

## **WISCONSIN EMERGENCY ASSISTANCE VOLUNTEER REGISTRY (WEAVR) ADMINISTRATIVE ACCESS USER SECURITY AND CONFIDENTIALITY POLICY**

### **I. Background**

As a public health authority following a Governor declared state of emergency, the Department of Health Services (DHS), under Wisconsin Statutes, Section 250.01 (6g), is the lead state agency to respond to that emergency. In order to successfully respond to a declared state of emergency, the Division of Public Health (DPH) (with the support of DHS) has created the Wisconsin Emergency Assistance Volunteer Registry (WEAVR).

The WEAVR goals are to: (1) establish a secure, password-protected, electronic database within the Public Health Information Network (PHIN)\Health Alert Network (HAN) in order that health professionals have the ability to electronically indicate their interest and willingness to volunteer in the event of a public health emergency; (2) generate an unduplicated roster of those volunteers to be called upon in an emergency as an enhancement to the local, regional or statewide, trained responder workforce; (3) provide Administrative Access Users (defined as a local public health officer, HRSA regional project coordinator, tribal health director, and Public Health Preparedness Consortia Program Coordinator, and others approved by DPH), with the ability to access limited WEAVR information in their multi-county\city region for the purpose of providing training opportunities and preparedness updates; (4) provide volunteers, by region, with preparedness updates and training opportunities; (5) have the capability to query the database of WEAVR volunteers for specific skills, licensure, degrees, etc.; (6) provide the DPH WEAVR administrator with the capacity to contact WEAVR volunteers following a request for responder enhancement by an established Emergency Operations Center; and (7) have the capacity to build enhancements to the WEAVR database and registry as determined by DPH.

### **II. WEAVR Administrative Access User Security and Confidentiality Responsibilities**

Protecting the privacy and rights of volunteers and the security of information contained in WEAVR is a high priority for the DHS and DPH. WEAVR Administrative Access Users are limited to the roles defined in this policy. Public health, hospital, tribal health staff, and others who request WEAVR Administrative Access User status must read and adhere to the Security and Confidentiality Policy and sign the Administrative Access User Security and Confidentiality Agreement. The Administrative Access User Security and Confidentiality Agreement contains detail about the use of data contained in WEAVR. Breach of confidentiality or misuse of data from a user will result in the removal of the WEAVR Administrative Access User privileges.

WEAVR Administrative Access Users may utilize the database to contact volunteers who consent to be contacted with preparedness updates and training opportunities available to them. Volunteer information must be kept in strict confidence.

### **III. WEAVR Administrative Access User Roles**

- 1) DPH WEAVR Administrator
- 2) Local Public Health Officer
- 3) Preparedness Consortium Program Coordinator
- 4) HRSA Regional Project Coordinator
- 5) Tribal Health Director
- 6) Medical Reserve Corps
- 7) Other \_\_\_\_\_ (Must be approved by DPH WEAVR Administrator/s)

### **IV. WEAVR Administrative Access User Participation**

Individuals who are granted WEAVR Administrative Access User status must read, sign and adhere to the WEAVR Administrative Access User Security and Confidentiality Agreement. Any use of WEAVR that violates the WEAVR Administrative Access User Security and Confidentiality Agreement will subject the user to revocation of WEAVR Administrative Access User role privileges.

WEAVR Administrative Access Users receive orientation on use of WEAVR administrative access, system query, and guidelines for contacting health professional volunteers prior to being granted the appropriate access to statewide, local, or regional, health professional volunteer information. The DPH WEAVR Administrator will ensure that WEAVR Administrative Access Users receive orientation and are given the appropriate level of access necessary for the purpose of communicating with health professional volunteers. The DPH WEAVR Administrator will maintain records of the orientation provided and signed WEAVR Administrative Access User Security and Confidentiality Agreements.

WEAVR Administrative Access Users who terminate employment or take an extended leave of absence must notify the DPH WEAVR Administrator immediately to remove granted privileges.

WEAVR Administrative Access Users will be granted privileges through approved procedures only. A Wisconsin User Identification (ID) and password must be obtained through the Web Access Management System (WAMS). WEAVR Administrative Access Users are prohibited from disclosing access codes, such as a WAMS ID or password, or protocol to unauthorized persons.

Disclosure of information from WEAVR must be in accordance with state and federal applicable laws. All subpoenas, court orders, and other legal demands for WEAVR data received by any authorized WEAVR Administrative Access User must be forthwith brought to the attention of the DPH WEAVR Administrator who will consult with the state organization legal counsel.

State and local organizations using WEAVR data for research purposes must adhere to existing state and federal research provisions and confidentiality laws and statutes. The DPH WEAVR Administrator and authorized agents may audit WEAVR activities to ensure the ongoing security of the data contained therein.

## V. Guidelines for Contacting WEAVR Volunteers

The electronic WEAVR Questionnaire provides volunteers with an opportunity to indicate their consent to be contacted by local and regional preparedness coordinators. The names of volunteers who consent will appear on a regional list according to their respective county location. These volunteers have agreed to be contacted for preparedness updates and training opportunities available to them. This system has been provided, not only for the benefit of the volunteer, but also for the local and regional preparedness coordinators and planners to increase the trained responder workforce in their locale. The inclusion of volunteers in preparedness training opportunities helps to serve this purpose.

It is important to remember that volunteers give their consent to be contacted **only** for the purposes indicated in the WEAVR Questionnaire. Therefore, all WEAVR Administrative Access Users will follow the guidelines provided below for contacting WEAVR volunteers:

- Welcome message (introduction to local public health, regional or local hospital, tribal health, and public health preparedness consortium information, staff contacts, goals, etc.).
- Preparedness updates.
- Relevant preparedness training opportunities open to volunteers (local or regional opportunities sponsored by hospitals, tribes, public health preparedness consortium, emergency management, local public health departments, and/or recommended state preparedness training, or other available training opportunities that are preparedness related).
- A new WEAVR query is required for each communication sent to WEAVR volunteers.
- The following disclaimer must be included on all communication sent to WEAVR volunteers. *“This communication is being sent to you by your local or regional preparedness coordinators as a result of your consent to be contacted via WEAVR registration”.*
- All communications sent to WEAVR volunteers must be pre-approved by the local public health officer.
- The DPH WEAVR Administrator must be copied on all communications sent to WEAVR volunteers.