

## Process steps

<b>Title:</b>	ODHS OHA 090-003-08 Third Party Entity Approval for System Access Process
<b>Related to:</b>	ODHS OHA 090-003 Access Control Policy
<b>Effective date:</b>	06/06/2022

### Purpose

This document illustrates the process by which the Oregon Department of Human Services (ODHS) and the Oregon Health Authority (OHA) provide system access to agency information and networks for a third party entity.

### Applicability

This process applies to all ODHS|OHA staff including employees, volunteers, trainees, interns, as well as contractors and partners.

As keepers of the public trust, all agency employees have a responsibility to comply with state and agency policies, administrative rule, and state and federal law. The agency takes this responsibility seriously and failure to fulfill this responsibility is not treated lightly. Employees who fail to comply with state or agency policy, administrative rule, or state and federal law may face progressive discipline, up to and including dismissal from state service.

### Process Steps

1. The program shall determine if there is a need for a third party to access an ODHS|OHA agency network, information system, or data. A third party is an entity other than ODHS and OHA.
2. The program sponsor contacts the Information Exchange (InfoEx) program at [DHS|OHA.InfoEx@dhsoha.state.or.us](mailto:DHS|OHA.InfoEx@dhsoha.state.or.us). InfoEx is a unit of the Information Security and Privacy Office (ISPO), and is responsible for coordinating the access or exchange of information for third parties.
3. To determine if an access agreement is already in place, the program sponsor provides the InfoEx Coordinator the MSC 785 with the following:
  - a. Legal name of the third party
  - b. System or systems to be accessed
4. The InfoEx Coordinator reviews the identified need for access and determines whether an applicable access agreement exists.
  - a. If an access agreement exists, the InfoEx Coordinator provides the program with a copy of the agreement and associated MSC 0785 Third Party Information Access Request form.
  - b. If the access agreement has expired, the InfoEx Coordinator notifies the program that the agreement needs to be drafted, replaced, or renewed, depending on the circumstances.
5. If the request is for a new or renewed access agreement, a manager who has completed Workday ODHS|OHA Contract Administrator training and serving as the program sponsor, completes and submits the MSC 0785 form to the InfoEx program at [DHS|OHA.InfoEx@dhsoha.state.or.us](mailto:DHS|OHA.InfoEx@dhsoha.state.or.us). The MSC 0785 must contain the following information to be processed:

- a. The legal authority to share access. (Refer to program specific Oregon Administrative Rule (OAR), Oregon Revised Statute (ORS), or federal requirements)
  - b. Legal name of the third party (Refer to Oregon Secretary of State Business Registry or as applicable other states' registries)
  - c. Each system to be accessed, identified separately.
  - d. The business need for the access is detailed to include the reason for the access and the benefit to the agency.
6. If the submitted MSC 0785 form is incomplete, the InfoEx Coordinator responds with comments to the program sponsor.
  7. Upon receipt of a fully completed MSC 0785 form, the InfoEx Coordinator reviews the form.
    - a. If additional review is needed, the InfoEx Coordinator forwards the MSC 0785 form to the information system owners for review and approval of the role designation.
    - b. If the information system owner, the person accountable for the information created, transmitted, received, and processed by the specific system, denies the requested access, they document the decision on the MSC 0785 form and return it to the InfoEx Coordinator. The InfoEx Coordinator notifies the program of the denial.
    - c. If the request has been denied, the program sponsor may submit a revised request to the InfoEx Coordinator for review.
    - d. If further review is not needed, the InfoEx Coordinator drafts the necessary access agreement.
  8. The InfoEx Coordinator provides a draft copy of the access agreement to the third party to review and sign.
    - a. Once returned to the InfoEx Coordinator, the InfoEx Coordinator provides the third party's signed access agreement to the program sponsor for signature.
    - b. The program sponsor returns the signed access agreement to the InfoEx Coordinator.
  9. Upon receipt of the fully signed access agreement, the InfoEx Coordinator:
    - a. Executes the access agreement.
    - b. Assigns an access agreement number to it.
    - c. Provides a copy of the fully executed access agreement to the program and third party along with the approved final MSC 0785.
    - d. Provides a checklist to the program sponsor instructing them to:
      - A. Request individual access for third party employees using the Individual Access Request (IAR) 786 form and the access agreement number. (Refer to OHDS|OHA 090-003-05 User Access Process)
      - B. Conduct all applicable background checks and additional security documentation as required
      - C. Maintain records on all access granted and review that access annually.
  10. The executed access agreement requires review prior to the expiration date.
    - a. The InfoEx Coordinator contacts the program to review the access agreement for accuracy, and updates as needed.
    - b. The program sponsor returns the MSC 0785 to the InfoEx Coordinator to either renew the agreement in place, modify it, or terminate it.
  11. Prior to expiration of the access agreement, the InfoEx Coordinator contacts the program sponsor to review the MSC 0785 associated with the agreement, and updates as needed to reflect current status.

- a. Modifications regarding systems to be accessed require a new access agreement.
- b. If an access agreement is terminated, the program sponsor submits the Individual Access Request (IAR) 786 form and includes the access agreement number to terminate all individual access authorized under that access agreement.

## References

[OARs 407-014-0300 through 407-014-0320 Privacy and Confidentiality](#)

[OARs 943-014-0300 through 943-014-0465 Privacy and Confidentiality](#)

[National Institute of Standards and Technology \(NIST\) Special Publication \(SP\) 800-53 Rev. 5](#)

[ODHS|OHA 090-003-09 Third Party Entity Approval for System Access Process Map](#)

[ODHS|OHA 090-003-05 User Access Process](#)

[ODHS|OHA 090-003-06 User Access Process Map](#)

[2019 Statewide Information and Cyber Security Standards](#)

[Statewide Information Security Plan](#)

[Oregon Secretary of State Business Registry](#)

[ODHS|OHA-OCP-OC&P Essentials: Procurement Overview for Managers](#)

[DAS-PS-Contract Administration Training Certificate](#)

## Forms referenced

[MSC 0785 Third Party Information System Access Request](#)

[IAR 786 Individual Access Request](#)

## Related policies

[DAS 107-004-110 Acceptable Use of Information Assets](#)

[ODHS|OHA 090-003 Access Control Policy](#)

## Contact

Information Security and Privacy Office, Information Exchange Program  
(503) 945-6099

[DHSOHA.InfoEx@dhsoha.state.or.us](mailto:DHSOHA.InfoEx@dhsoha.state.or.us)

## Process History

Version 1 DHS|OHA 090-003-08 established 09/06/16

Version 2 DHS|OHA 090-003-08 revised 09/12/18

Version 3 ODHS|OHA 090-003-08 revised 06/06/2022

## Keywords

Access, access administrator, access agreement, contracts, exchange, Information Exchange, InfoEx, InfoEx Coordinator, information system owner, MSC 0785, program sponsor, third party

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