

DWP/MFIP-ES POLICY

(WS2014-14)

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TO: Ramsey County MFIP-Employment ES Providers

FROM: Kate Probert Fagundes - MFIP/DWP Employment Services Division Manager

SUBJECT: MAXIS Inquiry and MEC 2 Training Registration Procedures

BACKGROUND: Once new staff (or staff receiving MAXIS Inquiry access) have completed their current annual information security training through DHS, they can sign-up for either MEC2 training or MAXIS Inquiry for ES Workers training.

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. Mastery of this new suite of courses is now required prior to receiving access to DHS systems including MAXIS and MEC2.

Each agency may have up to two staff at each location receive MAXIS Inquiry access. More access cannot be granted if an agency has two at a location.

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.

Remember that each ES Agency is responsible to inform WFS MIS - ES Security Liaison as soon as possible when a staff person with MAXIS Access leaves the agency or changes job roles.

PROCEDURES: The following procedures have been expanded to address meeting the DHS requirement for new staff using MEC2 and for the change in the assignment of MAXIS Inquiry to agency staff.

Procedures for New Staff Using MEC2

1. Agency staff person goes to TrainLink (see below) and completes the MEC2 training online.
2. Agency supervisor or manager completes the Ramsey County MEC2 (Child Care) Access Request Form and sends to the CHS FAS Helpdesk email address at the bottom of the form.
3. Agency staff person completes the DHS required DHS *Handling MN Information Securely* (HIPAA) training (see Ramsey County Vendor Agency MAXIS Inquiry Access and MEC2 Access HIPAA Training Policy Memo) and prints the completion form.
4. Agency Supervisor sends the staff person's completion form to the MAXIS Security Liaison.
5. MAXIS Security Liaison issues agency staff person an X ID number.
6. The MAXIS Security Liaison completes Form 4442 for that agency staff person and submits it to DHS requesting access to MEC2 and the appropriate system security following regular processes. SSAM will check for mastery of the security courses prior to approving any system security.

Procedures for Changing Designated Staff with MAXIS Inquiry Access

1. Agency staff person accesses the DHS' new HIPAA training site at:
<https://data-securitytraining.dhs.mn.gov/Account/Login>
2. Agency staff person completes the DHS required DHS *Handling MN Information Securely* (HIPAA) training (see Ramsey County Vendor Agency MAXIS Inquiry and MEC2 HIPAA Requirement Policy Memo) and prints the completion form.
3. Agency staff person completes the *Introduction to Public Assistance* and *Introduction to MAXIS and MMIS* training at Trainlink.
4. Agency supervisor or manager completes the Ramsey County MAXIS Inquiry Access Request Form and sends to WFS MIS Helpdesk email address at the bottom of the form. (If the staff person has a current MAXIS ID in Ramsey County for another system, such as MEC2, please enter that on the appropriate line of the Ramsey County MAXIS Inquiry Access Request Form. If the MAXIS ID is from another county, the staff person will need a new MAXIS ID. In this case, leave that line on the Ramsey County MAXIS Inquiry Access Request Form blank.)
5. After determining that the agency is within the limited number of MAXIS Inquiry access at the agency location, WFS MIS Helpdesk will send the Ramsey County MAXIS Inquiry Access Request Form to the CHS Helpdesk and the MAXIS Security Liaison.
6. The Agency Supervisor sends the staff person's completion form to the MAXIS Security Liaison. (MAXIS Security Liaison has option of looking up the staff person's DHS *Handling MN Information Securely* training completion form.)
7. The MAXIS Security Liaison completes Form 4442 for that agency staff person and submits to DHS requesting access to MAXIS Inquiry (as appropriate) and the appropriate system security following regular processes. SSAM will check for mastery of the security courses prior to approving any system security.
8. If necessary, the MAXIS Security Liaison will provide a MAXIS ID to the staff person.

Accessing TrainLink

The staff person should use his or her unique training key to gain access to TRAINLINK at the link below. If the staff person does not already have a unique training key, he or she can obtain one by clicking on the Unique Key Request Form on the link below.

http://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=Training

Click on "TrainLink"

Click on "Income Maintenance and Employment Services" (the one shown lower on the page, not the one on the side)

A new pop up box will appear: *Income Maintenance and Employment Services Learning Center*

Click on "Search for Learning Activities"

In the box next to "Search for:" type *ipam*

Click search

Click select "INTRODUCTION TO PUBLIC ASSISTANCE"

Click on: *Click here for Info about taking this course*

Enter the Unique Key, this is the logon ID:

Click ok

EFFECTIVE DATE: October 13, 2014
WFS CONTACT: Alan Wanless or Bruce Casselton