

SAFE ACCESS REQUEST FORM (DCFS Personnel)

User Information:

NAME (print): _____
(FIRST) (I) (LAST)

Office Name: _____ DCFC Start Date _____

Employee Identification Number: _____ Job Title: _____

Office Phone Number: _(_____)_____ Fax Number: _(_____)_____

USER SIGNATURE: _____ Date: _____

- _____ New SAFE User / Worker / New Position ID
- _____ Previous SAFE User / Rehire
- _____ Transfer Prior Location _____

Supervisor Approval: I have reviewed the information and concur with this request.

SUPERVISOR NAME (print) _____ Phone Number _____

Supervisor Signature _____ Date _____

SAFE Trainer:

SAFE Trainer Signature: _____

Training Dates(s): Day 1 _____ Day 2 _____

CONFIDENTIALITY STATEMENT

The Department of Human Services (DHS) receives and generates a variety of information while providing services to clients. Some of this information may be publicly disclosed. Law, however, prohibits disclosure of certain information. Some of the information to which employees, contractors, and others may have access, through their relationship with DCFS and access to SAFE, will be classified as confidential, private, controlled, or protected. Such information must be handled according to the laws governing its classification.

To prevent an unwarranted invasion of privacy, I agree to limit my use of the SAFE database to that which is reasonably calculated to lead to information necessary for successful completion of my assignments with DCFS. Unauthorized or improper use of IT resources, or allowing access to other (e.g. disclosing passwords) may result in corrective action and discipline in accordance with Utah Admin Rule R477-9-1.

I understand that if I violate this agreement or any law about the confidentiality of the information I obtain, I may be subject to criminal and/or civil penalties. Additionally, I may lose my SAFE access privileges and may be subject to other disciplinary action, including termination of my employment, or my contractual or other relationship with DCFS.

SAFE Access Profile: (Select **One** profile)

	New Employee	Primary caseworker (complete NET Day 2)	Team tech
	Caseworker with intake	Team tech with intake	Office tech
	Casework supervisor	Supervisor with intake	Office tech with intake
	Region administrator	Region manager with signoff	State manager
	Health Care Worker	Health Care Tech	Health Care Coordinator
	Intern 90 day limit	Reports Only – you must select the reports you need to access on page 2	

SAFE USE ONLY:

User ID: _____ Position (Worker) ID: _____ Date: _____

New Worker entered in USSDS Effective Date: _____ By _____

SAFE access terminated Effective Date: _____

Licensure Information: Check Social Work License(s) held by above user

<input type="checkbox"/>	Licensed Clinical Social Worker	Start Date:		Expiration Date:	
<input type="checkbox"/>	Social Service Worker	Start Date:		Expiration Date:	
<input type="checkbox"/>	Certified Professional Counselor	Start Date:		Expiration Date:	
<input type="checkbox"/>	Certified Social Worker	Start Date:		Expiration Date:	
<input type="checkbox"/>	Licensed Psychologist	Start Date:		Expiration Date:	
<input type="checkbox"/>	Post-Masters Supervised Practice	Start Date:		Expiration Date:	
<input type="checkbox"/>	Licensed Professional Counselor	Start Date:		Expiration Date:	
<input type="checkbox"/>	Licensed Adv Practice Reg Mental Health Nurse Specialist	Start Date:		Expiration Date:	

SAFE Reports: Check the reports you would like to access in SAFE. Authorization to any report must be approved.

<input type="checkbox"/>	Adoption Administration Reports	<input type="checkbox"/>	CPS Administration Reports
<input type="checkbox"/>	CPS Supervisor Reports	<input type="checkbox"/>	Domestic Violence Coordinators
<input type="checkbox"/>	Finance Reports	<input type="checkbox"/>	Foster Care Citizen Review Board
<input type="checkbox"/>	Health Data Reports	<input type="checkbox"/>	Helpdesk Data Quality Reports
<input type="checkbox"/>	Home-Based Administration Reports	<input type="checkbox"/>	Home-Based Supervisor Reports
<input type="checkbox"/>	Intake Reports	<input type="checkbox"/>	Office of Licensing
<input type="checkbox"/>	Office of Recovery Services	<input type="checkbox"/>	Office of Services Review
<input type="checkbox"/>	Removal Administration Reports	<input type="checkbox"/>	Resource Family Consultant Reports
<input type="checkbox"/>	Revenue/Grant Reports	<input type="checkbox"/>	SAFE Fixer
<input type="checkbox"/>	SCF Administration Reports	<input type="checkbox"/>	SCF Supervisor Reports
<input type="checkbox"/>	Transition to Adult Living Coordinators		

Report Authorization Approval:

Signature: Navina Forsythe

Date

SAFE 1.1 Access Profiles

Access profiles specify users' read and edit rights for windows and functions within SAFE. Rights may include all records of a specific type, for example, all activity records or be limited in scope, i.e., only my own cases, my team, my office, etc.

Users' access rights are set initially by assigning one of the Access Profiles to the individual. The profile may be modified if required by the person's job assignment.

Profile Name	Profile Description	Access Description
Primary Caseworker	Primary caseworker for ongoing cases.	Own action items, activity records, and referral lists, and units in Caselist, Define Caselist and Define Workload.
Caseworker with intake	Caseworkers with broader scope of permissions to assist in taking CPS referrals.	Same as Primary Caseworker for own cases, plus access to office, region, or statewide records associated with referrals.
Secondary Worker	Specialized third party workers or student trainees with no primary responsibility for cases, but have been assigned to work on specific cases.	Own action items, activity records, and referral lists.
Team Technician	DCFS caseworker technicians who support a specific team or unit.	Records within their particular team. Backup entry for workers on their team or unit.
Team Technician with intake	DCFS caseworker technicians supporting a team or unit, which includes intake workers.	Records within team, including intake records for their office. Backup entry for workers on their team.
Office Technician	DCFS caseworker technicians supporting more than one team within a specific office.	Records within their office. Backup entry for workers in their office.
Office Technician with intake	DCFS caseworker techs supporting >1 team in an office, including the CPS intake function.	Records within their office, including intake records. Backup entry for workers in their office.
Casework supervisor	DCFS casework supervisors.	Retrieve cases for their unit. Can update action items and activity records for all members of their unit.
Supervisor with intake	DCFS casework supervisors, including the supervision of CPS intake workers.	Records for their unit, except in Referral and Referral List, where they can access all records.
Region Administrator	DCFS administrative staff who support regional functions.	Records within their region.
Region Manager with sign-off	Region Personnel who view information for an entire region and have approval authority for such matters as CPS case extensions. Includes Regional Directors and Associate Regional Directors.	Records within the region can enter extensions and other approvals.
State Manager	DCFS Management Personnel who work out of the state office.	All records within state.
Health Care Worker	Secondary caseworkers that are Health Dept. employees and see that children in custody receive needed health care.	Records for Team.
Health Care Technician	Techs who are Health Dept. employees who support the Health Care Coordinators and Health Care Workers.	Records for Team.
Health Care Coordinator	Health Department employees who supervise Health Care Workers. In smaller offices, coordinator and health care case worker may be same person	Records for Team.
Intern	Student trainees with no primary responsibility for cases, but have been assigned to work on specific cases.	Own activity records, able to view all records for region.

SAFE Help Desk Fax # (801) 538-4510