ROSIE Information Security Awareness

ROSIE (Real-Time, Online, Statewide Information Environment)

State of Wisconsin
Department of Health Services
WIC Program

Why ROSIE Information Security Awareness Training?

- Required for all WIC employees, students, volunteers and observers that use ROSIE
  - For new users before they access ROSIE
  - For existing users as an annual refresher

- To help ROSIE users understand their responsibilities and roles in maintaining a secure system

What is ROSIE Security?

- Protection of ROSIE information
- Assurance that ROSIE is available only to authorized users

What is ROSIE Security?

- ROSIE Security Maintains:
  - Confidentiality
    - Safeguards WIC information from being accessed by individuals without proper clearance, access level or need to know
  - Integrity
    - Protects WIC information from being modified, deleted or destroyed
  - WIC Program's Medical Record
    - Data can never be deleted

Note to ROSIE Users!

- Protect ALL WIC data (in/out of ROSIE)
- Enter data in “safe” fields (e.g., by entering medical data in the Care Plan, not in Comments)
- Exit out of ROSIE when computer is unattended
- Use a password protected screen saver

What is WIC Information?

- Participant
- Vendor
  - Grocery stores
  - Pharmacies
  - Farmers in the Farmers' Market Nutrition Program (FMNP)
- Food Instruments (FI)
  - Issuance
  - Redemption

“Need-to-Know” Information

- Vendor Information (You Can Share)
  - Vendor Name
  - Address
  - Telephone
  - Website/email address
  - Type: Grocery or Pharmacy
  - Authorization Status: Active/Not Active
- Farmers Information

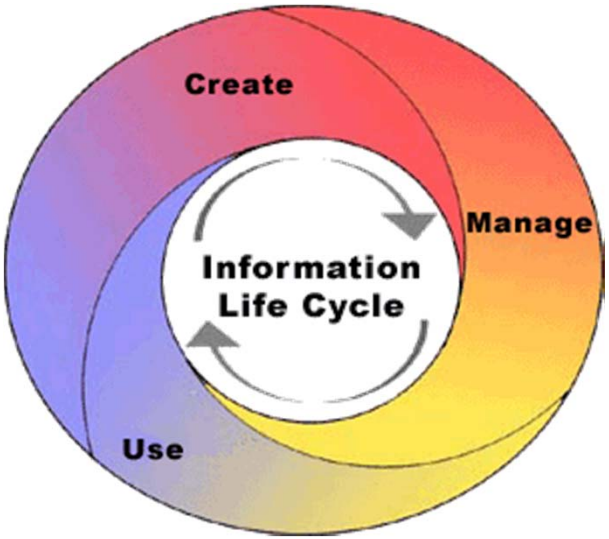
Federal Regulation 7CFR 246.26

All Forms of Information

- Paper
- Electronic
- Faxes
- Film
- Media Storage (e.g., USB Flash/Thumb drives, CD, etc)
- Text
- Pictures
- Audio
- Video
- Oral
  - including telephone and voice mail

Information Lifecycle

- Creation
- Storage
- Utilization
- Disposal

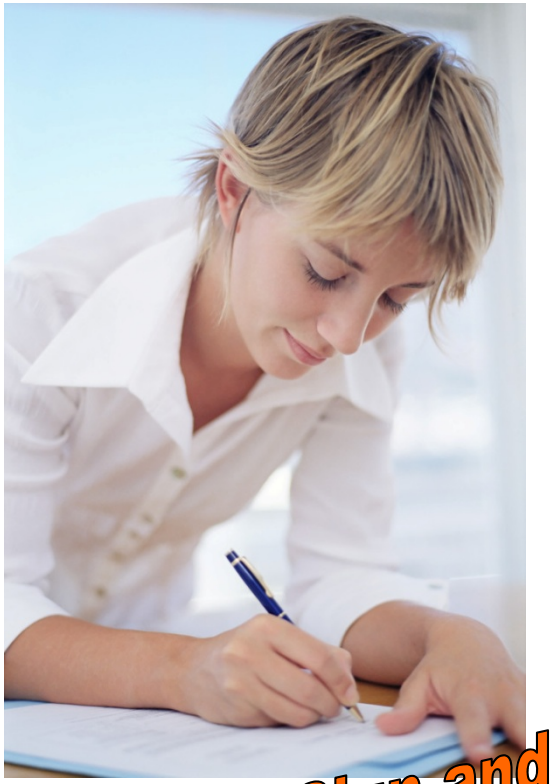


Note to Agencies!

- WIC agencies are required to safeguard ROSIE information by protecting against deliberate or inadvertent acts including:
  - Unauthorized disclosure of sensitive information or manipulation of data
  - Unauthorized use of WIC computers or software
  - Theft or destruction of WIC computers or software
  - Fraud, embezzlement, or misuse of WIC computers or software

Read Policy 11.7

ROSIE User Agreement



Sign and date!

As an authorized ROSIE user:

- You are responsible for assuring the security of all WIC information you have access to in your daily work routine

ROSIE User Agreement

- You Agree To:
  1. Follow ROSIE policies and WIC confidentiality
  2. Enter data accurately
  3. Enter data timely
  4. Safeguard User ID and password
  5. ROSIE transaction audits
  6. Understand and follow memoranda of understandings (MOU)
  7. Promptly report threats/violations

ROSIE Policies and WIC Confidentiality

- Comply with ROSIE policies:
  - 5.9 State and Local WIC Memoranda of Understanding
  - 10.41 Confidentiality of Participant/Applicant Information
  - 11.11 Security of WIC Data

Read policies
5.9, 10.41 & 11.11
before signing
the ROSIE
User Agreement.

It’s Against the Law!

- Failure to follow WIC Confidentiality policy may result in disciplinary action; willful violations may result in disciplinary action up to and including immediate dismissal

Note!

- Confidentiality Online Course
  - Includes coverage of policies 5.9 and 10.41
- It's your responsibility to understand Policies 5.9 and 10.41 before signing the ROSIE User Agreement

Read policies 5.9 and 10.41 before signing the ROSIE User Agreement.

Accurate Data Entry

- Accurate data is:
  - A secure system
  - Required for medical records
  - Helpful to other staff
- Inaccurate data leads to:
  - Inaccurate reports
  - Loss of WIC credibility
  - System problems

Timely Data Entry

- Enter timely and accurate WIC and other public health data to:
  - Improve system security
  - Improve intervention response time
  - Be more cost effective
- Generate outcome data only as necessary to provide:
  - WIC and public health activities/interventions

Safeguard User ID and Password

- Each user has a Unique User ID
  - One user per account
  - Generic accounts should never be created
- Never share your User ID or Password
  - Not even with other WIC Staff
- Inactivate User IDs
  - When an employee leaves the WIC Agency
  - When an employee violates ROSIE security

Note!

- Project Directors should inactivate employee User IDs within 48 hours of an employee departure.
- The User ID can be inactivated by the Local ROSIE Administrator or the State Office Administrator.

ROSIE Transaction Audits

- Audit ROSIE Transaction to ensure your compliance

Memoranda of Understanding (MOU)

- Disclose identifying client information only as allowed by WIC policies 5.9 and 10.41

Read policies 5.9 and 10.41 before signing the ROSIE User Agreement.

Promptly Report Threats or Violations

- Promptly report threats/violations to your ROSIE Local ROSIE Administrator or State Office Project Administrators
- Failure to report threats/violations – suspected or actual – is a violation to ROSIE security

ROSIE User Agreement (You Agree To Not…)

1. Furnish identifying information (Ref. 5.9, 10.41)
2. Copy ROSIE data to personal/unauthorized computers
3. Falsify any document or data

Read policies 5.9 and 10.41 before signing the ROSIE User Agreement.

Never Furnish Identifying Information

- Never furnish identifying information or documentation obtained from ROSIE to any unauthorized person within or outside of the organization.

Read policies 5.9 and 10.41 before signing the ROSIE User Agreement.

Never Copy ROSIE Data to Personal/Unauthorized Computers

- Never copy the ROSIE database or any associated software to personal computers or otherwise unauthorized non-agency computers

Read policy
11.7 before signing
the ROSIE
User Agreement.

Never Falsify any Document or Data

- Never knowingly falsify any document or data obtained through or input into ROSIE
- Falsifying information is a crime

What are you agreeing to?

- You have:
  - READ,
  - UNDERSTAND, and
  - AGREE
- You understand:
  - Your ROSIE access can be terminated
  - You may be subject to penalties imposed by law

Thank You!

Resource List

WICPRO*

- Operations Manual
  - WIC Policies
  - ROSIE User Agreement

http://www.dhs.wisconsin.gov/wic/WICPRO/OpsManual/WIC_OpsManual.htm

- WIC Online Trainings

http://www.dhs.wisconsin.gov/wic/WICPRO/training/online-wi.htm

* WICPRO information will soon be transferring to WICShare at:
https://share.health.wisconsin.gov/ph/wic/sitepages/home.aspx