

**INSTRUCTIONS FOR FILLING OUT THE SECURITY AFFIDAVIT
OHIO DEPARTMENT OF MENTAL RETARDATION AND DEVELOPMENTAL DISABILITIES**

Request type	New User = New Employee of User who does not already have a User ID on the system Add System = Add system or Modify current access level Change = Change name, email address, or phone numbers, Also to drop system from user list. Renewal = Renew access authorization annually (only systems specified will be renewed) Revoke = User who no longer requires access to the systems (remove systems specified)						
User Information:	Central Office = User who works directly for the Central Office of Ohio Dept. of MR/DD Dev. Center = User who works directly with an ODMR/DD Developmental Center COG = User who works directly with a Council of Governments County Board = User who works directly for a MR/DD County Board Outside Agency = User who works anywhere else						
System Acronyms:	Ohio Department of MR/DD Only (Internal Use)						
	<table border="1"> <tr> <td>BWC = Bureau of Worker's Compensation CAS = Central Accounting System CASRPT = CAS Reports ClientFind = ODMR/DD Client List JRU = Job Request Utility LIC = Licensure GRD = Guardian System DCMIS = Developmental Center Management Information System</td> <td>PAWS = Payment Authorization Waiver S. PCS -WEB = Provider Certification System PSA = Problem Solving Application SCS = Security Control System SUS = Space Utilization System WTS = Waiver Tracking System MA-Admin. = Medical Administration HIPAA</td> </tr> <tr> <td align="center" colspan="2">Approved External Users</td> </tr> <tr> <td>IIF = Individual Information Form ITS = Incident Tracking Systems PCS = Provider Update DDP = Developmental Disability Profile (County) GRD = Guardian System</td> <td>REG = Training Registry System WTS = Waiver Tracking System (Read Only) County Boards PICT = County Only MA-NURSE = Medical Admin. Nurse MA-SECR = Medical Admin. Secretary</td> </tr> </table>	BWC = Bureau of Worker's Compensation CAS = Central Accounting System CASRPT = CAS Reports ClientFind = ODMR/DD Client List JRU = Job Request Utility LIC = Licensure GRD = Guardian System DCMIS = Developmental Center Management Information System	PAWS = Payment Authorization Waiver S. PCS -WEB = Provider Certification System PSA = Problem Solving Application SCS = Security Control System SUS = Space Utilization System WTS = Waiver Tracking System MA-Admin. = Medical Administration HIPAA	Approved External Users		IIF = Individual Information Form ITS = Incident Tracking Systems PCS = Provider Update DDP = Developmental Disability Profile (County) GRD = Guardian System	REG = Training Registry System WTS = Waiver Tracking System (Read Only) County Boards PICT = County Only MA-NURSE = Medical Admin. Nurse MA-SECR = Medical Admin. Secretary
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Signatures:	Deputy Director's = Central Office Employee req'd also may be Asst. with an ODMR/DD Developmental Center Access Coordinator = Individual assigned by each division to grant access to systems (Central Office and DC's only) Superintendent's = County Board and Dev. Center req'd (may be Board of Director) Agency Designee's = County Board designee who can sign off on Affidavits. Provider's = Provider who can approve MA affidavits Only						

TERMINATION PROCEDURE (example below)

When an employee serves notice of their intent to sever their employment or otherwise has a change in employment, the current employee's Appointing Authority (not necessarily the same one who signed the original affidavit) must: -

- Make a copy of the most current employee's affidavit filed
- Complete the **"REVOKE"** section of the **SAME AFFIDAVIT**
- Fill in the effective date for the revoke
- Specify the reason for the revoke

Section Request type New User Add system Change
 Renewal Revoke (____/____/____)

Signature of Revoker

Once the Revoke Form is completed, please fax or mail the amended form to the Ohio Department of Mental Retardation/Developmental Disabilities:

- Fax: (614) 752-4673

- Mail: Security Administrator
Ohio Dept. of MR/DD, Information Systems
30 E. Broad St, Suite 1220
Columbus, Ohio 43215-3434

NOTE: ACCESS TO ODMR/DD SYSTEMS WILL EXPIRE ON THEIR OWN ANNUALLY