Removing eWiSACWIS Access

Access to the application should be removed within 24 hours, when a business need for access is no longer needed. Including employment departure, job changes, location changes, or any other business reason for a removal of access. Additional security will be needed to update the Maintain Worker Information page and to approve the removal of a WAMS link.

Maintain Worker Information - Supervisors

- Supervisors will be able to <u>Maintain a Worker Record</u> from the Worker tab on their desktop. To view workers, the Supervisor will need to be assigned the Supervisor on the Basic tab of the Maintain Worker Information page.
 - a. Click on the Worker tab.
 - b. Click on the Maintain Worker Information hyperlink.

| eWiSA | SACWIS Actions - Einancial - State - Security - | | | Sec <u>u</u> rity - i | <u>e</u> fresh <u>S</u> earch Supervisor Waukesha (Waukesha C | | | esha (Waukesha Co | unty) Log Out | | |
|---|---|---|------------|----------------------------------|---|------------------------|---------------|-----------------------|-------------------------------|--------------------------------|-------------|
| <u>H</u> ome | <u>C</u> ases (1) | Provide | rs (1) | Workers (1) | Approvals (1) |) Acc <u>R</u> epor | ∺ss ts (0) | ICPC Referrals (0) | <u>Y</u> J Referrals (0) | Ho <u>m</u> e Inquiries (0) | Quick Links |
| Home | | | | ` | | | | | 5 | | 5 |
| Statewide me | essages 📝 sage maintaine | Hide | | | | | | | | | |
| County messa | ages 🕜 | | | | | | | | | | |
| Jpcoming ar | nd overdue | tasks | | | | | | | | | |
| Page view: | | | County vie | ew: | | Worker v | ew: | | Escalated | : | |
| Task list | Next 10 D 🔹 | · | My worke | ers | | Waukesh | a, Supervis | or | ✓ Include | | ~ |
| H | ome | <u>C</u> ases (1) |) <u>P</u> | roviders (1) | <u>W</u> ort | kers (1) | Apr | pro <u>v</u> als (1) | Access <u>R</u> eports (0) | iearch ICPC Ref (0) | errals |
| Wor | kers | | | | | | | | | | |
| View b | by: | | | Fil | ter by: | | | | Assigned wo | orkers: 1 | |
| Case | е | | | | Date restricted | I | | | All My Workers | ~ | |
| Parti | icipant | | | | Not approved/o | cancelled | | Multiselect | | | |
| Wauke Worker: Administ Waukes Workers | esha, W trative Staff ha - Wauke to 0, Cases: | orker (67) sha - HHSD 2, Providers: | 0 | Co | ntact informat | tion: | | | Maintain Worker | Information | |

- 2. Supervisors can also maintain a worker record from the main menu on the desktop.
 - a. Click Actions and select Management.
 - b. Select Worker from the submenu.

| eWiSA (| CWIS | <u>A</u> ctions ▼ | <u>F</u> inancial - | S <u>t</u> ate ▼ | Sec <u>u</u> rity - | Refre | esh <u>S</u> earch | | Supervisor Wauke | sha (Waukesha Co | unty) Log Out |
|--|--|---|--|---|--|---|--|-----------------------|--------------------------|--------------------------------|-----------------|
| Home | <u>C</u> ases (1) | AA/SG Elig AFCARS | gibility Notices an | d Decisions | Appro <u>v</u> a | ls (1) | Access <u>R</u> eports (0) | ICPC Referrals (0) | <u>Y</u> J Referrals (0) | Ho <u>m</u> e Inquiries (0) | Quick Links |
| Workers Checklist Template Cla Confirmation Report Eligibility © Case Participant Imaging Search Independent Living Information and Referral | | | | Assigned worke All My Workers Multiselect | ers: 1 V | My worke Cases: 2 Providers: 0 | r(s) summary: | Ð | | | |
| Waukesha, W Worker: Administrative Staf Waukesha - Wauke Workers: 0, Cases: | forker (67) Isha - HHSD 2, Providers: 0 | Informatio Kinship Eli Maintain A Maintain S Maintain D | n and Referral igibility Notices utomated Messag iecure Detention F IRAI | je Registry | | | Maintain Worker Info | ormation | | | |
| | | Manageme Merge/Dele Placement Program A Recruitme | ent ete : History :ssignment nt Event | | Approva Approva Assignn Initial As Tickler M Worker | al Manage al Messag nent Man ssessmer Managem | ement Jes agement nt Assignments ent | | | | |
| | | | | | | | | | | | |

c. From the Maintain Worker Information page, click the <u>Search</u> hyperlink.

| 🚱 Maintain Worker Information - Google (| Chrome | | | _ | |
|--|---------------------------------------|------------------------------------|----------------------|--|---------------|
| eWiSACWIS | | | | Print 🖨 | Help 🕄 |
| Worker | | | | | |
| Name: | County: | Employee ID: | • | Opens the Wo | borker Search |
| <u>B</u> asic | | <u>W</u> ork | er Security | | |
| Current Position Information | | | | Worker T | уре |
| Start 00/00/0000 End Date: | 00/00/0000 CAPTA Ma | Itreator Review Coordinator? O Yes | 5 🔍 No | County | / |
| Status: | Independer Partnership (Worker | nt Living Coordinator? Yes | s ONO orks Worker | StateVendor | r |
| | | | | | |

d. Enter the search criteria into Person Search and click the Search button.

e. In the Persons Returned section, click the radio button of the appropriate staff member and click the Continue button.

| 🚱 Maintain Wo | orker Information - Google Chrome | | | | | - [|) X |
|---------------|---------------------------------------|----------------|-------------------------------|-----------------|------------|----------|-------|
| appsd.dc | f.enterprise.wistate.us/ewscreer | ishot/CM1 | 3_WorkerInformation.do?sarid= | 0.0703574726992 | 4952 | | |
| Person Searc | h | | | | Print 🖨 | Help 😯 | |
| Search C | riteria | | | | | | |
| Last Name: | Waukesha | First Name: | Worker | Person ID: | | | |
| SSN: | | DOB: | 00/00/0000 | Gender: | | | • |
| Street: | | City: | ~ | ZIP Code: | | | |
| 🗹 Incl. Ał | CA Search Precision: Low Med Hi | gh | Sort By: Alpha | • | <u>S</u> e | earch | |
| | | | Record 1 to 1 of 1 | | | | - 18 |
| Persons | Returned | | | | | | |
| 0 | Waukesha_Worker(67) | | | | | | |
| | | | | | Create | Continue | Close |
| Location | | | | | | | |

Note: To create a worker record, click the Create button if no results are returned. Please see the <u>Maintain a Worker Record</u> user guide for more information.

| esha. Worker (67) Base Formation Dot End Da Ext: | IC Ite: 00/00/0000 Pa Cell: | County: N CAPTA Maitreato Independent Livir artnership Worker | Waukesha r Review Coordinator? Medicaid Rep Fax: | Employee ID: Worke ? Yes (Yes (YASI/CaseWorks Wo Email: | 1 er Security No No orker | Worker Type © County O State O Vendor | |
|---|--------------------------------------|--|---|--|---|--|---|
| Basi | ic tte: 00/00/0000 Pa Celt: | CAPTA Maitreato Independent Livir artnership Worker | r Review Coordinator ng Coordinator? Vledicaid Rep Fax: | Worke ? Yes (Yes (Yes (Yes (Yes (Key test of the second seco | er Security No No orker | Worker Type County State Vendor | |
| Easi | c te: 00/00/0000 Pa Cell: | CAPTA Maitreato Independent Livir artnership Worker | r Review Coordinator? ng Coordinator? Medicaid Rep Fax: | Yes (Yes (Yes (YASI/CaseWorks W | No No No orker | Worker Type County State Vendor | |
| formation End Da or Waukesha Ext: | tte: 00/00/0000 Pa | CAPTA Maltreato Independent Livir artnership Worker | r Review Coordinator? 1g Coordinator? Medicaid Rep Fax: | ? Yes (Yes (YASI/CaseWorks Wo Email: | No No orker | Worker Type County State Vendor | |
| End Da | tte: 00/00/0000 | CAPTA Maltreato | r Review Coordinator ng Coordinator? Medicaid Rep Fax: | ? Yes (Yes (YASI/CaseWorks Wo Email: | No No orker | County State Vendor | |
| r Waukesha | Cell: | Independent Livir | ng Coordinator? Medicaid Rep Fax: | Yes (| No orker | State Vendor | |
| r Waukesha Ext: | Cell: | artnership Worker | Nedicaid Rep Fax: | YASI/CaseWorks We | orker | O Vendor | |
| Ext: | Cell: | | Fax: | Email: | | | |
| Ext: | Cell: | | Fax: | Email: | | | |
| Ext: | Cell: | | Fax: | Email: | | | |
| | | | | | | | |
| | | | | | | | |
| | County/State: | Site/Office: | | Unit: | | | |
| ~ | Waukesha 🗸 | Waukesha - HI | HSD 🗸 | Intake | | ~ | |
| | | | | | | | |
| Primary Fund | tion: | Start Date: | End | Date: | DCF 43 Required | User Agreement | |
| ✓ NA | * | 06/28/2004 | 03/ | /01/2023 | | Create | |
| | | | | | | | Insert |
| | Primary Fund NA | County/State: Waukesha V Primary Function: | County/State: Site/Office: Waukesha V Primary Function: Start Date: NA V 06/28/2004 | County/State: Site/Office: Waukesha Waukesha - HHSD Primary Function: Start Date: End 06/28/2004 | County/State: Site/Office: Unit: Waukesha Waukesha - HHSD Intake Primary Function: Start Date: End Date: • NA 06/28/2004 03/01/2023 | County/State: Site/Office: Unit: Waukesha Waukesha - HHSD Intake Primary Function: Start Date: DCF 43 Required NA 06/28/2004 03/01/2023 | County/State: Site/Office: Unit: Waukesha Waukesha - HHSD Intake Primary Function: Start Date: End Date: DCF 43 Primary Function: Start Date: End Date: Primary Function: Start Date: O6/28/2004 06/28/2004 03/01/2023 Create |

3. Changing the Status field from Active to Inactive will automatically prefill the End Date of today in the Worker Role section of the page.

Note: If access will be granted in a new location the same day, change the End Date to yesterdays date to avoid loss of access.

- a. Click Save to inactivate.
 - i. If there are associated tasks, a message will display confirming the inactivation. Click No to return to the page, click Yes to continue.

| Confirmation | |
|--|--------|
| Inactivating this worker will remove all tasks for this worker. Do you want to continue? | |
| | Yes No |

ii. If there aren't any associated tasks, a message will display asking if a delete security request should be created. Click Yes to continue. Click No to return to the page.

| Confirmation | |
|--|---------------|
| Changing the Status will automatically submit a delete security request to the Security Del associated county (unless a request is already in process). Do you want to continue? | egates of the |
| | Yes No |

4. If there is still has work assigned, approvals assigned, or open referrals, errors will display.

| Errors (4) | | | | | | | |
|---|---|--------|--|--|--|--|--|
| Worker can't be inaWorker can't be ina | Worker can't be inactivated because he or she is part of an active approval chain. Please reassign via Actions > Management > Approval Management. Worker can't be inactivated because he/she has open assignments. Please reassign via Actions > Management > Assignment Management | | | | | | |
| Worker | | | | | | | |
| Name: | Waukesha, Worker (67) | County | | | | | |
| | | | | | | | |
| Basic | | | | | | | |
| Current Position In | Current Position Information | | | | | | |

5. Only the assigned Supervisor or the staff member can close or reassign the existing work or referral(s).

Note: If possible, this should be done before inactivation, however if it can't be done prior to departure, a delete security request will need to be created to delink WAMS to remove the ability to log into any other devices. See <u>Assignment Management</u> and <u>Approval Management</u> user guides for more information.

March 2023

- 6. To update the Supervisor, click the <u>Search</u> hyperlink next to the Supervisor field to launch Worker Search.
 - a. Select the radio button of the Supervisor in the Workers Returned section and click Continue to update the Supervisor of the staff member.
 - b. Click Save to update the record. This Supervisor will now be able to reroute and close assignments, referrals, and approvals.

| Worker | | | | |
|--------------|------------------------|----------------------------|------------|-------|
| Name: | <u>Waukesha, Worke</u> | <u>r P., Jr. (9234643)</u> | | |
| | | <u>B</u> asic | | |
| Current Posi | ition Information | | | |
| Start Date: | 00/00/0000 | End Date: | 00/00/0000 | |
| Status: | Active 🗸 | | | |
| Supervisor: | Search Opens the V | Vorker Search | | Partn |
| Contact Info | rmation | | | |

- 7. Once the Inactivation is complete or if the inactivation is delayed, navigate to the Worker Security tab.
 - a. If the inactivation was saved, there will be a security request that was created by saving the inactivation.
 - b. Click on the date hyperlink in the Opened column to view the delete security request.

Note: Depending on the security level of the Supervisor, the options drop down will have Approve, Cancel, or Send to Security Delegate. Most Supervisors without security access will only be able to view or cancel this request. The request was sent to the county's Security Delegate(s) for approval.

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|---------------------------|--------------------|---------------------------------|------------|------------------|---------------|------------|------------|--------|
| Worker | | | | | | | | |
| Name: <u>Waukesha, W</u> | <u>/orker_(67)</u> | County: | Waukesha | E | Employee ID: | 1 | | |
| Cattings | <u>B</u> asic | | | | <u>W</u> orke | r Security | | |
| Settings | | | | | | | | |
| Job Class: Administrative | Staff | User Group: <u>Waukesha - I</u> | Data Entry | ١ | WAMS: | Linked | | |
| Medicaid Rep | V-E Worker | Adoption IV-E Worker | | Report Access: | | All County | Authorizer | |
| Elig Reporting Region: | | | | Elig Technical A | Assistant: | | | |
| Security Requests | | | | | | | | |
| Opened | County | Initial Request | | | Request Sta | atus | | |
| 03/01/2023 | Waukesha | Waukesha, Supervisor | | | With Delega | te | | |
| | | | | | | | (| Create |

- 8. If the inactivation must be delayed, a manual delete security request should be created to remove the link from WAMS so log in is not possible from any other device.
 - a. On the Worker Security tab, click the Create Button.
 - b. In the Request Type fields, select the radio button for Delete.
 - c. Check the CC supervisor(s) checkbox if desired.
 - d. If a note is needed for the Security Delegate, use the Notes/History: field.
 - e. Click Save to create the Security Request, Click Close to return to the page.
 - i. The Request Status will be Pending Submission after the initial save.
 - f. From the Options drop down, Cancel and Send to Delegate can be selected, however upon save, the Security Request is sent to the Security Delegate(s).
 - Select Cancel and click the Go button to remove the request or select Send to Delegate and click the Go button to make a note after saving and notify the delegate. Selecting this will change the Request Status from Pending Submission to With Delegate. Selecting Cancel will change the Request Status to Cancelled.

| S Maintain Worker Informa | tion - Google Chrome | | | | | - | | × |
|---------------------------|-----------------------|---------------------------------|-----------|---------------------------|------------|------------|-----------------|---|
| Worker | | | | | | | | |
| Name: <u>Waukesh</u> | <u>a, Worker (67)</u> | County: | Waukesha | Employee ID: | 1 | | | |
| | Basic | | | <u>W</u> orke | r Security | | | |
| Settings | | | | | | | | |
| Job Class: Administr | ative Staff | User Group: <u>Waukesha - D</u> | ata Entry | WAMS: | Linked | | | |
| Medicaid Rep | IV-E Worker | Adoption IV-E Worker | | Report Access: | All County | Authorizer | | |
| Elig Reporting Region: | | | | Elig Technical Assistant: | | | | |
| Security Requests | | | | | | | | |
| Opened | County | Initial Request | | Request Sta | tus | | | |
| | | | | | | | C <u>r</u> eate | 5 |

| Security Request | | | Print I | Help 9 | |
|---------------------------------------|--|----------|---|-----------|-------|
| Security Request | | | | | |
| Request ID: | By: <u>Waukesha, Supervisor (1067)</u> | Waukesha | ✓ Pending S | ubmission | |
| Processing | | | | | 1 |
| Request Type: New | Change Delete | | Delegate: | ~ | 1 |
| Worker record(s) to adjust: | | | Liaison: | ~ | |
| Waukesha, Worker | | | CC to supervisor(s): Waukesha, Supervisor; | | |
| Notes/History: | | | | | |
| | | | | | |
| | | | | | • |
| Options: Go | | | | | |
| Actions Cancel Send to Delegate | | | | Save | Close |
| ~ | | | | | |

Completing Inactivation Security Requests – Security Delegates

Note: Security Delegates should be monitoring Security Requests daily as they can be submitted by staff (by clicking the security message hyperlink), Supervisors, or other Delegates.

1. To complete a created inactivation request, select Security from the menu and click Security Requests.

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|-------------------------|--------------------|------------------------------------|--------------------|--------------------------------|------------------|----------------|--|
| <u>H</u> ome | <u>C</u> ases (17) | Providers (3) | Workers (1) | Job Class | | ccess | |
| | | | | Security Re | quests lu | ports (2) | |
| | | | | User Group | Comparison | | |
| | | | | User Group | s | | |
| Home | | | | Worker Sec | urity Search | | |
| | | | | | | | |
| Statewide messages Hide | | | | | | | |

- 2. The Security Request Search page will default to open all requests with the Request Status of With Delegate.
 - a. Select Pending Submission from the Request Status dropdown to see new requests.
 - b. Click on the date hyperlink in the Opened column to launch the security request.
 - c. Make a note in the Notes/History field if applicable and check CC to supervisor(s) if appropriate.
 - d. Select Approve, Cancel, or Send to State Security Liaison and click Go.
 - i. Approve will complete the remove of the WAMS link for log in.
 - ii. Cancel will close the security request and keep it linked.
 - iii. Use Send to State Security Liaison for resource changes. Any change in Job Class, User Group, or Profile will need to be completed an approved at the State level. Choosing this will send the security request to the State Security Liaison and update the Status to With State Liaison. These can be viewed by selecting With State Liaison in the Request Status dropdown.
 - 1. Generally, Send to State Security Liaison will not be used when removing access unless there is a question for the State Liaison.
 - Any radio button security levels such as Medicaid Rep, YASI/CaseWorks, and Security Delegate, will be automatically routed to the State Liaison for additional approval.
- 3. On the Security Request Search page, the Request Type column with the value of Delete will be an inactivation that need to be approved or cancelled.

| Request Status: | Ν |
|-----------------|--|
| Assignee: | Approved 5 Cancelled Pending Submission With Delegate |
| Requester: | With State Liaison |

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|-----------------|-------------|-----------------|------------|------------------|--------------------|-------------------------------|
| | | | | | | |
| Search Criteria | | | | | | |
| County: | Wood 🗸 | Request Status: | Pending Su | bmissior V From: | 00/00/0000 | To: 00/00/0000 |
| Worker Status: | ~ | Assignee: | | ✓ Request Typ | e: | ~ |
| WAMS: | ~ | Requester: | Search | | | |
| | | | | | | Clear Search |
| Results | | | | | | |
| Opened County | Worker | Worker Status | WAMS | Request Type | Request Status | |
| 03/02/2023 Wood | Worker Wood | Active | Linked | Delete | Pending Submission | on |
| | | | | | | |
| | | | | | | C <u>r</u> eate <u>C</u> lose |

Removing Access – Security Delegates

1. To inactivate a staff member and remove the link to WAMS, select Security from the menu and click on Worker Security Search. Enter the search criteria and click the Search button.

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|--------------|---|---|------------------------------|---------------------------------------|------------|----------------------|--------------------------|---------------------------------|------------------|---------------|
| [| <u>H</u> ome | <u>C</u> ases (17) | | Providers (3) | | Job (Secu | Class rity Re | quests | Approv | val |
| | Home | | | | | User User Work | Group Group er Sec | Comparison s urity Search | | |
| Worker | Statewide messares | Hido | | | | | | | _ | |
| :WiS. | ACWIS | | | | | | | Prir | nt 🖴 | Help |
| Sear | ch Criteria | | | | | | | | | |
| Cour | Wood | V Site: | | | ~ | Assigned To: | | | ~ | |
| First Nam | ne: | Last: | Wood | | | User Group: | | | | |
| Ema | il: | Filter: | | | ~ | Profile: | | | | |
| Work | ker ID: | Job Clas | ss: | | ~ | Resource: | | | | |
| Supv | vr ID: | Status: | | V WAMS: | ~ | Action: | | | ~ | |
| Sele | ect all workers who meet the se | arch criteria | | | | | | Cle | ar <u>S</u> e | earch |
| Sear | ch Results (2) | | | | | | | | | |
| | Administration Wood | o <mark>r (1071)</mark> Active Secur - WisconsinRapids, Wo | ity Delegate | Wood - Supervisor Y) Supervisor We | ood | | | | | |
| | Wood, Worker (7 Social Work Assistants | Active Wood - WisconsinRa | ipids, Wood (| COUNTY) Supe | ervisor Wo | od | | | | |
| ptions: | ~ | <u>G</u> 0 | | | | | | Co | on <u>t</u> inue | <u>C</u> lose |

- 2. In the Search Results section, click the name hyperlink to open the Maintain Worker Information page.
 - a. Change the Status field from Active to Inactive. The End Date fields will prefill to today's date.
 - b. Click Save. See pages 4-6 for saving scenarios, how to create a delete security request, and how to Approve, Cancel, or Send to State Security Liaison.

| Worker Name: Wood, Worker (?1) County: Wood Essic Worker Security Current Position Information Worker Security Stat: 06/28/2004 End 03/02/2023 CAPTA Maitreator Review Yes Date: 06/28/2004 End 03/02/2023 CAPTA Maitreator Review Yes Oscale 2004 End Date: 06/28/2004 Date: Independent Living Coordinator? Yes No State Vorker Patnership Medicaid Rep YASI/CaseWorks Worker Contact Information Phone: Ext Celt: Fax Employing Entity: County/State: Site/Office: Unit: COUNTY Wood < | aintain Worker informa | tion | | Print 🕯 | Help 😯 |
|--|---------------------------|--------------------------------|---|----------------------------|-------------------|
| Name: Wood_Worker (7) County: Wood Employee 1 Saaca ID: Basic Worker Security Current Position Information Stat 06/28/2004 End 03/02/2023 CAPTA Maitreator Review Yes No Statu: Ind 03/02/2023 CAPTA Maitreator Review Yes No Statu: Ind 03/02/2023 CAPTA Maitreator Review Yes No Statu: Ind 06/28/2004 Independent Living Coordinator? Yes No Status: Inactive Independent Living Coordinator? Yes No Supervisor Wood Basick Partnership Medicaid Rep YASI/CaseWorks Worker Contact Information Phone: Ext. Cell: Fax. Email: Location Employing Entity: County/State: Ste/Office: Unit: Worker Role Type: Primary Function: Start Date: DCF 43 User Vorker Role 03/02/2023 Cissiz | Worker | | | | |
| Essic Worker Security Current Position Information Order Type Start 06/28/2004 Date: Date: Coordinator? Yes No Status: Inactive Independent Living Coordinator? Yes Yes No Status: Inactive Independent Living Coordinator? Yes Yes No Status: Inactive Independent Living Coordinator? Yes Yes No Status: Inactive Independent Living Coordinator? Yes Yes No Status: Inactive Independent Living Coordinator? Yes Yes No Status: Inactive Pattership Medicaid Rep Yasi/CaseWorks Worker Vendor Pathership Medicaid Rep YASi/CaseWorks Worker Vendor Contact Information Phone: Ext: Cell: Fax: Email: Entity: County/State: Sile/Office: Unit: County Wood Wood Wood Wood Wood Wood Wood Wood Wood Wood Wood WisconsinRapids Intake User Required Agreement Admin Support NA O6/28/2004 O3/02/2023 Create County | Name: <u>Wood, W</u> | <u>orker (71)</u> | County: Wood | Employee 1 ID: | Search |
| Current Position Information Worker Type Statt 06/28/2004 End 03/02/2023 CAPTA Mattreator Review Yes No County Date: Independent Living Coordinator? Status: Inactive Independent Living Coordinator? Status: Inactive Independent Living Coordinator? SupervisorBupervisor Wood Search Partnership Medicaid Rep YASI/CaseWorks Worker Vendor Contact Information Phone: Ext: Cell: Fax: Email: Image: Email: Employing Entity: County//State: Start Date: DCF 43 Vorker Role Type: Primary Function: Start Date: DCF 43 Verement Agreement Admin Support NA 06/28/2004 03/02/2023 | | <u>B</u> asic | | <u>W</u> orker Security | |
| Start 06/28/2004 End 03/02/2023 CAPTA Maitreator Review Yes No Coordinator? Independent Living Coordinator? Yes No Status: Inactive Independent Living Coordinator? Yes No SupervisoSupervisor Wood Search Partnership Medicaid Rep YASU/CaseWorks Worker Contact Information Phone: Ext: Cell: Fax: Email: Eest County/State: Stel/Office: Unit: COUNTY Vood Vood Vood Vood Vood Vood Vood Voo | Current Position In | formation | | | Worker Type |
| Status: Independent Living Coordinator? Yes No SupervisosBupervisor Wood Search Partnership Medicaid Rep YASI/CaseWorks Worker Contact Information Phone: Ext: Celt: Fax: Email: Location Employing Entity: County/State: Site/Office: Unit: Contact Role Type: Primary Function: Start Date: DCF 43 User Required Agreement 06/28/2004 03/02/2023 Create | Start 06/28/2004 Date: | End 03/02/2023 Date: | CAPTA Maltreator Review Coordinator? | ⊖ Yes ● No | County |
| Supervisor Wood Search Partnership Medicaid Rep YASI/CaseWorks Worker Contact Information Phone: Ext: Cell: Fax: Employing Entity: County/State: Site/Office: Unit: COUNTY Wood Wood Wood Wood Wood Obj/28/2004 Obj/28/2004 Cleare | Status: Inactive V | | Independent Living Coordinate | or? O Yes No | ○ State |
| Contact Information Phone: Ext: Cell: Fax: Email: test Location Employing Entily: County/State: Site/Office: Unit: COUNTY Wood Wood Worker Role Type: Primary Function: Start Date: End Date: DCF 43 User Required Agreement Odv28/2004 O3/02/2023 | Supervisoßupervisor \ | Vood <u>Search</u> Pa Worke | rtnership 📃 Medicaid Rep er | YASI/CaseWorks Worker | O Vendor |
| Location Employing Entity: COUNTY Wood Wood Wood Wood Worker Role Type: Primary Function: Start Date: End Date: DCF 43 User Required Agreement 06/28/2004 03/02/2023 | Phone: | Ext: Cell: | Fax: | Email: test | |
| Employing Entity: County/State: Site/Office: Unit: COUNTY Vood VisconsinRapids Intake Worker Role | Location | | | | |
| COUNTY Wood Wood Wood - WisconsinRapids Worker Role Type: Primary Function: Start Date: DCF 43 User Required Admin Support NA O6/28/2004 O3/02/2023 | Employing Entity | County/State: | Site/Office: | Unit [.] | |
| Worker Role Type: Primary Function: Start Date: End Date: DCF 43 User Admin Support NA 06/28/2004 03/02/2023 Create | COUNTY | ✓ Wood ✓ | Wood - WisconsinRapids | ✓ Intake | ~ |
| Type: Primary Function: Start Date: End Date: DCF 43 Required User Agreement Admin Support NA 06/28/2004 03/02/2023 Create | Worker Role | | | | |
| Admin Support NA V 06/28/2004 03/02/2023 Create | Туре: | Primary Function: | Start Date: End | I Date: DCF 43 Required | User Agreement |
| Save Close | Admin Support | NA | • 06/28/2004 03 | /02/2023 | Create |
| | | | | | |

3. To monitor county staff that is linked to WAMS, frequently perform the following searches on the Worker Security Search page.

Note: All staff's link to WAMS should be removed within 24 hours of access no longer being needed.

| Status: Active VWAMS: Not Linked Action: | ~ |
|--|------------|
| Status: Inactive VMMS: Linked V Action: | |
| Cie | ear Search |

Note: Inactive staff with a linked WAMS should <u>immediately</u> have a delete security request created to remove the ability to log into the application from any device. Active staff that aren't linked should be monitored. Approve the New Security Request or Cancel the New Security Request and Inactivate the staff member if needed.