

## **Challenge Industries OPTS Basic Security for the Web (TBSW) Policy**

### ***Overview***

In 2006, the Office of Mental Retardation and Developmental Disabilities (OMRDD) created a web-based services recording system for all Opportunities for People through Services (OPTS) contracts. Each staff member requiring access to this system must complete the User ID and Access Request Form, have the form signed by Challenge's President/CEO, and send the completed form to OMRDD. The user is then assigned a user name and password that is must be used to access the system. Access to the system allows the user to enter, edit and view services data. Challenge will maintain a minimum of two approved users to enter service information and monitor billing for reconciling agency budgeting and financial reporting. A list of approved users will be maintained by Challenge's Human Resources Department.

### ***TBSW Coordinator Role***

The TBSW Coordinator is responsible for controlling user access to program data at the agency. While only OMRDD can grant access to a new user, the TBSW Coordinator can quickly expand or limit access to the services recording system. This allows immediate changes in system access in the event of staff terminations or other events that require changing/restricting access to the services reporting system. Challenge will maintain two approved TBSW Coordinators. The list of approved TBSW Coordinators will be maintained by the Human Resource Department. It is the responsibility of the Director of Program and Quality Assurance to ensure that there are two approved TBSW Coordinators.

### ***Staff Terminations/Role Changes***

In the event that a Challenge staff member is terminated or otherwise is no longer employed by Challenge, the Department Manager will notify Human Resources who will check if the staff member is either an approved user or TBSW Coordinator. If he/she is an approved user or TBSW Coordinator, Human Resources will contact one of the agency's TBSW Coordinators and ask them to restrict the staff member's access to the system immediately. The Department Manager or a Human Resources staff member will then complete the User ID and Access Request Form and submit it to OMRDD to have that staff member's account closed.

If a staff member transfers to a different position with the agency, the Department Manager will notify Human Resources who will check if the staff member is either an approved user or TBSW Coordinator. If the staff member is an approved user or TBSW Coordinator, the Department Manager will make the determination if the staff member needs to maintain access to the services recording system in their new role. If not, The Department Manager or a Human Resources staff member will then complete the User ID and Access Request Form and submit it to OMRDD to have that staff member's account closed.