

## User/Provider Deactivation Form

Return this form to

[iowaconnectedhelpdesk@idph.iowa.gov](mailto:iowaconnectedhelpdesk@idph.iowa.gov)

### Deactivate User/Provider Relowa Connect Help Deskquest

#### User/Provider Information

User/Provider Name: \_\_\_\_\_

Agency Name: \_\_\_\_\_ **CSA#** \_\_\_\_\_

Subcontracting Agency Name \_\_\_\_\_

Manager Requesting Deactivation: \_\_\_\_\_

### Date of Deactivation Requested

#### Date Deactivation is Needed

**\*\*Important-**Once a user or provider is deactivated, their name will no longer appear in the drop down list for owner or service provider. Make sure all data entry using this person as a service provider has been completed.

Last Date User/Provider will use the system: \_\_\_\_\_

Date User/Provider needs to be deactivated in the system: \_\_\_\_\_

#### **NOTICE:**

- You will no longer see their name in Iowa Connected (you will still see them on Reports)
- All activities assigned to the person being deactivated will need to be reassigned to your agency's pool or another staff member.
- For 1st Five or Maternal Health make sure to reassign the open cases for this person (Episodes with member status) update the owner only
- Make sure to enter ALL data with this person as an owner or service provider before submitting the deactivation form.

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