

**DHHS Internal Staff**  
**N-FOCUS Access Request Checklist - Foster Care**

**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 only be assigned to **ONE** job category. If the individual performs a job activity not listed on the checklist it may be located on the Economic Assistance, Financial Services, 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	Unit	Job Category	Job Activity/Access	YES (X)	Contact
Children and Family Services	Child Protection & Safety	IMFC, FC, RD, Audits Billing and Payment	Contract Management	Administrator II	<ul style="list-style-type: none"> <li>Needs inquiry access to Child Welfare data</li> </ul>		Ross Manhart
				Administrative Assistant	<ul style="list-style-type: none"> <li>Creates service provider authorizations for Child Welfare contract services and Medicaid services paid through NFOCUS</li> <li>Inquiries status review for Claims, Service Organizations, Service Approvals, and CFS program master cases.</li> </ul>		
				Staff Assistant II/I	<ul style="list-style-type: none"> <li>Creates service provider authorizations for Child Welfare contract services and Medicaid services paid through NFOCUS</li> <li>Inquiries status review for Claims, Service Organizations, Service Approvals, and CFS program master cases.</li> </ul>		
			Service Delivery Administrator	<ul style="list-style-type: none"> <li>Supervises Resource Development Workers who contract for Foster Care service providers</li> <li>Needs ability to add/update Service Organizations, Service Approvals, and Service Authorizations</li> <li>Needs Inquiry access to claims</li> <li><i>*DMV access must be specifically requested in additional comment area</i></li> </ul>			
			Resource Development Supervisor	<ul style="list-style-type: none"> <li>Contracts Foster Care service providers.</li> <li>Needs ability to add/update Service Organizations and Service Approvals</li> <li>Needs Inquiry access to claims</li> <li><i>*DMV access must be specifically requested in additional comment area</i></li> </ul>			
			Resource Development Worker	<ul style="list-style-type: none"> <li>Supervises Accounting Clerks and Eligibility Technicians</li> <li>Creates service provider authorizations for Child Welfare contract services and Medicaid services paid through NFOCUS</li> <li>Inquiries status review for Claims, Service Organizations, Service Approvals, and CFS program master cases.</li> </ul>			
			Accountant II	<ul style="list-style-type: none"> <li>Creates service provider authorizations for Child Welfare contract services and Medicaid services paid through NFOCUS</li> <li>Inquiries status review for Claims, Service Organizations, Service Approvals, and CFS program master cases.</li> </ul>			
			Accounting Clerk II	<ul style="list-style-type: none"> <li>Creates alerts, narratives, correspondence, assignments, verification request tracking, add-image, and change reports.</li> <li>Authorizes reimbursements for the WI CC program and child care services for the Without Regard to Income.</li> <li>Opens, closes, and runs budgets.</li> <li>Scans documents into NFOCUS.</li> <li>Inquires: alerts, electronic/paper applications, document imaging, position, staff, interfaces, narratives, correspondence, assignments, verification request tracking, search image, eligibility summary, and reports.</li> </ul>			
			Accounting Clerk I	<ul style="list-style-type: none"> <li>Creates alerts, narratives, correspondence, assignments, verification request tracking, add-image, and change reports.</li> <li>Authorizes reimbursements for the WI CC program and child care services for the Without Regard to Income.</li> <li>Opens, closes, and runs budgets.</li> <li>Scans documents into NFOCUS.</li> <li>Inquires: alerts, electronic/paper applications, document imaging, position, staff, interfaces, narratives, correspondence, assignments, verification request tracking, search image, eligibility summary, and reports.</li> </ul>			
			Eligibility Technician	<ul style="list-style-type: none"> <li>Creates alerts, narratives, correspondence, assignments, verification request tracking, add-image, and change reports.</li> <li>Authorizes reimbursements for the WI CC program and child care services for the Without Regard to Income.</li> <li>Opens, closes, and runs budgets.</li> <li>Scans documents into NFOCUS.</li> <li>Inquires: alerts, electronic/paper applications, document imaging, position, staff, interfaces, narratives, correspondence, assignments, verification request tracking, search image, eligibility summary, and reports.</li> </ul>			
			Service Delivery Administrator	<ul style="list-style-type: none"> <li>Adds and updates Service Approvals</li> <li>Inquires Service Organizations, Service Authorizations and Claims</li> <li>Needs access to assign intakes and view reporter</li> <li>Needs access to extend emergency approval and foster care licensing</li> <li><i>*DMV access must be specifically requested in additional comment area</i></li> </ul>			
			Resource Development Supervisor	<ul style="list-style-type: none"> <li>Adds and updates Service Organizations and Service Approvals</li> <li>Inquires Service Authorizations and Claims</li> <li>Needs access to assign intakes and view reporter</li> <li><i>*DMV access must be specifically requested in additional comment area</i></li> </ul>			
			Resource Development Worker	<ul style="list-style-type: none"> <li>Adds and updates Service Approvals</li> <li>Inquires Service Organizations, Service Approvals, Service Authorizations, and Claims</li> <li>Creates narratives</li> </ul>			
			Interstate Compact on the Placement of Children (ICPC)	<ul style="list-style-type: none"> <li>Performs background checks for agencies</li> <li>Loads Organizations</li> <li>Loads on to document imaging</li> <li>Verifies citizenship</li> <li>Needs inquiry to APS &amp; CPS</li> <li><i>*DMV access must be specifically requested in additional comment area</i></li> <li><i>* If applicable, indicate in additional comment area if access is needed to Additional Detail Button</i></li> </ul>			
			Case Aide	<ul style="list-style-type: none"> <li>Supervises IMFC workers</li> <li>Creates service authorizations for Foster Care services, Adoptions, and Subsidized Guardianships.</li> </ul>			
			Staff Assistant I	<ul style="list-style-type: none"> <li>Determines IV-E eligibility for state wards</li> <li>Creates service authorizations for Foster Care services, Adoptions, and Subsidized Guardianships.</li> </ul>			
			Foster Care Income Maintenance (IMFC)	<ul style="list-style-type: none"> <li>Inquiries into Economic Assistance case informantor</li> <li>Updates Intakes</li> <li>Performs specialized program <i>*Include needed access for specific program specialist in the additional comment section.</i></li> </ul>			
			Service Delivery Administrator	<ul style="list-style-type: none"> <li>Inquiries into Economic Assistance case informantor</li> <li>Assigns program cases to IMFC workers</li> </ul>			
			Income Maintenance Supervisor				
			Income Maintenance (IMFC) Worker				
Income Maintenance Trainee							
Program Specialist							
Case Aide							
Additional Comments							

Supervisor Signature: \_\_\_\_\_

Annual Review Date(s): \_\_\_\_\_