Iowa Department of Human Services

Electronic Security Information

☐ Add   ☐ Delete   Date: 10/1/2013

Change (Select type):   ☐ Security Information   ☐ Mainframe Access   ☐ LAN/WAN Access

User's Classification	Duties	County(s)	Worker No.(s)

CHECK REQUESTS

☐ CICS   ☐ DHS Network   ☐ Diversion   ☐ EBT View   ☐ IWD
☐ NES   ☐ Internet   ☐ ELIAS   ☐ EBT Update   ☐ Medicaid

CICS/NES User ID (If known)	Network Logon ID (If known)

User's Name (First)   (Middle)   (Last)

User's Office Phone Number ( )	User's Mother's Maiden Name
User's Social Security Number	Date of Birth

User's Supervisor Name	Worker No.
User's Supervisor E-Mail ID	Phone Number ( )

User's Department (Choose one): **DHS**

WORK LOCATION

Street	County	
City	State	Zip Code

State Employee Yes	State Employee's Payroll Number

If not a state employee, PLEASE select one of the following codes:

Code Description Not Applicable	If DHS Contractor, End Date Required

Mainframe Access	**LAN/WAN Access**
Application for: NES	☐ Share Request
☐ TSO ☐ CICS-IWD	☐ Remote Access Request (RAS)
Panvalet Access Code:	
☐ Production CICS ☐ Test CICS	

Double click HERE to generate required forms.

470-2078 (Rev. 9/13)

Iowa Department of Human Services

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.

☐ ISS3   ☐ ISS4   ☐ ISS5

☐ CICST001 Public Assistance
           ABCT DCAS EMAA EMAB EMAE
           EMAH EMAS ICSC ISSV JOBS
           OLRG PROV SPAD WKER
           IABC View
           XABC View

☐ CICST002 Public Purchase of Services
           POSS View
           SSRS View
           KACT View

☐ CICST003 MMIS SDXD KACT HIMM

☐ CICST005 Automated Deposit
           EBTS

☐ CICST006 IEVS

☐ CICST007 ICER
☐ CICST008 FACS (IM Only)

☐ CICST010 ICER (CSRU only)

☐ CICST012 (IM & Service Worker)
           ICAR

☐ CICST013 (CSRU only)
           PIEX ICAR

☐ CICST014 Time Study
           STS

☐ CICST020 Appeals
           SSAI SSAN SSAP

☐ CICST022 Recoupment
           OVCD OVCI OVDI OVLB OVNA OVNN
           OVNS OVPI OVPR OVPT OVPY

☐ CICST041 ACAN View
☐ CICST042 PADX
☐ CICST045 DCPD
☐ CICST046 FACS
☐ CICST047 STAR - DOB
☐ CICST048 VCAR
☐ CICST049 HRIS

☐ CICST060 PRIE (Payroll)
☐ CICST061 PAYN-Bond (Payroll)
☐ CICST063 PAYL (Payroll)

☐ CICST070 BDGT (Agency #   )

☐ Other (specify):

Double click HERE to generate required Mainframe forms.

470-2078 (Rev. 9/13)

Iowa Department of Human Services

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	

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

Iowa Department of Human Services

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

Share Leader	**Telephone Number** ( )	**Date Needed** (Allow 5 working days upon DDM receipt for processing.)
Network Logon ID (If known)	**Server Name**	
Share Name (8 characters maximum)	**Share Description** (15 characters)	

Type of Share: (Choose one)

☐ Individual (Private)   ☐ Group (Shared Directory)

Space Need:

☐ 10 mg. *(normal)*   ☐ 20 mg.   ☐ 30 mg.   ☐ 40 mg.   ☐ Other *(specify amount)*

☐ Add (New Share)   ☐ Delete (Remove Share)   ☐ Modify (Add/Delete/Change)

User/Group Name	Network Logon	Add	Change	Delete	Read Only	Full Control
,		☐	☐	☐	☐	☐
,		☐	☐	☐	☐	☐
,		☐	☐	☐	☐	☐
,		☐	☐	☐	☐	☐
,		☐	☐	☐	☐	☐
,		☐	☐	☐	☐	☐
,		☐	☐	☐	☐	☐
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,		☐	☐	☐	☐	☐
,		☐	☐	☐	☐	☐
,		☐	☐	☐	☐	☐
,		☐	☐	☐	☐	☐

470-4068 (6/04)

Iowa Department of Human Services

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.

470-2078 (Rev. 9/13)

Iowa Department of Human Services

ICAR DATABASE REQUEST

Date: 6/15/2004

USER INFORMATION			
CICS/NES User ID (If known)	Name (First)　　　(Middle)	(Last)	Date of Birth
Department		Phone Number (　　)	
Authorized By			

☐ PRODUCTION			
☐ 20　　☐ 24 Indicate Action Add New ID	Application: ☐ ICAR　　☐ ICER ☐ Other:	OLQ YES	IDD (Display only) YES
		Default Printer (Optional)	
Security Classes		Model User	
Subschemas		Default DBNAME	
Qfiles		Default Dictionary	

☐ TEST			
☐ 22　　☐ 23 Indicate Action Add New ID	Application: ☐ ICAR　　☐ ICER ☐ Other:	OLQ YES	IDD (Display only) YES
		Default Printer (Optional)	
Security Classes			
Subschemas			
Qfiles			

☐ ASF		
Indicate Action Add New ID	ASF Tables	Program Tools (IDD, OLM, etc) YES
	Row Level Security	Default Printer (Optional)

☐ QUALITY ASSURANCE	
☐ 29 Indicate Action Add New ID	Security Classes

Iowa Department of Human Services

FACS DATABASE REQUEST

Date: 6/15/2004

USER INFORMATION		
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
Optional:		
Model User		Default Printer
Default Directory		Default DBNAME

USE SEPARATE SECTION FOR EACH CV				
Production: ☐ 20 ☐ 24 Test: ☐ 22 ☐ 23 QA: ☐ 29		☐ Add New ID ☐ Modify Existing ID ☐ Delete Existing ID	Programming Tools: YES Update	OLQ: YES
Security Classes:	Add Remove			
Subschemas:	Add Remove			
Qfiles:	Add Remove			
Production: ☐ 20 ☐ 24 Test: ☐ 22 ☐ 23 QA: ☐ 29		☐ Add New ID ☐ Modify Existing ID ☐ Delete Existing ID	Programming Tools: YES Update	OLQ: YES
Security Classes:	Add Remove			
Subschemas:	Add Remove			
Qfiles:	Add Remove			
Production: ☐ 20 ☐ 24 Test: ☐ 22 ☐ 23 QA: ☐ 29		☐ Add New ID ☐ Modify Existing ID ☐ Delete Existing ID	Programming Tools: YES Update	OLQ: YES
Security Classes:	Add Remove			
Subschemas:	Add Remove			
Qfiles:	Add Remove			

Iowa Department of Human Services

ELIAS Security Access Request

Date: 10/1/2013

CICS/NES User ID (If known)	Employee Name ,
Office/Work Phone Number ( )	Work Location Address

ELIAS Security Level	Please Check the Desired Level of Access	Security Access Description
Eligibility Staff	☐	Access to all case information pages, view child care related pages, view employment services pages, run EDBC, and view recovery account pages.
Eligibility Supervisor	☐	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	☐	View all ABMS pages plus run reports and view performance analysis pages.
Quality Control Staff	☐	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	☐	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	☐	Have all rights on all pages in the system and can run all reports.
View Only	☐	Access to view all pages in the system except pages that only have edit mode.