



LAUNCHPAD USER GUIDELINES POLICY #: 2009

Date of Original Policy: 3/20/2019

PURPOSE:

To communicate Workforce Southwest Washington and WorkSource system partner roles and responsibilities related to data sharing, data disclosure, and security administration related to Launchpad management information system.

BACKGROUND:

Access to Launchpad is limited to individuals whose currently assigned job duties justify a business need for access and those with access to Launchpad data must only share private and confidential information as specified in the following policy.

POLICY:

a. Access Approver

Only WSW System Administrator can provide individuals with access to Launchpad once all requirements below are met. WSW System Administrator will provide login information to user upon acceptance.

User agencies or organization must notify WSW System Administrator immediately to deactivate accounts for the following reason:

1. Employment termination,
2. Fraudulent or malicious behavior,
3. Breach of security, or
4. Access is no longer needed for job duties.

b. Minimum Requirements for Launchpad Access

Individuals may have access to Launchpad even though they may work in a satellite office or a remote location. Access will be given to individuals based on meeting the criteria, not on where they are located. The following conditions must be met for all Launchpad users:

1. The user's agency or organization is recognized as a WorkSource Partner Agency as evidenced by a signed WorkSource Memorandum of Understanding with WSW or has a contract with WSW to provide WIOA services, evaluation, and/or for research purposes;
2. The user has completed Launchpad training; and

3. The user has signed a User Agreement.

c. “Opt Out” Requirements

A customer may choose to “opt out” of data sharing within the system. As an alternative to entering client data into Launchpad for clients who choose to exercise the “opt out” option, other methods including “paper” records will be used.

d. Requests for Access to Launchpad Records

All requests from the public or subpoenas for access to Launchpad records must be immediately reported to WSW at agimlin@workforcesw.org. The request will be processed in accordance with rules for release of information.

e. Data Confidentiality

All information recorded in Launchpad is considered confidential information. Users shall protect the confidentiality of the information as required by the laws and when data sharing.

DEFINITIONS:

User Agency or Organization: The agency or organization in which the individual with access to Launchpad is employed.

WEBSITE:

<http://workforcesw.org/providers#OperationsPolicies>

INQUIRIES:

Please contact Amy Gimlin agimlin@workforcesw.org (360) 567-1059 for questions.