

Purpose of form

The purpose of the form is to authorize access to the KIDS system for non-DHS employees, and to inform these users of the confidentiality requirements of child welfare information.

Instructions

The form is to be completed by the user requesting the access to the KIDS system. It must be accompanied by Form 05SC004E. The form is self-explanatory.

Routing

This form and Form 05SC004E is to be routed to the Technology and Information Systems Unit (KIDS) of the Division of Children and Family Services. The form will be kept on file for three years after the user terminates access to the KIDS system or as long as court or administrative action is pending.