

DATE ISSUED: July 22, 2013
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TO: Ramsey County MFIP-Employment ES Providers
FROM: Kate Probert Fagundes - MFIP/DWP Employment Services Division Manager
SUBJECT: Ramsey County Vendor Agency MAXIS Inquiry and MEC2 Access HIPAA Requirements Policy Memo

BACKGROUND: Workforce Solutions MIS functions as the ES Security Liaison for Ramsey County. The ES Security Liaison is responsible for tracking the status of MAXIS access' available to each agency, communicating with the county MAXIS Security Liaison, sending all information needed to submit requests for access and for sending notice to end access when ES staff leave the agency or move to a different position. Workforce Solutions MIS has access to SIR, making it possible for MIS to receive messages pertinent to Maxis Inquiry, i.e. that Maxis is down etc, and communicating that information to agency staff having MAXIS access.

NEW: DHS now requires that all MAXIS Inquiry and MEC2 users complete the DHS HIPAA Training independent of users taking own agency's required HIPAA training. This is a new requirement for MEC2 users. Local Agency training alone no longer meets the requirements for DHS authorization for MAXIS or MEC2 access.

New required DHS courses for data practices and security, *Handling MN Information Securely*, replace HR551 (*Protecting Information Privacy*) and HR552 (*Putting Security In Action*). The new suite of courses is designed to increase compliance with data practices and security, and meet federal training requirements for all those with access to DHS information and networks. Mastery of this new suite of courses is now required prior to receiving access to DHS systems including MAXIS and MEC2.

A Workforce Solutions Planner will act as course administrator. All Planners will monitor agencies for security training compliance.

The MAXIS Inquiry Access Request Form and the Ramsey County MEC2 (Child Care) Access Request Form can be located in the Forms section of the MFIP/DWP-ES Service Provider Web Page.

PROCEDURES: The following procedures have been expanded to address meeting the DHS requirement for new staff using MEC2, and for the currently assigned staff with MAXIS Inquiry access to maintain access.

Procedures for New Staff Using MEC2

1. Agency staff person accesses the DHS' new HIPAA training site. To register the first time at the training site (required of all staff), go to:
<https://data-securitytraining.dhs.mn.gov/Account/Login>
 - a. Enter "Ramsey County" as Affiliation
 - b. Default for Division is "None"
 - c. Enter your agency email address
 - d. Enter First and Last Name
 - e. You have the option of entering the agency name in "Company Name" field
 - f. In Training role indicate "County Worker"
2. Based on the staff training role, a list of required courses will be generated. This list is considered the completion list and it tracks the percentage of course completion.
3. Agency staff person completes the DHS required DHS *Handling MN Information Securely* (HIPAA) training and prints the completion form.
4. Agency supervisor/manager completes the Ramsey County MEC2 (Child Care) Access Request Form and sends to CHS FAS Helpdesk (email addresses at the bottom of the form).
5. To demonstrate having completed the security course, the agency staff sends a copy of the course completion form to the MAXIS Security Liaison.
6. See the *MAXIS Inquiry and MEC2 Training Registration Procedures* (on the Provider Web Page) for information on the TrainLink courses required before Maxis Inquiry access or a MAXIS ID can be authorized.
7. Once the required HIPAA and TrainLink courses have been completed and verified, the MAXIS Security Liaison issues agency staff person an MAXIS ID number (if necessary).
8. The MAXIS Security Liaison submits the DHS Form 4442 requesting the appropriate system security following regular processes.

Procedures for Reassignment of MAXIS Inquiry Access

1. Agency supervisor/manager completes or the Ramsey County MAXIS Inquiry Access Request Form and to send WFS MIS Helpdesk email address at the bottom of that form.
2. Agency staff person accesses the DHS' new HIPAA training site. To register the first time at the training site (required of all staff), go to:
<https://data-securitytraining.dhs.mn.gov/Account/Login>
 - a. Enter "Ramsey County" as Affiliation
 - b. Default for Division is "None"
 - c. Enter your agency email address
 - d. Enter First and Last Name
 - e. You have the option of entering the agency name in "Company Name" field
 - f. In Training role indicate "County Worker"
3. Based on the staff training role, a list of required courses will be generated. This list is considered the completion list and it tracks the percentage of course completion.
4. Agency staff person completes the DHS required DHS *Handling MN Information Securely* (HIPAA) training and prints the completion form.
5. The agency staff sends a copy of the course completion form to the MAXIS Security Liaison.
6. See the *MAXIS Inquiry and MEC2 Training Registration Procedures* (on the Provider Web Page) for information on the TrainLink courses required before Maxis Inquiry access or a MAXIS ID can be authorized.
7. Once the required HIPAA and TrainLink courses have been completed and verified, the MAXIS Security Liaison issues agency staff person an X ID number (if necessary).
8. The MAXIS Security Liaison submits the DHS Form 4442 requesting the appropriate system security following regular processes.

9. ES Security Liaison confirms with agency that they have a link to Bluezone. ES Security Liaison provides the agency with the link if needed.
10. As needed, agency IS staff install Bluezone onto the designated staff person's computer.

Recertification Procedures for Current Users of MEC2 and/or MAXIS Inquiry

1. Recertification of the courses is required annually. DHS will not send email reminders at recertification. If you successfully completed the previous courses HR551 (*Protecting Information Privacy*) and HR552 (*Putting Security Into Action*), within the last 12 months, you will not need to take the new courses until your annual recertification.
2. If agency staff have access to MAXIS Inquiry or MEC2 now but did not take the security previous courses (because of a now expired agreement between DHS and Ramsey County Workforce Solutions) staff should register and take the courses as soon as possible to avoid any possible lapse in access.
3. Staff must now access these courses directly at <https://data-securitytraining.dhs.mn.gov/Account/Login>.
4. See items 2-5 above.

EFFECTIVE DATE: October 13, 2014

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