The Role of the CONNECTIONS Security Coordinator

The CONNECTIONS Security Coordinator for each District and Agency plays an important role in facilitating worker's and supervisor's use of the CONNECTIONS system.

Worker's access and ability to enter and update casework information depends on the proper assignment of security permissions and functionalities. The assignment and maintenance of those permissions and functionalities as well as disseminating information about security awareness and password protection is the job of the CONNECTIONS Security Coordinator.

The CONNECTIONS system uses a decentralized approach in which each district or agency controls the security assignments for its own staff. The Security Coordinator is the person responsible for managing an agency's security assignments. Each agency should have a designated Security Coordinator and Backup Security Coordinator. All staff using CONNECTIONS should know who their Security Coordinator is. The Security Coordinator should make sure that:

♦ He or she has the access necessary to perform the Security Coordinator responsibilities.
♦ Is on the Security Coordinator distribution list and is receiving the materials that are being sent out. To check, contact the CONNECTIONS Communications Unit at: CONNECTIONScommunications@dfa.state.ny.us.

Please Note:
The CONNECTIONS Security Step By Step Guide (located on the CONNECTIONS intranet Step By Step/Job Aids/Tips Page) steers Security Coordinators through all of the processes that are the responsibility of the Security Coordinator. In addition, CONNECTIONS security training is available. For training information, or the Security Step By Step Guide, please visit the CONNECTIONS intranet site at http://ocfs.state.nyenet/connect/.

The roles and responsibilities of the Security Coordinator can be summarized as follows:

♦ **When New Staff Join the Agency:**
1. Ensure that staff are added to the HSEN Network and CONNECTIONS through Webstar. This is done in two steps. The person will be added to the HSEN almost immediately, and to CONNECTIONS the next day. They are added in CONNECTIONS to a Conversion Unit.
** Please Note that in some districts or agencies, the CONNECTIONS Security Coordinator will do this while in others, a different person performs this task.
2. Move staff from the Conversion Unit by **In** assigning them to their correct unit.
3 Assign Business Functions to new staff based on their job assignment and role in the unit, to allow them the access they need, and only that access.

4. Inform the worker of their Business Function Profile (group of assigned Business Functions), what tasks these assignments allow them to accomplish and their viewing and/or maintaining rights.
5. Inform staff of their responsibility in maintaining confidentiality.
6. Inform staff of their responsibility to keep their password secure.

- **Maintain Security for Existing Agency Staff:**
  As worker responsibilities, staff makeup and system functionality change, the security of agency staff will need to be modified to ensure that all workers have appropriate access to CONNECTIONS.
  For existing workers:
  1. Assign additional Business Functions as necessary.
  2. Remove Business Functions from a worker's Business Function Profile whenever they are no longer needed.
  3. Create Out assignments.
  4. Create Unit Approvers.

  When workers transfer or move:
  ◊ Move the worker to their new unit and adjust their Business Function Profile as required.
  ◊ Workers moving to a new district or agency must be end-dated in CONNECTIONS and their HSEN ID disabled in Webstar in their old agency. The new agency/district must then add them through Webstar and repeat the procedure for new staff as outline on page 1.

  When workers leave CONNECTIONS:
  ◊ End-date staff in CONNECTIONS. **THEN,** delete the HSEN ID through Webstar.

  When workers return to CONNECTIONS:
  ◊ Reactivate staff and follow steps 3-6 for new staff.

When a CONNECTIONS System Build includes new Business Functions:
- Review the security update information for the Build in the Release Notes and Job Aides.
- Determine who in the agency requires the new Business Functions.
- Assign new Business Functions to appropriate staff.
- Notify affected staff of the new Business Functions.

When Security Coordinator responsibilities need to be transferred:
- The former Security Coordinator must establish the new Security Coordinator.
- The new Security Coordinator must remove the former Security Coordinator.

Maintain Units
- Create and Consolidate Units.
- Change Unit Specialization, as needed.
- Delete Units, especially Conversion and unused units. (See the handout regarding the Datafix to remove units with no district/agency staff)