

**DSS ADMINISTRATIVE LETTER NO. PERFORMANCE
MANAGEMENT/REPORTING AND EVALUATION MANAGEMENT 01-2012
New County Administration Reimbursement System (CARS) Security Report
(March 12, 2012)**

**TO: County Directors of Social Services
County Security Officers**

DATE: March 12, 2012

**SUBJECT: New County Administration Reimbursement System (CARS)
Security Report**

I. BACKGROUND

Security Officers are responsible for ensuring that access to State Information Systems is only assessable by appropriate users. Section 3.3, Responsibilities, in the Security Manual lists systems security reports that must be reviewed at least two times per year and documented on Appendix 13. These reports include:

1. County Administration Reimbursement System (CARS)
2. Crisis Intervention Program (CIP)
3. Central Registry
4. Client Services Data Warehouse (CSDW)
5. Eligibility Information System (EIS)
6. Enterprise Program Integrity Control System (EPICS)
7. Employment Programs Information System (EPIS)
8. Foster Care and Adoptions
9. Foster Care Facility Licensing System (FCFLS)
10. Food Stamp Information System (FSIS)
11. Low Income Energy Assistance Program (LIEAP)
12. SCCRS – Subsidized Child Care (GH02)
13. Services Information System (SIS)
14. SSRS – Smart Start (GH02)
15. TANF Data Collection System (TDC)

The County Administration Reimbursement System (CARS) has been unavailable until now for your review. The Client Services Data Warehouse (CSDW) report is still under development. That report should be available in the near future.

II. ACCESSING THE CARS SECURITY REPORT

The CARS Security Report can be found in NCXPTR under report name: DHRWRA CARS USERS REPORT. This report will run on the first work day of

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each month and will be available in NCXPTR the following day. You may need to add this report to your Profile in NCXPTR.

III. SPECIAL INSTRUCTIONS FOR USING THE CARS SECURITY REPORT

Due to RACF limitations in CARS, it is impossible to break this report by county number. However, counties can determine their users by following these instructions:

- The first column on the report is called "Group". The last three digits represent the county number.
- There are two different access roles shown on this report. These include DMGU (update access) and DMG (read only) access. The report is sorted in Group order, so be sure to look further down the report to find the other group for your county. For example, DMGU000 shows users with update access in CARS for Yancey county. Further down the report, DMG000 shows users with read access in CARS for Yancey county.
- The report also includes the following last three digits in the Group column which represent:

DMG150; DMGU150 = Jackson county Native Americans
DMG150d; DMGU150d = USDA Native Americans for Jackson county
DMG187; DMGU187 = Swain county Native Americans
DMG441; DMGU441 = Guilford county Child Support
DMG451; DMGU451 = Johnston county Child Support
DMG457; DMGU457 = Madison county Child Support
DMG463; DMGU463 = Moore county Child Support
DMG468; DMGU468 = Orange county Child Support

Remember, access to CARS is limited.

- Small counties should have between 1-3 individuals with CARS FTP upload access (update).
- Medium counties should have between 1-4 individuals with CARS FTP upload access (update).
- Large counties should have between 3-5 individuals with CARS FTP upload access (update).

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If you have questions regarding the new CARS Security Report, please contact Robin Register with DSS Performance Management/Reporting and Evaluation Management Section at 919-334-1032.

Sincerely,

A handwritten signature in black ink that reads "Hank Bowers". The signature is written in a cursive, flowing style.

Hank Bowers, Chief
Performance Management/
Reporting & Evaluation Management

HB:rr

PM-REM-AL-01-2012