**DHHS Internal Staff**
**N-FOCUS Access Request Checklist - Financial Services**
**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 | Sub-Section | Job Category | Job Activity | YES (X) | Contact |
|---|---|---|---|---|---|
| Financial Services | Financial & Program Analysis Unit | Administrative Assistant | • Needs inquiry into NFOCUS for matching an overpayment to a received check | | Andrew Keck |
| | | Program Analyst | • Needs inquiry access into NFOCUS<br>  ◦ General inquiry into the system<br>  ◦ Inquiry to DD related Ability to Pay information<br>  ◦ Ability to view State Verification & Exchange System<br>  ◦ Ability to search vital statistics (birth, death, marriage and divorce)<br>  *\*APS/CPS inquiry must be specifically requested in additional comment area* | | |
| | Accounting Unit | Accountant I/II | • Needs inquiry access to Financial information in NFOCUS for garnishments and leans<br>• Ability to create direct deposit records in NFOCUS | | Lily Kathee |
| | | Accounting Clerk I/II | • Needs inquiry access to Financial information in NFOCUS (Payment and receipt side)<br>*\* Ability to create Direct Deposit records must be specifically requested in additional comment area* | | |
| | | MFPS -  Accountant I | • Needs inquiry access in relation to claim overpayments | | |
| | | MFPS - Accounting Clerk I/II | • Creates overpayments to generate accounts receivables<br>• Apply payments to accounts receivable<br>• Updates/changes the status of accounts receivable<br>• Explain overpayment and repayment with clients | | |
| | Financial Responsibility | Trust Officer Supervisor | • Supervises the Accountant II performing financial responsibility functions | | |
| | | Accountant II | • Determines clients ability-to-pay for service received<br>• Performs Social Security payee responsibilities to assure funds are appropriately disbursed to meet the needs of state wards | | |
| | **Additional Comments** | | | | |

Supervisor Signature: _____     Annual Review Date(s): _____