

## Michigan Department of Corrections (MDOC) Northpointe Suite/COMPAS User Agreement

A completed form is required for approval and must be submitted by a Site Liaison.

<b>Section 1 – <input type="checkbox"/> New User Information / <input type="checkbox"/> Modify Current Authorized User – ALL FIELDS REQUIRED</b>			
<b>Name (Last, First, MI):</b>		<b>Title/Position:</b>	
<b>Organization Name:</b>		<b>Organization Street Address:</b>	
<b>E-mail Address (PRINT):</b>		<b>City:</b>	<b>State:</b>
			<b>Zip Code:</b>
<b>Phone Number: (xxx) xxx-xxxx</b> (     )     - <input type="checkbox"/> Work <input type="checkbox"/> Home <input type="checkbox"/> Cell		<b>County:</b>	<b>Last four of SSN:</b>
		<b>Date of Birth (MM/DD only):</b>	
<b>Justification for access (i.e. duties requiring authorized access):</b>			

As an Authorized User, I acknowledge that I am aware of and bound by the terms and conditions of this agreement. I also acknowledge that violating this policy may be subject to criminal penalties, prosecution, and/or potential discipline up to and including dismissal.

<b>I have read and agree to all terms of the Security Agreement and Acceptable Use of Information Agreement</b>	
<b>Authorized User's Signature:</b>	<b>Date:</b>

<b>Section 2 – Responsible Party / Point of Contact / Site Liaison – ALL FIELDS REQUIRED</b>		
<b>Name (Last, First, MI):</b>	<b>Title/Position:</b>	<b>Organization Name:</b>
<b>Phone Number: (xxx) xxx-xxxx</b> (     )     - <input type="checkbox"/> Work <input type="checkbox"/> Home <input type="checkbox"/> Cell		<b>E-mail (PRINT):</b>
<b>Site Liaison's Signature</b> – By signing this document, the Site Liaison acknowledges that you have verified the content of this form, the MDOC Security Agreement, and the DTMB Acceptable Use agreement. Please ensure that all three forms must have signatures. <b>Your signature below also serves as your verification that the applicant listed above is an authorized user.</b>		
<b>Site Liaison Signature:</b> _____		
<b>Date:</b> _____		

<b>Section 3 – Delete Authorized User (Only complete this section if you are requesting to terminate an Authorized User's access)</b>		
<b>User's Name (Last, First, MI):</b>	<b>Title/Position:</b>	<b>Organization Name:</b>
<b>Username:</b>	<b>Effective Date:</b>	<b>Reason for Deleting:</b>

For MDOC Use Only

<b>Section 4 – For MDOC Use Only</b>			
<b>Application:</b> Approved <input type="checkbox"/> Denied <input type="checkbox"/>		<b>Reason For Denial:</b>	
<b>Initials:</b>		<b>Profile:</b>	
<input type="checkbox"/> MDOC Security Agreement		<input type="checkbox"/> DTMB Acceptable Use Agreement	
<b>Initial Email Sent</b> <input type="checkbox"/> <b>Date:</b>	<b>Initials:</b>	<b>Password Email Sent</b> <input type="checkbox"/> <b>Date:</b>	<b>Initials:</b>
<b>Assigned Profiles:</b>			


## Section 5 – User Agreement and Acknowledgement

### **KEEP THIS PAGE FOR YOUR RECORDS**

#### **PRIVACY**

The information obtained in this application is required to qualify you as an Authorized CCIS User. Failure to provide any of the requested information shall result in the denial of this application.

#### **WARNING**

The Northpointe Suite is an official State of Michigan application for Authorized Users. It is managed by the MDOC. The use of this application will be monitored for security and administration purposes. Accessing this application constitutes consent to such monitoring. Any unauthorized access to this application or unauthorized use of the information provided by the Northpointe Suite is prohibited and may be subject to denial of access to MDOC information systems and legal action. The use of publicly accessible computers (libraries, airports, cafes, hotels, etc.) or the use of public wireless networks to access the Northpointe Suite is prohibited and unauthorized.

#### **AUTHORIZED USERS**

Only employees employed or subcontracted by the Grantee will be granted access to this site and will be hereinafter referred to as Authorized Users. Authorized Users are required to attest to and acknowledge that they are aware of and bound by the terms and conditions of this Acceptable Use Policy.

#### **CONFIDENTIAL**

Data retrieved from the Northpointe Suite data records shall not be published, shared, copied, or stored in any format without written consent from the MDOC Office of Legal Affairs. **Data reports made available through the Northpointe Suite may be shared with Community Corrections Advisory Boards and other fiscal or County-level staff for the purpose of education and or administrative activities without written consent from the MDOC.** County specific data retrieved from the Northpointe Suite for the sole purpose of researching or evaluating a county administered Community Corrections program, and the subsequent publication, sharing, copying, or storing may be approved by the Offender Success Administrator. This Northpointe Suite User Agreement also serves as a Data Confidentiality Agreement. Any breach or suspected breach of data confidentiality shall be immediately reported to the MDOC Office of Community Corrections. As an Authorized User you agree that all data provided under the provisions of this Data Confidentiality Agreement may only be used for the purposes described hereinabove and that any other or additional use of the data may result in immediate termination of this Data Confidentiality Agreement by the MDOC.

#### **RESPONSIBILITY**

As an Authorized User, you are responsible for all activity that occurs on your Log-on Credential or once your password has been used to log on. By accepting this policy, you acknowledge that the ultimate responsibility for ensuring the protection of your username, password, and all contents lies with you. Use of this application for any activity that violates Local, State, Federal, or International law, order, or regulation, is a violation of this agreement. The MDOC reserves the right to restrict the type and scope of data to which the Authorized User has access.

#### **SITE LIAISON**

Each agency/community provider/law enforcement agency/worksites will establish and maintain a Site Liaison. The Site Liaison's duties include (but are not limited to): being the single point of contact between the site and the MDOC as it pertains to the Northpointe Suite, ensuring all required documents are completed and submitted for approval, ensuring all users meet the minimum requirements (i.e. Community Corrections staff) maintaining a master list of all users for that site, and reporting (within two business days) any Authorized User who no longer requires access to the Northpointe Suite. The Site Liaison will also conduct quarterly audits to minimize the possibility of improper access, use, and dissemination of information.

#### **AUDITS**

MDOC shall have the authority to audit all Authorized Users.

#### **AUTHORIZED USER AGREES TO**

- They will be responsible for providing all desktop hardware and software required to access the Northpointe Suite.
- They will be responsible for all fees associated with obtaining Internet access.
- They will not use the Northpointe Suite for personal or non-governmental reasons.
- The individual's username will be used only for authorized purposes and solely by the Authorized User.
- The individual's user password(s) will not be disclosed to any other person.
- The individual's user password(s) will be changed immediately if the Authorized User suspects that their password has been improperly disclosed or compromised.

**CANCELLATION**

The MDOC or the Site Liaison may cancel this agreement upon written notice to the other party. All access to the Northpointe Suite will cease at that time.