**Wisconsin Work Programs (WWP) User Access Request**

Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04(1)(m), Wisconsin Statutes]. **All users and authorizing staff are legally responsible for protecting the confidentiality of protected information.**

Instructions for completing this form can be found on page 3. If you fail to provide required information, your request will be denied. **The user’s work email and work telephone number must be used and associated with the user’s WAMS ID.**

**WAMS ID**: The ID must be created at <https://on.wisconsin.gov/WAMS/home>. **You must use a work email and work telephone number.** New staff without a WAMS ID must create one prior to completing this form. This ID is required prior to accessing state applications on the Gateway page.

**WAMS UAT ID**: State staff use this ID to access the User Acceptance Testing Environment (UAT). State staff without a WAMS UAT ID should create one at <https://uaon.wisconsin.gov/WAMS/SelfRegController>. A WAMS UAT ID is not required for production WWP access.

**Primary CARES Mainframe ID**: New or any non-state staff without an assigned Primary CARES Mainframe ID should request this ID through DHS first using the *CARES AUTOMATED SYSTEM ACCESS REQUEST* ([DHS Form F-00476](https://www.dhs.wisconsin.gov/library/f-00476.htm)). After DHS has assigned this ID to the user, complete the rest of this form. **For the Elevate program, users do not need to request this ID.** The ID must be associated with a user profile used for the Wisconsin Works (W-2), Emergency Assistance (EA), Transitional Jobs (TJ), Transform Milwaukee Jobs (TMJ), and/or Children First (CF) program.

**Primary and UAT CARES Mainframe ID for State Staff:** New or any state staff without an assigned Primary and UAT CARES Mainframe ID should request this ID through DCF using the *Request for Access* ([DCF-F-2923-E](https://dcf.wisconsin.gov/files/forms/doc/2923.docx)).

**Requesting multiple UAT WWP IDs:** If applicable, complete the MULTIPLE UAT WWP IDs section when requesting multiple UAT IDs. Each WWP UAT ID must be associated with a unique UAT CARES Mainframe ID.

The authorized Agency/Contractor Security Officer must email the completed form to the [DCFMBDFESDataSteward@wisconsin.gov](mailto:DCFMBDFESDataSteward@wisconsin.gov).

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| **USER INFORMATION** | | | | | | | | |
| Last Name | | | First Name | | | | | Middle Initial |
| Work Telephone Number | | WAMS ID | | | Primary Production CARES Mainframe ID | | | |
| WAMS UAT ID | | Requesting a UAT ID(s)?  Yes  No | | | How many UAT IDs? | | | |
| Work Email | | | | | | | | |
| Agency Contractor | | | | | | | | |
| **REQUESTED ACTION** | | | | | | | | |
| NEW  EDIT – If you are editing an existing user, check this box **and** complete this form. You must complete all sections.  DELETE Reason: – If you are removing a user, skip to the Supervisor and Agency/Contractor Security Officer Information sections and complete. Email the completed form to the [DCFMBDFESDataSteward@wisconsin.gov](mailto:DCFMBDFESDataSteward@wisconsin.gov). | | | | | | | | |
| **ENVIRONMENT(S) REQUESTED** | | | | | | | | |
| Production  Training  UAT | | | | | | | | |
| **USER ASSIGNMENT** | | | | | | | | |
| Select the appropriate role(s) from the Work Program Staff Role for the authorized program(s). For the users authorized for the W-2 program, select the appropriate Additional W-2 Staff Role. State staff will select the appropriate role(s) from either the State Staff Role and/or Additional State Staff Role. | | | | | | | | |
| **Work Program Staff Role**  **(Choose one role per program)** | **Additional W-2 Staff Role** | | | **State Staff Role** | | **Additional State Staff Role** | | |
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| **MULTIPLE UAT WWP IDs** | | | | | | | | |
| UAT CARES Mainframe IDs must be requested through DCF using the *Request for Access* ([DCF-F-2923-E](https://dcf.wisconsin.gov/files/forms/doc/2923.docx)). Each UAT WWP ID must be associated with a unique UAT CARES Mainframe ID. A UAT CARES Mainframe ID is not needed for the Elevate program. | | | | | | | | |
| **UAT WWP ID #1:       UAT CARES Mainframe ID #1:**  **Agency Contractor:** | | | | | | | | |
| UAT Work Program Staff Role  (Choose one role per program) | UAT Additional W-2 Staff Role | | | UAT State Staff Role | | | UAT Additional State Staff Role | |
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| **UAT WWP ID #2:       UAT CARES Mainframe ID #2:**  **Agency Contractor:** | | | | | | | | |
| UAT Work Program Staff Role  (Choose one role per program) | UAT Additional W-2 Staff Role | | | UAT State Staff Role | | | UAT Additional State Staff Role | |
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| **UAT WWP ID #3:       UAT CARES Mainframe ID #3:**  **Agency Contractor:** | | | | | | | | |
| UAT Work Program Staff Role  (Choose one role per program) | UAT Additional W-2 Staff Role | | | UAT State Staff Role | | | UAT Additional State Staff Role | |
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| **UAT WWP ID #4:       UAT CARES Mainframe ID #4:**  **Agency Contractor:** | | | | | | | | |
| UAT Work Program Staff Role  (Choose one role per program) | UAT Additional W-2 Staff Role | | | UAT State Staff Role | | | UAT Additional State Staff Role | |
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| **UAT WWP ID #5:       UAT CARES Mainframe ID #5:**  **Agency Contractor:** | | | | | | | | |
| UAT Work Program Staff Role  (Choose one role per program) | UAT Additional W-2 Staff Role | | | UAT State Staff Role | | | UAT Additional State Staff Role | |
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| **UAT WWP ID #6:       UAT CARES Mainframe ID #6:**  **Agency Contractor:** | | | | | | | | |
| UAT Work Program Staff Role  (Choose one role per program) | UAT Additional W-2 Staff Role | | | UAT State Staff Role | | | UAT Additional State Staff Role | |
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WWP is an information system owned by the State of Wisconsin – Department of Children and Families and is the property of the State of Wisconsin Government. It is for authorized use only. Unauthorized access, use, misuse, modification, or disclosure of this information system or data constitutes a violation of 18 U.S.C. § 1030, Wis. Stats. §§ 49.83 & 943.70, DCF Policy, and may subject the individual to administrative disciplinary action and criminal and civil penalties.

**User Agreement for Access To WWP**

I have a legal and ethical responsibility to protect the confidentiality and security of all protected data and information to which I have access through a DCF system(s). Confidential data includes, but is not limited to, financial information, personally identifiable information (PII), and protected health information (PHI). Confidential data is protected by state and federal laws. To be granted access to confidential data, I agree to the following:

I will not in any way access, use, divulge, copy, release, sell, loan, review, alter, or destroy any confidential data except as properly and clearly authorized within the scope of my job and all applicable policies and laws. I will not browse or use files that I am not authorized to and that exceed the minimum necessary to do my job. I will not redisclose any information I have accessed unless needed to complete my authorized task and as allowed by law.

I acknowledge the creation and receipt of my WAMS ID, WAMS UAT ID, CARES Mainframe ID, UAT CARES Mainframe ID, and passwords, if applicable. I understand that passwords are the equivalent of my signature and that I am responsible for their use. I will not share my ID and passwords with other people. I understand that violation of this policy may result in immediate termination of my access to DCF system(s).

If I know of an actual or attempted privacy or security violation or inappropriate use or disclosure of confidential data, I will notify my supervisor and agency security officer immediately.

I understand that my actions in a DCF system(s) may be intercepted, monitored, recorded, copied, audited, or inspected by and disclosed to authorized staff/personnel. I understand that any improper use or unauthorized access of a DCF system(s) may result in administrative disciplinary action and civil and criminal penalties.

It is my responsibility to inform my supervisor and agency security officer, in writing, when I am leaving employment. When my employment ends, I will no longer access confidential data and will not take any confidential data with me.

By signing and dating this form, I consent to these terms and conditions.

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| **User Information** | |
| Name | |
| **SIGNATURE** – User | Date Signed |
| **Supervisor Information** | |
| Name | Work Telephone Number |
| Work Email | |
| **SIGNATURE** – Supervisor | Date Signed |
| **Agency/Contractor Security Officer Information** | |
| Name | Work Telephone Number |
| Work Email | |
| **SIGNATURE** – Agency/Contractor Security Officer | Date Signed |
| **DCF DFES BAR, BRP, & BWF Data Steward Information** | |
| **SIGNATURE** – DCF DFES BAR, BRP, & BWF Data Steward | Date Signed |

**Form Instructions**

* A user MUST request access with the least privilege necessary to complete their job.
* All sections, except for the Multiple WWP UAT IDs section, must be completed for new user access or editing an existing user’s access.
* Agency/Contractor: Select the Agency/Contractor Name.

Writing in an Agency/Contractor name is not acceptable. The request will be denied. The Agency/Contractor must notify their Contractor’s Regional Administrator/Coordinator or Contract Manager to have this form updated.

* Environment(s) Requested: Select the system environment(s) being requested.

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| **System Environments** |
| Production |
| Training |
| User Acceptance Testing (UAT) |

* + If applicable, complete the Multiple UAT WWP IDs section when requesting for multiple UAT IDs to be set up.
  + UAT CARES Mainframe IDs must be requested through DCF using the *Request for Access* ([DCF-F-2923-E](https://dcf.wisconsin.gov/files/forms/doc/2923.docx)).
  + Each UAT WWP ID must be associated with a unique UAT CARES Mainframe ID.
  + Complete multiple numbers of page 2 if more than six (6) UAT IDs are being requested, complete multiple numbers of page 2.
* User Assignment: The following chart defines for each program the WWP User Assignment for each organizational staff function.

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| **Program** | **WWP User Assignment** | **Organizational Staff Function** |
| Children First (CF) | CF Case Manager | All CF staff |
| Emergency Assistance (EA) | EA Worker | Create and edit the EA application. Not able to add/edit the EA Application Date when the status is Pending, Approved, Denied, or Withdrawn. |
| EA Supervisor | Create and edit the EA application and EA IPV. |
| Elevate  [formerly known as the Five County Demonstration Project (FCDP)] | Elevate Case Manager | Create, update, and edit access. |
| Elevate Query Only | Query access only. |
| Transitional Jobs (TJ) | TJ Worker | All TJ staff |
| Transform Milwaukee Jobs (TMJ) | TMJ Worker | All TMJ staff |
| Tribal TANF | Tribal User | All Tribal TANF staff |
| Wisconsin Works (W-2) | W-2 Auxiliary Approver | Additional role to approve W-2 auxiliaries being requested. |
| W-2 Case Mgmt - FEP[[1]](#footnote-1) | W-2 Financial Employment Planner (FEP) |
| W-2 Case Mgmt - Other | W-2 Job Coach or Developer |
| W-2 Case Mgmt Supervisor[[2]](#footnote-2)1 | W-2 Supervisor of FEPs, Resource Specialists, Job Coaches, or other case management staff |
| W-2 Claim Approver | Additional role to approve W-2 performance outcomes claims. |
| W-2 Office Admin Only | W-2 Receptionist or Office Administration |
| W-2 QC Staff | W-2 Quality Assurance, W-2 Quality Control, W-2 Quality Monitoring Staff, or other W-2 Executive Staff |
| W-2 Resource Specialist | W-2 Resource Specialist |

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| **User Assignment Examples** |
| **Example 1:** A user in the W-2 program has an organizational staff function as a FEP, Supervisor of W-2 and EA staff, and will be approving W-2 auxiliaries. The Work Program Staff Roles that should be selected are the W-2 Case Management Supervisor, EA Supervisor, and under the Additional W-2 Staff Roles, W-2 Auxiliary Approver. |
| **Example 2:** A user in the CF and W-2 programs has an organizational staff function as a case manager and a FEP. The Work Program Staff Roles that should be selected are the CF Case Manager and W-2 Case Management - FEP. |

* The following chart defines State Staff Roles:

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| **State Staff Role** | **Function** |
| DCF – IT | BITS Staff |
| DCF Staff – Adjudicator | W-2 Performance Outcome Claims Adjudication |
| DCF Staff – BWF Work Programs Help Desk | Program Integrity Customer Service |
| DCF Staff – Contract Manager | Contract Administration |
| DCF Staff – General | Query and view access. |
| DCF Staff – Monitoring | Query, view, and request for elevated view access. |

**Supervisor responsibilities:**

* Make sure all fields are complete and accurate for the user.
* Make sure the User reads and understands the User Agreement for access to WWP.
* Sign, date, and submit the form to your Agency/Contractor Security Officer.

**Agency/Contractor Security Officer responsibilities:**

* Verify all information is complete and valid.
* Sign, date, and email the completed form to the [DCFMBDFESDataSteward@wisconsin.gov](mailto:DCFMBDFESDataSteward@wisconsin.gov).
* Notify DCF immediately in the event of a security violation.
* Report system misuse at: <https://dcf.wisconsin.gov/form/report-system-misuse>; [DCFSecurity@wisconsin.gov](mailto:DCFSecurity@wisconsin.gov); and/or the [DCFMBDFESDataSteward@wisconsin.gov](mailto:DCFMBDFESDataSteward@wisconsin.gov).

**DCF DFES BAR, BRP, and BWF Data Steward responsibilities:**

* Review request.
* Approve by signing and email the form to the [DCFServiceDesk@wisconsin.gov](mailto:DCFServiceDesk@wisconsin.gov).
* Notify the Agency/Contractor if the access request needs to be updated or denied.

**DCF Service Desk responsibilities:**

* Review request.
* Create Cherwell Ticket and assign to DCF Security.

**DCF Security responsibilities:**

* Review request.
* Add, edit, or delete the user access.
* Coordinate with the DCF DFES BAR & BWF Data Steward, as needed.
* Retain and store the form per [DCF Policy 718](https://dcfweb/files/policy-manual/700/718.docx).

1. User Assignment Role includes access to W-2 Plans, the Living Independently through Financial Empowerment (LIFE) payment and must be the assigned W-2 Case Management FEP or Supervisor over the PIN to view additional confidential information. [↑](#footnote-ref-1)
2. [↑](#footnote-ref-2)