

DHHS Internal Staff

N-FOCUS Access Request Checklist - Economic Assistance

Instructions:

Complete and sign the DHHS Internal Staff N-Focus Access Request Checklist and give to your local Security Administrator. Security Administrators are not permitted to complete the form for you 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 not be assigned to ONE job category. If the individual performs a job activity not listed on the checklist it may be located on the Financial Services, Foster Care, or Division-Wide checklist, if not located on any checklist enter a description in the job activity field 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	Sub-Section	Job Category	Job Activity	YES (X)	Contact	
Children and Family Services	Economic and Family Support	Field Operations	Deputy Director	<ul style="list-style-type: none"> Supervises the Economic Assistance Section of the Department Needs inquiry access into Economic Assistance information 		Sheila Bacon	
			Service Delivery Administrator I	<ul style="list-style-type: none"> Supervises Economic Assistance Social Service Workers/Supervisors. Needs ability to add/update Service Authorizations for Economic Assistance eligibility 			
			Service Delivery Administrator II	<ul style="list-style-type: none"> Needs inquiry access to Service Organizations, Service Approvals, and Claims 			
			Social Service Supervisor				
			Social Service Unit Manager				
			Social Service Lead Worker	<ul style="list-style-type: none"> Assists workers and completes Work Tasks related to Over/Under Payments, Fraud, and State Review Team. Handles appeals for the Agency Needs ability to add/update Service Authorizations for Economic Assistance eligibility Needs inquiry access to Service Organizations, Service Approvals, and Claims 			
			Social Service Worker	<ul style="list-style-type: none"> Determines Economic Assistance eligibility Needs ability to add/update Service Authorizations for Economic Assistance eligibility 			
			Social Service Trainee	<ul style="list-style-type: none"> Needs inquiry access to Service Organizations, Service Approvals, and Claims 			
			Case Aide	<ul style="list-style-type: none"> Pends and ties Economic Assistance applications in the NFOCUS system Indexes/Scans documents into NFOCUS document imaging 			
			Staff Assistant I	<ul style="list-style-type: none"> Needs inquiry access to Service Organizations, Service Approvals, Service Authorizations, and Claims 			
		Staff Assistant II					
		Community Support Specialist	<ul style="list-style-type: none"> Serves as a liaison to local community partners and customers providing information and guidance on issues pertaining to Economic Assistance programs Needs ability to add/update Service Authorizations for SNAP eligibility Needs inquiry access to Service Organizations, Service Approvals, and Claims 				
		Child Support Enforcement (CSE)	Administrator I	<ul style="list-style-type: none"> Needs only inquiry into Economic Assistance information 		Byron Van Patten	
			CSE Worker/Supervisor	<ul style="list-style-type: none"> *Ability to access the Foster Care Narratives, if needed, include in the additional comment section 			
				CSE Operations Specialist			
				Program Specialist			
				CSE Financial Manager			
				Accountant II			
				Staff Assistant I/Case Aide			
				CHARTS - Help desk Individuals	<ul style="list-style-type: none"> Needs inquiry access to assist Child Support Enforcement Workers 		Kevin Burke
		EA Policy Unit	Administrator II	<ul style="list-style-type: none"> Needs ability to add/update Service Authorizations for Economic Assistance eligibility 		Terri Charsten	
			Administrator I	<ul style="list-style-type: none"> Needs the ability to add/update Service Organizations and Service Approvals 			
			Program Manager II				
			Program Coordinator				
			Program Specialist				
			Staff Assistant II	<ul style="list-style-type: none"> Indexes/Scans documents into NFOCUS document imaging 			
			Office Clerk	<ul style="list-style-type: none"> Needs inquiry access to Service Organizations, Service Approvals, Service Authorizations, and Claims 			
			Secretary II				
Case Aide							
Social Service Worker	<ul style="list-style-type: none"> Determines Economic Assistance eligibility Needs ability to add/update Service Authorizations for Economic Assistance eligibility Needs inquiry access to Service Organizations, Service Approvals, and Claims 						
MHCP Social Service Worker	<ul style="list-style-type: none"> Determines Medically Handicapped Children's Program Eligibility Needs inquiry access to Service Organizations, Service Approvals, and Claims 						
Resource Development Supervisor	<ul style="list-style-type: none"> Supervises Resource Development Workers Needs ability to add/update Service Organizations and Service Approvals Needs inquiry access to Service Authorizations and Claims 						
Resource Development Worker	<ul style="list-style-type: none"> Licenses and Contracts EA providers Needs ability to add/update Service Organizations and Service Approvals Needs inquiry access to Service Authorizations and Claims 						
Program Accuracy Specialist	<ul style="list-style-type: none"> Reviews all ACCESS Nebraska Economic Assistance Cases for accuracy and makes changes when appropriate 						
Employment Specialist	<ul style="list-style-type: none"> Needs ability to add/update Service Authorizations for Economic Assistance eligibility Needs inquiry access to Service Organizations, Service Approvals, and Claims 						
Accountant	<ul style="list-style-type: none"> Needs ability to add/update claims 						
Accounting Clerk	<ul style="list-style-type: none"> Needs inquiry access to Service Organizations, Service Approvals, and Service Authorizations 						
Administrative Assistant	<ul style="list-style-type: none"> Needs inquiry access to Service Organizations, Service Approvals, Service Authorizations, and Claims 						
Additional Comments							

Supervisor Signature: _____

Annual Review Date(s): _____