

## Security Information

### MAXIS / MMIS Security for MA Sequence

### METS New Worker Training Series

To obtain a login ID, the security liaison must submit the System User Maintenance form through [Remedy OnDemand \(RoD\)](#). If the worker already has an X1 ID, skip to step 2.

If the new hire needs access to systems such as SIR or training, he/she will need to complete the Mandated Data Practices and Security Training at:

<https://data-securitytraining.dhs.mn.gov/Account/Login>

These must be completed prior to the County/Tribal Security Liaison submitting a Remedy OnDemand request through DHS Security to attain security access.

**Note:** If this is an existing worker who took the Handling MN Information Securely course more than 12 months ago, the worker must complete and pass the security courses again.

The County/Tribal Training Coordinator [requests a Unique ID](#) to access TrainLink. Submits an Update Information request if the worker's Unique ID has changed.

The County/Tribal Training Coordinator emails the health care trainer's registration inbox ([Dhs.Hc.Trainersregistration-Rqts@state.mn.us](mailto:Dhs.Hc.Trainersregistration-Rqts@state.mn.us)) to reserve a seat in the upcoming classroom MNSIAP550H (METS) training for the worker.

The security liaison completes the System Access Request form in RoD to request the following system access (ensure that this request is sent at least 10 business days prior to the worker attending MNSIAP550H):

- MAXIS
  - INQ2 – MAXIS – Production
  - IPAM – MAXIS – Training
- MMIS
  - C4 – Inquiry – Production

**Note:** If the worker already has C3 or C4, there is no need to request additional security at this time.

Training Note: MMIS ATST Testing Region access will be requested by DHS Training five days prior to the start of classroom training for registered staff. This access will last 30 days.

Worker completes METS New Worker Training prerequisites listed on [METS New Worker Training Series page](#) in TrainLink.

At least two Fridays before classroom training, the worker or the County/Tribal training coordinator register for the upcoming classroom training through the [Health Care Learning Center](#) in TrainLink.

- This fills the seat reservation and an automated enrollment confirmation is sent to the worker.
- An additional separate email with class logistics will be sent out approximately 4-5 days before training starts.

**Note:** If all prerequisites have not been completed by this date, the reserved seat will be released and opened to anyone on the waiting list.

Prior to attending training ensure workers can successfully log into MMIS inquiry with their own agency logon (X1#) and password. This will be used during the training.

Worker attends METS System Training- MNSIAP550H. All courses are delivered (until further notice) as a series of webinars.

- Items workers need before the METS Paper Application Training:
  - MMIS/MAXIS logon and password.
  - [Handout packet](#).
  - Completed homework

Once the supervisor determines the worker has the sufficient knowledge and skillset to approve health care applications in METS and make updates in MMIS, the security liaison submits the System Access Request form in RoD, OR uses the Request Again feature in RoD to update and re-submit the previous request for production access. If using the Request Again feature, review worker and system data to ensure accuracy. Request the following METS system access:

- METS:
  - Case Worker or
  - METS Supervisor (if requesting for a supervisor or lead that will use supervisor workspace)
- MMIS:
  - C7 – METS Worker Update

**Note:** If the worker has C3 access already, there is no need to request C7 access.

## MA Legacy Training

To obtain a login ID, the security liaison must submit the System User Maintenance form through [Remedy OnDemand \(RoD\)](#). If the worker already has an X1 ID, skip to step 2.

If the new hire needs access to systems such as SIR or training, he/she will need to complete the Mandated Data Practices and Security Training at:

<https://data-securitytraining.dhs.mn.gov/Account/Login>

These must be completed prior to the County/Tribal Security Liaison submitting a the SSAM Remedy OnDemand (RoD) form to attain security access.

**Note:** If this is an existing worker who took the Handling MN Information Securely course more than 11 months ago, the worker must complete and pass the security courses again.

The County/Tribal Training Coordinator [requests a Unique ID](#) to access TrainLink. Submits an Update Information request if the workers Unique ID has changed.

The County/Tribal Training Coordinator emails the health care trainer's registration inbox ([dhs.hc.trainersregistration-rqts@state.mn.us](mailto:dhs.hc.trainersregistration-rqts@state.mn.us)) to reserve a seat in the upcoming classroom HCP305H (MA Legacy Systems) training for the worker.

The security liaison completes the System Access Request form in RoD to request the following roles:

- FINE in MAXIS Training region.
- C3 in MMIS for the Skills Maintenance region.

The worker registers and completes the necessary IPAM requirements. Once the worker receives a mastered "Y" status for the IPAM Series Assessment web-based training TES100-3, the County/Tribal Security Liaison requests the FINU role in MAXIS Production through RoD.

Worker completes MA Legacy training prerequisites listed on [MA and MA-LTC Courses Sequencing](#) page in TrainLink.

At least two Fridays before classroom training, the worker or the county/tribal training coordinator registers the worker for the upcoming classroom training through the Health Care Learning center in TrainLink.

- This fills the seat reservation and an automated enrollment confirmation is sent to the worker.
- An additional separate email with class logistics will be sent out approximately 4-5 days before training starts.

**Note:** If all prerequisites have not been completed by this date, the reserved seat will be released and opened to anyone on the waiting list.

Worker attends MA Legacy System Training (HCP305H). All courses are delivered (until further notice) as a series of webinars.

Once the supervisor determines the worker has the sufficient knowledge and skillset to approve health care applications in MAXIS and make updates in MMIS, the security liaison submits the System Access Request form in RoD, OR uses the Request Again feature in RoD to update and re-submit the previous request for production access. If using the Request Again feature, review worker and system data to ensure accuracy. Request the following MAXIS and MMIS system access:

- AMED in MAXIS Production  
**Note:** If the worker already completed SNAP classroom training, request the FINE role in MAXIS Production.
- C3 in MMIS Production

### **MA Legacy for Tribal Foster Care and IV-E Only Worker**

**Note: This a two-day MA Legacy course for foster care workers. This course is not equivalent to HCP305H and does not meet the requirements for MA-ABD workers.**

This course, HCP308, is not scheduled regularly and and not listed in Trainlink. It is offered per request. Contact [dhs.hc.trainersregistration-rqts@state.mn.us](mailto:dhs.hc.trainersregistration-rqts@state.mn.us) to schedule this class.

- To obtain a login ID, the security liaison must submit the System User Maintenance form through [Remedy OnDemand \(RoD\)](#). If the worker already has an X1 ID, skip to step 2.
- If the new hire needs access to systems such as SIR or training, he/she will need to complete the Mandated Data Practices and Security Training at:  
<https://data-securitytraining.dhs.mn.gov/Account/Login>

These must be completed prior to the County/Tribal Security Liaison submitting a Remedy OnDemand form to attain security access.

**Note:** If this is an existing worker who took the Handling MN Information Securely course more than 11 months ago, the worker must complete and pass the security courses again.

- The County/Tribal Training Coordinator [requests a Unique ID](#) to access TrainLink. Submits an Update Information request if the workers Unique ID has changed. The County/Tribal Training

Coordinator emails the health care trainer's registration inbox ([Dhs.Hc.Trainersregistration-Rqts@state.mn.us](mailto:Dhs.Hc.Trainersregistration-Rqts@state.mn.us)) to request Foster Care(HCP308) training.

- The security liaison completes the System Access Request form in RoD to request the following roles:
  - FINE in MAXIS Training region.
  - C3 in MMIS for the Skills Maintenance region.
- The worker registers and completes the necessary IPAM requirements. Once the worker receives a mastered "Y" status for the IPAM Series Assessment web-based training TES100-3, the County/Tribal Security Liaison requests the FINU role in MAXIS Production through the SSAM RoD process.
- Worker completes MA Legacy training prerequisites listed on [MA and MA-LTC Courses Sequencing](#) page in TrainLink.
- Worker attends MA Legacy System for Foster Care Training - HCP308. All courses are delivered (until further notice) as a series of webinars.
- Once the supervisor determines the worker has the sufficient knowledge and skillset to approve health care applications in MAXIS and MMIS and make updates in MMIS, the security liaison submits the System Access Request form in RoD, OR uses the Request Again feature in RoD to update and re-submit the previous request for production access. If using the Request Again feature, review worker and system data to ensure accuracy. Request the following MAXIS and MMIS system access:
  - MAXIS Production:
    - FOST – Must include detailed business reason
    - FINT
    - FCRR
  - MMIS Production:
    - C3

### **AVS (Asset Verification System) Access**

To obtain a login ID, the security liaison must submit the System User Maintenance form through [Remedy OnDemand \(RoD\)](#). If the worker already has an X1 ID, skip to step 2.

The person will need to complete the Mandated Data Practices and Security Training at:

<https://data-securitytraining.dhs.mn.gov/Account/Login>

These must be completed prior to the County/Tribal Security Liaison submitting a Remedy OnDemand form to attain security access.

**Note:** If this is an existing worker who took the Handling MN Information Securely course more than 12 months ago, the worker must complete and pass the security courses again.

- The County/Tribal Training Coordinator [requests a Unique ID](#) via TrainLink (if needed).
- Worker completes required health care training and SNAP training (depending on the role being requested). If worker is a combined SNAP and health care worker, completion of both training tracks is required. Worker transcript must be updated for SNAP and health care training.
- Worker completes required AVS training and passes course assessments. Required courses can be found in the [Health Care TrainLink learning center](#).

**Note:** There are different training requirements for different roles and addons.

- Once the agency determines the supervisor or worker has sufficient knowledge to access the AVS system, the security liaison submits the System Access Request form in RoD to request AVS access. The following are the available roles for county and Tribal agencies:

Primary Roles:

- District Administrator (County/Tribal Supervisor)\*
- MN Worker 1

Addon Role (these are already available to the District Admin role):

- Assign Cases
- Reporting

[Health Care Training News and Information](#)  
[Health Care Learning Center](#)