

DFPS Background Check: Information Collection Form for CASA Employees / Volunteers

First Name	Middle Name	Last Name	
Other names or spellings used (married, maiden, alias, etc.) - First, Middle, Last			
Residence Street Address			
City	County	State	Zip Code
Residence Telephone Number	Alternate Telephone Number		
Date of Birth	Gender : <input type="checkbox"/> Male - <input type="checkbox"/> Female	SSN	
Race (check all applicable) <input type="checkbox"/> Asian <input type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/> Am Indian/AK Native <input type="checkbox"/> Nat Hawaii/Pac Island <input type="checkbox"/> Unable to Determine (or, none of the above)		Ethnicity (check one, only) <input type="checkbox"/> Hispanic <input type="checkbox"/> Not Hispanic <input type="checkbox"/> Unable to Determine	
List other places you have resided (for a minimum of the past 5 years)			
Eligible for Case Connection: Yes <input type="checkbox"/> No <input type="checkbox"/>			
Email Address of the Subject of the Background Check:			

I am the person listed above and the information I provided is true and correct. I grant permission to the CASA program to request a Texas Abuse and Neglect background check through the Texas Department of Family and Protective Services on my behalf.

Signature: _____ Date of Consent: _____

DFPS Security Agreement for CASA Employees / Volunteers

This agreement is for individuals who are not employees of the Texas Department of Family and Protective Services (DFPS), but who will be provided confidential information as part of a project, contract, or agreement between DFPS and the organization the individual represents.

I understand and acknowledge that information made available to me by the Department of Family and Protective Services contains data that is considered confidential under law. I will use this information with discretion in performing my duties and responsibilities as a CASA Staff or volunteer and will disclose this information to other individuals only to the extent that it is specifically authorized under the contract or agreement in place between my organization and DFPS. If at any time a question or problem arises with regard to the release of information, I will not release the information until I am so authorized. Under no circumstances will I access or release confidential information for any purpose other than in the performance of my duties and responsibilities as a CASA staff or volunteer as they relate to the contract or agreement with DFPS. I understand that if I use this information in an unauthorized manner, I may be subject to prosecution under one or more applicable statutes and will no longer be allowed access to the information provided to my organization.

If I am eligible for access to Case Connection, I acknowledge that I have read and understand the DFPS Security Requirements provided to me as part of this security agreement.

Attached please find: DFPS Requirements and Guidelines for CASA organizations.

Signature

Date



The Texas Department of Family and Protective Services (DFPS)

DFPS Security Requirements for CASA Organizations

September 3, 2014

Department of Family and Protective Services (DFPS) Security Requirements For Court Appointed Special Advocate (CASA) Organizations

Table of Contents

1. Purpose	2
2. Objective	2
3. Applicability	2
4. Security Requirements and Controls for CASA Organizations	3
5.0 DFPS Audit	4
6.0 Acronyms	4

1. Purpose

This document outlines the minimum security requirements and privacy safeguards that CASA organizations must have in place for receiving, storing, distributing, using or accessing Department of Family and Protective Services (DFPS) Confidential Information and ensuring that CASA staff and volunteers accessing DFPS Confidential Information comply with security requirements in accordance with Memorandum of Understanding (MOU) titled: 'Memorandum of Understanding Texas Department of Family and Protective Services, Child Protective Services Division and Texas Court Appointed Special Advocates' signed November 2013.

2. Objective

DFPS's objective in providing these security controls is to ensure that DFPS Confidential Information is protected and that there is accountability in protecting and maintaining its privacy in place. These requirements help protect the Department of Family and Protective Services (DFPS) from the loss of Personally Identifiable Information (PII). An effective information protection program is comprised of people, processes, and technologies and cannot be established through the deployment of technological safeguards alone.

3. Applicability

The requirements outlined in this document apply to DFPS Confidential Information, Personally Identifiable Information (PII). PII is defined as "Information which can be used to distinguish or trace an individual's identity, such as their name, Social Security number, biometric records, etc. alone or when combined with other personal or identifying information which is linked or linkable to a specific individual, such as date and place of birth, mother's maiden name, etc."

4. Security Requirements and Controls for CASA Organizations

The CASA organization shall restrict access to the IMPACT portal to authorized CASA staff and volunteers who need access to perform their official duties in connection with the authorized purposes.

The CASA organization shall establish and/or maintain ongoing management oversight and quality assurance capabilities to ensure that only authorized CASA staff and volunteers have access to the DFPS IMPACT portal through CASA authorized and approved devices.

The CASA organization shall advise all CASA staff and volunteers authorized to access the DFPS IMPACT portal regarding the confidentiality of the information accessed through the portal, and the safeguards required to protect the information.

All CASA staff and volunteers authorized to access the IMPACT portal must sign the DFPS IMPACT User Agreement before using the portal.

The CASA organizations shall maintain a list of staff and volunteers authorized to access the DFPS IMPACT portal and shall provide the list to DFPS upon request, but at least annually.

The CASA organization shall have appropriate procedures in place to report security or privacy breaches involving confidential information from the IMPACT portal (unauthorized disclosure or use of confidential information) to DFPS Information Security (ITSECUR@dfps.state.tx.us).

The CASA organization shall ensure DFPS Confidential Information may only be copied to, and stored on, digital media and mobile computing and communications devices if encrypted at the disk or device level.

The CASA organization shall prohibit staff and volunteers from accessing the IMPACT portal on publicly accessible computers or communications devices, such as computers available in libraries, hotels, convention centers, airports, etc.

The CASA organization shall ensure staff and volunteers authorized to access the DFPS IMPACT portal employ all reasonable and accepted methods of keeping any computer devices used to access the portal safe and secure from viruses or other corruption that could jeopardize the confidentiality of the information being accessed through the portal. Computers should at all times maintain current and updated software and hardware firewalls, and anti-virus, anti-adware, and anti-spyware programs. Users should keep all operating systems updated.

The CASA organization shall store, process, and handle DFPS confidential information for authorized purposes only.

All paper copies or external electronic media (DVDs, CDs, etc.) containing DFPS confidential information must be labelled as confidential, treated as confidential, and viewed only by authorized parties.

DFPS confidential information should be kept according to local CASA programs document and retention policy. Destroy or remove/delete records in an appropriate manner, whether electronically or through physical destruction.

Staff and volunteers accessing the DFPS IMPACT portal must establish a secure password to access the system that meets the following criteria. A minimum of eight (8) and a maximum of sixteen (16) characters with at least one (1) from each of the following categories:

- upper case alpha (ABC)
- lower case alpha (abc)

- number (0 to 9)
- special character (@#%&*~|_|~\ \ { } | | : " ; < > /)
- dictionary names or words are prohibited

Security and Privacy Awareness Training must be provided for all CASA organization authorized individuals accessing DFPS Confidential Information.

Only software approved by the CASA organization should be downloaded or installed on CASA organization devices.

CASA organizations will agree to utilize a password protected screen lock-out for devices used to access the DFPS IMPACT portal.

5.0 DFPS Audit

DFPS reserves the right to audit CASA organizations or make other provisions to ensure that the CASA organizations are maintaining adequate safeguards to protect the DFPS Confidential Information. Audits ensure that the security policies, practices, and procedures required by DFPS as outlined in the Memorandum of Understanding (MOU) and in the Texas Family Code are in place within the CASA organization.

6.0 Acronyms

Acronym	Definition
AV	Anti-Virus
CASA	Court Appointed Special Advocate
DFPS	Department of Family and Protective Services
MAC	Media Access Control
MOU	Memorandum of Understanding
PII	Personally identifiable information