

How to Request Access to CW ASSIST for a CW Worker

These instructions assume worker has an NCID assigned and the Information Security Official (ISO) has access and experience using the e-IRAAF system.

1. Supervisor determines that the employee requires access to CW ASSIST as a function of their job responsibilities.
2. Supervisor verifies that the worker has an NCID.
3. The e-IRAAF will be used to grant access for a new employee or make changes for an existing employee. The request should come to the ISO from the employee's supervisor via email. This email request should be maintained by the Security Official for audit purposes for a minimum of seven years.
4. On the Supervisor's authorization, the county ISO will complete the e-IRAAF as appropriate for the access/change being requested. CW ASSIST is located on screen AATY07. Enter 'A' to add access for the worker or 'D' to remove worker access.



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AATY07   DIRM1008  INFORMATION RESOURCE ACCESS AUTHORIZATION  TS84S01
03/20/17 14:02:31                                     COUNTY 906
RACF ID TS84S01   NAME FRAZIER           H LOWERY

ICPC - INTERSTATE COMPACT ON PLACEMENT OF CHILDREN      _ (ADD/DELETE) _ (UPDATE/INQUIRY)
LS - LEAVE SYSTEM                                     _ (ADD/DELETE) _ (UPDATE/INQUIRY)
RIS - REFUGEE INFORMATION SYSTEM                       _ (ADD/DELETE) _ (UPDATE/INQUIRY)
QCSS - SOCIAL SERVICES QUALITY CONTROL SYSTEM          _ (ADD/DELETE) _ (UPDATE/INQUIRY)
SMFHS - STATE MATERNITY HOME FUND SYSTEM              _ (ADD/DELETE) _ (UPDATE/INQUIRY)
SAVE - SYSTEMATIC ALIEN VERIFICATION ENTITLEMENTS     _ (ADD/DELETE) _ (UPDATE/INQUIRY)
TDC - TANF DATA COLLECTION SYSTEM                   _ (ADD/DELETE) _ (UPDATE/INQUIRY)
CW ASSIST - CHILD WELFARE ASSIST                       _ (ADD/DELETE)

EQUIPMENT/NETWORK WAN/LAN
WHO OWNS COMPUTER sm (SM, CO, CT, ST, OT) OTHER _____
WORKSTATION OR LAPTOP w (W/L)   IS HARD DRIVE ENCRYPTED y (Y/N)

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E229: IS HARD DRIVE ENCRYPTED IS REQUIRED
F5-NOTES           F9-CONFIRM
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Note: Most of the workers for whom access to CW ASSIST will be requested may not have existing e-IRAAFs, so ISOs can expect to have to create new ones.

5. Submit the e-IRAAF.
6. DHHS Customer Support Center (CSC) will receive the e-IRAAF and, if completed correctly, will grant the user access to CW ASSIST.

Note: Failure to provide the worker's correct NCID will result in rejection of the e-IRAAF.

7. ISOs are encouraged to check the status of submitted e-IRRAFs in the same way they currently do for any e-IRAAF they submit.