

**STATE OF MAINE
DEPARTMENT OF HEALTH AND HUMAN SERVICES**

DHHS Enterprise Information System (EIS) Employee Access Authorization

Org. Unit:					
Name	Position Title	EIS Access		Access Reason	Effective Date
		Profile(s) Name	Org./Serv. Population/People		
Authorized by:				Date:	
Supervisor:					
RD/Supt/Comm/ Designee:					

Name: Enter the full name of the employee.

EIS Access Profile: Enter the name of the EIS Access Profile being authorized for the employee. This identifies what EIS data the individual will have access to and what the individual can do with that data. In some instances, an individual may have more than one profile.

EIS Access Population: Identify whose data the individual user may access. This three-part definition should be entered as follows: First, the organizational unit(s) whose people can be accessed (Region 1, 2, or 3, Riverview, BMHI, OSA, All, etc.); second, the service population(s) that can be accessed (MR, MH, CS, SA, All); and third, whether or not that access is caseload specific or all people for the organization unit (s) and populations that have been specified. For example, an ICM in Region 1 whose profile is Direct Services may have the following designation for whom they may access: Reg.1/MH/C. Staff in Region 3 doing children's intake may have Reg.3/CS/All or Reg.3/All/All depending on the breadth of their functions. Some staff may have All/All/All -- in other words, access to information on all persons in the EIS.

Access Change Reason: Enter one of the following reasons: 1) New User; 2) Termination (Resignation/Lay Off/Firing/Retirement); 3) Change in job/job functions (requiring a change in EIS access); 4) Change in official Profile/Access definition; 5) Other (Specify), such as name change. If the access change affects the nature of the user's existing relationships to persons, data, or organizations in the EIS, then these relationships must be appropriately ended/changed no later than the effective change date above.

Authorizations: If a "covering" or "designee" person is authorizing access, then this must be specifically noted here. For example, "covering for Jane Smith." Designee status applies only to the RD/Sup't/Comm. signatures and must have been formally assigned as the final access authorization point for the organizational unit. However, it is the responsibility of the EIS User's immediate supervisor to promptly notify/assure notification of the appropriate Access Coordinator regarding any needed EIS access changes, especially in instances of job changes, resignations, retirement, terminations, lay-offs, or any adverse action. This authorization form is to be used for such notifications.