

## **THERAP Access Policy**

### **Employee Acknowledgment**

THERAP is a web-based service that provides for documentation and communication needs of Marion-Dillon County Board of Disabilities and Special Needs (MDCBDSN), in providing support to people with developmental disabilities. It offers an easy and efficient alternative to the immense amount of paperwork that is currently done by hand.

Permitted use of THERAP computer network: The computer network is the property of THERAP Services and the equipment and information are the property of MDCBDSN: The computer network, equipment and information are to be used for legitimate business purposes. Users are provided access to the computer network to assist them in the performance of their jobs. Additionally, certain employees (“Users”) may also be provided with access to the internet through the computer network. All employees have a responsibility to use Company computer resources, THERAP and the internet in a professional, lawful and ethical manner. Abuse of the computer network or internet may result in disciplinary action, including possible termination and civil and/or criminal liability.

The following responsibilities are necessary for all employees that use the THERAP system:

1. Electronic signature- Each employee shall choose a password of their choice to enable access to the system and to review activity tracking. The electronic signature tracks time and date stamps all your entries within THERAP. Employees shall NEVER give this password to any other employee. Violation of this policy shall result in immediate discipline up to and including termination.
2. Communication through THERAP must be professional, accurate, sensitive and respectful. If communication is not professional it will be considered an employee performance concern and is subject to disciplinary action.
3. The use of Secure Communication in sharing of sensitive information is strictly confidential. Any unauthorized sharing of such information may be considered a breach of confidentiality.
4. Users are given computers and THERAP access to assist them in the performance of their jobs. Users should have no expectation of privacy in anything they create, store, send or receive using the company’s computer equipment. The computer network is the property of the company and may be used only for company purposes.
5. The company has the right to monitor and log any and all aspects of its computer system including, but not limited to monitoring internet sites visited by users, monitoring THERAP access, monitoring chat and newsgroups, monitoring file downloads and all communications sent and received by users.
6. Hourly employees are prohibited from signing onto THERAP during their unpaid time unless authorized by their manager. Hourly employees are prohibited from signing onto THERAP at a location other than one considered company property unless authorized by their manager. Violations of the above shall result in immediate discipline up to and including to termination.

7. Each employee who is designated a user of THERAP will sign a copy of this policy to be kept in his/her personnel file.
8. All employees with direct support responsibilities are required to clear the FirstPage or Dashboard of their THERAP account each day at the beginning of their shift of all numbers, which are notifications of new information about the individuals in their care or important communications from the agency.

I have read and fully understand my responsibilities associated with the use of THERAP.

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Staff Signature

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Date

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Print Name