

DHHS CFS Families Matter Contractor Staff

N-FOCUS Access Request Checklist

Instructions:

Access to N-FOCUS must be based on the tasks performed by the individual. It is the role of the direct supervisor for this external staff member to complete and sign the DHHS External Staff N-FOCUS Access Request Checklist. The Checklist will be used by N-FOCUS security staff to assign the appropriate level of security based on assigned duties. This form is designed to handle standard job classifications and is separated by general tasks performed for Program Areas that require Reform Contractor staff to use N-FOCUS. If the individual performs a job activity that requires access not on the checklist, enter a description in the job activity in the "Job Activity Not Listed section".

The completed and signed DHHS N-FOCUS Access Request Checklist must be submitted to your DHHS CFS contact along with the user's completed and signed DHHS External Access Confidentiality Statement (see instructions in the External Access packet on where to send the completed forms). Your CFS Contact will submit the documentation to the N-FOCUS security staff for processing. Access requests will not be submitted until both the completed and signed DHHS External Staff N-FOCUS Access Request Checklist and DHHS External Access Confidentiality Statement are received.

Position: New ____ Change ____ **Date:** _____ **Organization:** _____

Name: _____ **Position Title:** _____

Program Area	Job Category	Job Activity	Yes X
Contracted Case Management	Support Staff/Case Aid	Enter data for Child Welfare and Juvenile Services case information	
	Family Permanency Specialist	Document case management, view service authorizations, and view provider information.	
	Family Permanency Supervisor	Supervise Family Permanency Specialist.	
	Family Permanency Manager or Administrator	Manage Contracted Case Management. Supervise Family Permanency Supervisors.	
Resource Development	Resource Developer	Document home study information and perform resource development and or licensing functions for Child Welfare and Juvenile Services.	
	Supervisor	Supervise Resource Development Staff	
Services Oversight	CQI or QA	QA review of case management information for Child Welfare and Juvenile Services documentation.	
	Clinical Services Staff	Document clinically relevant information in Child Welfare and Juvenile Services case files.	
	Clinical Services Staff Supervisor	Review, update clinically relevant documentation in Child Welfare and Juvenile Services case files Services Oversight and Supervision	
Administrative Oversight	Finance / Accounting Staff	Review payment authorizations for authorized services.	
	Finance / Accounting Staff Supervisor	Oversees processes and identify system issues. Monitors work of service staff. Supervise F/A staff	
	Finance / Accounting Manager, CFO	Oversee and monitor contracts payment and financial requirements.	
	Organization CEO, COO, President	Oversee all service delivery and contract performance Need to resolve billing discrepancies and pull aggregate reports from Child Welfare and Juvenile Services. Read only. Review Authorizations	
	Staff Training Instructor	Train new staff	
Job Activity Not Listed (enter all that may apply or InfoView groups)			

Supervisor Signature: _____ (Print Name) _____

DHHS CFS Access Approval Signature: _____

DHHS CFS Access Denied Signature: _____