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Authorized Signature

Number: SPD-IM-08-089

Issue Date: 12/8/2008

Topic: System Issues

CORRECTED

Subject: MMIS Security Administration – clarification Login User Name

Applies to (check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> All DHS employees | <input type="checkbox"/> County Mental Health Directors |
| <input checked="" type="checkbox"/> Area Agencies on Aging | <input type="checkbox"/> Health Services |
| <input type="checkbox"/> Children, Adults and Families | <input checked="" type="checkbox"/> Seniors and People with Disabilities |
| <input type="checkbox"/> County DD Program Managers | <input type="checkbox"/> Other (please specify): |

Message:

Oregon's new Medicaid Management Information System (MMIS) is scheduled to be implemented December 9, 2008. The security system for the new MMIS is designed for centralized administration. This is different than the way the Mainframe and Oregon ACCESS security systems work with distributed administration using local office sub-administrators.

What's the same?

Access to the new MMIS will be granted by the approval of an employee's manager. The manager will complete the Individual User Profile for MMIS System Access and Authorization form (DHS 0787) that is available on-line. The manager who authorizes access is accountable for the information requested.

What's different?

The manager will submit the MMIS IUP (DHS 0787) form to the DHS Service Desk, and the Service Desk will grant access based on the form.

Under the centralized security administration, the DHS Service Desk will manage user accounts for the new MMIS computer system. MMIS security will not be maintained by local office sub-administrators or central office administrators. All other computer system security will use the process that is currently in place. Please direct all issues and questions regarding MMIS user account maintenance to the DHS Service Desk.

Transition

To prepare for the new MMIS implementation we created a file of all the staff that need access to the new MMIS system. For SPD/AAA staff, we collected the information using the Oregon ACCESS security component. SPD collected the user profile information specified as necessary for enrollment, and provided this data to the Information Security Office (ISO), and they passed this information onto the MMIS project. To find out if a person was submitted as part of the initial load process, the local office sub-administrator can look at the person's Oregon ACCESS account and see if they had MMIS roles assigned to their profile during the data collection phase.

Login User Name

- For state employees your user name is your Employee Identification Number (EIN). This is on your pay stub. It is also in Oregon ACCESS on your security profile.
- For AAA employees you are issued a partner number. If your name was submitted in the initial load your local sub-administrator can see your partner number in Oregon ACCESS on your security profile.

If you have a new user that was not included in the initial process, or have changes for an existing user for the new MMIS after 11/13/2008, the local office must complete the MMIS IUP (DHS 0787) form and hold it until the new MMIS is implemented. For AAA staff the partner number will be issued as part of the process for MMIS enrollment. Please submit the IUP to the DHS Service Desk after December 9, 2008.

The Information Security Office (ISO) sent out an All Staff Communication at the beginning of December that will address MMIS user enrollments, logon Ids, passwords, and processes.

If you have any questions about this information, contact:

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