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CFSR: _____
Board: _____
Other: _____

Review Date: 7/19

Review Responsibility: Director of SACWIS Administration

FCCS PROCEDURE

NO.: 12E.2

**SUBJECT: REQUESTING ADDITIONAL
SECURITY ROLES IN SACWIS**

Approved by: Executive Council

Effective Date: April 1, 2013

Date(s) of Revision: Jul 20, 2016

Responsible for Implementation: All Staff

Requesting Additional Security Roles in SACWIS

All employees who were granted access to the Statewide Automated Child Welfare Information System (SACWIS) were granted the default security roles associated with their job. If they need additional security roles in order to perform their job then their supervisor must request these roles on their behalf. Security roles may be granted permanently or for a temporary assignment.

While all role assignments are based on worker need, some require special cause before they can be granted to an employee. They include, but are not limited to:

- SSN Administrator (See Section 12E.6)
- Restrict/Unrestrict Cases (See Section 12E.3)
- All roles associated with private agencies
- Staff Administrator

Procedures:

Requesting Additional Security Roles in SACWIS

- 1) The worker's supervisor requests additional role(s) by contacting the IT Service Desk at ITServiceDesk@fccs.us or by calling 275-2534.
 - a) The request should include an explanation for why the worker needs the additional security role.

- 2) A help desk ticket will be generated and e-mailed to the requester.
- 3) The FCCS SACWIS Administrator will review the request to ensure it complies with all governing policies.
- 4) The FCCS SACWIS Administrator will grant the requested security role(s).
- 5) The FCCS SACWIS Administrator will notify the worker and their supervisor that the security role(s) has been granted.

Employee Transfers:

- 1) See policy 12E.4 in the Policies and Procedures Manual.