



Michael R. Pence, Governor
State of Indiana

Indiana Family and Social Services Administration
402 W. WASHINGTON STREET, P.O. BOX 7083
INDIANAPOLIS, IN 46207-7083

To: All Users of the DMHA CMR Database known as Tobi
From: FSSA/DMHA Youth Team
Title: Password Protection Procedures for CMHW Services CRM (Tobi) Access
Version: 1.0
Effective Date: April 17, 2015

The Division of Mental Health and Addiction requires all users of the CRM database known as Tobi to review, initial, and sign a copy of this document to acknowledge his/her intent to comply with this procedure. A copy of this document containing an original signature must be submitted to DMHA Youth Services as listed below before the close of business May 31, 2015, or the user's license will be revoked.

Summary

Passwords are a critical piece of the computer security puzzle. Poorly chosen, shared or inadvertently exposed passwords lead to data loss and exposure. This document outlines the acceptable password procedures and usage when accessing the 1915(i) Child's Mental Health Wraparound Services CRM known as Tobi.

Acknowledgement

Please initial the following items signifying that:

- ___ 1. I have read and understand the State of Indiana Office of Information Technology Information Resources Use Agreement* regarding the appropriate use of information technology.
- ___ 2. I must never share a password or access code to state information resources with any other person.
- ___ 3. I shall not use another person's password or access code nor shall I access or attempt to access information for which I have no authorization or business need.
- ___ 4. I shall choose to utilize a complex password. A complex password** is one that:
 - a) Contains at least eight (8) characters;
 - b) Contains characters from three of four following categories such as English uppercase letters (A-Z), English lowercase letters (a-z), base ten digits (0-9), or special characters (\$, #, %, *, _).
- ___ 5. I understand that by giving someone else my password to state systems means anything they do under my name can and will be traced back to me and assumed to be my actions.
- ___ 6. If I suspect that my password may be compromised I will change it. I will rotate my password periodically (e.g. such as every two months) and make sure it is not openly accessible (e.g. written down in the open on a slip of paper or on a Post-it note under a keyboard).

Passwords utilized to access the Tobi system must be strong, protected and frequently changed.



Compliance

Violation of compliance with these terms may result in access being revoked. Compliance will be verified through various methods, including but not limited to, periodic system audits, information system activity logging, and internal and external system reporting.

* The IRUA may be found at: http://www.in.gov/iot/files/information_resources_use_agreement.pdf

** IOT Security Framework may be found at: http://www.in.gov/iot/files/Information_Security_Framework.pdf

Signature:	Date:
Title:	
Agency:	