

### Project ECHO IT Applications Appropriate Use Guidelines

1. Use of Project ECHO applications and materials will be guided by the principles of **mutual respect** and **intellectual honesty**.
2. Absolutely no Protected Health Information (PHI), as defined by the Health Insurance Portability and Accountability Act of 1996 (HIPAA), other restricted data such as Personally Identifiable Information (PII) or business restricted information, or other information covered by regulatory restrictions such as PCI, FERPA, etc. will be included in the ECHO applications (iECHO, iHealth, ECHO Health, TeamWork, Box) or materials shared.
  - a. Users will contact Bill Szaroletta (505)362-1944 or [szar@unm.edu](mailto:szar@unm.edu), or Tracy Smith (505)272-2824 [tracysmith@salud.unm.edu](mailto:tracysmith@salud.unm.edu) to request clarification before uploading documents if they have any questions about their appropriateness.
  - b. If inappropriate information is located during an audit, the information will be removed immediately and user notified. This user will be offered training on appropriate use of Project ECHO IT Applications.
3. The ECHO Institute and the MetaECHO Community agree to the principle of open sharing of applications and materials within the ECHO community. However, in order to share materials (such as curricula or other ECHO tools/resources), please take steps in advance to ensure that license to use and share these materials has been granted by the creators/owners of this intellectual property. One way to accomplish this is to have the creators/owners sign an intellectual property waiver.
4. Appropriate use of didactic presentations found in Project ECHO applications includes the following (regardless of where the information is subsequently being presented or used):
  - a. To ensure that individuals are able to provide proper acknowledgement to the creator/owner of materials, the following information is required:
    - i. Name of creator
    - ii. Date created
    - iii. Date presented and/or revised
  - b. Original authors/creators should be credited on the first or second slide of the deck, along with the original date the material was presented. An example: "created and presented by Dr. Karla Thornton, 1/1/14," "revised and presented by Dr. Sanjeev Arora, 5/5/14."
  - c. Removal of the originating organization's logo is prohibited. Other logos can be added, but no logos should be removed.
  - d. Out of date content may be removed from the Box library as needed.
5. Please remember that access to the applications and library is restricted to authorized ECHO partners and the MetaECHO community. Please do not share login information to these applications or materials downloaded without consent of the ECHO Institute.
6. The Box.com, Teamwork, and other Project ECHO application Privacy Policies apply to all users but is a separate understanding between the individual and Box.com, Teamwork, or other organization, with UNMHSC as a third-party.

**I hereby agree to the terms, principles and guidelines above:**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Organization:** \_\_\_\_\_

**Email address:**