

 <p>Michigan Department of Human Services</p> <p><b>CSA</b></p> <p>Children's Services Administration Communication Issuance</p>	<b>Type:</b> <input type="checkbox"/> Informational Memorandum (IM) <input checked="" type="checkbox"/> Program Instruction (PI) <input type="checkbox"/> Policy Guide (PG)														
	<b>Issuance Date:</b> 8/27/12	<b>Obsolete Date:</b> n/a													
	<b>Response Due:</b> None														
	<b>Log No.:</b> 12-130														
	<b>Contact:</b> DHS Application Security														
	<b>Originating Office:</b> Children's Services Administration														
	<b>Subject/Title:</b> SWSS Security Access														
	<b>Distribution:</b> <table style="width: 100%; border: none;"> <tr> <td><input checked="" type="checkbox"/> DHS Child Welfare Staff</td> <td><input checked="" type="checkbox"/> BCAL</td> </tr> <tr> <td><input checked="" type="checkbox"/> Private Agency Child Welfare Staff</td> <td><input checked="" type="checkbox"/> CWTI</td> </tr> <tr> <td><input checked="" type="checkbox"/> CSA Central Office Managers/Staff</td> <td><input checked="" type="checkbox"/> SACWIS</td> </tr> <tr> <td><input type="checkbox"/> Native American Tribes</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/> Data Management</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/> DHS County Directors</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Other:</td> <td></td> </tr> </table>		<input checked="" type="checkbox"/> DHS Child Welfare Staff	<input checked="" type="checkbox"/> BCAL	<input checked="" type="checkbox"/> Private Agency Child Welfare Staff	<input checked="" type="checkbox"/> CWTI	<input checked="" type="checkbox"/> CSA Central Office Managers/Staff	<input checked="" type="checkbox"/> SACWIS	<input type="checkbox"/> Native American Tribes		<input checked="" type="checkbox"/> Data Management		<input checked="" type="checkbox"/> DHS County Directors		<input type="checkbox"/> Other:
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There has recently been confusion regarding SWSS security access. This program instruction is intended to clarify requirements on access to State of Michigan information systems, most specifically to SWSS and SWSS Web.

State policies require controls be applied to ensure the security of information accessed through State information systems. Each of the following requirements must be met:

1. Periodically reevaluate the access privileges granted to users, to include whether currently enabled access privileges are still necessary to perform the user's current job duties.
2. Contact DHS Application Security at [DHS\\_Application\\_Security@michigan.gov](mailto:DHS_Application_Security@michigan.gov) within 48 hours to request inactivation of access for any user who terminates employment and/or takes a leave of absence and/or changes positions.

If you have failed to terminate system access to staff who are not or are no longer authorized for State of Michigan systems, including SWSS or SWSS Web access, you must do so immediately. Private agencies may also review the materials on the subject of SWSS Web access which was provided via email on June 8, 2011.

Also, please be advised that at this time access to SWSS and SWSS Web are limited to the positions or roles indicated on the Staff Profile Security Agreements (DHS-60 and DHS-60-PAFC). Staff working in residential facilities are not currently authorized users of the SWSS and SWSS Web system, unless they also serve in positions or roles that are authorized in the Staff Profile Security Agreements.