



DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF SOCIAL SERVICES

ROY COOPER  
GOVERNOR

MANDY COHEN, MD, MPH  
SECRETARY

WAYNE E. BLACK  
DIRECTOR

February 28, 2018

Dear County Director of Social Services:

ATTENTION: Directors, Program Managers, Security Officers

SUBJECT: Assignment of Multiple NCID Numbers to Staff – TIME SENSITIVE

Effective March 1, 2018, counties will have the ability to assign Multiple NCIDs to their staff as the IDs are required to deliver needed services.

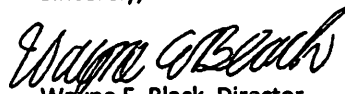
County Directors are solely responsible for authorizing and reporting Multiple IDs. Staff who will require Multiple IDs based on their cross-program responsibilities must be identified and tracked accordingly as follows:

For each county staff member who is assigned multiple roles, the Multiple IDs form must be filled out and sent to the [NCFAST\\_SEC\\_REPORTS@dhhs.nc.gov](mailto:NCFAST_SEC_REPORTS@dhhs.nc.gov). This will become part of the County DSS monthly NC FAST Access Control verification process. All staff assigned a security role with update functionality is required to complete the necessary training in Learning Gateway as identified by each program. Per Senate bill 841 in GA Session 2015 and audit findings, there are no exceptions to this rule. If the training is not complete, the NC FAST County Admin cannot grant access to NC FAST.

County Directors are also responsible to review and provide Multiple IDs assignments quarterly to determine if such access is still required. The County Director is responsible for providing the Multiple IDs from a staff member that has been revoked during the monthly NC FAST access control submission by the county security administrator [NCFAST\\_SEC\\_REPORTS@dhhs.nc.gov](mailto:NCFAST_SEC_REPORTS@dhhs.nc.gov) submission for audit purposes.

Failure to follow the process may lead to disabling of Multiple IDs. In several situations, this will be a short-term solution until the blended roles are implemented. As the blended roles are implemented DHHS will work with the counties to assist with revoking dual IDs where appropriate. As the blended roles are designed in NC FAST, multiple IDs will be less necessary.

Sincerely,

  
Wayne E. Black, Director  
Division of Social Services

  
Angela Taylor, Director  
NC FAST

Attachment

DIR-03-2018

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