



NV-Trac User Agreement

(To be completed by User)

I acknowledge the following terms and conditions relative to having User rights to the NV-Trac data management system.

1. I am an employee of a company or agency authorized by Workforce Connections to use the NV-Trac data management system.
2. I understand that all information in NV-Trac is confidential and shall not be disclosed to any person or organization except those authorized to use the information.
3. I will comply with all applicable federal and state privacy and confidentiality laws. Failure to comply with such laws may result in a criminal prosecution or civil sanctions.
4. I will access information only during my period of employment with the company or agency named below.
5. I will not use NV-Trac for personal activities and will not share my username and/or password with anyone.
6. Workforce Connections may monitor activities related to my use of NV-Trac without any additional notice.
7. I have read and understand the attached Workforce Connections NV-Trac User Requirements policy.

I certify that I have read this entire Agreement; I understand the confidentiality requirements and I will comply even after my authorization to use NV-Trac has expired.

Print Name: _____

Company Name: _____

Signature: _____ Date: _____

(Print, sign and fax only this page to: 702.636.4362)



Policy Statement

Workforce Connections will authorize employees of contract services and/or partner organizations and agencies to use the NV-Trac Data Management System based on their job-related need to access and input data to the system. User rights will be assigned by Workforce Connections through individual user accounts. All new users must successfully complete NV-Trac training prior to rights being assigned.

Requirements

- ◆ Successful completion of NV-Trac training is required for staff with job duties that require customer data input, eligibility determination/attestation, or report review.
- ◆ All staff in Nevada JobConnect Centers must also successfully complete and sign State of Nevada's Department of Employment, Training and Rehabilitation's individual access and confidentiality agreement.
- ◆ Each User must have an email account issued by the employer. Hotmail, Yahoo and other accounts of this nature are not acceptable.
- ◆ Current, in-program Participants are not eligible for NV-Trac user accounts.
- ◆ Training requests will originate from the Program Manager or Supervisor (or designee).
- ◆ All Users must sign the NV-Trac User Agreement.

Confidentiality Standards

- ◆ All information contained in NV-Trac is confidential and shall not be disclosed to any person or organization except those authorized to receive information.
- ◆ All NV-Trac users will comply with all applicable federal and state privacy and confidentiality laws. Failure to comply with such laws may result in a criminal prosecution or civil sanctions.
- ◆ Access to NV-Trac is only available to employees of companies or agencies authorized by Workforce Connections to use the system. Once a person with access to NV-Trac is no longer employed with that company or agency, it is the responsibility of the employer to immediately notify Workforce Connections.
- ◆ Access may be terminated at any time without prior notice. An NV-Trac user will cooperate with any necessary investigation concerning the misuse or misappropriation of information.
- ◆ Workforce Connections may monitor activities related to the use of NV-Trac without any additional notice to users.

Data Entry Timelines: Timelines are established to ensure that all data is current and processed in a timely manner to avoid disallowed costs, service delays and ensure accurate and timely data transmissions and reports. All required information must be entered into NV-Trac within Eight (8) business days of the event that generated the information.



Procedures

Request for Training: Training requests must originate from the Program Manager or Supervisor (or designee). To register for training, the following documents must be complete and submitted by fax to 702-636-4362:

- ◆ NV-Trac User Account Request form
- ◆ NV-Trac User Agreement form

Account Closure: Program Managers or Supervisors are responsible for immediate notification to Workforce Connections if a User is no longer an employee or no longer authorized to use NV-Trac. Workforce Connections has the right to close or restrict individual user account authorizations at its discretion without prior notification to the User or the User's employer. Users will be notified of the reason for account change and requirements necessary to reopen or remove restrictions, if available.

Requests to close user accounts must originate from the Program Manager or Supervisor (or designee). This request must be made immediately following:

- ◆ User termination
- ◆ Transfer of User to a position that does not require use of NV-Trac
- ◆ User non-compliance with confidentiality guidelines

The request to close an account must include the User's name, title, and employer of record and be submitted via email to support@snvwc.org. Compliance reviews will include an element to determine adherence to account closure requirements.

Contact: Direct questions to support@snvwc.org or call (702) 636-2350

Reference

NV-Trac User Agreement

NV-Trac User Account Request