for Health Informatics (CCHI) in the Department of Emergency Medicine, University of North Carolina at Chapel Hill for NC DETECT.

4. POLICY

4.1. General

4.1.1. Please review the following policies for details of protecting information when accessing the NC DETECT Web Portal, and acceptable use of CCHI's network:

4.1.1.1. *CCHI Information Security Policy*

4.1.1.2. *CCHI Password Policy*

4.1.1.3. *NC DETECT 4.0 User Guide*

4.1.2. In order to access the NC DETECT Web Portal, A user requires a User Name and Password. Each user is solely responsible in all respects for maintaining the confidentiality of his/her User Name and Password. The User Name will be a three to twenty-five character string, consisting of only alphanumeric characters, which is unique. The password must be constructed in accordance with the CCHI Password policy.

4.2. Eligibility

In order to access the NC DETECT reports, an application must be submitted to and approved by the North Carolina Division of Public Health (NC DPH).

4.2.3. Eligibility is generally limited to :

4.2.3.1. State Division of Public Health

4.2.3.2. PHRST Region 1-7

4.2.3.3. Local Health Department

- 4.2.3.4. Hospital or Hospital Network
- 4.2.3.5. Data provider (CPC, PreMIS, CVML, PWC)

Exceptions will be reviewed on a case by case basis, and documented.

4.3. User Roles

NC DETECT serves public health users at the local, regional and state levels, as well as users from affiliated data providers. Users are able to access data for their affiliated jurisdictions according to the rules outlined in the NC DETECT 4.0 User Guide User Role Matrix.

4.4. Termination of Accounts

When a user is no longer eligible for access to the NC DETECT Web Portal, his/her access account must be terminated as soon as practical but no later than 15 days after departure. The account User Name will be reserved and ineligible for reuse.

4.5. Change Notice

Accounts are issued because authorized access to resources is required. If the user's needs change, NC DPH must authorize any additional access. Account termination or reactivation requests will be accepted from NC DPH only.

4.6. Account Inactivity

CCHI maintains log files of access to the NC DETECT Web. If an account shows no activity for three months it may be disabled so that the user must contact NC DPH to reactivate it. A user who reactivates an account after it has been deactivated will have the original User Name reassigned.

4.7. Account Abuse

Log files may also be scanned for indications of inappropriate use and/or resource abuse, for which an account can be terminated without notice.