

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

Policy Chapter: Information Services
Policy Number: 12.05.04
Policy Name: Permanent Suspension of Computer Rights

Original Effective Date: 10/06/2009
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 consistency in the suspension and termination of computer rights for CCDCFS.

SCOPE: This policy pertains to all individuals who have access to the systems in use by CCDCFS.

POLICY

- A. When a person is no longer employed by CCDCFS or is no longer one of its affiliates through contract, access is to be terminated immediately following the last day of employment.
- B. Rights may be made available to Supervisors or Senior Managers, etc. in order to access the work and/or reassignment.

PROCEDURES

- A. Notices of termination will come to Information Services (IS) through the Deputy Director for Administration, Human Resources and/or the workers Senior Manager. Such notification is to be in writing via email and/or PAN form and shall be made within one (1) business day of the event.
- B. Human Resources will maintain an up-to-date distribution list of recipients who need to be notified upon a termination of employment or suspension of access. This list must include the current Network Administrator and the Manager of Database Administration.
- C. Rights will be handled in the following manner:
 - 1. Statewide Area Child Welfare Information Systems (SACWIS) (Rights granted via completion and approval of the Ohio Department of Job and Family Services Code of Responsibility JFS7078 Form)
 - a. Suspend access immediately of worker or affiliate after departure.

- b. Allow access up to 90 days after departure of work or affiliate to Supervisor, Senior Manager, and Title IV-E worker.
 - c. Terminate account after 120 days.
- 2. Network and Email – disable account immediately
- 3. Oracle Database (FACTS, Fiscal, IV-E)
 - a. Inactivate account within 30 days after departure
 - b. Delete inactive accounts annually