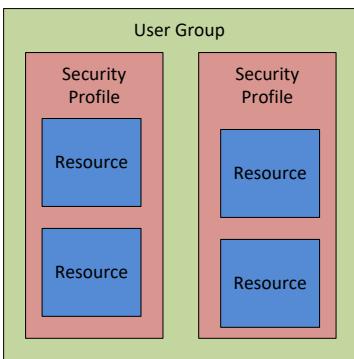


Security Hierarchy

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

The screenshot shows a Microsoft Edge browser window with the title "Worker Security Search - Work - Microsoft Edge". The URL is "eWiSACWIS". The page has a search form with fields for "Search Criteria" and "Search Results".

Search Criteria fields include:

- County: (dropdown)
- Site: (dropdown)
- Assigned To: (dropdown)
- First Name: (text input)
- Last: (text input)
- User Group: (dropdown) "Read Only - Case Notes"
- Email: (text input)
- Filter: (dropdown)
- Profile: (text input)
- Worker ID: (text input)
- Job Class: (dropdown)
- Resource: (text input)
- Suprv ID: (text input)
- Status: (dropdown) "Active" (selected)
- WAMS: (dropdown)
- Action: (dropdown)

Select all workers who meet the search criteria

Search Results (24)

Program	Batch	Status	Access	User Group	Supervisor
Program	Batch (3002)	Active	Read Only - Case Notes	Read Only - Case Notes	OHC Supervisor Milwaukee-Admin, Milwaukee (STATE-DHFS-DCFS-BMCW) Bryan Tatterson
Program	Batch (3003)	Active	Read Only - Case Notes	Read Only - Case Notes	OHC Supervisor Milwaukee-Admin, Milwaukee (STATE-DHFS-DCFS-BMCW) Bryan Tatterson

Options:

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)