



# Iowa Department of Human Services

Terry E. Branstad  
Governor

Kim Reynolds  
Lt. Governor

Charles M. Palmer  
Director

October 4, 2013

## GENERAL LETTER NO. 1-C-AP-20

ISSUED BY: Bureau of Network Support  
Division of Data Management

SUBJECT: Employees' Manual, Title 1, Chapter C, **CONFIDENTIALITY AND RECORDS APPENDIX**, form 470-2078, *Electronic Security Information*, revised.

### Summary

Chapter 1-C Appendix is revised to add the *ELIAS Security Access Request* to form 470-2078, *Electronic Security Information*. A checkbox has been added to grant permission to the ELIAS application on the form that authorizes network and mainframe access.

To request access to ELIAS, check the ELIAS box under "CHECK REQUESTS." A separate form, *ELIAS Security Access Request*, will appear when the required forms are generated. Select the applicable box on the *ELIAS Security Access Request* for the level of access needed.

### Effective Date

Immediately.

### Material Superseded

This material replaces Employees' Manual, Title 1, Chapter C, Appendix, form 470-2078, dated 7/05.

### Additional Information

Refer questions about this general letter to your area income maintenance administrator, area service administrator, regional collections administrator, your institution's privacy official, or the Department's Security and Privacy Office.



## Mainframe Authorization Request

State Employee: **Yes**

Date: 10/1/2013

CICS/NES User ID (If known)	User's Name
Service Area/Institution/Bureau	Work Location Address
Work Duties	

**Instructions:** Check each group of CICS transactions you need access to. If any transactions you need are not shown, enter their four character identifiers next to OTHER.

- |                                                                                                                                                              |                                                                                                                                                               |                                                                                                                                                                                                                                                                                                               |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> ISS3                                                                                                                                | <input type="checkbox"/> ISS4                                                                                                                                 | <input type="checkbox"/> ISS5                                                                                                                                                                                                                                                                                 |
| <input type="checkbox"/> CICST001 Public Assistance<br>ABCT DCAS EMAA EMAB EMAE<br>EMAH EMAS ICSC ISSV JOBS<br>OLRG PROV SPAD WKER<br>IABC View<br>XABC View | <input type="checkbox"/> CICST014 Time Study<br>STS                                                                                                           | <input type="checkbox"/> CICST020 Appeals<br>SSAI SSAN SSAP                                                                                                                                                                                                                                                   |
| <input type="checkbox"/> CICST002 Public Purchase of Services<br>POSS View<br>SSRS View<br>KACT View                                                         | <input type="checkbox"/> CICST022 Recoupment<br>OVCD OVCI OVDI OVLB OVNA OVNN<br>OVNS OVPI OVPR OVPT OVPY                                                     | <input type="checkbox"/> CICST041 ACAN View<br><input type="checkbox"/> CICST042 PADX<br><input type="checkbox"/> CICST045 DCPD<br><input type="checkbox"/> CICST046 FACS<br><input type="checkbox"/> CICST047 STAR - DOB<br><input type="checkbox"/> CICST048 VCAR<br><input type="checkbox"/> CICST049 HRIS |
| <input type="checkbox"/> CICST003 MMIS SDXD KACT HIMM                                                                                                        | <input type="checkbox"/> CICST060 PRIE (Payroll)<br><input type="checkbox"/> CICST061 PAYN-Bond (Payroll)<br><input type="checkbox"/> CICST063 PAYL (Payroll) |                                                                                                                                                                                                                                                                                                               |
| <input type="checkbox"/> CICST005 Automated Deposit<br>EBTS                                                                                                  | <input type="checkbox"/> CICST070 BDGT (Agency # )                                                                                                            |                                                                                                                                                                                                                                                                                                               |
| <input type="checkbox"/> CICST006 IEVS                                                                                                                       | <input type="checkbox"/> Other (specify):                                                                                                                     |                                                                                                                                                                                                                                                                                                               |
| <input type="checkbox"/> CICST007 ICER<br><input type="checkbox"/> CICST008 FACS (IM Only)                                                                   |                                                                                                                                                               |                                                                                                                                                                                                                                                                                                               |
| <input type="checkbox"/> CICST010 ICER (CSRU only)                                                                                                           |                                                                                                                                                               |                                                                                                                                                                                                                                                                                                               |
| <input type="checkbox"/> CICST012 (IM & Service Worker)<br>ICAR                                                                                              |                                                                                                                                                               |                                                                                                                                                                                                                                                                                                               |
| <input type="checkbox"/> CICST013 (CSRU only)<br>PIEX ICAR                                                                                                   |                                                                                                                                                               |                                                                                                                                                                                                                                                                                                               |

**Double click HERE to generate required Mainframe forms.**

**Medicaid Systems Authorization Request**

Date: 10/1/2013

CICS/NES User ID (If known)	User's Name
Service Area/Institution/Bureau	Work Location Address
Work Duties	

<b>SYSTEM/FUNCTION</b>	<b>PRODUCTION</b>	<b>TEST Central Office Only</b>	<b>QA Central Office Only</b>
SSNI – Inquiry with PHI	<input type="checkbox"/> TXIXP101	<input type="checkbox"/> TXIXT101	<input type="checkbox"/> TXIXQ101
SSNI – Inquiry No PHI	<input type="checkbox"/> TXIXP102	<input type="checkbox"/> TXIXT102	<input type="checkbox"/> TXIXQ102
SSNI – QA staff – U	<input type="checkbox"/> TXIXP103	<input type="checkbox"/> TXIXT103	<input type="checkbox"/> TXIXQ103
SSNI – QA staff – A	<input type="checkbox"/> TXIXP104	<input type="checkbox"/> TXIXT104	<input type="checkbox"/> TXIXQ104
SSNI – Central Office IT staff	<input type="checkbox"/> TXIXP105	<input type="checkbox"/> TXIXT105	<input type="checkbox"/> TXIXQ105
SSNI – Central Office IT staff	<input type="checkbox"/> TXIXP106	<input type="checkbox"/> TXIXT106	<input type="checkbox"/> TXIXQ106
PRSM – Inquiry	<input type="checkbox"/> TXIXP151	<input type="checkbox"/> TXIXT151	<input type="checkbox"/> TXIXQ151
PRSM – QA staff	<input type="checkbox"/> TXIXP153	<input type="checkbox"/> TXIXT153	<input type="checkbox"/> TXIXQ153
MEPD – Inquiry	<input type="checkbox"/> TXIXP201	<input type="checkbox"/> TXIXT201	<input type="checkbox"/> TXIXQ201
MEPD – RETR update	<input type="checkbox"/> TXIXP204	<input type="checkbox"/> TXIXT204	<input type="checkbox"/> TXIXQ204
MEPD – Central Office IT staff	<input type="checkbox"/> TXIXP205	<input type="checkbox"/> TXIXT205	<input type="checkbox"/> TXIXQ205
MEPD – QA staff	<input type="checkbox"/> TXIXP206	<input type="checkbox"/> TXIXT206	<input type="checkbox"/> TXIXQ206
SSBI – Inquiry with PHI	<input type="checkbox"/> TXIXP301	<input type="checkbox"/> TXIXT301	<input type="checkbox"/> TXIXQ301
SSBI – Inquiry No PHI	<input type="checkbox"/> TXIXP302	<input type="checkbox"/> TXIXT302	<input type="checkbox"/> TXIXQ302
SSBI – Update	<input type="checkbox"/> TXIXP303	<input type="checkbox"/> TXIXT303	<input type="checkbox"/> TXIXQ303
DDM operations staff	<input type="checkbox"/> TXIXP999	<input type="checkbox"/> TXIXT999	<input type="checkbox"/> TXIXQ999

## NETWORK SHARE REQUEST

Date: 6/15/2004

### What is a Share?

A Share is either an **individual** (private) or **group** (shared) directory. When an individual share is established, no other user can access that directory. When a group share is established, only users in the group share have access to that shared directory. However, the users in that group share may have different rights, etc., read only or full control.

Check the **status bar** in the lower left-hand corner of your screen on any field for instructions or press **PF1 for HELP** for more information concerning that field. If you have questions, please contact the Customer Service Support Center at (515) 281-4694.

### NOTE: ALL FIELDS IN THIS SECTION MUST BE COMPLETED

<b>Share Leader</b>	<b>Telephone Number</b> (   )	<b>Date Needed</b> (Allow 5 working days upon DDM receipt for processing.)				
<b>Network Logon ID</b> (If known)	<b>Server Name</b>					
<b>Share Name</b> (8 characters maximum)	<b>Share Description</b> (15 characters)					
<b>Type of Share:</b> (Choose one)						
<input type="checkbox"/> Individual (Private)		<input type="checkbox"/> Group (Shared Directory)				
<b>Space Need:</b>						
<input type="checkbox"/> 10 mg. ( <i>normal</i> )		<input type="checkbox"/> 20 mg.		<input type="checkbox"/> 30 mg.		
<input type="checkbox"/> 40 mg.		<input type="checkbox"/> Other ( <i>specify amount</i> )				
<input type="checkbox"/> Add (New Share)		<input type="checkbox"/> Delete (Remove Share)		<input type="checkbox"/> Modify (Add/Delete/Change)		
User/Group Name	Network Logon	Add	Change	Delete	Read Only	Full Control
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# Network Remote Access Authorization Request

State Employee: **Yes**

Date: 10/1/2013

Employee Name ,	Network Logon ID (If known)
Service Area/Institution/Bureau	Office/Work Phone Number ( )
Work Location Address	
Company Name (Non-DHS)	Company Phone (Non-DHS) Number: ( )

## TYPES OF ACCESS

- Access to servers                       Access to mainframe
- All
- Specific servers:
- 1.
  - 2.
  - 3.

## IMPORTANT INFORMATION – PLEASE READ CAREFULLY

Please be advised that you must work closely with DDM/Bureau of Institution and Network Support to set-up Remote Access Services (RAS). Several options are available. This includes dial back capabilities, full Wide Area Network functionality, and mainframe applications. Use of RAS is to be work-related **ONLY** as will be explained by your supervisor. At this time, **state equipment only**.

### UPON APPROVAL:

**Field** – Bring your laptop to your ITS so the hardware can be reviewed and software can be installed. The ITS will work with the Division of Data Management in getting the Remote Access set up on your computer.

**Central Office** – Bring your laptop to the Customer Service Support Center, Hoover Building, 1st Floor NW.

Iowa Department of Human Services  
**ICAR DATABASE REQUEST**

Date: 6/15/2004

<b>USER INFORMATION</b>			
CICS/NES User ID (If known)	Name (First)	(Middle)	(Last)
Date of Birth			
Department		Phone Number ( )	
Authorized By			
<input type="checkbox"/> <b>PRODUCTION</b>			
<input type="checkbox"/> 20 <input type="checkbox"/> 24	Application:		OLQ
Indicate Action Add New ID	<input type="checkbox"/> ICAR <input type="checkbox"/> ICER	YES	IDD (Display only) YES
	<input type="checkbox"/> Other:	Default Printer (Optional)	
Security Classes		Model User	
Subschemas		Default DBNAME	
Qfiles		Default Dictionary	
<input type="checkbox"/> <b>TEST</b>			
<input type="checkbox"/> 22 <input type="checkbox"/> 23	Application:		OLQ
Indicate Action Add New ID	<input type="checkbox"/> ICAR <input type="checkbox"/> ICER	YES	IDD (Display only) YES
	<input type="checkbox"/> Other:	Default Printer (Optional)	
Security Classes			
Subschemas			
Qfiles			
<input type="checkbox"/> <b>ASF</b>			
Indicate Action Add New ID	ASF Tables		Program Tools (IDD, OLM, etc) YES
	Row Level Security		Default Printer (Optional)
<input type="checkbox"/> <b>QUALITY ASSURANCE</b>			
<input type="checkbox"/> 29	Security Classes		
Indicate Action Add New ID			

**FACS DATABASE REQUEST**

Date: 6/15/2004

<b>USER INFORMATION</b>					
DB ID (worker ID for the FACS system)		CICS/NES User ID (If known)		Department	
Name (First)	(Middle)	(Last)		Phone Number ( )	
Contractor Company			Group/Task		
Authorized By			Information Change Only		
<b>Optional:</b>					
Model User			Default Printer		
Default Directory			Default DBNAME		
<b>USE SEPARATE SECTION FOR EACH CV</b>					
Production:	<input type="checkbox"/> 20	<input type="checkbox"/> 24	<input type="checkbox"/> Add New ID	Programming Tools:	OLQ:
Test:	<input type="checkbox"/> 22	<input type="checkbox"/> 23	<input type="checkbox"/> Modify Existing ID	YES	YES
QA:	<input type="checkbox"/> 29		<input type="checkbox"/> Delete Existing ID	Update	
<b>Security Classes:</b>	Add Remove				
<b>Subschemas:</b>	Add Remove				
<b>Qfiles:</b>	Add Remove				
Production:	<input type="checkbox"/> 20	<input type="checkbox"/> 24	<input type="checkbox"/> Add New ID	Programming Tools:	OLQ:
Test:	<input type="checkbox"/> 22	<input type="checkbox"/> 23	<input type="checkbox"/> Modify Existing ID	YES	YES
QA:	<input type="checkbox"/> 29		<input type="checkbox"/> Delete Existing ID	Update	
<b>Security Classes:</b>	Add Remove				
<b>Subschemas:</b>	Add Remove				
<b>Qfiles:</b>	Add Remove				
Production:	<input type="checkbox"/> 20	<input type="checkbox"/> 24	<input type="checkbox"/> Add New ID	Programming Tools:	OLQ:
Test:	<input type="checkbox"/> 22	<input type="checkbox"/> 23	<input type="checkbox"/> Modify Existing ID	YES	YES
QA:	<input type="checkbox"/> 29		<input type="checkbox"/> Delete Existing ID	Update	
<b>Security Classes:</b>	Add Remove				
<b>Subschemas:</b>	Add Remove				
<b>Qfiles:</b>	Add Remove				



**ELIAS Security Access Request**

Date: 10/1/2013

CICS/NES User ID (If known)		Employee Name
Office/Work Phone Number ( )		Work Location Address
<b>ELIAS Security Level</b>	<b>Please Check the Desired Level of Access</b>	<b>Security Access Description</b>
Eligibility Staff	<input type="checkbox"/>	Access to all case information pages, view child care related pages, view employment services pages, run EDBC, and view recovery account pages.
Eligibility Supervisor	<input type="checkbox"/>	Access to all case information pages, view child care related pages, view employment services pages, run EDBC, and view recovery account pages. Can run reports and use performance analysis pages.
Executive	<input type="checkbox"/>	View all ABMS pages plus run reports and view performance analysis pages.
Quality Control Staff	<input type="checkbox"/>	Access to search, create, update, and monitor quality review and quality control pages, view case information pages, view child care pages, view employment services pages, view payment pages, view recovery account pages, and view overpayment pages.
Quality Control Supervisor	<input type="checkbox"/>	Access to search, create, update, and monitor quality review and quality control pages, view case information pages, view child care pages, view employment services pages, view payment pages, view recovery account pages, and view overpayment pages. Can run reports, search, view, and create performance analysis pages.
System Administrator	<input type="checkbox"/>	Have all rights on all pages in the system and can run all reports.
View Only	<input type="checkbox"/>	Access to view all pages in the system except pages that only have edit mode.