



PROGRAM INSTRUCTION

SUA-20-PI-40

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TO: Area Agency on Aging Directors

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SUBJECT: AAA Partner Security Request Guidelines

CONTENT: Area Agencies on Aging (AAAs) subaward or contract with other organizations. These organizations can include, but are not limited to:

- [non-AAA] Program coordinators
- Aging & Disability Resource Center partners
- Senior centers

These organizations will be referred to as an AAA partner. It may be beneficial for an AAA partner to be granted access to State Unit on Aging (SUA) managed software. This document outlines the process for AAA partners to request access to SUA managed software. Requesting access does not guarantee access will be granted.

1. The AAA partner must have a sponsoring agency. The sponsoring agency must be an Area Agency on Aging.
2. The AAA partner must have a clearly documented reason for access. The sponsoring agency must have legally binding documentation (contract or subaward) with the AAA partner that details the need for AAA partner access. This is subject to SUA approval.
3. The AAA partner will submit a signed External Partner Confidentiality form and a security request form to the sponsoring agency. The sponsoring agency will review the documents for accuracy and if acceptable, submit the forms to the SUA security administrator.

This guidance document is advisory in nature but is binding on an agency until amended by such agency. A guidance document does not include internal procedural documents that only affect the internal operations of the agency and does not impose additional requirements or penalties on regulated parties or include confidential information or rules and regulations made in accordance with the Administrative Procedure Act. If you believe that this guidance document imposes additional requirements or penalties on regulated parties, you may request a review of the document.

4. The SUA security administrator will review submitted documentation. The SUA security administrator will communicate the outcome to both the AAA partner and the sponsoring agency.

The sponsoring agency will be responsible for training the AAA partner. The sponsoring agency will also ensure that the AAA partner uses their access appropriately.

Security requests to terminate access must be submitted in a timely manner. This is a security risk. Failure to report access terminations in a timely manner may result in the AAA partner organization's loss of access.

Contact Amy Hochstetler at (402) 471-4781 or Gene Hogan at (402) 471-4795, or via email at dhhs.aging@nebraska.gov for the current security request forms.