


**Cuyahoga County**  
**Department of Health and Human Services**  
**Division of Children and Family Services**  
**Policy Statement**

**Policy Chapter:** Information Services  
**Policy Number:** 12.03.01  
**Policy Name:** Network Administration of Computer Users

**Original Effective Date:** 01/18/2006  
**Revision Date(s):** 10/01/2013  
**Current Revision Date:** 10/01/2016  
**Approved By:** Thomas D. Pristow 

**PURPOSE:** The purpose of this policy is to provide for the secure, accurate, and prompt administration in maintaining computer users within the Cuyahoga County Division of Children and Family Services (CCDCFS).

**SCOPE:** This policy applies to all persons responsible for Human Resource functions or persons responsible for the assignment and/or re-assignment of staff at CCDCFS.

**PROCEDURES**

1. For new hires, the office of the Deputy Director, Administrative Services, shall forward the PAN form to Information Services to the attention of either the Network Administrator or Security Coordinator. Such notification shall be provided by either hard copy or email with a minimum of five (5) business days lead time prior to the start of the new hire(s).
2. For staff members who leave employment, the office of the Deputy Director, Administrative Services, Human Resources, the Senior Manager, or their immediate Supervisor shall notify the Information Services Network Administrator immediately upon termination notification from the employee or Human Resources.
3. For staff members who transfer job assignments or work site locations, the office of the Deputy Director, Administrative Services shall forward the PAN form to Information Services to the attention of the Network Administrator with a minimum of five (5) business days lead time prior to the transfer. No action can be taken without the express approval of the Deputy Director for Administration.
4. For staff members who have changed their names, the office of the Deputy Director, Administrative Services shall forward the PAN form to Information Services to the attention of the Network Administrator or Security Coordinator immediately upon completion of changing the name in their records.

5. User created files of staff members who leave employment shall be moved to the home directory of their former immediate supervisor for review and sort with no further action taken by Information Services.