

**Cuyahoga County Division of Children and Family Services
(CCDCFS)
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): 10/01/2016, 10/01/2013
Current Revision Date: 06/01/2019
Approved By: Cynthia G. Weiskittel

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 for reassignment.

PROCEDURES

- A. Notices of termination will come immediately to Information Services (IS) through the DCFS Senior Leadership and/or the workers Senior Manager or Human Resources. Such notification is to be in writing via email and/or via Personnel Action Notice (PAN) form.
- 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 Infrastructure and Operations Administrator, Service Desk Supervisor, Web and Applications Development Administrator, and the Manager of Database Administration.
- C. Rights will be handled in the following manner:
 - 1. Network and Email – disable account immediately

2. 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 JFS 7078 Form)
 - a. Suspend access immediately of worker or affiliate after departure.
 - b. Allow access up to 90 days after departure of worker or affiliate to Supervisor, Senior Manager, and Title IV-E Worker.
 - c. Terminate account after 120 days
(or less if account is no longer needed.)
3. Oracle Database (FACTS, Fiscal, IV-E)
 - a. Inactivate account within 30 days after departure
 - b. Delete inactive accounts annually