DHS Systems Requesting Access Procedure

This procedure is used for completion of the **DHS Systems Request Form**. This form is for MFIP vendor 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 is 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 *

    a.   Enter "Ramsey County" as Affiliation
    b.   Division will default to "None"
    c.   Enter your First Name
    d.   Enter your Last Name
    e.   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.

(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.
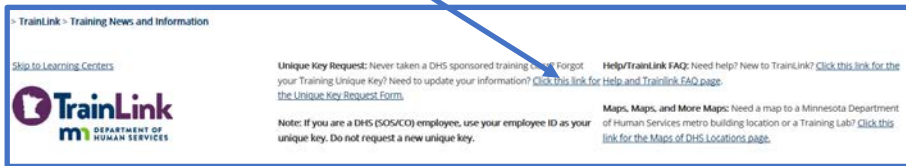
Once you have a Trainlink unique key,
look up the required courses select **Course Catalog**
The following courses are required for the DHS Systems;

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

Enter any of these codes in the **Search for:**
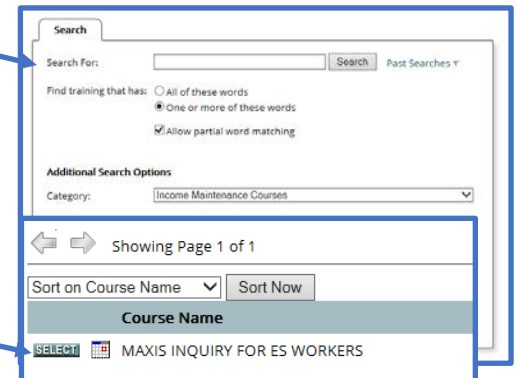
Click the **Select** button.
A screen will appear that will
Allow you to register (using the unique key)
for **Maxis Inquiry for ES Workers** or take the
web based training for **MEC2**.

Completing the DHS Systems Request Form

RAMSEY COUNTY
Workforce Solutions

Clear All Information

Submit to:WS-MIS-HelpDesk

Print Form

DHS Systems Request Form
Employment Services Vendor Access
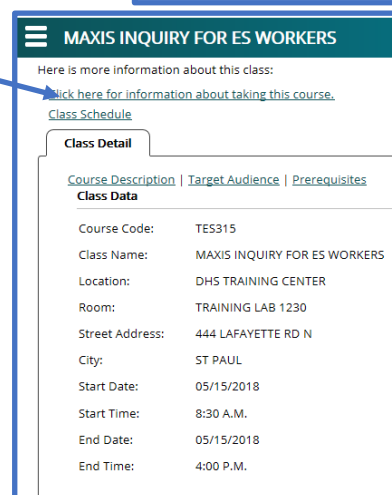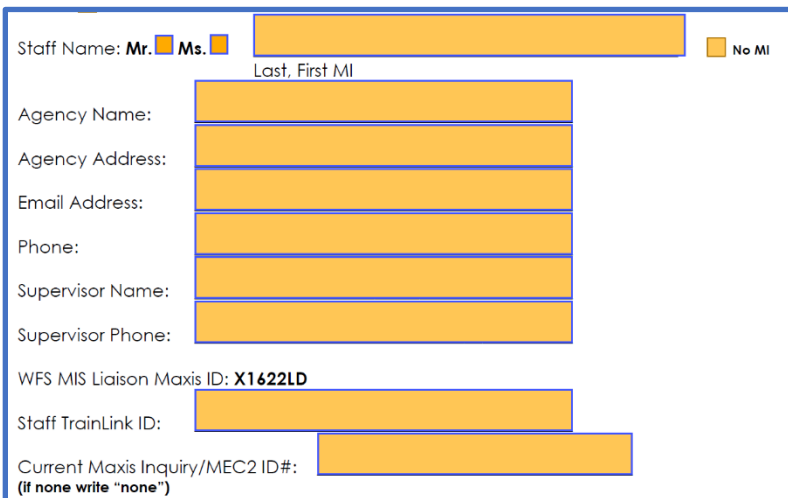
(Please refer to the "DHS Systems Requesting Access" procedure on the Provider Web Page under "Policies & Manuals")

☐ **Maxis Inquiry Access**

☐ **MEC2 Access**

Staff Name: **Mr.** ☐ **Ms.** ☐ _____ ☐ **No MI**

                Last, First MI

Agency Name: _____

Agency Address: _____

Email Address: _____

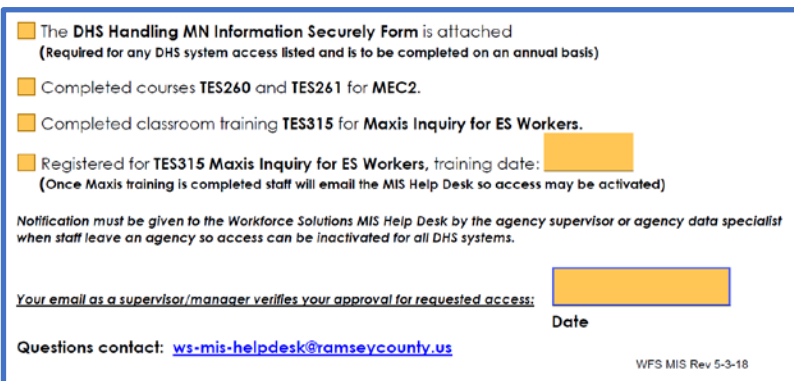Phone: _____

Supervisor Name: _____

Supervisor Phone: _____

WFS MIS Liaison Maxis ID: **X1622LD**

Staff TrainLink ID: _____

Current Maxis Inquiry/MEC2 ID#: _____
(if none write "none")

☐ The **DHS Handling MN Information Securely Form** is attached
(Required for any DHS system access listed and is to be completed on an annual basis)

☐ Completed courses **TES260** and **TES261** for **MEC2**.

☐ Completed classroom training **TES315** for **Maxis Inquiry for ES Workers**.

☐ Registered for **TES315** Maxis Inquiry for ES Workers, training date: _____
(Once Maxis training is completed staff will email the MIS Help Desk so access may be activated)

Notification must be given to the Workforce Solutions MIS Help Desk by the agency supervisor or agency data specialist when staff leave an agency so access can be inactivated for all DHS systems.

Your email as a supervisor/manager verifies your approval for requested access: _____
                        Date

Questions contact: ws-mis-helpdesk@ramseycounty.us
                                  WFS MIS Rev 5-3-18

Section 1: System Selection

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

  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

Section 2: Staff and Agency Information

- All data elements outlined in blue need to be completed.
- If no middle initial mark the "No MI" box

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.

Within a certain time after 30 days if not changed the password will become inactive. To become active, staff will email the CHS Help Desk requesting to have a temporary password be given. In the request staff will list their Maxis ID. 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.

If the Maxis password becomes inactive for too long of a period, a special CHS form (FAS State System Security Access Request Form) needs to be completed by the supervisor for staff to become active in Maxis. This is sent to the CHS Help Desk and the temporary password is then issued to the staff. The CHS Help Desk will send this if required.

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.

Notification must be given to the Workforce Solutions MIS Help Desk by the agency supervisor or agency data specialist when staff leave an agency so access can be inactivated for all DHS systems. Thank you.