

Process steps

Title:	DHS OHA-090-003-05 User Access Process - Employees
Related to:	DHS OHA-090-003 Access Control Policy
Effective date:	10/28/15

Purpose

This document illustrates the step-by-step process by which the Department of Human Services (DHS) and the Oregon Health Authority (OHA) provide unique user identification and adds, modifies, moves, or deletes an individual employee’s user profile to create, alter, or remove access to agency information, networks, and email systems.

Process steps

1. After an individual’s background check is completed and approved, the manager or designee will:
 - a. Complete and submit the MSC 0109 to the Office of Human Resources.
 - b. Complete and submit the MSC 0786 to the Office of Information Services (OIS) Service Desk.
2. After the OIS Service Desk receives notification from the Office of Human Resources that the MSC 0109 has been processed, the OIS Service Desk will notify the network and email system administration teams to set up access.
3. To obtain a unique user identification (ID) for access to specific program information (RACF, TRACS, Oregon Access, MMIS, etc.):
 - a. The manager or designee will complete and submit the program specific Individual User Profile (IUP) form(s) to the data stewards.
 - b. Access will be set up based on the request.
 - c. The data stewards will maintain the forms.
4. The manager or designee will review system access profiles:
 - a. Annually; or
 - b. When an individual changes positions or work assignments.
5. When an individual is no longer employed, the manager or designee will complete and submit the following forms no later than the last working day:
 - a. MSC 0109 to the Office of Human Resources.
 - b. MSC 0786 to the OIS Service Desk.
 - c. Program specific IUP form(s) to the data stewards.
6. A report generated from the Office of Human Resources will be used by the OIS Service Desk to end network and email system access to those employees who no longer work for DHS or OHA.
7. If a manager or designee requests an individual’s email and network account remain accessible after their employment ends:
 - a. The manager or designee will notify the Office of Human Resources that they need access to the former employee’s files and account(s).

- b. If the Office of Human Resources approves, they will notify the OIS Service Desk.
- c. The OIS Service Desk will set up the access with the manager or designee.
- d. Accounts will remain accessible on an individualized, as-needed basis since different situations may require flexibility as to who has access to what, why and for how long.

References

[45 CFR 164](#)

[OAR 125-055-0100 to 125-055-0130](#)

[OAR 943-014-0300 to 943-014-0465](#)

[Centers for Medicare & Medicaid Services: Minimum Acceptable Risk Standards for Exchanges](#)

[Criminal Justice Information Systems Security Standards \(CJIS\)](#)

[Federal Information Processing Standards \(FIPS\) Publication \(Pub\) 199](#)

[Federal Information Processing Standards \(FIPS\) Publication \(Pub\) 200](#)

[IRS Publication 1075, Tax Information Security Guidelines for Federal, State and Local Agencies](#)

[National Institute of Standards and Technology \(NIST\) Special Publication \(SP\) 800-53 Rev. 4](#)

[Social Security Administration Information Exchange Security Requirements and Procedures](#)

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

Forms referenced

MSC 0109 Personnel Action Request

DHS 0780 Individual User Profile Non-Medicaid EDMS

DHS 0783CW Individual User Profile-Child Welfare

DHS 0783SSP Individual User Profile-Self-Sufficiency Program

DHS 0784SPD Individual User Profile-Aging & People with Disabilities

MSC 0785 Information Exchange Assessment

MSC 0786 Network and E-mail (AMD) Individual User Profile

MSC 0787 Individual User Profile-Medicaid Management Information System (MMIS)

Related policies

[DAS 107-004-052 Information Security](#)

[DHS-060-010 Background Checks](#)

[DHS-060-007 Employee Separation](#)

[DHS|OHA-090-001 General Security](#)

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

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Process History

Version 2.0 (Joint DHS|OHA) 10/28/15

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