Security Hierarchy

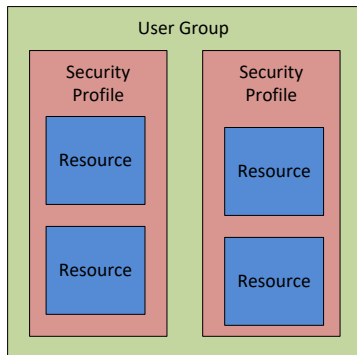| User Group	
Security Profile Resource Resource	**Security Profile** Resource Resource

User Group - A complete picture of different accesses that a worker has or group of workers have

Security Profile - A group of accesses to like areas, for example access to enter placements

Resource - A single access, for example access to open the access report page

Job Class

Approval Level
All Access Filter
Assignments
Report Group
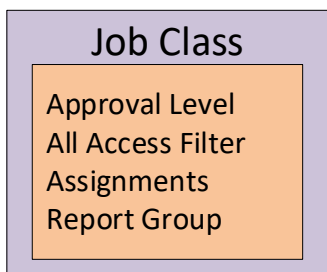
Job Class—Determines three things in pre-set profiles

Approval Level—1 (Worker), 2 (Supervisor), 3 (Supervisor w/Financial)

All Access Filter —Ability to access the "All my county's reports/inquiries" filter for Access Reports and Home Inquiries

Assignments—Access to change case assignments

Helpful User Groups

-County specific user groups start with the county name, i.e. " Adams - User Group"

-County specific user groups can be added/removed/changed at any time.

-The state maintains some user groups that are not county specific and can be used by any county:

- Read Only - Case Notes
- Read Only - Child Support
- No Access At All
- eWReports Access Only
- County Executive - Clinical

Bi-Annual Audit Reports

CM22X100 - Audit Tracking by County

CM22X101 - Audit Tracking by Work Type

Tips and Tricks

- New workers can be created by supervisors, but only security delegates can assign and approve access. Departing workers can be marked inactive by supervisors, but security delegates must approve the security request.

- Workers can request access to a page or if they attempt to open a page they do not have access to. This will show up as a request for the security delegate in the request queue and should be forwarded to the State Liaison from the options dropdown.

- eWReports security is managed in eWReports. eWReports authorizers (typically security delegates) can add or remove access to any available report on an individual worker basis.

- Use the notes field on the security request page to keep track of why access is granted or changed. This is a great resource should a delegate need to justify an access change.

Worker Security Search

Maintain -> Security -> Worker Security Search

Search by any combination of multiple factors including User Group, Job Class, access to a certain resource, Supervisor, email, Worker ID, Supervisor ID (to view all staff assigned to that Supervisor), Site, and/or Status (active or inactive)