

Area Agency on Aging Policies and Procedures
ARMS Agency Designated Personnel Authorization Form

Agency ARMS Designated Representative(s)

Agency Name:	Agency Address:
1. ARMS Designated Representative Name:	ARMS Designated Representative's Title:
ARMS Designated Representative Email Address:	
2. ARMS Designated Representative Name:	ARMS Designated Representative's Title:
ARMS Designated Representative Email Address:	

Designated Representative Signature and Acknowledgement

Please review and sign below

_____ (The Agency) desires to transmit the names and email address of all intended ARMS users and other communications (collectively, "Communications") to Piedmont Triad Regional Council Area Agency on Aging ("PTRC AAA") from the Designated Representative and e-mail addresses listed above (the "ARMS Designated Representative E-mail Address").

Requests for ARMS access must come from one of the ARMS Designated Representatives in order for ARMS access to be granted to The Agency users.

The Agency authorizes PTRC AAA to act upon any and all Communications that indicate that they were sent from the Designated Representative.

Furthermore, The Agency is responsible for establishing procedures to reduce the risk of accidental disclosures from data processing systems, and developing a process by which the Division of Aging and Adult Services is notified of suspected or confirmed security incidents and data breaches.

The Agency will notify PTRC AAA immediately upon the separation of an ARMS User from the Agency.

The Agency agrees to indemnify hold PTRC AAA harmless from loss, liability, cost, expense, damage, claim, action, and cause of action, arising from – or relating to – PTRC AAA's reliance on any and all Communications that indicate that they were sent from the Designated E-mail Address.

The Agency agrees to take all measures reasonably necessary to prevent unauthorized access to and the unauthorized use of the Designated E-mail Address.

1. Signature:	Date:
2. Signature:	Date:

This form is intended to be updated annually. Please send the fully executed form to:
PTRC AAA Quality Assurance, 1398 Carrollton Crossing Drive, Kernersville, NC 27284

