**DEPARTMENT OF CHILDREN AND FAMILIES**

Division of Management Services

DCF-F-5122-E (N. 11/2016)

**BRITS APPLICATION – USER SETUP FORM**

**IMPORTANT:** The roles defined in this document reflect the functional use of the system and do not reflect business management or supervisory roles. If you are a manager and/or supervisor who needs to monitor work and/or trends in an office(s), then you need to request access to the BRITS Reports (also known as BRITS BI Reports or Data Warehouse), and if need be, the “Worker” role in the BRITS application. The Gatekeeper role in BRITS is specifically for users who assign work to other users, and is neither a managerial nor a supervisory role.

Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04(1)(m), Wisconsin Statutes].

**NOTE: Shaded boxes indicate that a definition is available in the appendix. Please read the definition prior to submitting.**

|  |
| --- |
| Name – (Last, First, MI)      |
| Email      | Telephone Number      | WAMS ID      | PRIMARY Main Frame ID      |
| Primary Office      | Additional Main Frame ID’s (if applicable)      |
|  |
| **EXISTING USERS** |
| **[ ]  DELETE USER – If you are removing a user, nothing below this section is necessary.** **[ ]  EDIT USER – Use the full User Setup form but use this check box to indicate they are an existing user. Please do not assume any existing elements will remain intact. Submit a full user setup even for existing users. This is to insure there is no confusion in what is to be removed or added, simply do a new setup.**  |
| **USER SETUP**  |
| **Internal Roles – ROLE ASSIGNMENT**[ ]  Worker – This role does not require offices or programs to be defined for access (further down this document). OR[ ]  Internal Gatekeeper *(has the same referral creation rights as worker plus Gatekeeper rights)*[ ]  Internal Investigator *(has the same referral creation rights as worker plus Investigator rights)* |
| **External Roles – ROLE ASSIGNMENT**[ ]  External Gatekeeper External Agency(ies) codes:      [ ]  External Investigator |
| **State Employee Roles – ROLE ASSIGNMENT**[ ]  State Limited**[ ]**  State View |
| **DHS OIG Role – ROLE ASSIGNMENT**[ ]  DHS-OIG Queue Master[ ]  DHS-OIG Unit Gatekeeper\*\* *If the “DHS-OIG Unit Gatekeeper” box is selected above then you must select at least one OIG Unit below:*[ ]  DHS-OIG Trafficking Unit[ ]  DHS-OIG Investigations Unit [ ]  DHS-OIG PARIS Unit[ ]  DHS-OIG Unit Investigator\*\* *If the “DHS-OIG Unit Investigator” box is selected above then you must select at least one OIG Unit below:*[ ]  DHS-OIG Trafficking[ ]  DHS-OIG Investigations [ ]  DHS-OIG PARIS |
| **OFFICE ASSIGNMENT:**Please list the office(s) this user needs access to in order to perform any responsibilities as part of the role(s) checked in the “role assignment” area above. *NOTES:* * *Internal Gatekeeper: List the Office(s) that you are responsible for (or need access to).*
* *Internal Investigator: List the Office(s) where you perform your work in.*
* *If the user is not a W-2 program employee, then do not list offices that begin with 55/56\*\*. Likewise, If the user is not a FoodShare, Child Care or a Medical Assistance program employee, then do not list offices that begin with 50\*\*.*
* *If the user is requesting for a DHS-OIG role(s), Worker role or a State Employee role, then the box for “Office Assignment” below should be left blank*

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| **PROGRAM ASSIGNMENT:** check any programs this user needs access to in order to perform any responsibilities as part of any role checked in the “role assignment” area.*(NOTE: Please DO NOT select any of the boxes below if the user is requesting for a DHS-OIG role(s), Worker role or a State Employee role).*[ ]  FS (FoodShare)[ ]  MA (Medical Assistance)[ ]  W-2 (Wisconsin Works)[ ]  CC (Child Care) |

Use of this logon and password provides access to confidential information, which must be safeguarded in accordance with Wisconsin Statutes. The user’s signature on this form constitutes acceptance of responsibility for compliance with s.49.32m(10), s.49.32(10m), s.49.83 and s.943.70(2) and with DCF policy.

By the entry below of my typed name between two forward slashes”/ /”, I indicate that I am the person named, and that I adopt this entry as my legal electronic signature on this document. After completing the signatures, please attach to an email and send to: DCFServiceDesk@wisconsin.gov

|  |
| --- |
| **User Information** |
| Name      | **SIGNATURE**      | Date Signed      |
| **Supervisor Information** |
| Name      | Telephone      |
| Email:       |
| **SIGNATURE**      | Date Signed      |
| **Agency / County / Tribal Security Officer Information** |
| Name      | Telephone      |
| Email:       |
| **SIGNATURE**      | Date Signed      |
| **DCF Security Officer Information** |
| Name      | Telephone      |
| Email:       |
| **SIGNATURE**      | Date Signed      |

**Appendix A: Definitions**

**WAMS ID:** If unsure of your WAMS ID, please contact your security officer.

**Primary Office:** A User’s Primary Office is for reporting purposes. This is the eligibility office that referral creation activities would be associated with. Example: If this user enters ‘1234’ as their primary office, every referral created by this user will report as created out of office ‘1234’. This office can be thought of as a creation office. NOTE: W-2 users should not use their ‘WP Office’ for the primary office.

**Important:** Primary Office does not drive any actual functionality or security and should not be used for financial reports.

**Primary Main Frame ID:** This is the user’s most commonly used Main Frame ID. This is used by BRITS for technical purposes. Without the primary Main Frame ID, some future functionality may not work as expected.

**External Agency:** This only needs to be filled in if the user is part of an external agency that has a contract with the internal agency (county, tribe, or W-2 agency) such as Dane County Sherriff’s Department or a contracted organization.

**Appendix B: Role Descriptions**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Role** | **\* Internal** | **External** | **DHS OIG** | **State Roles** | **Notes** |
| Workers | X |  |  |  | Creates Referrals Only. They can create referrals for any office/program. |
| Gatekeepers | X | X | X |  | Assigns Work |
| Investigators | X | X | X |  | Performs Work |
| Queue Master |  |  | X |  | Assigns work to Gatekeepers |
| State Limited |  |  |  | X | Creates, Assigns and/or Works referrals all within the confines of “State Resources” – State Employees that work for DHS or DCF. Typically part of DCF PACU and DCF BPI |
| State View |  |  |  | X | Read Only Access to BRITS |
| BRITS Report User (BI User) | N/A | N/A | N/A | N/A | Manages or Supervises work. Oversees and/or monitors reports trends.Request user setup for BRITS Reports (BI) for this role. |

**INTERNAL ROLES**

**Important:** All Internal Gatekeepers and Investigators can also create referrals.

**Important:** In the instance where someone may be assigning work to themselves they should request BOTH the Internal Gatekeeper and Internal Investigator roles.

**Important:** W-2 Contracted Agency users are considered “Internal” and should therefore request the Internal Gatekeeper and/or Internal Investigator role(s).

|  |  |  |
| --- | --- | --- |
| **Type of Work Done by User** | **Y/N** | **Role to assign if answered YES** |
| Will Create Referrals for any office/ any program in BRITS *(and no other work)*  |  | Worker  |
| Will assign investigators to referrals in BRITS |  | Internal Gatekeeper |
| Will assign referrals to External Agencies |  | Internal Gatekeeper |
| Will assign someone to determine fraud after the investigation is complete |  | Internal Gatekeeper |
| Will assign someone to determine if a claim is needed after the investigation is complete |  | Internal Gatekeeper |
| Will investigate referrals |  | Internal Investigator |
| Will determine if fraud exists after the investigation |  | Internal Investigator |
| Will determine if a claim needs to be filed after the investigation and complete the claim process |  | Internal Investigator |

**EXTERNAL ROLES**

**Important:** In the instance where someone may be assigning work to themselves they should request BOTH the External Gatekeeper and External Investigator roles.

**Important:** External agencies do not create referrals; they receive work from the Internal Gatekeeper. The External Gatekeeper is then responsible for assigning work to their External Investigators.

|  |  |  |
| --- | --- | --- |
| **Type of Work Done by User within an external agency** | **Y/N** | **Role to assign if answered YES** |
| Will assign investigators to referrals in BRITS |  | External Gatekeeper |
| Will assign someone to determine fraud after the investigation is complete |  | External Gatekeeper |
| Will assign someone to determine if a claim is needed after the investigation is complete |  | External Gatekeeper |
| Will investigate referrals |  | External Investigator |
| Will determine if fraud exists after the investigation |  | External Investigator |
| Will determine if a claim needs to be filed after the investigation |  | External Investigator |

**STATE EMPLOYEE ROLES**

|  |  |  |
| --- | --- | --- |
| **Type of Work Done by**  | **Y/N** | **Role to assign if answered YES** |
| Will assign State Resources (At DCF or BPI to perform work (investigate) on referrals. (NOTE: Can also “send” referrals to the DHS-OIG Queue Master or to Internal Gatekeepers). |  | State Limited |
| Will BOTH create and work referrals as a State Employee (DCF or BPI) |  | State Limited |
| Will use BRITS to review and look at information only (read-only).  |  | State View |

**DHS OIG Roles**

**Important:** In the instance where someone does work across units, they can be setup for multiple roles.

**Important:** All DHS-OIG Roles can also create referrals

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of Work Done by User within DHS OIG** |  | **Y/N** | **Role to assign if answered YES** |
| Will assign referrals to a DHS-OIG Unit for Investigation |  |  | Queue Master |
| Will assign referrals to a DHS-OIG Unit Investigator | For Trafficking |  | DHS-OIG Trafficking Gatekeeper |
| For Investigations |  | DHS-OIG Investigations Gatekeeper |
| For PARIS |  | DHS-OIG PARIS Gatekeeper |
| Will assign someone to determine fraud after the investigation is completed | For Trafficking |  | DHS-OIG Trafficking Gatekeeper |
| For Investigations |  | DHS-OIG Investigations Gatekeeper |
| For PARIS |  | DHS-OIG PARIS Gatekeeper |
| Will assign someone to determine if a claim is needed after the investigation is complete | For Trafficking |  | DHS-OIG Trafficking Gatekeeper |
| For Investigations |  | DHS-OIG Investigations Gatekeeper |
| For PARIS |  | DHS-OIG PARIS Gatekeeper |
| Will investigate referrals | For Trafficking |  | DHS-OIG Trafficking Gatekeeper |
| For Investigations |  | DHS-OIG Investigations Gatekeeper |
| For PARIS |  | DHS-OIG PARIS Gatekeeper |
| Will determine if fraud exists after the investigation | For Trafficking |  | DHS-OIG Trafficking Gatekeeper |
| For Investigations |  | DHS-OIG Investigations Gatekeeper |
| For PARIS |  | DHS-OIG PARIS Gatekeeper |
| Will determine if a claim needs to be filed after the investigation | For Trafficking |  | DHS-OIG Trafficking Gatekeeper |
| For Investigations |  | DHS-OIG Investigations Gatekeeper |
| For PARIS |  | DHS-OIG PARIS Gatekeeper |