DSS ADMINISTRATIVE LETTER
PERFORMANCE MANAGEMENT/REPORTING AND EVALUATION MANAGEMENT
PM-REM-AL-04-2013
NC FAST County Security Report (June 19, 2013)

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

DATE: **June 19, 2013**

SUBJECT: **NC FAST COUNTY SECURITY REPORT**

I.   BACKGROUND

Security Officers are responsible for ensuring that NC FAST is assessable only by appropriate users. This letter is to advise counties of the requirement for the monthly review of the NC FAST County Security Report available in the Client Services Data Warehouse (CSDW). This report displays individuals who have access to NC FAST by county, user name, NCID, and role.

This report must be reviewed monthly beginning **July 2013**. This review must be documented by the local Security Officer. This documentation should be completed by downloading the report from CSDW into Excel and validating all users have appropriate access. If a user no longer needs access to NC FAST or is listed in a no access role, remove the user from the assigned position in NC FAST and from the dhhs_ncfastprd_user role in NCID. Please validate all users have the appropriate security role assigned. If a user needs inquiry only, but has update capability; please make the necessary changes to their security role.

Once you have validated all users have the appropriate access fill out the NC FAST access control report attached to this letter. In the report you will select "All employees on the report have appropriate access" if you did not make any changes to user accounts. If you updated accounts check "There were employees on the report who had inappropriate access and corrections were made". This report should be sent via email to NCFAST_SEC_REPORTS@dhhs.nc.gov by the last business day of each month.

II.   ACCESSING THE REPORT IN CSDW

A.   To access the report in CSDW, users must log in to the tool at:

         http://www.csdw.dhhs.state.nc.us/.

         Current CSDW users will continue using their existing login IDs. However, new users who need access must have an NCID to log into CSDW. The County Security Officer must request this access via the e-IRAAF. The individual's name, NCID, and email address must be included in the e-IRAAF

request. A separate project is underway to require NCIDs for all CSDW users. Further information will follow with instructions for updating IDs in CSDW.

B.   After logging in to CSDW, the report is found in the Public Folders under DHHS Main Documents/NC FAST/Security.
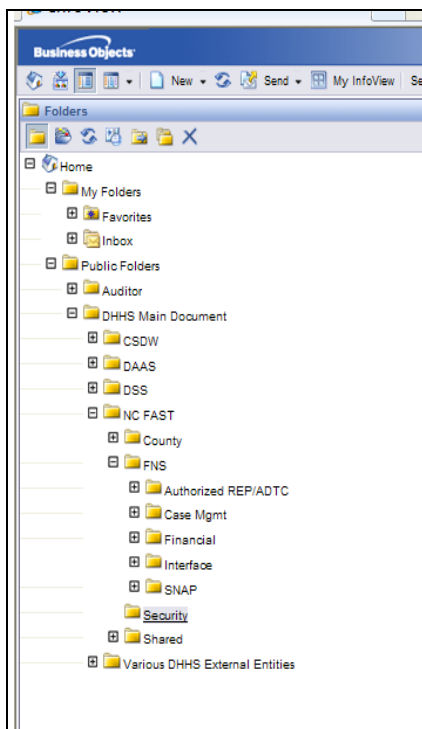
The county security report located in this folder is the:

NC FAST County Security Report

Once the report is located, click on the report name to open the query. Select the desired county name from the list when prompted and click "Run Query". The report displays individuals with access to NC FAST as of the last work day prior to the date the report is run.

NOTE: The State and Non-County Security Report is also located in this folder. This report is for State and non-county users. Counties are not required to validate access for this report.
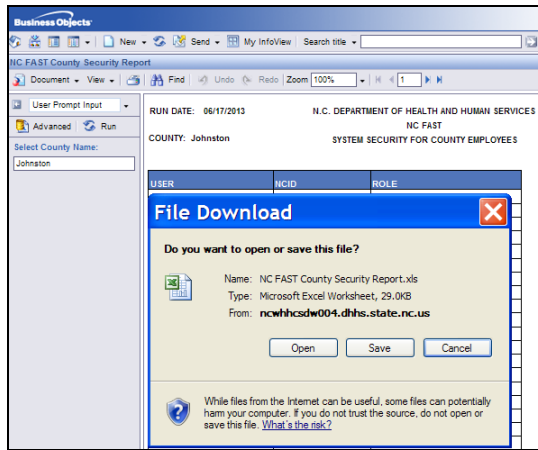
C.   Downloading to Excel or PDF

Queries may be downloaded into Excel or PDF formats. To download the report for printing:

1. Click on the dropdown arrow beside Download;

2. Save to my computer as Excel or PDF as shown:
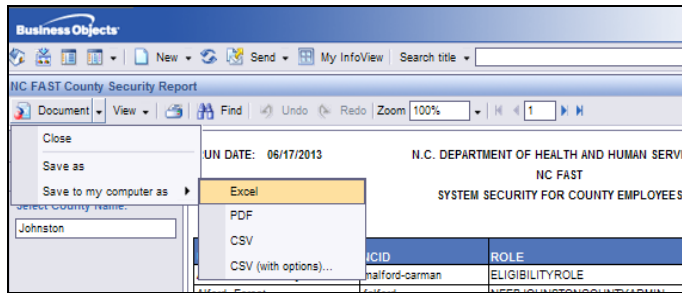
Once Excel or PDF has been selected, the following screen appears:

3. Click Open. The document will open into Excel or PDF, depending on the option selected. The document may then be printed.

In the event issues are encountered during the download process, please refer to the instructions on the CSDW login page under User Tools and Information:
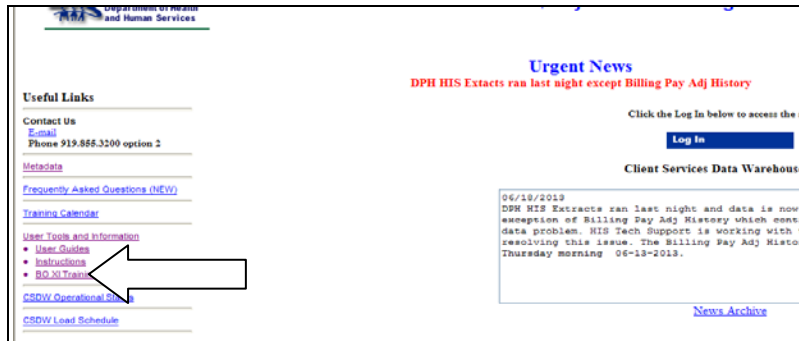
Click on:

- ❖ Instructions;
- ❖ Then the document, *How to download queries to Excel*.

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If you have questions regarding the NC FAST County Security Report, please contact DSS Performance Management at 919-527-6270.

Sincerely,

Hank Bowers, Chief
Performance Management/Reporting and
Evaluation Management Section

HB:rr

Attachment

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