

City of Los Angeles

CALIFORNIA



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DATE: JAN 25 2005

TO: All PY 04-05 WIA WorkSource Center Executive Directors and Program Directors

FROM: Manny Chavez, Acting Director
Workforce Development System

SUBJECT: **INFORMATION BULLETIN NO: 05-29**
REQUEST FOR UPDATED STAFF INFORMATION AND ACCESS
LEVELS FOR THE INTEGRATED SERVICES INFORMATION SYSTEM
(ISIS)

The latest version of ISIS, which now includes case management tools, was released on October 29, 2004. To make the new tools as effective as possible it is necessary to maintain an updated list of staff users and ensure they have the appropriate access level into the system.

Attached is an ISIS Access Request form. Please review the access needs of your staff and submit any necessary changes or additions. All changes should be faxed to Trinh Nguyen of the MIS Section at 213.847.6168.

Remember, in order to utilize the new case management components, it will be necessary for anyone who will input or update data to have a unique MIS number and password. The MIS number and password can be earned by attending one of the monthly MIS Forms and Handbook sessions and the ISIS Training; each is offered on a monthly basis. For additional information and to register for these classes, please contact Ruth Crandall at 213.485.0926 or rcrandal@cdd.lacity.org.

MC:GS

Attachment

WIA ISIS ACCESS REQUEST
PLEASE FAX THIS FORM TO MIS AT (213) 847-6168
ATTENTION: TRINH NGUYEN

NOTE: This form is used to add, delete, or change a user's active status in the WIA portion of ISIS. The requesting agency supervisor must sign the form. Without the proper signature, this request will not be processed.

I. ADD ACCESS

I. ADD ACCESS					

II. DELETE ACCESS

II. DELETE ACCESS					

III. CHANGE ACCESS (Identify level of access user should have after the change)

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***DE-Data Entry (MIS # Required)**

***CM-Case Manager (MIS # Required)**

***VO-View Only (MIS # Not Required)**

REQUESTING AGENCY: _____ AGENCY CODE: _____

PHONE # _____ EMAIL ADDRESS _____

AGENCY ADMINISTRATOR SIGNATURE: _____

WIA ISIS ACCESS

WIA ISIS ACCESS							
Data Entry (MIS # Required)	VUA	VUA	VUA	VUA	VUA	VUA	VUA
Case Manager (MIS # Required)	VUA	VUA	VUA	VUA	VUA	VUA	VUA
View Only (MIS # Not Required)	V	V	V	V	V	V	V

V = View, A = Add, U = Update

Please note:

- 1) Data Entry User will have access to all clients in **their assigned** agency.
- 2) Case Manager will have access to only **their assigned** clients.
- 3) Case Notes could only be modified by the author of the note, and only Non-Private notes are accessible by user with view access.
- 4) A user may have both Data Entry and Case Manager access assigned to them.