

MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES
AGING AND ADULT SERVICES AGENCY
AGING INFORMATION SYSTEM (AIS) PARTNER CHANNEL
AIS User Profile Application

First name	Last name
Agency/Program	
Address	
City	Zip
E-mail	Telephone (include area code)

Agency/Account Type	Security Profile
<input type="checkbox"/> Area Agency <input type="checkbox"/> Other <input type="checkbox"/> Volunteer Program <input type="checkbox"/> AASA	<input type="checkbox"/> Add New User <input type="checkbox"/> Modify Existing Account <input type="checkbox"/> Deactivate <input type="checkbox"/> Existing/Current User

AIS PROGRAM PROFILE

AAA Assessment Guide Area Agency on Aging Assessment Guide <input type="checkbox"/> ADD <input type="checkbox"/> INACTIVATE	AMPS Annual & Multi-Year Planning System <input type="checkbox"/> ADD <input type="checkbox"/> INACTIVATE
ADRC-IS Aging & Disability Resource Center Information System <input type="checkbox"/> ADD <input type="checkbox"/> INACTIVATE	AAA Vendor User Administration <input type="checkbox"/> ADD <input type="checkbox"/> INACTIVATE
FIRST Financial Information Reporting System Technology <input type="checkbox"/> ADD <input type="checkbox"/> INACTIVATE <input type="checkbox"/> Cash Request <input type="checkbox"/> FSR <input type="checkbox"/> FSP <input type="checkbox"/> MATF <input type="checkbox"/> MMAP <input type="checkbox"/> PREVNT <input type="checkbox"/> SCSEP <input type="checkbox"/> SGA <input type="checkbox"/> SLTCOP <input type="checkbox"/> OAA <input type="checkbox"/> EFOR <input type="checkbox"/> VEX	LSIS Legal Services Information System <input type="checkbox"/> ADD <input type="checkbox"/> INACTIVATE NAPIS National Aging Program Information System <input type="checkbox"/> ADD <input type="checkbox"/> INACTIVATE
Secure File Drop (with AIS access) <input type="checkbox"/> ADD <input type="checkbox"/> INACTIVATE	Secure File Reporting (non-AIS access) <input type="checkbox"/> ADD <input type="checkbox"/> INACTIVATE
Staging <input type="checkbox"/> ADD <input type="checkbox"/> INACTIVATE	User Verification Audit <input type="checkbox"/> ADD <input type="checkbox"/> INACTIVATE
VAVA Volunteer Annual Funding Agreement <input type="checkbox"/> ADD <input type="checkbox"/> INACTIVATE	VIS Volunteer Information System <input type="checkbox"/> ADD <input type="checkbox"/> INACTIVATE
Vendor User Administration <input type="checkbox"/> ADD <input type="checkbox"/> INACTIVATE	AIS Private Document Library <input type="checkbox"/> ADD <input type="checkbox"/> INACTIVATE
AAA Resource Request <input type="checkbox"/> ADD <input type="checkbox"/> INACTIVATE	

Employee Security Agreement
 I agree to comply with all AIS user policies and State of Michigan Department of Technology and Budget, Policy 1340.00. I have read and agree with the Aging and Adult Services Agency (AASA) Partner Channel Security Guide and Transmittal Letters. I agree to protect my user ID and password from unauthorized use. I understand that AIS activities done under my user ID and password will be recorded by the system as being done by me. I will hold all information obtained in connection with my knowledge and use of the AIS in the strictest confidence. I understand that I may be subject to civil and/or criminal penalties if I violate the confidentiality rights of persons recorded in the Aging Information System Partner Channel. I further agree to comply with the State of Michigan Computer Crime Law (P.A.1979, No. 53).

Employee Signature: _____ **Date:** _____

Approval (Employee's supervisor, Security Officer, or authorized persons, e.g., director, deputy director, CEO, CFO, CIO)
 I certify that the above employee information is correct, and that the above employee is approved for the requested access to the Aging Information System Partner Channel. I understand that the requested access shall remain in force until an updated user profile form is submitted.

Signature: _____ **Date:** _____

AASA AIS Security Administrator Signature/Program Manager

Signature: _____ **Date:** _____

Instructions

This form is to be completed, signed, and submitted via email or fax to the Aging and Adult Services Agency at 517-241-2345 for any of the following:

- **Add a new user to system security**
- **Remove an existing user from the Aging Information System Partner Channel**
- **Modify access privileges for an existing user**

The individual signing the form must be authorized by the applying agency to sign the AIS User Profile form approving access. No access will be granted without the signature of one of the following agency authorized signatories:

- (i) **Employee's supervisor**
- (ii) **Agency's Security Officer**
- (iii) **Agency's CIO, CFO, CEO**
- (iv) **Agency's director or deputy director**

It is imperative that requests for termination of access are done in a timely manner. Agencies must submit requests for termination as soon as possible when a staff person leaves the agency. Requests for termination of access must also be submitted immediately when access to the AIS is no longer needed due to a change in job duties/status. Except for emergency circumstances, the State Security Officer will need the form at least 48 hours prior to any status change including activation. The Internet nature of the AIS network allows for access to the Agency's information from anywhere in the world provided the person accessing the information has an active username and password and access rights. To safeguard the Agency's information, timely communication with AASA regarding the active status of agency users is critical. Requests for emergency termination should be made both via telephone and e-mail. Telephone and e-mail contacts for AASA AIS security staff are included in Attachment I of OSA Transmittal Letter 2007-151 (September 10, 2007).

For emergency purposes only, the Agency Security Officer can contact ACRO Service Corporation directly at 800-844-2276 with a request to change status to be followed on the same day with a user profile form. However, the Agency cannot reasonably expect to contact ACRO outside normal business hours Monday through Friday. Contact made to ACRO should be directed to the attention of the ACRO staff identified on Attachment I of OSA Transmittal Letter 2007-151 (September 10, 2007).

All users that are granted access to the AIS must participate in training on AIS access, use and security policies and procedures, and must review and comply with all AIS policies. Copies of AASA policy documents are maintained on the AASA Business web site (<https://www.osapartner.net>).

Partner Channel Security Policies, Procedures and Practices

All AIS users are required to review and comply with all policies governing access and use of all AIS data, databases, software application, websites, and security procedures. These policies and procedures are described in the Aging Information System Partner Channel Security Guide and OSA Transmittal Letters (TL). Copies of the OSA TLs below can be accessed at the AASA Business website <https://www.osapartner.net> under the Transmittal Letters and Operating Standards link.

- 2009-196 AIS Policy on Sensitive Document Destruction (August 24, 2009)
- 2009-195 AIS Data Use Agreement Policy (August 24, 2009)
- 2009-194 AIS Secure Electronic Signature Policy (August 3, 2009)
- 2009-171 AIS Storage of Sensitive Data on Mobile Devices/Portable Media Policy (October 30, 2008)
- 2007-138 AIS Security Update (March 26, 2007)
- 2007-151 AIS Security Incident Reporting Policy (September 10, 2007)
- 2007-150 AIS User Authentication and Authorization Policy (September 10, 2007)
- 2007-149 AIS User Account Management Policy (September 10, 2007)
- 2007-148 AIS User Security Training Policy (September 10, 2007)
- 2007-147 AIS User Acceptable Use Policy (September 10, 2007)
- 2007-146 NAPIS Client ID Transition Update (July 18, 2007)
- 2005-105 Information & Instructions on Changing AIS Passwords

Retain for Reference
DO NOT RESEND

AGING AND ADULT SERVICES AGENCY
AGING INFORMATION SYSTEM (AIS) PARTNER CHANNEL
 Explanation of User Categories and AIS Program Applications

Basic User Access	
Data Admin	Data Entry
Data Administration user can add electronic signature and "Submit to AASA" for approval. Can print data and edit as allowed by module functionality. User can view the Document Status, Reports, Document Library and previous submissions.	Data Entry user can edit and print data. Can "Save as Draft" and "Save as Complete" documents. Can upload documents as allowed by module functionality. User can view the Document Status, Reports, Document Library and previous submissions.

Modules in FIRST (Financial Information Reporting System Technology)

- **Cash Request**
- **FSR**
Financial Summary Report
- **FSP**
Financial Summary Profile
- **MATF**
Merit Award Trust Fund
- **MMAP**
Medicare Medicaid Assistance Program
- **PREVNT**
Prevent Elder & Vulnerable Adult Abuse, Exploitation, Neglect Today
- **SCSEP**
Senior Community Services Employment Program
- **SGA**
Statement of Grant Award
- **SLTCOP**
State Long Term Care Ombudsman Program
- **EFOR**
Estimated Financial Obligation Report
- **VEX**
Volunteer Expenditure Report
- **OAA**
Older Americans Act Title III Transfer Request