

Supervisors Guide - N-FOCUS Role Based Access

Out-of-Home Reform Contractors

Access Request Checklist

Justification

State and federal safeguard regulations require access to N-FOCUS must be based on the job tasks performed by the individual. To meet this requirement the direct supervisor must complete, sign, and submit the N-FOCUS Access Request Checklist before appropriate access can be assigned to an individual. The checklist is required for new hires and anytime there is a change in the assigned duties to any employee with access to N-FOCUS. The checklist will also be used perform an annual review of all access to the N-FOCUS system.

Checklist Instructions

The DHHS CFS Out-of-Home Reform Contractor Staff N-FOCUS Access Request Checklist is available from your DHHS CFS business contact. The checklist is divided into five Program Areas defining job categories and job activities designed to assign appropriate access levels for job functions regardless of the position title used by your organization. Each job activity corresponds to a defined access role in the N-FOCUS system. The Checklist must be completed, signed, and submitted along with the signed confidentiality statement to your DHHS business contact. NFOCUS security personnel will use the checklist to assign an appropriate security access level for assigned job activities. Follow these four steps to complete the checklist.

1. Enter Date of the request, the individual's name, organization name, and organizations position title in the space provided. All fields must be completed. Incomplete forms will delay processing your request.
2. Review the Job Categories and place a checkmark next to the job activity that best represent the work activity performed by the individual.
3. If the individual performs a job activity that requires access not listed on the checklist, enter a Job Category and Job Activity description in the Job Activity Not Listed fields. Include all additional activities performed by this individual that require N-FOCUS Access. Predefined N-FOCUS access levels on this checklist were developed specifically to meet requirements of the Out-of-Home Reform contracts. Before using this option contact your DHHS CFS contact to confirm these activities have been reviewed and approved as part of your contract. N-FOCUS security personnel will review the activities provided and assign the appropriate access level.
4. Upon completing and signing the DHHS Out-Of-Home N-FOCUS Access Request Checklist, send the completed and signed checklist along with the signed confidentiality statement to your DHHS CFS contact. It is required that you keep a copy of the signed document for your records.

Annual Review

To meet state and federal security safeguard requirements, all individuals with access to N-FOCUS must have their access level reviewed **annually**. On the anniversary date of your N-FOCUS application, an N-FOCUS Annual Access Review report listing all of your organizations staff with access to N-FOCUS will be sent to your organization. Your organization will have 30 days to complete a review of the current job activities to the activities checked on the original N-FOCUS Access Request Checklist of each individual listed on the report, perform one of the three actions listed below, and note the action taken in the appropriate field on the report. Upon completion of the review, the updated N-FOCUS Annual Access Review report must be returned to your DHHS CFS contact. Annual reports will be kept on file and made available to state and federal auditors at their request to insure annual reviews are completed timely.

1. If no changes occurred, add the date of your review to the DHHS CFS Out-of-Home Reform Checklist and return it to their file for use in the next annual review and check the **No Change** field on the report.
2. If a change has been made to their job activities listed on the checklist, complete and sign a new DHHS CFS Out-of-Home Reform Contractor Staff N-FOCUS Access Request Checklist and submit the checklist to your DHHS CFS contact. Check the **Access Updated** field on the Annual N-FOCUS External Access Review Report. Note any comments you determine are necessary.
3. If an individual listed on the report no longer works for your organization, a termination request must be sent to your DHHS CFS contact and check the **Access Terminated** field on the report. Note any comments you determine are necessary.