

DHS Systems Request Form for Vendors Procedure

This form is for MFIP supervisors, managers, or data specialists to request for their staff access to the current DHS systems that Ramsey County Workforce Solutions has been granted access to in conjunction with Workforce One. Any questions pertaining to this form should be directed to the data specialist at your agency or the MIS Help Desk at: ws-mis-helpdesk@ramseycounty.us

General Information on submitting the form

The form is emailed to the MIS Help Desk. Do not add the CHS Help Desk to the email. Once the MIS Help Desk reviews for accuracy and completion the form will be sent to the CHS Help Desk for processing. Staff sending the form to the MIS Help Desk will also be notified on the email that it has been sent. If there are issues with the form/attachments the MIS Help Desk will send the form back to staff for correction. It will then need to be resubmitted with the corrections. Once access is granted, any issue with Maxis ID's needs to go the CHS FAS Helpdesk: CHSFASHelpdesk@CO.RAMSEY.MN.US.

Steps required before access is granted

Below are the instructions for the 2 steps that will be required before MEC2 and/or Maxis Inquiry Access may be granted via the form. One, Completing the "DHS Handling MN Information Securely" Form and two, completing training on Trainlink. Once these two are completed, the form can be found under **Contacts and Forms**. Instructions on completing and submitting the form can be found within this document as well.

(1) Completing the "DHS Handling MN Information Securely" Form

Location: <https://data-securitytraining.dhs.mn.gov/Account/Login>

To register (new)

Required fields have an asterisk *

- Enter "Ramsey County" as Affiliation
- Division will default to "None"
- Enter your First Name
- Enter your Last Name
- Training Role select "County Worker"

The 7 courses below that are required (check marked) in the first step to gain DHS Systems access. All 7 must be passed. This must be done annually to continue to have access to the DHS Systems.

The **Next Assessment** will show when this is due to be completed.

It is the responsibility of staff to ensure that this is up to date.

The course information is tracked by your email address. If you had completed the courses at an agency other than your current agency you will need to go into the **Settings** and update your record with your new email. If it has been more than a year (or close to a year) since last completing the courses you will need to retake them.

Once all courses have been passed, have your supervisor/manager or data specialist attach this form along with the completed **DHS Systems request form** to the email that is sent to the MIS Help Desk for processing.

Required	Course Name	Assessment Link	Last Assessment	Passed	Next Assessment
<input checked="" type="checkbox"/>	Data Security and Privacy (15 Minutes) - Course	Data Security and Privacy (15 Minutes) - Assessment	09/18/2017	<input checked="" type="checkbox"/>	09/18/2018
<input checked="" type="checkbox"/>	How to Protect Information (35 Minutes) - Course	How to Protect Information (35 Minutes) - Assessment	09/19/2017	<input checked="" type="checkbox"/>	09/19/2018
<input checked="" type="checkbox"/>	Managing Security Information Problems (15 Minutes) - Course	Managing Security Information Problems (15 Minutes) - Assessment	09/19/2017	<input checked="" type="checkbox"/>	09/19/2018
<input checked="" type="checkbox"/>	Federal Tax Information (10 Minutes) - Course	Federal Tax Information (10 Minutes) - Assessment	09/19/2017	<input checked="" type="checkbox"/>	09/19/2018
<input checked="" type="checkbox"/>	Social Security Administration Information (15 Minutes) - Course	Social Security Administration Information (15 Minutes) - Assessment	09/19/2017	<input checked="" type="checkbox"/>	09/19/2018
<input checked="" type="checkbox"/>	Protected Health Information (PHI) (15 Minutes) - Course	Protected Health Information (PHI) (15 Minutes) - Assessment	09/19/2017	<input checked="" type="checkbox"/>	09/19/2018
<input checked="" type="checkbox"/>	Data Protection for Supervisors (10 Minutes) - Course	Data Protection for Supervisors (10 Minutes) - Assessment			
<input checked="" type="checkbox"/>	Data Security for County Staff and Assistants (10 Minutes) - Course	Data Security for County Staff and Assistants (10 Minutes) - Assessment	09/19/2017	<input checked="" type="checkbox"/>	09/19/2018
<input type="checkbox"/>	Data Security for Help Desk and System Administrator (10 Minutes) - Course	Data Security for Help Desk and System Administrator (10 Minutes) - Assessment			
<input type="checkbox"/>	Volunteer (15 Minutes) - Course	Volunteer (15 Minutes) - Assessment			

(2) Completing Training on TrainLink

Location: http://pathlore.dhs.mn.gov/stc/income/psciis.dll?linkid=517640&mainmenu=INCOME&top_frame=1

A Trainlink unique key is required for trainings.

If you do not have a Trainlink unique key:

- Select **TrainLink Home**.
- Select the link below and complete the required information.



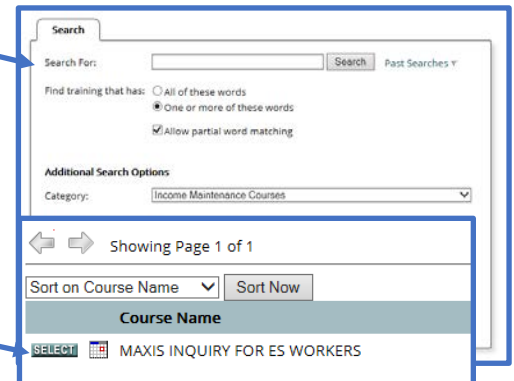
Once you have a Trainlink unique key, look up the required courses select **Course Catalog**

The following courses are required for the DHS Systems;

- Maxis Inquiry for ES Workers (**TES315**) classroom training
- MEC2 (**TES260**) and (**TES261**) both web based

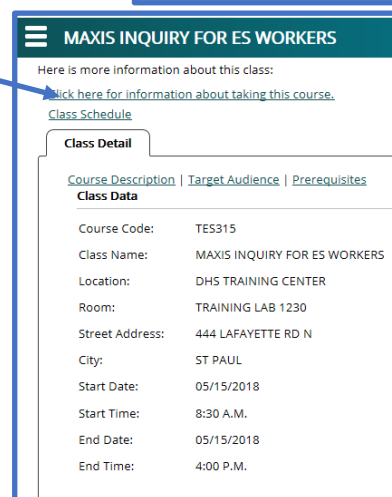


Enter any of these codes in the **Search for:**



Click the **Select** button.

A screen will appear that will allow you to register (using the unique key) for **Maxis Inquiry for ES Workers** or take the web based training for **MEC2**.



Completing the DHS Systems Request Form

Section 1: System Selection

Action Buttons:

Clear all information: Will clear all information from all fields

Submit to: Will submit the form to Workforce Solutions' MIS Help Desk

Print Form: Will print the form without the Action Buttons

Maxis Inquiry or **MEC2** for childcare: Select either or both

Inactivity: staff who do not utilize the system for a certain time will be required to complete and resubmit their form.

Section 2: Staff and Agency Information

- All data elements need to be completed.
- Mr or Ms needs to be selected
- If no middle initial check the **No MI** box
- Maxis Inquiry/MEC2 ID#
 - if known enter it and select whether it is current (active) or previous.
 - If never had one write "None"
 - If one existed but cannot remember check **cannot remember**

Section 3 Forms/Courses

- Check the boxes required for form(s) & course completions.
- If Maxis Inquiry is still pending and MEC2 access is part of the request, form will be sent to grant the MEC2. Once the Maxis Inquiry Training has been completed and WFS MIS has been notified, MIS will forward this notification to the CHS Help Desk to process the request.
- Form cannot be processed without an approval date.

Congratulations on getting a Maxis ID – things to know about Maxis ID's and Passwords

Password needs to be changed by staff every 30 days. It is important for staff to setup a reminder to do this.

Staff forget password:

If staff forget their password they need to email the CHS Help Desk and request a temporary password. The CHS Help Desk will then send a temporary password. This temporary password needs to be used that day or it becomes invalid. Staff will use the temporary password to get into Maxis and then go in and create their own password.

Staff that are inactive with the systems:

If staff do not use the systems and their Maxis password becomes inactive for too long of a period (a little more than a month), the **DHS Systems Request Form** needs to be resubmitted to the MIS Help Desk with the box marked on the form for inactivity and requesting a temporary password. This password will only be good for the day it is received.

Even though the Maxis ID is used for both Maxis Inquiry and MEC2, they are two different systems. One may become inactive while the other is not.

Any issue with a MAXIS ID needs to be directed to the CHS Helpdesk and not to the MIS Helpdesk.