

Email Form to: EI-DCS.ProviderRelations@tn.gov

This form is required to be filled out electronically

* Denotes a required field

*Employee Type: **New User:** **Terminate Access:** **Change Access:**

*Agency Corporate Name (Primary Contractor): _____

*Private Provider Agency Leadership/IT Names: _____

*Private Provider Agency Leadership/IT Email(s): _____

Gender: Male Female EN Number: (if available): _____ *SSN: _____

*User First Name: _____ * User Last Name: _____

User Middle Initial: _____ Title: _____

*Telephone Number: _____ *Email: _____

Electronic Record System Supervisor Name: _____

Electronic Record System Supervisor's Telephone Number: _____

If Requesting Electronic Record System Supervisor Access: Will the user need to receive automatic case assignments in the Electronic Record System to assign to others? Yes No

***Indicate Access Requested (Required for all except termination)**

Basic Private Provider Access: This is the most basic Electronic Record System access that provider staff can have. All provider staff requesting Basic Private Provider access to the Electronic Record System will have the ability to view Case Recordings and Provider Monthly Summaries. This access also provides the ability to read/view cases assigned to the provider user and select/view resources within their Organization.

Training: Electronic Record System Case Recordings

Private Provider Case Management Access: Any private provider staff granted this security will have the Basic Access and the ability to enter/add/create case recordings. **Training:** Electronic Record System Case Recordings, Juvenile Justice Evidence-Based Service Sessions

Private Provider Case Management Supervisor Access: This security allows the provider user to assign work items to provider staff within the provider user's organization. This security user group also allows the private provider user to approve work items submitted to them. **Training:** Electronic Record System Case Management for Supervisors, Electronic Record System Case Recordings

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- Private Provider Incident Reports READ ONLY Access:** This security access allows private provider staff to read/view Incident Reports for their organization, but not create incident reports. **Training:** Incident Reporting for Providers
- Private Provider Incident Reports Access:** This security type allows private provider agency staff access to the Electronic Record System for reporting incidents. The staff will have the ability to identify the child in the Electronic Record System and submit an incident report based on the location of the child. **Training:** Incident Reporting for Providers
- Private Provider Billing Access:** This security allows private provider staff access to provider billing/payment functions.
- Private Provider Foster Home Access:** This type of security allows for the management of private provider foster homes. This access type will allow for read/write access and the completion of the home study. **Training:** Electronic Record System Foster Home Application, Assigning Foster Homes, Scanning into the Electronic Record System
- Private Provider Foster Home Supervisor Access:** This security allows for the management of private provider foster homes. This access type will allow for read/write access and the completion of the home study. Additionally, this access provides the ability to assign foster homes to provider staff and to approve work items submitted to the supervisor. **Training:** Electronic Record System Foster Home Application, Assigning Foster Homes, Scanning into the Electronic Record System
- Private Provider Case Services Access:** This type of security allows private providers to establish IL Eligibility records for youth receiving Transitional Living Services and record services rendered. **Training:** Electronic Record System Case Recordings, Electronic Record System Case Assignment for Workers, Evidence-Based Service Sessions (JJ)
- Private Provider Case Services Supervisor Access:** This type of security allows private provider supervisors to approve IL Program Eligibility, Service Referrals and maintain, review, and approve case services. **Training:** Electronic Record System Case Assignment for Supervisors, Electronic Record System Case Recordings
- Private Provider Relative Caregiver Worker:** This type of security allows relative caregiver workers to access non-custodial cases assigned to their organization.
- CANS Access:** This type of access is only for Private Provider Employees who have received certification from CANS consultants.
- FAST Access:** This type of access is only for Private Provider Employees who have received certification from FAST consultants.

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- Contract Bright Futures /IL Access:** This security is used exclusively for those private provider staff who are performing Case Management services for the Bright Futures /IL population of youth/young adults.
- Contract Bright Futures /IL Supervisor Access:** This security is used exclusively for those private provider staff who are performing Case Management services for the Bright Futures /IL population of youth/young adults. Additionally, this access allows supervision of staff, assignment rights and ability to approve work items.
- Contract Provider Case Management:** This security is used exclusively for those private provider staff who are performing Prevention, Diversion and Custodial Case Management services per the Delegated Purchase Authority (DPA) agreement with DCS. This security will also provide the ability to view and upload documents in the Electronic Record System.
- Contract Provider Case Management Supervisor:** This security is used exclusively for those private provider staff who are performing Prevention, Diversion, and Custodial Case Management services per the Delegated Purchase Authority (DPA) agreement with DCS. Additionally, this access allows supervision of staff, assignment rights and ability to approve work items. This security will also provide the ability to view and upload documents in the Electronic Record System.
- Contract Provider Adoption Access:** This security is used for contract provider case management staff who are performing case management and adoption-specific services to include creating adoption cases and Electronic Record System subsidy records. This security will also provide the ability to view and upload documents in the Electronic Record System.
- Contract Provider Supervisor Adoption Access:** The access associated with this role is used for contract provider case management supervisor who are approving tasks associated with closing and restricting adoption cases. This security will also provide the ability to view and upload documents in the Electronic Record System.
- Contract Provider Document Storage Access:** The access associated with this role is to allow view and upload of documents in the Electronic Record System.
- Relative Caregiver Billing** – This type of security allows specific contracted Relative Caregiver Program staff to “Invoice” DCS for the RCP service Episodes **Training:** Relative Caregiver Phase 2 training video provided by the Electronic Record System training unit.
- Relative Caregiver Override Worker** – This type of security allows specific RCP workers to Override an eligibility determination as it pertains to Stipends. This should be granted for Supervisory RCP staff only.
- Relative Caregiver Worker** – This type of security allows Relative Caregiver Program workers access to enter and document Relative Caregiver Episodes as it relates to Policy 14.30 and T. C. A. § 37-2-422 **Training:** Relative Caregiver Phase 2 training video provided by the Electronic Record System training unit.

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Restricted Case Access – Must include case ID and justification for access. Case ID: _____
Justification for access:

Electronic Record System training is **required** and can be requested by contacting an Electronic Record System trainer here: <https://www.tn.gov/dcs/for-providers/tfacts-and-training/tfacts-help-documents.html>

For Terminations Only

Terminated Username: _____

Terminated User EN Number: _____

User Accepting Terminated User's Caseload: _____

Accepting User EN Number: _____

The signature at the bottom of this form certifies the delivery and completion of the training identified for each security access requested. A copy of this request must be maintained in the personnel file of the appropriate staff.

_____	_____	_____
<i>*Agency Staff's Signature</i>	<i>*Agency Staff's Written Name</i>	<i>*Date</i>
_____	_____	_____
<i>*Agency Executive Director's Signature</i>	<i>*Agency Executive Director's Written Name</i>	<i>*Date</i>
_____	_____	_____
<i>DCS Director's Signature (Required for restricted case access request only)</i>	<i>DCS Director's Written Name</i>	<i>Date</i>
_____	_____	_____
<i>DCS Legal's Signature (Required for restricted case access request only)</i>	<i>DCS Legal Staff's Written Name</i>	<i>Date</i>

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