



## Memo of Understanding

To: ESMH and SUD Providers

From: Behavioral Health System Baltimore

Date: September 16, 2015

Re: **(SY 2015-2016) ESBH Data Program – Login/Confidentiality**

**And**

**(SY 2015-2016) Provider/School Assignment Directory**

### Requirements

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Behavioral Health System Baltimore (BHS Baltimore) is utilizing a web-based Data Program for collecting, compiling, consolidating and reporting Expanded School Mental Health (ESMH) and Substance Use Disorder (SUD) services information.

The **ESBH Data Program** is accessible on the Behavioral Health System Baltimore website from any location that has access to the Internet by linking to the following BHS Baltimore home page URL:

[www.bhsbaltimore.org](http://www.bhsbaltimore.org)

A login box will be accessible from the BHS Baltimore homepage and will include fields for **ESBH Data Program** users to type in login names and passwords for the purpose of gaining access to the Data Program.

User IDs and Passwords will be provided to ESMH and SUD Providers.

BHS Baltimore has taken all appropriate precautions to assure that access to HIPAA protected health information is secure. The login procedure, as well as access to and use of the **ESBH Data Program**, will include the appropriate encryption and other security configuration management procedures for public network access.

For the purpose of maintaining the confidentiality of client protected health information, BHS Baltimore has established the following *Acceptable Use Policy (AUP)* for users of the **ESBH Data Program**:

1. Users will be issued a secure and private set of credentials – login name and password.
2. User login accounts will limit access only to information that the user has the right to view.
3. Users may not share login names and passwords with any other person whether that person is or is not a current user of the ESBH database application.
4. Users will not configure his/her browser to “auto fill” user names and passwords.
5. Users will be required to change passwords at a regularly scheduled interval of 90 days.



BHS Baltimore requests that all providers using the **ESBH Data Program** review the *Acceptable Use Policy (AUP)* and sign acknowledging an understanding of the agreement below. Additionally, the undersigned agrees to honor all regulatory guidelines regarding confidentiality when reporting any required client-level information to BHS Baltimore

I, \_\_\_\_\_, have read and understand the BHS Baltimore *Acceptable Use Policy (AUP)* for gaining access to and operating the **ESBH Data Program** and agree to adhere to the *AUP* terms outlined above:

\_\_\_\_\_  
**Print Name of Mental Health Clinician/Substance Use Counselor**

\_\_\_\_\_  
**Signature of Mental Health Clinician/Substance Use Counselor & Date**

\_\_\_\_\_  
**Mobile Phone Number of Mental Health Clinician/Substance Use Counselor**

\_\_\_\_\_  
**Print Email Address of Mental Health Clinician/Substance Use Counselor**

\_\_\_\_\_  
**Print Name of Lead Agency/Organization**

\_\_\_\_\_  
**Print Name of Partnering Agency (If, applicable)**

\_\_\_\_\_  
**Print Name of Individual Authorized to Approve Data (Agency-Level)**

\_\_\_\_\_  
**School Name and School Number Assigned as Mental Health Clinician/Substance Use Counselor**