

DHHS Internal Staff

N-FOCUS Access Request Checklist - Child Welfare, Juvenile & Adult Protective Services

Instructions:

Complete and sign the DHHS Internal Staff N-Focus Access Request Checklist and give to your designated Security Administrator. Security Administrators are not permitted to complete the form 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/job activity. If the individual performs a job activity not listed on the applicable checklist enter a description of the job activity and needed access 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	Unit	Job Category	Job Activity/Access	YES (X)	Contact
Children and Family Services	Child Protection & Safety	Protection and Safety	Administrator II	<ul style="list-style-type: none"> Needs inquiry access to Child Welfare data 		Greg Bockmeier/Harder
			Administrative Assistant	<ul style="list-style-type: none"> Creates service provider authorizations for Child Welfare contract services and Medicaid services paid through NFOCUS Inquiries status review for Claims, Service Organizations, Service Approvals, and CFS program master cases. 		
			Staff Assistant II/I	<ul style="list-style-type: none"> Creates service provider authorizations for Child Welfare contract services and Medicaid services paid through NFOCUS Inquiries status review for Claims, Service Organizations, Service Approvals, and CFS program master cases. 		
			Support Staff/Administrative Staff <i>***only select one job activity***</i>	<ul style="list-style-type: none"> Need only inquiry into Child Welfare, Adult Protective Services and Juvenile Services intake and case information <i>*Vital Stats access must be specifically requested in the additional comments area</i> Conduct background checks on the APS/CPS Central Registry including both N-Focus and Web-Registry <i>*Vital Stats access must be specifically requested in the additional comments area</i> Enters or updates information in N-Focus on behalf of workers or supervisors <i>*Vital Stats access must be specifically requested in the additional comments area</i> 		
			APS/CPS- CFS Administrators	<ul style="list-style-type: none"> Provides administrative supervision to Child and Adult Protective Services Units 		
			CFS Supervisors	<ul style="list-style-type: none"> Supervise Child and Family Services Specialists 		
			CFS Specialists	<ul style="list-style-type: none"> Assesses Adult and Child Abuse/Neglect reports or provides ongoing CFS case management services 		
			CFS Outcome Monitors	<ul style="list-style-type: none"> Provide oversight, monitoring and approval of specific tasks assigned to the Lead Contractor Case Managers 		
			CFS Program Accuracy Specialists	<ul style="list-style-type: none"> Reviews cases related to Child Welfare and Adult Protective Services Functions 		
			Hotline CFS Supervisors and Administrators	<ul style="list-style-type: none"> Provides supervision to the Child and Adult Abuse and Neglect Hotline 		
		Hotline CFS Specialists	<ul style="list-style-type: none"> CFS Specialists who enter/register Child or Adult Abuse/Neglect reports - Intake 			
		Hotline Staff Support Staff	<ul style="list-style-type: none"> Support staff assisting enter/register Child or Adult Abuse/Neglect reports - Intake 			
		Contract Management	Service Delivery Administrator Resource Development Supervisor	<ul style="list-style-type: none"> Supervises Resource Development Workers who contract for Foster Care service providers Needs ability to add/update Service Organizations, Service Approvals, and Service Authorizations Needs Inquiry access to claims <i>*DMV access must be specifically requested in additional comment area</i> 		Ross Manhart
			Resource Development Worker	<ul style="list-style-type: none"> Contracts Foster Care service providers. Needs ability to add/update Service Organizations and Service Approvals Needs Inquiry access to claims <i>*DMV access must be specifically requested in additional comment area</i> 		
			Accountant II	<ul style="list-style-type: none"> Supervises Accounting Clerks and Eligibility Technicians Creates service provider authorizations for Child Welfare contract services and Medicaid services paid through NFOCUS Inquiries status review for Claims, Service Organizations, Service Approvals, and CFS program master cases. 		
			Accounting Clerk II Accounting Clerk I	<ul style="list-style-type: none"> Creates service provider authorizations for Child Welfare contract services and Medicaid services paid through NFOCUS Inquiries status review for Claims, Service Organizations, Service Approvals, and CFS program master cases. 		
			Eligibility Technician	<ul style="list-style-type: none"> Creates alerts, narratives, correspondence, assignments, verification request tracking, add-image, and change reports. Authorizes reimbursements for the WI CC program and child care services for the Without Regard to Income. Opens, closes, and runs budgets. Scans documents into NFOCUS. Inquires: alerts, electronic/paper applications, document imaging, position, staff, interfaces, narratives, correspondence, assignments, verification request tracking, search image, eligibility summary, and reports. 		
		Foster Care Licensing	Service Delivery Administrator Resource Development Supervisor	<ul style="list-style-type: none"> Adds and updates Service Approvals Inquires Service Organizations, Service Authorizations and Claims Needs access to assign intakes and view reporter Needs access to extend emergency approval and foster care licensing <i>*DMV access must be specifically requested in additional comment area</i> 		Service Area Administrator
			Resource Development Worker	<ul style="list-style-type: none"> Adds and updates Service Organizations and Service Approvals Inquires Service Authorizations and Claims Needs access to assign intakes and view reporter <i>*DMV access must be specifically requested in additional comment area</i> 		
			Interstate Compact on the Placement of Children (ICPC)	<ul style="list-style-type: none"> Inquires Service Organizations, Service Approvals, Service Authorizations, and Claims Creates narratives 		
			Case Aide Staff Assistant I	<ul style="list-style-type: none"> Performs background checks for agencies Loads Organizations Loads on to document imaging Verifies citizenship Needs inquiry to APS & CPS <i>*DMV access must be specifically requested in additional comment area</i> <i>* If applicable, indicate in additional comment area if access is needed to Additional Detail Button</i> 		

Division	Section	Unit	Job Category	Job Activity/Access	YES (X)	Contact
CFS	Child Protection & Safety	Foster Care Income Maintenance (IMFC)	Service Delivery Administrator Income Maintenance Supervisor	<ul style="list-style-type: none"> Supervises IMFC workers Creates service authorizations for Foster Care services, Adoptions, and Subsidized Guardianships. 		Nanette Simmons
			Income Maintenance (IMFC) Worker Income Maintenance Trainee	<ul style="list-style-type: none"> Determines IV-E eligibility for state wards Creates service authorizations for Foster Care services, Adoptions, and Subsidized Guardianships. 		
			Program Specialist	<ul style="list-style-type: none"> Inquiries into Economic Assistance case information Updates Intakes Performs specialized program <i>*Include needed access for specific program specialist in the additional comment section.</i> 		
			Case Aide	<ul style="list-style-type: none"> Inquiries into Economic Assistance case information Assigns program cases to IMFC workers 		
		YRTC'S	YRTC Support Staff	<ul style="list-style-type: none"> Need only inquiry into Child Welfare, Adult Protective Services and Juvenile Services intake and case information along with the ability to create YRTC narratives. 		
			YRTC Administrator/Case Manager Supervisor	<ul style="list-style-type: none"> Supervises Child and Family Services YRTC Case Managers 		
			YRTC Case Aide	<ul style="list-style-type: none"> Enter/register youth information into case files 		
			YRTC Case Manager	<ul style="list-style-type: none"> Provides CFS case management services for Youth at YRTC - Ongoing 		
Additional Comments						

Supervisor Signature: _____

Annual Review Date(s): _____