One of the system objectives for KDADS is to security data and customer's confidential information from unauthorized or unintentional exposure or damage. As such KDADs requires employees have secure passwords for logging onto their work computers and to access KDADS' Web Applications. At the time of employment with KDADS, a new employee will be given a username and initial password for the Network and/or Web Applications. This information will be given to the employee during the Information Services Orientation.

Passwords are required to be:
- At least eight (8) characters long
- Contain at least 1 uppercase character
- Contain at least 1 lowercase character
- Contain at least 1 numeric character
- Cannot contain a portion of the user's name

Passwords expire every 60 days. If the password isn't changed within a short grace period, it will expire and you will have to contact the Help Desk to re-establish your account. If you forget your password contact the Help Desk. It is advised the user not alternate between two passwords.

DO NOT REVEAL OR PROVIDE YOUR PASSWORD OR SECURITY CODE TO ANYONE. DO NOT MAKE YOUR PASSWORD ACCESSIBLE TO OTHERS. –If an authorized user believes another person may have discovered his/her current password or their password has been compromised in any way, they should immediately change it.

Prior to using KDADS web applications, the user must read and sign the KDADS Security Agreement. The Security Agreement initial entry form is located on the KDADS web site (kdads.ks.gov), under the Provider Information tab, and located on the left menu column under the label "KDADS Web Application Access Security Agreement".

Initially, the agreement must be authorized by the supervisor of the employee or a designated agent who can validate for the authentication of the employee. Periodically, the Security Agreement may be changed and will require authenticated users to re-sign the Security Agreement before access to the web applications is granted.

The Security Agreement and related information and acknowledgements ("electronic signing" of the agreement), will be stored in an electronic format, available for review by the user and authorized personnel.

References: KDADS Employee Policy "Information Technology" 16.1 et seq. and KDADS Employee Policy "HIPAA" 4.1.C.