

# Minnesota EvaluationWeb User Agreement

By signing this document, I agree to the following:

1. I have viewed and completed the training(s) available under EvaluationWeb Videos on the Luther Consulting website (<http://help.lutherconsulting.com>) as appropriate for my job responsibilities:  
Entering Data into EvaluationWeb (HIV Testing, Syringe Services, and Early Intervention Services)
2. The Luther Consulting EvaluationWeb data entry training webinar describes options for patient demographic default settings. I understand that the Minnesota Department of Health (MDH) prohibits the use of default settings for patient demographic information. All data I enter into EvaluationWeb will accurately reflect the realities of the client, to the best of my knowledge.
3. I have read and understand the document Rules of Behavior for the Use of CDC Data Systems and acknowledge the following statement:

I have read and agree to comply with the terms and conditions governing the appropriate and allowed use of CDC data systems (EvaluationWeb) and National HIV Prevention Monitoring and Evaluation (NHM&E) data as defined by the Rules of Behavior (<https://www.health.state.mn.us/diseases/hiv/partners/evalweb/robcdc.pdf>), applicable agency policy, and state and federal law. I understand that infractions of these rules will be considered violations of CDC and agency standards of conduct and may result in disciplinary action, including the possibility of supervisory notification, official reprimand, suspension of system privileges, suspension from duty, termination, and/or criminal and civil prosecution.

Signature/Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Title \_\_\_\_\_

Agency Name \_\_\_\_\_

Supervisor Signature/Date \_\_\_\_\_

Fax this form along with your signed Add/Edit/Delete Account in EvaluationWeb Form to the MDH Confidential fax: Attn: Tina Klein 1-800-298-3775.

**Note:** The Rules of Behavior Acknowledgement must be completed and submitted to MDH by December 31st of each year for continued access to the system.