

Add or Remove Maintain Agency Access or Maintain Organizational Hierarchy

Guidelines: Only one or two staff from an agency or district should have Maintain Agency Access or Maintain Organizational hierarchy. Because changes to these windows has the potential to give a wide number of people in your agency access to client information, please be sure that the staff who are given these Business Functions fully understand the Security Functionality and how it affects access to cases and stages.

The Implementation Coordinator should email the request for the assignment or removal of either Maintain Agency Access or Maintain Organizational Hierarchy to the OCFS CONNECTIONS Communication Unit.

Agency name: _____

Implementation Coordinator Name: _____

Please **REMOVE** Maintain Agency Access from:

Name: _____

NT ID: _____

Please **ASSIGN** Maintain Agency Access to:

Name: _____

NT ID: _____

Please **REMOVE** Maintain Organizational Hierarchy from:

Name: _____

NT ID: _____

Please **ASSIGN** Maintain Organizational Hierarchy to:

Name: _____

NT ID: _____