

DHHS Internal Staff

N-FOCUS Access Request Checklist - Public Health, Development Disabilities, Operations

Instructions:

Complete and sign the DHHS Internal Staff N-Focus Access Request Checklist and give to your designated Security Administrator. Security Administrators are not permitted to complete the form and are instructed to return any incomplete or unsigned requests back to the requesting supervisor.

This Checklist will be used to assign the appropriate level of security based on job category and assigned duties. The form is designed to handle standard job classifications and is separated by general tasks performed. An individual may only be assigned to **ONE** job category/job activity. If the individual performs a job activity not listed on the applicable checklist enter a description of the job activity and needed access in the Additional Comments section. N-FOCUS security staff will determine the appropriate security role based on the description you provide. A complete set of instructions for completing the checklist can be found on the N-FOCUS Specific Useful Links Web Page.

Date Checklist Submitted: _____

User Job Category: _____

User Name: _____

Access Start Date: _____

User NIS ID: _____

Supervisor Name: _____

Division	Section	Job Category	Job Activity	YES (X)	Contact
Developmental Disabilities Area	Central Office	Administrative Assistant	Need inquiry only to individuals eligible for DD services		Courtney Miller
		Staff Assistant II <i>***only selected one job activity***</i>	Create & update Master cases, DDSC Program cases, enter narratives regarding eligibility & closing DDSC cases, enter initial staff assignment Create & update Service Authorizations, views eligibility requirements for waiver.		
		Resource Developer	Perform background checks and enroll providers.		
		Disability Services Specialists	Review information for individuals requesting DD services, determine new & ongoing DD and Waiver eligibility		
		Surveyors	Review provider certification, review and follow-up complaints (intakes) from APS/CPS regarding individuals in developmental disability services		
		Program Specialist	Provide Technical Assistance to community based DD providers		
		Psychologist/Licensed	Psychology, Mental Health and Behavioral Support		
		Human Services Treatment Specialist	assessments, write rehabilitative programs and monitor training		
		Community Liaison	Serve as liaison for the Division with individuals, families, guardians and advocates in the community		
		Program Manager - Surveyor Supervisor	Supervise surveyors		
		Program Manager - Technical Assistance	Supervise Team Behavioral Consultation and Program Specialist for Technical Assistance		
		Waiver Manager	Supervise Disability Services Specialists, manage waivers		
		Deputy Administrator	Supervises Program Managers and Waiver Manager in Central Office		
		Administrator	Supervise Community-Based Services		
		Division Director	Supervise all activities in Division		
	Contract Manager	Manage all contracts for Division			
	Field Staff	Case Aide	inquiry only individuals eligible for DD services, for monthly & quarterly planning, meeting notices, review service authorization billing documents, ensure changes to service authorizations, waiver status, and individual information are made.		
		Office Clerk III/Case Aide	change Sc assignment, inquiry only individuals eligible for DD services, for monthly & quarterly planning, meeting notices, and review service authorization billing documents, review changes to service authorizations, waiver status, and individual information		
		Secretary II	Change SC assignment, phone, etc., SA list, authorization detail		
		Staff Assistant II	Create and/or update Alerts or Work Tasks. Inquiry program case status & assigned SC, update changes in SCs who are the Primary Worker for the case, inquiry for state wards applying for or receiving DD-funded services.		
		Resource Developer	Perform background checks and enroll providers.		
		Service Coordinator (Including BSDC)	Create and/ or update Alerts or Work Tasks, review case information for individuals requesting and/or receiving DD-funded services, update service authorizations, waiver status and individual information, complete background checks.		
		Service Coordination Supervisor	Supervise Service Coordinators. Create and/or update alerts or work tasks		
Service Coordination Administrator		Supervise Service Coordination supervisors; review information related to individuals requesting and/or receiving DD-funded services, verify changes made to DD program case			
Deputy Administrator	Supervises Service Coordination Administrators				

Division	Section	Job Category	Job Activity	YES (X)	Contact
	Licensure	Child Care Staff Assistant	conduct background checks, verify SSN of an applicant for a license, licensee, and household members when child care is provided in a residence, access Child Care Subsidy information		Becky Wisell
		Child Care Inspection Specialist/Supervisor	conduct background checks, verify SSN of an applicant for a license, licensee, and household members when child care is provided in a residence, access Child Care Subsidy information		
		Child Welfare License Issuance	License date extended		
		Behavioral Health & DD Facilities & Service Surveyors	conduct license and certification investigations		
		Community-Based Services Staff	Review provider certification, review and follow-up complaints (intakes) from APS/CPS regarding individuals in developmental disability services		
		Long-Term Care Facilities Surveyor	review initial inquires and complaints		
		Health Facility Intake Specialist	review client intakes for facility regulatory authority		
		Health Facility Intake Specialist Administrative support	Processes intakes for investigations on licensees and facilities. Reviews APS/CPS registries, reviews DD authorizations, searches for intakes & investigations on people and organizations, update notifications.		
Operations	Human Resources	HR Officers <i>***only selected one job activity***</i>	conduct background checks and search APS/CPS registry		Theresa Hill
			verify N-FOCUS providers		
		Staff Development - Training Specialist II	Needs access to provide N-FOCUS training and create training documents.		
	Procurement	Office Service Manager I/II Buyer III	Needs inquiry only to contractor/subawardee detail to review.		Gregory Walkin
	Internal Audit	Internal Auditor/ Internal Audit Administrator	Inquiries NFOCUS data to gather information when performing an audit		Rachel Wotta
Information Systems & Technology	NFOCUS Production and Support	IT Business Systems Analyst	Provides application support to NFOCUS users.		Gloria Sanborn
	Customer Services - Help Desk	IT Help Desk Coordinator/Sr	Needs ability to change office, job title, and supervisor data.		Shelia Bluford
Additional Comments					

Supervisor Signature: _____

Annual Review Date(s): _____