



OKLAHOMA DEPARTMENT OF HUMAN SERVICES



**KIDS Application Logon Request
for Non-DHS Employees**



Last name	First	M.I.	
Work street/P.O. Box address	City	State	Zip
E-mail address	Highest education level		Field of study

Type of user (Check one): Service provider (identify): _____
 Other (Specify) _____

Description of KIDS Use:

User acknowledgment:

I, the undersigned, acknowledge that I have read and understand and will fully comply with all state and federal law regarding the confidentiality of child abuse records and information. I understand that my failure to comply with these laws or the following terms could result in criminal prosecution and termination of my access to KIDS. Further, I agree to the following:

- OKDHS agency records, as defined by 10 O.S. §7005-1.1 and 7005-1.4, which includes, but is not limited to, any study, plan, recommendation, assessment, report, or other information concerning a child or a child's family are confidential.
- Only individuals authorized by law may be given access to such records or provided with information from those records.
- The contents of the agency's records cannot be further disclosed without an order of the court.
- Client and case record data stored in computer systems and available through various reports, screen prints and other printouts is confidential and is protected in the same manner as other information.
- Computers are not to be left unattended. Under no circumstances is the computer to be left even momentarily, with case information showing on the screen.
- Passwords are confidential and shall not be exchanged among staff or posted publicly.
- If there is any question about allowing access to or releasing OKDHS records or information, appropriate legal consultation is sought or CFSD State Office is contacted.
- It is a misdemeanor to furnish information from the records for any unauthorized purpose.

 User signature Date