

Supervisors Guide –N-FOCUS Role Based Access Profile Assignment for Internal Staff

Access to N-FOCUS is based on the job tasks performed by the individual. The direct supervisor must complete, sign and submit the N-FOCUS Access Request Checklist before appropriate access will be assigned. Use of the checklist is required for new hires as well as when there is a change in assigned duties. The Checklist will be used by the DHHS Help Desk and N-FOCUS security staff to assign the appropriate level of security and as documentation to meet safeguard requirements. **Modeling access after other staff member access is no longer acceptable.**

THE DIRECT SUPERVISOR IS RESPONSIBLE FOR COMPLETING THE N-FOCUS ACCESS REQUEST CHECKLIST.

The Checklist is available on the DHHS Employee Intranet, Employee Resources page under the NFOCUS Specific link. The checklist is divided into nine Program Areas detailing job categories and job activities designed to handle the majority of functions performed by job category. The checklist can accommodate staff positions when an individual performs multiple job activities for more than one program area.

Each job activity corresponds to a defined access role in the N-FOCUS system. By checking the appropriate job activity or activities, the individual will be assigned the appropriate N-FOCUS access role(s). Using the checklist, the N-FOCUS security staff will determine an appropriate security access level for assigned job activities.

DHHS Staff Requests

1. Enter Date, NIS ID, Program Area and staff member's name and job title. For individuals assigned to you but who do not have a NIS ID, enter their job status (i.e. intern, volunteer, temp, SOS). For staff that work for two different program areas, enter the program area requesting the access.
2. Review the Job Categories and place a checkmark next to the job activity or activities that best represent the NFOCUS activity performed by this individual.
3. If the individual performs a job activity that requires access to N-FOCUS not listed on the checklist, enter a description of the activity in the Job Activity Not Listed row of the table. List all additional activities performed by this individual. N-FOCUS security personnel will review the activities provided and assign the appropriate access level.
4. Upon completing and signing the DHHS Internal Staff N-FOCUS Access Request Checklist, give the completed form to your security administrator. It is recommended you either keep a copy of the signed document for your records or ask the signed copy be returned to you for your files for use in your annual review process as defined below. The security administrator is limited to completing the Help Desk on-line security access request, sending the request to the DHHS Help Desk and coordinating the process with the DHHS Help Desk.
5. Security Administrators are instructed to return the signed worksheet to you for use in your annual review.

Your Security Administrator has been instructed not complete the form on your behalf or make any decisions about access. Security administrators are instructed to forward any incomplete or unsigned requests to DHHS HelpDesk/N-FOCUS security staff who will contact you directly about completing the form. No access will be assigned until you submit a completed signed checklist. Failing to do so will only delay access for your staff.

Annual Review

To meet state and federal security safeguard requirements, each individual with access to N-FOCUS must have their access level reviewed on an annual basis. It is recommended you store your signed checklist in your employee's file and complete the review at the same time you complete your staff member's annual performance evaluation. Access review is a simple process of comparing their current job activities to the activities checked on their N-FOCUS Access Request Checklist. If there have been any changes to their job activities, complete and sign a new checklist and submit the checklist to your security administrator. If there are no changes, add the date of your review to the checklist and return it to their file for next years review. It is important to maintain the updated checklists as state and federal auditors may make periodic reviews to ensure annual reviews are completed timely.