Thank you MnCHOICES Mentors for your work to protect the data security and privacy of your residents. Your work has been productive. We have seen significant decreases in inactive users. Please share this message with your SSIS Administrator.

**Purpose of this communication:** Assist your ongoing Data Security and Privacy Work with MnCHOICES Assessment users

- There is no need to remove MnCHOICES functions from those people who supervise or use MnCHOICES on an irregular basis. It is necessary to ensure the correct function is assigned to the role of the person to ensure they are able to do their work even if it is irregular. **Have them log into MnCHOICES the Assessment every twenty-nine (29) days** and review the All Assessment queue for example and then log out. This will keep them as an active user.
- Combinations of ROLES and FUNCTIONS is what creates data privacy by limiting what a person can do in the MnCHOICES Assessment.
- Rather than removing functions from existing roles, create new roles and assign functions. Use **Assigning SSIS Users MnCHOICES Functions** as your guide.
- **We are pleased to announce Central Security has repaired the data migration issue regarding roles.** You can now create and access new roles, rather than requesting access from the Help Desk or Central Security.

**REVIEW OF SSIS ROLES AND FUNCTIONS**

**ROLE** is the big picture job that a staff person holds in an agency. A case aide, a supervisor, a mentor, a social worker, a fiscal worker, an administrator, a document creator, for example.

- **Be deliberate when changing functions** associated with roles. If an agency has set up a MnCHOICES role, and removes one or more functions with that role, then all staff associated with that role will no longer have those functions.
- Ensure the MnCHOICES function assigned to a role is appropriate for all others in that role. Once the function is assigned to the role all those in that role have access to MnCHOICES.
- **The use of roles** like Social Services, External Case Manager or other titles that are used for staff across your agency for all county workers **should not** be coupled with MnCHOICES functions.
- **Add roles.** Rather than having the role, Social Services for example, spilt out staff. For example, Intake, MnCHOICES Mentor, Case Aide, Certified Assessor, MnCHOICES Case Manager.
- Revising roles effects all staff in that role. Rather than revising a role, create a new role and couple it with existing or new MnCHOICES functions.
- **Add functions.** Use the document **Assigning SSIS Users MnCHOICES Functions** as for an example, this is a list of user roles and functions.
FUNCTIONS are the different tasks that users are allowed to do in accessing the MnCHOICES Assessment. For MnCHOICES, it limits the work of staff to providing access for only the work they need to do. For example, view, edit, create and are responsible for action in the Assessment.

Assigning SSIS Users MnCHOICES Functions is a document available on MnCHOICES CountyLink site and was provided to lead agencies at the MnCHOICES Assessment launch.

- This reference document provides SSIS Administrative personnel examples of ROLES and MnCHOICES FUNCTIONS for SSIS users.
- The goal of MnCHOICES FUNCTIONS is to ensure staff only have the access they need to MnCHOICES to complete their work. This protects the data privacy and security of people who have received a MnCHOICES Assessment(s).
- Administrative personnel should note that access to MnCHOICES functions varies by agency role, and not all users should be assigned access to all functions.
- The document’s tables:
  - Provide a list of specific MnCHOICES FUNCTIONS DHS suggests for several different agency roles and a basic description of each agency role.
  - Identify for agencies the ROLE which MnCHOICES functions should be assigned. A description of the MnCHOICES functions is provided in the document, as well.

When staff leave your agency: Change the FUNCTION to NONE. SSIS strongly discourages deleting individuals as their names are removed from all of their SSIS functions. By choosing NONE they will no longer have access to anything in SSIS or interface with other programs and your agency retains their historical data.

MnCHOICES Roles and Functions in SSIS – Known Issues Tip Sheet

Some of you have raised concerns we would like to address. After you have made changes, the MnCHOICES Team has heard some of you say that we:

- Can no longer see the assessor’s name in the All Activity Assessment grid
- Are unable to reassign the assessments when an assessor’s MnCHOICES functions is changed

1. Unable to locate the assessor’s name in the All Assessment Activity grid
   - When a MnCHOICES function is removed, the assessor’s name no longer appears in the All Assessment Activity grid
   - The assessor’s name remains in each person’s specific assessment and in all other areas specific to a person’s Assessment, such as the event log
   - This is a long-standing known issue, and it is on the list of MnCHOICES Application items to fix

2. Unable to reassign assessments
   - Prior to changing MnCHOICES functions from a person, first reassign their assessments to another assessor
   - If your agency did not reassign assessments before assigning a staff to NONE or another function from MnCHOICES, contact the MnCHOICES Help Desk - they can assist you.