

**DHHS Internal Staff  
N-FOCUS Access Request Checklist – Division-Wide**

**Instructions:**

Complete and sign the DHHS Internal Staff N-FOCUS Access Request Checklist and give it to your local Security Administrator. Security Administrators are not permitted to complete the form for you and are instructed to forward 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 and the job category selected should be in the users relevant Program Area. If the individual performs a job activity not listed on the checklist it may be located on the Economic Assistance, Foster Care, or Financial Services 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: \_\_\_\_\_

Program Area	Job Category	Job Activity	Yes X
Children and Family Services	Support Staff/Administrators	need only inquiry into Child Welfare, Adult Protective Services and Juvenile Services intake and case information	
	CFS Specialists and Hotline Staff	enter/register Child or Adult Abuse/Neglect reports - Intake	
	CFS Specialists	assess Child Abuse/Neglect reports and provide CFS case management services - Ongoing	
		provide oversight, monitoring and approval of specific tasks assigned to the Lead Contractor Case Managers	
	CFS Supervisors	supervise Child and Family Services Specialists	
	APS Specialists	Adult Abuse/Neglect reports and provide APS case management services - Ongoing	
	APS Supervisors	supervise APSD Specialists	
	Hotline Staff and other staff entering Abuse/Neglect reports	work on the Hotline	
Quality Control/Program Case Review Public Health	Quality Control Specialist	perform quality control reviews	
Developmental Disabilities Area <i>Central Office</i>	DD Administrative Assistant	Need inquiry only to individuals eligible for DD services,	
	DD Staff Assistant II	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.	
	DD Resource Developer	Perform background checks and enroll providers.	
	DD Disability Services Specialists	Review information for individuals requesting DD services, determine new & ongoing DD and Waiver eligibility	
	DD Surveyors	Review provider certification, review and follow-up complaints (intakes) from APS/CPS regarding individuals in developmental disability services	
	DD Program Specialist	Provide Technical Assistance to community based DD providers	
	DD Psychologist/Licensed	Psychology, Mental Health and Behavioral Support	
DD Human Services Treatment Specialist	assessments, write habilitative programs and monitor training		

Developmental Disabilities Area <i>Central Office</i>	DD Community Liaison	Serve as liaison for the Division with individuals, families, guardians and advocates in the community	
	DD Program Manager – Surveyor Supervisor	Supervise surveyors	
	DD Program Manager – Technical Assistance	Supervise Team Behavioral Consultation and Program Specialist for Technical Assistance	
	DD Waiver Manager	Supervise Disability Services Specialists, manage waivers	
	DD Deputy Administrator	Supervises Program Managers and Waiver Manager in Central Office	
	DD Administrator	Supervise Community-Based Services	
	DD Division Director	Supervise all activities in Division	
	DD Contract Manager	Manage all contracts for Division	
Developmental Disabilities Area <i>Field Staff</i>	DD Case Aide – Field Staff	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.	
	DD Office Clerk III /Case Aide Field Staff	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	
	DD Secretary II – Field Staff	Change SC assignment, phone, etc., SA list, authorization detail	
	DD Staff Assistant II – Field Staff	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.	
	DD Resource Developer	Perform background checks and enroll providers.	
	DD Service Coordinator (Including BSDC) – Field Staff	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.	
	DD Service Coordination Supervisor – Field Staff	Supervise Service Coordinators. Create and/or update alerts or work tasks	
	DD Service Coordination Administrator – Field Staff	Supervise Service Coordination supervisors; review information related to individuals requesting and/or receiving DD-funded services, verify changes made to DD program case	
	DD Deputy Administrator – Field Staff	Supervises Service Coordination Administrators	
Youth Rehabilitation and Treatment Centers	YRTC Staff	work for one of the Youth Rehabilitation and Treatment Centers	
	YRTRC Case Aide	enter/register youth information into case files	
	YRTC Case Manager	provide CFS case management services for Youth at YRTC - Ongoing	
	YRTC Administrator/Case Manager Supervisor	supervise Child and Family Services YRTC Case Managers	
Public Health Licensure & Investigation	Fraud Investigator	investigate fraud CFS EA, CSE, and Child Welfare claims	
	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	
	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	

<b>Public Health Licensure &amp; Investigation</b>	<b>Child Welfare License Issuance</b>	<b>License date extended</b>	
	<b>Behavioral Health &amp; DD Facilities &amp; Service Surveyors</b>	<b>conduct license and certification investigations</b>	
	<b>Long-Term Care Facilities Surveyor</b>	<b>review initial inquires and complaints</b>	
	<b>Heath Facility Intake Specialist</b>	<b>review client intakes for facility regulatory authority</b>	
	<b>Health Facility Intake Specialist Administrative support</b>	<b>Processes intakes for investigations on licensees and facilities. Reviews APS/CPS registries, reviews DD authorizations, searches for intakes &amp; investigations on people and organizations, update notifications.</b>	
<b>Human Resources</b>	<b>HR Officers</b>	<b>conduct background checks and search APS/CPS registry</b>	
		<b>verify N-FOCUS providers</b>	
<b>Medicaid and Long-Term Care (MLTC)</b>	<b>Case Manager/Case Aid-Intake staff who need to enter data in the Expert System</b>	<b>Determine Medicaid eligibility</b>	
	<b>Community Support Specialist</b>	<b>serve as a liaison to local community partners and customers providing information and guidance on issues pertaining to Medicaid programs</b>	
	<b>Lead Worker</b>	<b>Assist workers and complete Work Tasks related to Over/Under Payments, Fraud, and State Review Team. They also handle Appeals for the agency.</b>	
	<b>Payment Accuracy Specialist</b>	<b>review all Medicaid cases for accuracy and make changes appropriate</b>	
	<b>Supervisor</b>	<b>supervise Medicaid case managers</b>	
	<b>Provider Fraud Investigations</b>	<b>investigate provider claims, provider payments, service authorizations, and relationship between provider and recipient</b>	
<b>MLTC Claims</b>	<b>Claims Institutional</b>	<b>Review retro eligibility</b>	
	<b>Claims Professional</b>	<b>Review retro eligibility</b>	
		<b>Process authorizations for state wards</b>	
	<b>Customer Services</b>	<b>Assist customer calling the Claims Help line</b>	
	<b>Claims Data Entry / Screening</b>	<b>Data entry claims</b>	
		<b>Adjustment corrections to claims N-FOCUS billing document</b>	
<b>Additional Comments:</b>			

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

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