



**ALLEGHENY COUNTY
DEPARTMENT OF HUMAN SERVICES**

JAIL COLLABORATIVE

INFORMATION SYSTEMS ACCESS REQUEST

Please Send Completed Form To:

ISAR –User Account Manager

DHS - AIMS

Human Services Building, 2nd
One Smithfield Street, Pittsburgh, PA 15222
or Fax to 412-350-5220

EMPLOYEE INFORMATION (ALL REQUIRED FOR ACCOUNT)

NAME:	DATE:
LAST 4 DIGITS OF SSN:	
USER'S EMAIL ADDRESS:	
JOB TITLE:	
PHONE NUMBER:	
PROVIDER NAME:	
PROVIDER ADDRESS:	
TYPE OF ACCOUNT REQUESTED:	<input type="checkbox"/> NEW ACCOUNT <input type="checkbox"/> CHANGE USER ACCESS <input type="checkbox"/> CLOSE USER

PROVIDER SUPERVISOR/MANAGER APPROVAL	DATE

EMPLOYEE ACKNOWLEDGEMENT OF UNDERSTANDING (REQUIRED FOR NEW ACCOUNTS)
 I have read and agree to comply with the terms of Allegheny County Policy for user accounts.
 I understand that violation of this policy may result in termination of user account.

Printed Name

Signature

PLEASE PLACE A CHECK MARK NEXT TO ACCESS NEEDED: (Please check only one)

ALTERNATIVE HOUSING: <input type="checkbox"/> Alternative Housing Jail Caseworker <input type="checkbox"/> Alternative Housing Pre-Trial Bond Transfer Caseworker <input type="checkbox"/> Alternative Housing Probation Detainer Caseworker <input type="checkbox"/> Alternative Housing Medical/Psychiatric Clearance Caseworker <input type="checkbox"/> Alternative Housing Hybrid Role <input type="checkbox"/> Add 355 to security role	JAIL SERVICES : <input type="checkbox"/> Provider Contact <input type="checkbox"/> Jail <input type="checkbox"/> Re-entry Specialist <input type="checkbox"/> Courts <input type="checkbox"/> Probation <input type="checkbox"/> DHS
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**ALLEGHENY COUNTY DEPARTMENT OF
HUMAN SERVICES USER ACCOUNT
POLICY**

It is the Policy of the Allegheny County Department of Human Services (DHS) that all users must have a unique identifier in order to access the DHS Computer Network or any of the various DHS applications.

Each user must have his/her own user account. This is required as a matter of security. Sharing Usernames and Passwords is a violation of both the DHS Policy and HIPAA Security Policies.

When access to the DHS Computer Network or a DHS application is needed, the appropriate User Account Request Form must be completed, approved, and submitted to the User Account Manager in the Administrative and Information Systems Management Office.

Likewise, when a user no longer requires access to the DHS Computer Network or a DHS application, the appropriate User Account Request Form must be submitted to close the user's access to the Computer Network or that particular application. For example, this action should be taken when a user leaves employment at DHS/Provider/Agency, moves into a position no longer requiring his/her access to the DHS Computer Network and/or any of the various DHS applications, etc.

Questions regarding this Policy or user accounts in general, may be addressed to the DHS Applications Service Desk at 412-350-4357, option 2 or to the DHS Service Desk via email at servicedesk@alleghenycounty.us.

The term “user” refers to anyone who has a user account to any DHS application.