

**DHHS Internal Staff**

**N-FOCUS Access Request Checklist - Economic Assistance**

**Instructions:**  
Complete and sign the DHHS Internal Staff N-Focus Access Request Checklist and give to your designated Security Administrator. Security Administrators are not permitted to complete the form and are instructed to return any incomplete or unsigned requests back to the requesting supervisor.

This Checklist will be used to assign the appropriate level of security based on job category and assigned duties. The form is designed to handle standard job classifications and is separated by general tasks performed. An individual may only be assigned to **ONE** job category/job activity. If the individual performs a job activity not listed on the applicable checklist enter a description of the job activity and needed access in the Additional Comments section. N-FOCUS security staff will determine the appropriate security role based on the description you provide. A complete set of instructions for completing the checklist can be found on the N-FOCUS Specific Useful Links Web Page.

Date Checklist Submitted: \_\_\_\_\_

User Job Category: \_\_\_\_\_

User Name: \_\_\_\_\_

Access Start Date: \_\_\_\_\_

User NIS ID: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

| Division                     | Section                     | Sub-Section      | Job Category  | Job Activity   | YES (X)  | Contact                         |
|------------------------------|-----------------------------|------------------|---|--|--|---------------------------------|
| Children and Family Services | Economic and Family Support |                  | Deputy Director   | <ul style="list-style-type: none"> <li>Supervises the Economic Assistance Section of the Department</li> <li>Needs inquiry access into Economic Assistance information</li> </ul>  |  |                                 |
|                              |                             | Field Operations | Service Delivery Administrator I<br>Service Delivery Administrator II<br>Social Service Supervisor<br>Social Service Unit Manager | <ul style="list-style-type: none"> <li>Supervises Economic Assistance Social Service Workers/Supervisors.</li> <li>Needs ability to add/update Service Authorizations for Economic Assistance eligibility</li> <li>Needs inquiry access to Service Organizations, Service Approvals, and Claims</li> </ul>   |  | Shelia Bacon/<br>Linda Morrison |
|                              |                             |                  | Social Service Lead Worker  | <ul style="list-style-type: none"> <li>Assists workers and completes Work Tasks related to Over/Under Payments, Fraud, and State Review Team.</li> <li>Handles appeals for the Agency</li> <li>Needs ability to add/update Service Authorizations for Economic Assistance eligibility</li> <li>Needs inquiry access to Service Organizations, Service Approvals, and Claims</li> </ul> |  |                                 |
|                              |                             |                  | Social Service Worker<br>Social Service Trainee   | <ul style="list-style-type: none"> <li>Determines Economic Assistance eligibility</li> <li>Needs ability to add/update Service Authorizations for Economic Assistance eligibility</li> <li>Needs inquiry access to Service Organizations, Service Approvals, and Claims</li> </ul>   |  |                                 |
|                              |                             |                  | Case Aide<br>Staff Assistant I<br>Staff Assistant II  | <ul style="list-style-type: none"> <li>Pends and ties Economic Assistance applications in the NFOCUS system</li> <li>Indexes/Scans documents into NFOCUS document imaging</li> <li>Needs inquiry access to Service Organizations, Service Approvals, Service Authorizations, and Claims</li> </ul>   |  |                                 |
|                              |                             |                  | Community Support Specialist  | <ul style="list-style-type: none"> <li>Serves as a liaison to local community partners and customers providing information and guidance on issues pertaining to Economic Assistance programs</li> <li>Needs ability to add/update Service Authorizations for SNAP eligibility</li> <li>Needs inquiry access to Service Organizations, Service Approvals, and Claims</li> </ul>         |  |                                 |
|                              |                             |                  | Child Support Enforcement (CSE)   | Administrator I<br>CSE Worker/Supervisor<br>CSE Operations Specialist<br>Program Specialist<br>CSE Financial Manager<br>Accountant II<br>Staff Assistant I/Case Aide   | <ul style="list-style-type: none"> <li>Needs only inquiry into Economic Assistance information and access to Foster Care Narratives</li> <li><b>*Ability to access the Foster Care Narratives, if needed, include in the additional comment section</b></li> </ul> |                                 |
|                              |                             |                  | CHARTS Production Support<br>- Help desk staff<br>- Development staff   | <ul style="list-style-type: none"> <li>Needs inquiry access to assist Child Support Enforcement Workers</li> </ul>   |  | Kevin Burke                     |
|                              |                             | EA Policy Unit   | Administrator II<br>Administrator I<br>Program Manager II<br>Program Coordinator<br>Program Specialist                            | <ul style="list-style-type: none"> <li>Needs ability to add/update Service Authorizations for Economic Assistance eligibility</li> <li>Needs the ability to add/update Service Organizations and Service Approvals</li> </ul>  |  | Linda Morrison                  |
|                              |                             |                  | Staff Assistant II<br>Office Clerk<br>Secretary II<br>Case Aide   | <ul style="list-style-type: none"> <li>Indexes/Scans documents into NFOCUS document imaging</li> <li>Needs inquiry access to Service Organizations, Service Approvals, Service Authorizations, and Claims</li> </ul>   |  |                                 |
|                              |                             |                  | Social Service Worker   | <ul style="list-style-type: none"> <li>Determines Economic Assistance eligibility</li> <li>Needs ability to add/update Service Authorizations for Economic Assistance eligibility</li> <li>Needs inquiry access to Service Organizations, Service Approvals, and Claims</li> </ul>   |  |                                 |
|                              |                             |                  | MHCP Social Service Worker  | <ul style="list-style-type: none"> <li>Determines Medically Handicapped Children's Program Eligibility</li> <li>Needs inquiry access to Service Organizations, Service Approvals, and Claims</li> </ul>  |  |                                 |
|                              |                             |                  | Resource Development Supervisor   | <ul style="list-style-type: none"> <li>Supervises Resource Development Workers</li> <li>Needs ability to add/update Service Organizations and Service Approvals</li> <li>Needs inquiry access to Service Authorizations and Claims</li> </ul>  |  |                                 |
|                              |                             |                  | Resource Development Worker   | <ul style="list-style-type: none"> <li>Licenses and Contracts EA providers</li> <li>Needs ability to add/update Service Organizations and Service Approvals</li> <li>Needs inquiry access to Service Authorizations and Claims</li> </ul>  |  |                                 |
|                              |                             |                  | Program Accuracy Specialist   | <ul style="list-style-type: none"> <li>Reviews all ACCESS Nebraska Economic Assistance Cases for accuracy and makes changes when appropriate</li> </ul>  |  |                                 |
|                              |                             |                  | Employment Specialist   | <ul style="list-style-type: none"> <li>Needs ability to add/update Service Authorizations for Economic Assistance eligibility</li> <li>Needs inquiry access to Service Organizations, Service Approvals, and Claims</li> </ul>   |  |                                 |
|                              |                             |                  | Accountant<br>Accounting Clerk  | <ul style="list-style-type: none"> <li>Needs ability to add/update claims</li> <li>Needs inquiry access to Service Organizations, Service Approvals, and Service Authorizations</li> </ul>   |  |                                 |
|                              |                             |                  | Administrative Assistant  | <ul style="list-style-type: none"> <li>Needs inquiry access to Service Organizations, Service Approvals, Service Authorizations, and Claims</li> </ul>   |  |                                 |

| Division                     | Section                     | Sub-Section   | Job Category  | Job Activity   | YES (X) | Contact        |
|------------------------------|-----------------------------|---|---|--|---------|----------------|
| Children and Family Services | Economic and Family Support | Claims Processing & Electronic Benefits Transfer Unit | Manager Accountant III  | <ul style="list-style-type: none"> <li>Performs duties covered in all areas of ICC/Claims Processing</li> <li>Processes SNAP benefit replacements</li> <li>Issues replacement SNAP benefits</li> <li>Force Pay a Claim postponements</li> <li>Changes organization tax information &amp; indicates tax information has been reviewed.</li> </ul> |         | Cari Crosby    |
|                              |                             |   | Fiscal Compliance Analyst                                     | <ul style="list-style-type: none"> <li>Update SNAP A/R account information and post payments</li> <li>Issue and Re-issue EBT cards</li> <li>Review child care payments for accuracy</li> </ul>   |         |                |
|                              |                             |   | Accounting Clerk II/I   | <ul style="list-style-type: none"> <li>Issue and Re-issue EBT cards</li> <li>Review child care payments for accuracy</li> <li>Posts SNAP Payment</li> </ul>  |         |                |
|                              |                             |   | Temp SOS<br>- Accounting Clerk II/I                           | <ul style="list-style-type: none"> <li>Needs inquiry access into NFOCUS <ul style="list-style-type: none"> <li>General inquiry into the system to link EBT cards to JP Morgan Reports</li> <li>Ability to inquiry information related to child care reviews</li> </ul> </li> </ul>   |         |                |
|                              |                             | Investigations  | Fraud Investigator  | <ul style="list-style-type: none"> <li>Investigates fraud CFS EA, CSE, and Child Welfare claims</li> </ul>   |         | Jana McDonough |
|                              | Quality Control             | Program Evaluation Review                             | Quality Control Program Manager<br>Quality Control Specialist | <ul style="list-style-type: none"> <li>performs quality control reviews</li> </ul>   |         | Doug Beran     |
| Additional Comments          |                             |   |   |  |         |                |

Supervisor Signature: \_\_\_\_\_

Annual Review Date(s): \_\_\_\_\_