

Good Day,

If you or anyone else at your facility needs access to the Portal/IRAS/SAMH/LOCUS/CBA/COC Module or CCA please fill out the attached forms.

The Forms **Must be Typed** or completed on your computer and printed out for signatures in order to be processed

Section 1- **ALL** fields must be filled out with the exception of the following.

- User SSN (only required if requesting IRAS, SANDR, DC Aftercare or TANF)
- Fax number (optional)

Section 2- The person requesting access cannot sign as their own supervisor on the form. Any other employee can sign, preferably another executive level staff member.

Section 3- Select the Concordia Portal box for Portal Access which includes the Wait List. If you need TANF or SANDR access, select SAMH. Please Don't select all Databases.

Section 4a- Only put an X on Sub-Contractor Staff.

Section 4b- If you are requesting IRAS access only, select Incident Coordinator.

Section 5- At least one box must be marked

Section 6- Type in the dates you completed the Security and HIPAA training. Then sign and date the bottom of the form.

Page2 Security Agreement Form- At the top of the page above Employee Name/Organization, please type in **Employee Name and Organization Name**. The Employee and Supervisor need to Print, Sign and Date the bottom of the form.

Print both Database Access Request Form Security Agreement Form and sign where required.

Below you will need to take the Requited trainings. This is mandatory of all requests. At the end of each training, you will receive a Certificate of Completion. Please print these out and with the above finished forms scan them and then attach them to an email to me. Andrew.mcallister@cariskpartners.com

- Security Awareness Training 2021 – Approx. 23 minutes
<https://www.myflfamilies.com/general-information/dcf-training/SecurityAwarenessTraining/story.html>
- HIPPA Training 2021 – Approx. 12 minutes
<https://www.myflfamilies.com/general-information/dcf-training/HipaaTraining/story.html>

If you have any questions, please let me know.

Thanks,

IOS WebSite: <https://concordia.iosolution.com/application/login>