



**DEPARTMENT OF CORRECTIONS
PROGRAMS AND FACILITIES BUREAU
OPERATIONAL PROCEDURE**

Procedure:	PFB 6.1.205 OMIS – PROVIDER ACCESS AND USE
Effective Date:	01/23/2020 Page 1 of 3
Revision Date(s):	09/06/2021
Reference(s):	DOC 1.7.3; DOC 1.7.7; 2-2-103, MCA; 2-15-114, MCA; 2-17-534, MCA
Signature / Title:	/s/ Megan Coy, Programs and Facilities Bureau Chief

This procedure is referenced as *ACCD 1.7.100 OMIS Access for Contract Facilities* in Section 1.D. Standard Contract Terms; Access to Records – Offender Records/Files/OMIS access, in the following contracts: Alternatives, Inc., Butte Prerelease, Gallatin County Reentry Program, Helena Prerelease, Passages, Elkhorn, Nexus, and START.

This procedure is referenced as *ACCD 1.7.200 OMIS Entry* in Section 1.D. Standard Contract Terms; Access to Records – Offender Records/Files/OMIS access, in the following contracts: Butte Prerelease, Gallatin County Reentry Program, Helena Prerelease, Passages, Elkhorn, Nexus, and START.

I. PURPOSE:

The Programs and Facilities Bureau contracted facilities and service providers (providers) will follow established requirements and Department policies to obtain access to the Department’s Offender Management Information System. Requirements for the use of this system will also be followed to ensure prompt, accurate, and complete offender information is entered and made available for offender case management.

II. DEFINITIONS:

Accuracy, Completeness, and Timeliness – All information entered is correct; all of each record’s fields are completed and contain all pertinent information; and information is entered as close to the triggering event as possible.

Need to Know – The staff member requesting information must have that information in order to properly and adequately perform his or her job-related duties and responsibilities.

OMIS – Offender Management Information System – The Department of Corrections’ electronic data collection and reporting system.

PFB-Programs and Facilities Bureau – The Bureau oversees the facilities providing assessments and sanctions, prerelease, and treatment services.

Programs and Facilities Contract Manager – The Department’s employee(s) who acts as the liaison for services and monitors the contractual agreements between the Department and PFB contract facilities.

Triggering Event – Any change that affects the accuracy of information stored in Department information systems, e.g., change in custody level or location, address, gender, life-status.

III. REQUIREMENTS:

A. GENERAL:

1. Only provider staff who have been given security clearance and authorization by the Department may access OMIS. The provider will make a computer that has the ability to access OMIS available to authorized staff.
2. The Department will be responsible for training, providing the guidelines of information that must be entered into the system, and the actual cost of maintenance and support of OMIS. The Department will provide reasonable technical assistance associated with access to OMIS by provider staff.
3. Providers are required to provide training to staff that promotes awareness of information security and good practices for all staff.
4. There is no right of privacy in the use of OMIS and all aspects of staff usage may be monitored.
5. Under no circumstances will an offender be allowed to use a computer to access OMIS.

B. OMIS ACCESS:

1. The Programs and Facilities Contract Manager (Contract Manager) will act as the security coordinator in receiving requests from contract providers for new or changed access to OMIS.
2. An initial request to add a provider staff member for access to OMIS is made by designated provider staff by submitting a completed *DOC 1.7.7(b) Contractor IT Policy Consent Form* and an *OMIS Access Request Form* to the Contract Manager at correquests@mt.gov.
 - a. A "User ID" is acquired by the Department after *Access Request Form* is submitted and becomes the OMIS User ID for the staff's log-in to OMIS.
 - b. *Consent Form* must be printed and signed by staff and supervisor; electronic signatures will NOT be accepted. *Consent Form* is scanned and emailed to correquests@mt.gov.
 - c. Information regarding the staff member's position and need for OMIS access must be included in the email.
 - d. Contract Manager will submit the request per the Department's process and will notify the staff submitting the request when access has been implemented. The staff member will also be notified and provided the User ID and an initial password.
3. Deleting or changing provider staff's access:
 - a. The Contract Manager must be notified as soon as possible once a staff member's need for OMIS access has changed or is no longer required. This includes staff who have left the facility, whose employment has been terminated, or who have been placed on leave.
 - b. If access is no longer required, a *Departing Employee* form is completed by the Contract Manager and submitted per directions on the form.
4. User IDs and Passwords:
 - a. Provider staff must protect the confidentiality of their User ID and password, may not share this information, and may not write the information where it can be found by others.

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- b. To reset a password, a request is sent to the Contract Manager at correquests@mt.gov. Either the Contract Manager or the Department's IT Service Desk will respond to the request.

C. USE OF OMIS BY PROVIDER STAFF:

1. Staff authorized to enter or modify data in OMIS and provide offender information to the Department through OMIS are responsible and accountable for the accuracy, completeness, and timeliness of the data they handle.
2. Staff will not remain signed into OMIS when absent from the computer for longer than 15 minutes and will power off the computer when leaving at the end of the workday.
3. A staff member who does not access OMIS within a 60-day time period will be automatically locked out of OMIS and must contact correquests@mt.gov. Once locked out, the need for the staff's OMIS access may be reviewed to determine if access remains necessary.
4. Prohibited uses of OMIS include:
 - a. accessing data, information, or networks that the state has access to outside of normal job duties or without proper authorization;
 - b. sharing or use of any username or password with other authorized or unauthorized staff;
 - c. disclosing any information or printed output to anyone without a need to know;
 - d. any use for private or commercial profit, product advertisement, or political lobbying;
 - e. downloading any information to any removable storage media; and
 - f. sharing, giving, or selling information with anyone outside of a facility.
5. Staff will report unlawful use of OMIS and other security violations to the Contract Manager.
6. OMIS access will be immediately suspended for staff violating this procedure and Department policies referenced in the access form.

IV. CLOSING:

Questions regarding this procedure should be directed to the Programs and Facilities Bureau.

V. FORMS:

DOC 1.7.7(b)	Contractor IT Policy Consent Form
IT Bureau	OMIS Access Request Form
HR Bureau	Departing Employee