

Overview

This document serves as a comprehensive overview of **Trails security administration**, with a detailed listing of security profiles that govern access to the Legacy Trails and Modernized Trails systems.

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Document Owner

This document is owned and maintained by [Renee Amador](#).

Document Audience

This document is intended primarily for

- DCW / DYS / County Security Administrators to understand the access granted with each security profile.
- SuperUsers, CTUG Liaisons, etc.

Security Administration in Legacy vs Modernized Trails

Legacy Trails profiles remain in effect as we move forward with the coming releases of Modernized Trails until the final Release 8 has been implemented.

In some instances, new profiles have been developed for Modernized Trails based on DCW / CW / DYS requirements for system administration.

- Trails Legacy profiles were developed to be able to access specific windows and control buttons.
- Modernized Trails profiles were developed for specific role based functionality within the Modernized Trails application.
- Management of profiles during this current phase of the project requires a combination of Legacy and Modernized profiles.

KEY:	
	Past Releases- Profiles- In modernized Trails
	Current Release F24.01.0- Profiles-Fiscal
	Future Release-Profiles- Not in modernized Trails

Security Administration Overview

DCW / CW / DYS Security Administrators will build Legacy Trails' profiles in a similar manner to that of the past since the majority of functionality continues to be working in the Legacy system. In addition, Security Administrators need to include the correct Modernized Trails profiles based on a person's role within the County / Agency and their use of Trails. This document provides guidance for establishing the correct profile combinations.

Exceptions

Exceptions to the normal Security Administrator process include the following:

Exception Circumstance	Exception Details	Exception Actions
1. 90-Day Lock	A 90-Day Lock is applied when a Trails user has not accessed the production environment of the Trails application for 90 calendar days. A 90-Day Lock requires a ticket to be submitted to the OIT Service Desk and/or through the Identity Access Manager Application or a Supervisor request in writing which can be sent directly to a State Security Administrator and then unlocked by a State Security Administrator.	A 90-Day Lock requires a ticket to be submitted by the Supervisor, or the appropriate Security Administrator through the OIT Service Desk and/or through the Identity Access Manager Application. Or the Supervisor and/or the appropriate Security Administrator may send this request in writing which can be sent directly to a State Security Administrator. Once received, a State Security Administrator will perform the "unlock" task.
2. 180-Day Lock / Inactive User	For 180-Day Lock users, the system will automatically change the status from active to inactive at 180 days and end dating the user. This lock/inactive status must be resolved through the submission of an CDHS Access Request form and/or through the Identity Access Manager Application.	A 180-Day Lock requires an CDHS Access Request form be submitted by the Supervisor or the appropriate Security Administrator through the OIT Service Desk and/or through the Identity Access Manager Application. Once received, a State Security Administrator will perform the "unlock" task and the requesting DCW / CW / Agency Security Administrator will perform all activation tasks.
3. User IDs	User ID alignment is critical for Trails / Trails Modernization access.	For new employees, Trails User ID and Trails Oracle will be created by the Access Control/IAM Team and matched to their CDHS Portal ID/Network ID. If the Trails User ID does not match the Portal User ID, the worker will not be able to log into Modernized Trail and the user will need to put in a ticket through the OIT Service Desk and/or through the Identity Access Manager Application.

Certification Information

All Training Certifications are automatically uploaded to Modernized Trails, unless you have a job title of "Case Services Aid" or some random job title like "Other", unless you have a New Hire status, or unless your certification has expired.

Please remember if you have any of these profiles below, you need the corresponding certification to have the necessary access:

CW Hotline Worker profile needs Certification Level = **Hotline Certified**

CW Hotline Supervisor profile needs Certification Level = **Hotline Supervisor**

CW Hotline Worker and **CW Caseworker** profiles may need Certification Level = **Caseworker Certified**

Any of these profiles (**CW Hotline Worker, CW Hotline Supervisor, CW Caseworker** and **CW Caseworker Supervisor**) may need Certification Level = **Caseworker Supervisor Certified**

Certification Level - New Hire/Read-Only - do not modify profiles

If all the profiles look adequate, and your workers should be certified, please **send an email to Kathy Clark:** Kathy.Clark@state.co.us

County Security Profiles


County Legacy Trails Security Profiles and Equivalent Modernized Trails Profiles:

*County Legacy & Mod Profiles are assigned by the CW Security Administrator with the exception of Profiles 6, 10, 13, 14, 15, 16, 17, 19, 20, 21, 26, 30 and 31

CW Legacy Trails Profiles	CW Legacy Profile Details	Job Classification/Job Title	CW Modernized Trails Profiles	CW Modernized Profile Details
1. CW Client Worker	This is a profile assigned in counties to a primary caseworker taking referrals, doing assessments, or carrying an ongoing service caseload. This profile may be a secondary worker, a case aide, or clerical staff with responsibility to add information to a client assessment/case. The profile has access to read information in other parts of Trails, such as provider, fiscal, and staff organization. This profile is typically assigned in counties that do not use the CW Generalist Worker profile. The County CW Security Administrator assigns this profile.	County Caseworker/Hotline Worker	CW Caseworker	The CW Caseworker profile will have county-specific read-only access to hotlines, partial write access to referrals, and read-only access to providers, read/write access to assessments and cases. The CW Caseworker profile also has county specific read/write access to the QRTP Assessments for Case, QRTP Assessments Page, QRTP Request Approval (Panel), QRTP Placement (Modal) and IV-E Candidacy Determinations for Case. Read only access to the QRTP Approval (Modal), QRTP Approve Panel and Evidence-Based Services (Modal). The CW Caseworker also has read/write access to the Plans of Safe Care. The CW Caseworker profile also has county-specific read/write access to the Removal History and Removal Detail screens for AFCARS. Note: Requires Caseworker Certification
			CW Hotline Worker	The CW Hotline Worker profile will have county-specific read/write access to hotlines, referrals, clients, and client / hotline / referral / provider search. The CW Hotline Worker profile also has county specific read only access to QRTP Assessments, IV-E Candidacy Determinations for Case and Evidence-Based Services (Modal). Note: Requires Hotline Certification, or you won't be able to add a Hotline. The green Add Hotline button won't be visible in the Pending Hotlines Queue.
2. CW Provider Worker	The profile certifies foster homes, studies adoptive homes, and maintains provider resource information for CORE and case services. The profile does not add contracts or provider rates (see CW contracts/rates worker). This profile is typically assigned in counties that do not use the CW Generalist Worker profile. The County CW Security Administrator assigns this profile.	County Certification Worker/ Kinship Support Worker	CW Certification Worker	The CW Certification worker profile will have county-specific read/write access to provider details, incidents, contracts (read-only), clients, and client/provider/incident search, so that the worker can certify foster homes and maintain provider information. The profile does not add contracts or provider rates (see CW contracts/rates worker), but has access to view the information.



	<p>NOTE: A provider worker does not get access to client information except through the Tools or Recipient Menus. Provider workers will need a CW Client Worker profile when they have to investigate a Child Abuse/Neglect report on a provider in another county or within their own county.</p>		<p>CW Kinship Worker</p>	<p>The CW Kinship worker profile will have county-specific read/write access to provider details, incidents, contracts (read-only), clients, and client/provider/incident search. The profile does not add contracts or provider rates (see CW contracts/rates worker), but has access to view the information. The profile certifies foster homes, studies adoptive homes, and maintains provider information for Kinship Homes.</p>
<p>3. CW Provider Conflict Resolution</p>	<p>This is a profile that is assigned in counties that do not use the CW Generalist Worker profile. The Trails Legacy system provides functionality to assure that providers are only added to the system once but may offer a variety of different services added by the Division of Child Care, the Division of Child Welfare, or County Departments. This profile supports this functionality by reviewing the Trails windows and reconciling duplicate provider resources added by workers in the county or at the State. This profile gets access from the County CW Security Administrator.</p>	<p>County Certification Worker/ Kinship Support Worker</p>	<p>CW Certification Worker</p>	<p>The CW Certification worker profile will have county-specific read/write access to provider details, incidents, contracts (read-only), clients, and client/provider/incident search, so that the worker can certify foster homes and maintain provider information. The profile does not add contracts or provider rates (see CW contracts/rates worker), but has access to view the information.</p>
			<p>CW Kinship Worker</p>	<p>The CW Kinship worker profile will have county-specific read/write access to provider details, incidents, contracts (read-only), clients, and client/provider/incident search. The profile does not add contracts or provider rates (see CW contracts/rates worker), but has access to view the information. The profile certifies foster homes, studies adoptive homes, and maintains provider information for Kinship Homes.</p>
<p>4. CW Contracts/Rates Worker</p>	<p>This is a profile assigned in counties that do not use the CW Generalist Worker profile. This is a profile for county staff responsible for setting up county provider contracts, provider negotiated rates, and provider-specific calculated rates. Examples of provider-specific calculated rates are those for receiving homes and group homes. Examples of negotiated provider rates are those for foster homes, RCCFs, TRCCFs and CPA foster and group facilities that vary from the State-calculated rates. This profile does not add child-specific negotiated rates, since it is not a global profile with access to service authorization. The County CW Security Administrator in the county gives access to this profile. The profile can read CW provider information on selected windows.</p>	<p>County Contracts Worker</p>	<p>CW Contracts/Rates Worker (Updated)</p>	<p>The CW Contracts/Rates Worker profile is for county staff responsible for setting up county provider contracts, provider negotiated rates, and provider-specific calculated rates, but this profile does not add child-specific negotiated rates. This profile has county-specific read/write access to provider details, incidents, contracts (read/write), rates (read/write) and clients, and client/provider/incident search. Contracts can be accessed by the CW Contract/Rates Worker, the CW Generalist Worker and the DCW Business Analyst. The CW Contracts/Rates Worker now has county specific read access to the Evidence-Based Services Queues (Node). Also has county-specific read only access to payroll and standard rates.</p>
<p>5. CW Generalist Worker</p>	<p>This profile is mainly used in small and middle-sized counties by caseworkers carrying responsibility for client and provider workloads. In other words, it is a combination profile that gets access to update all windows used by specialized staff in large counties. This profile is the combination of the following profiles: CW Client Worker, CW Eligibility Worker, CW Foster</p>	<p>County Caseworker Social Caseworker</p>	<p>CW Generalist Worker (Updated)</p>	<p>The CW Generalist Worker profile will have county-specific read and write access to hotlines, referrals, client search, client record, provider search, provider details, contracts, and critical incidents. The CW Generalist Worker profile also has county specific read/write access to the QRTP Assessments for Case, QRTP Assessments Page, QRTP Request Approval (Panel), QRTP Placement (Modal) and IV-E Candidacy</p>

	<p>Care Review Coordinator, CW Provider Worker, CW Provider Conflict Resolution Worker, and CW Contracts/Rates Worker. The profile gets access from the County CW Security Administrator.</p>			<p>Determinations for Case. Read only access to the QRTP Approval (Modal), QRTP Approve Panel and Evidence-Based Services (Modal). The CW Generalist Worker profile also has read/write access to the Plans of Safe Care. The CW Generalist Worker profile also has country-specific read/write access to the Removal History and Removal Detail screens for AFCARS. Also has county-specific read only access to payroll, claims and read/write access to SSI/SSA.</p>
			<p>CW Hotline Worker</p>	<p>The CW Hotline Worker will have county-specific read/write access to hotlines, referrals, clients, and client / hotline / referral / provider search. The CW Hotline Worker profile also has county specific read only access to QRTP Assessments, IV-E Candidacy Determinations for Case and Evidence-Based Services (Modal).</p> <p>Note: Requires Hotline Certification, or you won't be able to add a Hotline. The green Add Hotline button won't be visible in the Pending Hotlines Queue.</p> <div data-bbox="2252 716 2494 792" style="text-align: center;">  </div>
			<p>CW Caseworker</p>	<p>The CW Caseworker profile will have county-specific read-only access to hotlines, partial write access to referrals, and read-only access to providers, read/write access to assessments and cases. The CW Caseworker profile also have county specific read/write access to the QRTP Assessments for Case, QRTP Assessments Page, QRTP Request Approval (Panel), QRTP Placement (Modal) and IV-E Candidacy Determinations for Case. Read only access to the QRTP Approval (Modal), QRTP Approve Panel and Evidence-Based Services (Modal). The CW Caseworker profile also has read/write access to the Plans of Safe Care. The CW Caseworker profile also has county-specific read/write access to the Removal History and Removal Detail screens for AFCARS.</p> <p>Note: Requires Caseworker Certification</p>
<p>6. CW Eligibility Worker</p>	<p>This is a specialized profile assigned in counties that do not use the CW Generalist Worker profile. This profile records eligibility information, based on determinations done outside of Trails, for Title IV-E, Medicaid, CW-MOE and other funding sources, and</p>	<p>County Eligibility Worker/IV-E Worker</p>	<p>CW Eligibility Worker (Updated)</p>	<p>The CW Eligibility Worker profile provides county-specific read-only access to hotlines, referrals, assessments, cases, client records, providers, incidents, and client/hotline/provider/incident search; write access to IV-E functionality from case and queues. The CW Eligibility Worker now has county specific read only access to QRTP Assessments,</p>

	<p>CHRP (Children’s Habilitation Residential Program). The CW Security Administrator in the county gives access to this profile. This is a global profile with read access to all CW client cases and update access to the eligibility/entitlement window.</p>			<p>IV-E Candidacy Determinations for Case and Evidence-Based Services (Modal). Has county-specific read/write access to SSI/SSA.</p>
			<p>*CW MOE Coordinator</p>	<p>The CW MOE Coordinator profile is a county specific profile that records eligibility information for MOE. Only the DCW Security Administrator can grant this profile upon DCW Program Staff approval and Training has been completed. An Email must be sent to the State IV-E Administrator, Gerri Duran-Wolfe at gerri.duran-wolfe@state.co.us for verification of Training and approval. Once approved by the State IV-E Administrator, the DCW State Security Administrator will grant this profile. Training is located on the CWTS Website Learning Community > Caseworkers > Caseworker Resources > IV E New Worker Training https://coloradocwts.com/learning-community/caseworker-resources/</p>
			<p>*CW IV-E</p>	<p>The CW IV-E profile is a county-specific profile needed for IV-E Foster Care functionality in Fiscal (IV-E Eligibility and MOE) and IV-E Queues. The CW IV-E Worker profile also has country-specific read/write access to the Removal History and Removal Detail screens for AFCARS. Only the DCW Security Administrator can grant this profile upon DCW Program Staff approval and Training has been completed. An Email must be sent to the State IV-E Administrator, Gerri Duran-Wolfe at gerri.duran-wolfe@state.co.us for verification of Training and approval. Once approved by the DCW (State) IV-E Administrator, the DCW State Security Administrator will grant this profile. Training is located on the CWTS Website Learning Community > Caseworkers > Caseworker Resources > IV E New Worker Training https://coloradocwts.com/learning-community/caseworker-resources/</p>
<p>7. CW Foster Care Review Coordinator</p>	<p>This is a specialized profile assigned in large counties that do not use the CW Generalist Worker profile. This is a profile for county staff that schedule administrative reviews. The profile gets access from the CW Security Administrator in the county. The profile adds, updates, or deletes the administrative review ‘scheduled date’. This is a global profile with read access to all CW client cases and update access to the case review window.</p>	<p>County ARD County FH Reviewer</p>	<p>CW ARD Review Coordinator</p>	<p>The CW ARD Review Coordinator profile is for county staff that schedule administrative reviews. The profile gets access from the CW Security Administrator in the county. The profile adds, updates, or deletes the administrative review ‘scheduled date’ This is a global profile with read access to all CW client cases and update access to the case review window. This profile also allows users to view a list of upcoming ARD Reviews based on ARD scheduled Reviews for DCW</p>

				Clients. Full functionality of this profile will not be available until the final Modernized Trails Release.
8. CW Supervisor	<p>This profile supervises a unit of workers who do client casework or manage providers. The profile assigns or transfers cases between workers in the unit, transfers providers to other counties or the state, and assigns provider services to provider or generalist workers. Users with this profile review and approve actions, including service authorizations and child-specific rate adjustments, for their unit. Users with this profile may add, update and delete information in referrals, assessments, or cases assigned to their unit.</p> <p>The profile has access to the County Inbox window, which receives cases transferred from other counties. The CW Security Administrator in the county gives access to this profile. This profile will have the ability to assign/transfer and approve authorizations for all workers within their own county. They will have the ability to reopen any case.</p>	<p>County Supervisor/ Social Caseworker Supervisor/Hotline Staff Supervisor</p>	CW Caseworker Supervisor	<p>The CW Caseworker Supervisor profile is for county-specific read-only access to hotlines, partial write access to referrals, and read-only access to providers, read/write access to assessments and cases. The CW Caseworker Supervisor profile also has county specific read/write access to the QRTP Assessments for Case, QRTP Assessments Page, QRTP Request Approval (Panel), QRTP Approval (Modal), QRTP Approve Panel, Override Approval Button, QRTP Placement (Modal) and IV-E Candidacy Determinations for Case. Read only access to the Evidence-Based Services (Modal). The CW Caseworker Supervisor profile also has read/write access to the Plans of Safe Care. The CW Caseworker Supervisor profile also has county-specific read/write access to the Removal History and Removal Detail screens for AFCARS.</p> <p>Note: Requires Caseworker Supervisor Certification</p>
			CW Certification Supervisor	<p>The CW Certification Supervisor profile is for county-specific read/write access to provider details (plus some approval authority), incidents, contracts (read-only), and clients, and client/provider/incident search.</p>
			CW Kinship Supervisor	<p>The Kinship Supervisor profile is for county-specific read/write access to provider details (plus some approval authority), incidents, contracts (read-only), and clients, and client/provider/incident search.</p>
			CW Hotline Supervisor	<p>The CW Hotline Supervisor profile is for county-specific read/write Supervisor access to hotlines, referrals, clients, and client/hotline/referral/provider search, and has add/edit permissions for Notes on Referrals. The CW Hotline Supervisor also has county specific read only access to QRTP Assessments, IV-E Candidacy Determinations for Case and Evidence-Based Services (Modal).</p> <p>Note: Requires Hotline Supervisor Certification to show up in the Hotline “send to” fields for supervisor.</p>
9. CW Global Broad Read	<p>This profile is usually a county administrator, director or a super-user who helps county staff use Trails. The County CW Security Administrator gives access to this profile. Staff who are assigned this profile is for ‘read-only’ access to all county client cases, assessments, provider/resource records, fiscal, and staff</p>		CW Global Broad Read	<p>The CW Global Broad Read profile is for county-specific read-only access to hotlines, referrals, assessments, cases, and providers and supplemental functionality - client/provider search and client record. This profile also allows the user to have county specific read only access to QRTP Assessments, IV-E Candidacy Determinations for Case and Evidence-Based Services (Modal).</p>

	data to monitor staff activity or research and solve problems with the user and client(s). This is a global profile with read access to all CW client/provider information. Users are usually given this profile as ‘need to know.’			
10. *CW Household & SIDMOD Maintenance	This is a profile for county staff with the exclusive responsibility to assign county household numbers and request SIDMOD number assignments. The profile is singularly responsible for associating CW cases and needs access to information that enables a decision to be made about household composition within their county. This is a global profile with read access to all CW client cases and update access to HH# and SIDMOD information. Only the DCW Security Administrator can grant this profile upon the CW Security Administrator/Supervisor approval and verification of training. This request requires an Access Request Form to be submitted to the OIT Service Desk and/or through the Identity Access Manager Application.		*CW Household & Sidmod Maint	CW Household & Sidmod Maintenance profile has county-specific read/write access to household information on clients and authority to perform SIDMOD requests. This profile should not be assigned unless users have the proper training and approval from Supervisors to have this profile. Only the DCW Security Administrator can grant this profile upon the CW Security Administrator/Supervisor approval and verification of training. This request requires an Access Request Form to be submitted to the OIT Service Desk and/or through the Identity Access Manager Application. Full functionality of this profile will not be available until the final Modernized Trails Release.
11. CW Legally Exempt Provider Worker	This profile adds childcare providers who are exempt from the licensing process. The profile gets access from the County CW Security Administrator.	County Quality Exempt Provider Workers/Certification Workers	CW Certification Worker	The Certification Worker profile will have county-specific read/write access to provider details, incidents, contracts (read-only), clients, and client/provider/incident search, so that the worker can certify foster homes and maintain provider information. The profile does not add contracts or provider rates (see CW contracts/rates worker), but has access to view the information.
12. CW Payroll Worker	The profile works in the County Business Office. The profile reviews expenditures for payroll. This profile may suspend a payment for a child or hold an entire payment for a provider. The profile gets access from the CW Security Administrator in the county. The profile uses windows in the Fiscal Menu, including the recipient submenu with information on service authorizations and entitlement spans.	County Payroll Worker	CW Payroll Worker (Updated)	The CW Payroll Worker profile is for county-specific read-only access to hotlines, referrals, assessments, cases, QRTP Assessments, IV-E Candidacy Determinations for Case and Evidence-Based Services (Modal), client records, providers, incidents, and client/hotline/provider/incident search. Has county-specific read/write access to payroll and fiscal calendar.
13. *CW Security Administrator	This profile is a Security Administrator (SA) for the county. The profile gets access from the DCW Security Administrator. The profile sets up security for all county profiles in the SA’s county according to policies and procedures established by county management. This profile can also unlock county users unless they have been 90-Day locked. This profile does not have access to client, provider, or fiscal data. Only the DCW Security	County Security Administrator	*CW Security Administrator	County Security Administrator manages organizational information and employees for their county/counties. The profile sets up security for all county users in the SA’s county. Only the DCW Security Administrator can grant this profile upon the CW Security Administrator’s approval and the CW Security Administrators Training has been completed located on the CWTS website (detailed instructions can be found here).

	Administrator can grant this profile upon the CW Security Administrator's approval.			This requires an Access Request Form be submitted to the OIT Service Desk and/or through the Identity Access Manager Application.
14. *CW Staff Management	This is a profile for county staff with responsibility for maintaining the county staff information and organizational structure in Trails. The County CW Security Administrator in the county gives access to this profile. The profile has exclusive authority to add, update, and delete staff information and affiliations, and to add/update/read personal worker information.	County Security Administrator	*CW Security Administrator	The CW Staff Management profile has been combined with the CW Security Administrator for Modernized Trails. The County Security Administrator manages organizational information and employees for their county/counties. The profile sets up security for all county users in the SA's county. Only the DCW Security Administrator can grant this profile upon the CW Security Administrator's approval and the CW Security Administrators Training has been completed located on the CWTS website (detailed instructions can be found here. This requires an Access Request Form be submitted to the OIT Service Desk and/or through the Identity Access Manager Application.
15. *CW IV-E Determination Worker	This profile is for State and County workers with responsibility to add IV-E Eligibility in Trails. They will have access to the IV-E Module which allows them to enter IV-E initial/ongoing redeterminations in the IV-E Module. Only the DCW Security Administrator can grant this profile upon DCW Program's approval.	County IV-E Workers	*CW IV-E Worker	The CW IV-E profile is a county-specific profile needed for IV-E Foster Care functionality in Fiscal (IV-E Eligibility and MOE) and IV-E Queues. The CW IV-E Worker profile also has country-specific read/write access to the Removal History and Removal Detail screens for AFCARS. Only the DCW Security Administrator can grant this profile upon DCW Program Staff approval and Training has been completed. An Email must be sent to the State IV-E Administrator, Gerri Duran-Wolfe at gerri.duran-wolfe@state.co.us for verification of Training and approval. Once approved by the DCW State IV-E Administrator, the State Security Administrator will grant this profile. Training is located on the CWTS Website Learning Community > Caseworkers > Caseworker Resources > IV E New Worker Training https://coloradocwts.com/learning-community/caseworker-resources/
16. *CW Access to DYC (Toggle)	This profile is for county workers who need access to DYS related functionality for limited access and read-only purposes. For assignment to the profile this requires an Access Request Form be submitted to the OIT Service Desk and/or through the Identity Access Manager Application with prior approval from the CW Security Administrator and Supervisor's approval. Only the DCW Security Administrator can grant this profile upon the	County Hotline Workers/Intake Workers	*CW View DYS Info	This profile is for county workers who need access to DYS related functionality for limited access and read-only purposes. An example of staff who need this profile are staff who do intakes and screenings for both DYS/CW as well as ARD Reviewers (specific read only access to SB94 Client File, Admissions, Facility Ops, Assessment/Commitment, Client Manager and ICJ Case Information).

	<p>CW Security Administrator’s and Supervisor’s approval. An example of staff who need this profile are staff who do intakes and screenings for both DYS/CW as well as ARD Reviewers (specific read only access to SB94 Client File, Admissions, Facility Ops, Assessment/Commitment, Client Manager and ICJ Case Information).</p>			<p>For assignment to the profile this requires an Access Request Form be submitted to the OIT Service Desk and/or through the Identity Access Manager Application with prior approval from the CW Security Administrator and Supervisor’s approval. Only the DCW Security Administrator can grant this profile upon the CW Security Administrator’s and Supervisor’s approval.</p>
<p>17. *CW Client Merger</p>	<p>This profile assignment is for county staff that have completed the Merge Training Course. The county merger will be able to merge duplicate client Ids in cases/assessments for their county with the exception of CW/DYC Merges with this given profile. Only the DCW Security Administrator can grant this profile upon confirming that the merge training has been completed. This request requires an Access Request Form be submitted to the OIT Service Desk and/or through the Identity Access Manager Application. Please reach out to Bill O’Neill at bill.oneill@state.co.us for information on the training.</p>		<p>*CW Client Merge</p>	<p>The CW Client Merge profile has county-specific authority to perform client merges. This profile assignment is for county staff that have completed the Merge Training Course. The county merger will be able to merge duplicate client Ids in cases/assessments for their county with the exception of CW/DYC Merges with this given profile. Only the DCW Security Administrator can grant this profile upon confirming that the merge training has been completed. This request requires an Access Request Form be submitted to the OIT Service Desk and/or through the Identity Access Manager Application. Please reach out to Bill O’Neill at bill.oneill@state.co.us for information on the training. Full functionality of this profile will not be available until the final Modernized Trails Release.</p>
<p>18. CW Claims Worker</p>	<p>This profile allows a user to process a claim in Trails. The profile also allows a worker to set up a Recovery plan as well as document all Recovery/Claim activities</p>	<p>County Claims Worker</p>	<p>CW Claims Worker (Updated)</p>	<p>The CW Claims Worker profile has county-specific read/write access to Claims functionality from queues. This profile allows a user to process a claim in modernized Trails. The profile also allows a worker to set up a Recovery Plan as well as document all Recovery/Claim activities.</p>
<p>19. *CW/DCW UFIX Profile</p>	<p>The “Hot Key” functionality will allow users with the security profile (DCW UFIX) to correct certain data within Trails. The document that describes the HOTKEY Profile can be found here. Only the DCW Security Administrator can grant this profile upon the County Security Administrator’s Approval. This request requires an Access Request Form be submitted to the OIT Service Desk and/or through the Identity Access Manager Application.</p>	<p>County Administrators/County Data Specialists/County Business Analysts</p>	<p>*CW Business Analyst (Updated)</p>	<p>The CW Business Analyst profile has county-specific read / write access to hotlines, referrals, assessments, cases, QRTP Assessments, IV-E Candidacy Determinations for Case, Evidence-Based Services (Modal), client records, providers, contracts, incidents, and client/hotline/provider/incident search. The CW Business Analyst also has read/write access to the Plans of Safe Care. The CW Business Analyst profile also has country-specific read/write access to the Removal History and Removal Detail screens for AFCARS. Also has county-specific read/write access to Payroll, Claims and SSI/SSA. Only the DCW Security Administrator can grant this profile upon the County Security Administrator’s Approval and County Supervisor Approval. This request requires an Access Request Form be submitted</p>

				to the OIT Service Desk and/or through the Identity Access Manager Application. Full functionality of this profile will not be available until the final Modernized Trails Release..
20. *CW Chafee Worker	The Chafee profile is tied to Independent Living cases in Trails. If you have the Chafee profile you are able to open up an Independent Living case within Trails, make updates to the demographic information within the case, and enter the Group Activities for the youth on their caseload. An Email must be sent to the State Chafee Administrator Derek Blake at derek.blake@state.co.us for approval. Once approved by the State Chafee Administrator, the DCW (State) Security Administrator will grant this profile. Only the DCW Security Administrator can grant this profile upon DCW Program's Approval.		*CW Chafee Worker	The CW Chafee Worker profile has county-specific read/write access to Chafee cases and queues. An Email must be sent to the State Chafee Administrator Derek Blake at derek.blake@state.co.us for approval. Once approved by the State Chafee Administrator, the DCW (State) Security Administrator will grant this profile. Only the DCW Security Administrator can grant this profile upon the Program Staff Approval. Full functionality of this profile will not be available until the final Modernized Trails Release.
21. *DCW Restricted Access	This profile is assigned to County and State staff that need access to open/closed Restricted Cases/Assessments. They will be able to read restricted cases/assessments as needed. This profile works similar to the GBR Profile and only case/assessment Ids that can be searched on are "restricted." They will also have the ability to run limited reports in this mode through the OTHR SRV and Case Menus. This profile is set to expire and will need to be reinstated/renewed annually. This profile is assigned by the DCW Security Administrator. If the State/County Security Admin and/or Supervisor wants this profile to be reinstated for the user, they will need to submit a ticket to the OIT Service Desk and/or through the Identity Access Manager Application and only the State/County Security Admin and/or Supervisor can request this reinstatement as users cannot request a reinstatement of this profile for themselves. New users requesting this profile will need to have their State/County Security Admin and/or Supervisors submit an access request form to the OIT Service Desk and/or through the Identity Access Manager Application, requesting this profile. This profile should only be assigned to Directors, Supervisors and Managers.		*CW Restrict/Unrestrict	The CW Restrict/Unrestrict profile is a county-specific read-only access to hotlines, referrals, assessments, cases, client records, providers, incidents and client/hotline/provider/incident search with additional authority to view and restrict/unrestrict hotlines, referrals, assessments, cases, and incidents (even if they are not assigned worker or supervisor of assigned worker). This profile is assigned by the DCW Security Administrator. This profile will not expire but will need to be justified annually. If the State/County Security Admin and/or Supervisor wants this profile to be reinstated for the user, they will need to submit a ticket to the OIT Service Desk and/or through the Identity Access Manager Application and only the State/County Security Admin and/or Supervisor can request this reinstatement as users cannot request a reinstatement of this profile for themselves. New users requesting this profile will need to have their State/County Security Admin and/or Supervisors submit an access request form to the OIT Service Desk and/or through the Identity Access Manager Application, requesting this profile. This profile should only be assigned to Directors, Supervisors and Managers.
22. *			*CW Resource Restrict/Unrestrict (New)	The CW Resource Restrict/Unrestrict profile is a county-specific read and write access to all of provider details, critical incidents, contracts

				(read-only), and clients, and client/provider search; authority to restrict, unrestrict, view, and edit restricted CIRs. No Legacy equivalent, this is a completely new profile.
23.		County Supervisors/	CW Org/Staff Read-Only (New)	The CW Org/Staff Read-Only profile is a county-specific profile that allows read-only access to County organizational information and employee information for all counties. Users don't have to be affiliated to all counties to have read-only access to all other counties' organizational and employee information with this profile. No Legacy equivalent, this is a completely new profile.
24.		County Adoption Assistant Specialist	CW Adoption Worker (New)	The CW Adoption Worker profile has county-specific read-only access to hotlines, referrals, assessments, cases, client records, providers, incidents, and client/hotline/provider/incident search; write access to Adoption and Relative Guardianship cases and some Entitlement functionality. County specific read only access to QRTP Assessments, IV-E Candidacy Determinations for Case and Evidence-Based Services (Modal). No Legacy equivalent, this is a completely new profile.
25.		County RGAP Worker	CW RGAP Worker (New)	The CW RGAP Worker has county-specific read and write access to WRI Entitlements from IV-E queues; read-only access to other IV-E functionality from queues. This profile also allows access to the Adoption / RGAP Queues. Full functionality of this profile will not be available until the final Modernized Trails Release. No Legacy equivalent, this is a completely new profile. Each county security administrator must assign this profile manually in Modernized Trails.
26. *		County ICPC Coordinator	*CW ICPC Coordinator (New)	The CW ICPC Coordinator profile has county-specific read only access to QRTP Assessments for Case (QRTP Assessment Page and Approvals Page), IV-E Candidacy Determinations for Case and Evidence-Based Services Modal. State specific read/write access to ICPC Queues (Pending-Receiving State, Pending-Sending State, Placed-Receiving State, Placed-Sending State and Closed ICPC Requests). Only the DCW Security Administrator can grant this profile upon Program Staff Approval. Full functionality of this profile will not be available until the final Modernized Trails Release. No Legacy equivalent, this is a completely new profile. Each county security administrator must assign this profile manually in Modernized Trails.

27.		County QRTP Coordinator	CW QRTP Coordinator (New)	The CW QRTP Coordinator profile has county-specific read-only access to QRTP Queues (used for monitoring capabilities). The CW QRTP Coordinator, will be able to view QRTP work from the QRTP Queues (Node), QRTP Placements, QRTP Assessments and the Initial QRTP Assessments Due Queue. No Legacy equivalent, this is a completely new profile.
28.			CW PRT Coordinator (New)	County-specific read/write access to PRTs on cases. Full functionality of this profile will not be available until the final Modernized Trails Release. No Legacy equivalent, this is a completely new profile. Each county security administrator must assign this profile manually in Modernized Trails
29.			CW Human Trafficking Coordinator (New)	County-specific read/write access to Human Trafficking Queues. Full functionality of this profile will not be available until the final Modernized Trails Release. No Legacy equivalent, this is a completely new profile. Each county security administrator must assign this profile manually in Modernized Trails.
30.*		County Foster Care Coordinator	*CW Therapeutic Foster Care Coordinator (New)	The CW Therapeutic Foster Care Coordinator profile will have county-specific read/write access to provider details, incidents, contracts (read-only), clients, and client/provider/incident search. This profile does not add contracts or provider rates (see CW Contracts/Rates worker), but has access to view the information. This profile will also allow county workers the ability to add new service types for Therapeutic Foster Homes (THRFH) and maintain provider information. For assignment to the profile this requires an Access Request Form be submitted to the OIT Service Desk and/or through the Identity Access Manager Application with prior approval from the CW Security Administrator and Supervisor's approval and an email must also be sent to the State Program Administrator for Foster Care Mary Griffin at mary.griffin@state.co.us for approval. Only the DCW Security Administrator can grant this profile upon the CW Security Administrator's /Supervisor's approval and State Program Staff. No Legacy equivalent, this is a completely new profile.



31.*		County Treatment Foster Care Coordinator	*CW Treatment Foster Care Coordinator (New)	<p>The CW Treatment Foster Care Coordinator profile will have county-specific read/write access to provider details, incidents, contracts (read-only), clients, and client/provider/incident search. This profile does not add contracts or provider rates (see CW Contracts/Rates worker), but has access to view the information. This profile will also allow county workers the ability to add new service types for Treatment Foster Homes (TXFH) and maintain provider information. For assignment to the profile this requires an Access Request Form be submitted to the OIT Service Desk and/or through the Identity Access Manager Application with prior approval from the CW Security Administrator and Supervisor's approval and an email must also be sent to the State Program Administrator for Foster Care Mary Griffin at mary.griffin@state.co.us for approval. Only the DCW Security Administrator can grant this profile upon the CW Security Administrator's/Supervisor's approval and State Program Staff. No Legacy equivalent, this is a completely new profile.</p>
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State Security Profiles

State Legacy Trails Security Profiles and Equivalent Modernized Trails Profiles:

State Legacy Profiles for the Division of Child Welfare are assigned by the DCW Security Administrator who is able to assign County, DCC, ARD, DYS, Ombudsman, HCPF and DCW Profiles for any Trails user if approved. **NOTE: The CW/DCW/DYS IV-E Determination Worker, CW MOE Coordinator, CW/DCW/DYS Security Administrator, DCW View DYS Info, CW View DYS Info, DYS View CW Info, DCW/CW/DYS Household & SIDMOD Maintenance, DCW/CW Client Merger, CW Chafee Worker, DCW/CW Business Analyst, CW ICPC Coordinator, ARD DYS Reviewer, ARD DYS View Restriction and DCW/CW Restrict/Unrestrict Access and all other DCW R access profiles are given at the state level in order to do various Trails functions and must have the appropriate approval (refer to county/state profile descriptions).*

DCW Legacy Trails Profiles	DCW Legacy Profile Details	Job Classification/Job Title	DCW Modernized Trails Profiles	DCW Modernized Profile Details
<p>1. *DCW Staff Management</p>	<p>This is a profile for State staff with responsibility to set up State staff organizations within Trails. The profile can only read/update CW, DCW and DCC worker information on ORG/Staff windows. The DCW Security Administrator Training must be completed before receiving this profile. The training is located on the CWTS website (detailed instructions can be found here. This requires an Access Request Form be submitted to the OIT Service Desk and/or through the Identity Access Manager Application.</p>	<p>State Security Administrator</p>	<p>*DCW Security Administrator</p>	<p>The DCW Staff Management profile has been combined with the DCW Security Administrator for Modernized Trails. The DCW Security Administrator manages organizational information and employees for their agency/agencies and also allows management of all county-specific organizations and employees. The DCW Security Administrator Training must be completed before receiving this profile. The training is located on the CWTS website (detailed instructions can be found here. This requires an Access Request Form be submitted to the OIT Service Desk and/or through the Identity Access Manager Application. This profile assignment is made by the DCW Security Administrator.</p>
<p>2. *DCW Security Administrator</p>	<p>This profile is the Trails security administrator for State Child Welfare and other State profiles besides DYC and DCC. The profile gets access from the Trails Development Team initially and subsequently from the Application Team. The profile also sets up security access for the 64 County Security Administrators. The profile assigns persons who are in the DCW hierarchy to profiles based upon policies and procedures established by DCW. The profile may reset passwords in the application for State and county users and unlock state and county users. The profile does not have access to client or provider data. The DCW Security Administrator Training must be completed before receiving this profile. The training is located on the CWTS website (detailed instructions can be found here. This requires an Access Request Form be submitted to the OIT Service Desk and/or through the Identity Access Manager Application.</p>	<p>State Security Administrator</p>	<p>*DCW Security Administrator</p>	<p>The DCW Security Administrator profile manages organizational information and employees for their agency/agencies and also allows management of all county-specific organizations and employees. The DCW Security Administrator Training must be completed before receiving this profile. The training is located on the CWTS website (detailed instructions can be found here. This requires an Access Request Form be submitted to the OIT Service Desk and/or through the Identity Access Manager Application. This profile assignment is made by the DCW Security Administrator.</p>

<p>3. DCW Auditor</p>	<p>This is a profile for State and Federal Auditors who monitor federal and state compliance and rules. The profile is assigned by a State Security Administrator. The profile has access to CW client data, provider and fiscal data.</p> <p>This is a global profile with read-only access to all CW client cases, provider/resource records, fiscal, and staff data to perform audits. NOTE: The “auditor” may be given the CW Global Broad Read Profile.</p>	<p>State Auditor</p>	<p>DCW Program Staff (Updated)</p>	<p>The DCW Program Staff is a profile for state child welfare users who monitor county practice. State-specific read-only access to all hotlines, referrals, assessments, cases, and providers and supplemental functionality - client/provider search and client record. Will have state specific read only access to Q RTP Assessments, IV-E Candidacy Determinations for Case and Evidence-Based Services (Modal). Has state-specific read only access to payroll, claims and SSI/SSA. This profile assignment is made by the DCW Security Administrator.</p>
<p>4. DCW Program Staff</p>	<p>This is a profile for State CW staff that monitor county practice in the areas of family services, child placement, provider services, and eligibility determination. Temporary and permanent state staff that “doesn’t need to know” should be given the DCW Support Staff Profile instead. The DCW Security Administrator gives the profile access. The profile does not add, update, or delete data.</p> <p>This is a global profile with read-only access to all County CW client cases, provider/resource records, fiscal, and staff data to perform audits.</p>	<p>State Program Staff Intermediaries</p>	<p>DCW Program Staff (Updated)</p>	<p>The DCW Program Staff is a profile for state child welfare users who monitor county practice. State-specific read-only access to all hotlines, referrals, assessments, cases, and providers and supplemental functionality - client/provider search and client record. Will have state specific read only access to Q RTP Assessments, IV-E Candidacy Determinations for Case and Evidence-Based Services (Modal). Has state-specific read only access to payroll, claims and SSI/SSA. This profile assignment is made by the DCW Security Administrator.</p>
<p>5. DCW Core Services Administrator</p>	<p>This is a profile for a State CW specialist who administers Core Services. The profile has the same access as DCW program staff. In addition, the profile approves county designed Core provider service types submitted to the State for approval. The profile approves contracts, reads other provider data, and reviews fiscal data. The DCW Security Administrator gives access to the profile.</p> <p>This is a global profile with read-only access to all CW client cases, provider/resource records, fiscal, and staff data to perform audits. This profile has update access to supervisor approval for core services added by counties in the resource area of the system.</p>	<p>State Core Services Administrator</p>	<p>DCW Core Services Administrator</p>	<p>The DCW Core Services Administrator is a profile for a State level specialist who administers Core Services. The profile approves county designed Core provider service types submitted to the State for approval. The profile approves contracts, reads other provider data, and reviews fiscal data. State-specific read/write access to provider details (plus some approval authority), incidents, contracts (read-only), and clients, and client/provider/incident search (intended for Core Services team). This profile assignment is made by the DCW Security Administrator.</p>

<p>6. DCW Adoption Supervisor</p>	<p>This is a profile for State Adoption staff that monitor county practice and record adoption information. In addition, the profile has the same access as DCW program staff. The DCW Security Administrator gives the profile access. This is a global profile with read-only access to all CW client cases, provider/resource records, and fiscal data. The profile does not add client information but may update it. This is an exclusive profile to add, update, and delete CARR information.</p>	<p>State Adoption Specialist</p>	<p>DCW Adoption Supervisor</p>	<p>The DCW Adoption Supervisor profile has state-specific access needed for IV-E Adoption, Eligibility, and Entitlements functionality. This profile assignment is made by the DCW Security Administrator.</p>
<p>7. DCW ARQI/DYC Admin Review Division/DCW Office of Appeals (Administrative Review and Quality Improvement)</p>	<p>This is a profile for state staff that review cases and monitor practice related to the Child Welfare/ DYS Settlement Agreement and out-of-home placements. This is a global profile with read-only access to all CW client cases, provider/resource records, and fiscal data to perform audits. The profile does not add clients and only adds, updates, deletes case review data. This profile assignment is made by the DCW Security Administrator.</p>	<p>State ARD Reviewer</p>	<p>ARD Reviewer</p>	<p>The ARD Reviewer profile has ARD-specific read and write access to all of provider details, contracts (read-only), read/write access to critical incidents and ARD-specific resource queues; read-only access to clients, client/provider search, hotlines, referrals, all intake-related screens, and all org/staffing. Will have state specific read only access to QRTP Assessments, IV-E Candidacy Determinations for Case and Evidence-Based Services (Modal). This profile assignment is made by the DCW Security Administrator.</p>
		<p>State ARD Appeals Reviewer</p>	<p>ARD Appeals Reviewer</p>	<p>The ARD Appeals Reviewer is an ARD specific profile with read-write access for appeals on allegations and findings for assessments. This profile assignment is made by the DCW Security Administrator. Full functionality of this profile will not be available until the final Modernized Trails Release.</p>
		<p>State ARD Reviewer</p>	<p>ARD Certification Reviewer</p>	<p>The ARD Certification Reviewer profile is an ARD-specific profile for workers who review Stage II Follow-Ups on Provider and Incidents for counties. All ARD Staff receive this profile. This profile assignment is made by the DCW Security Administrator.</p>
		<p>State ARD DYS Reviewer</p>	<p>*ARD DYS Reviewer</p>	<p>The ARD DYS Reviewer profile is an ARD-specific profile for reviewers who need DYS-specific read/write access to DYS ARD review details and DYS client records, and access to all other DYS screens. This profile assignment is made by the DCW Security Administrator.</p>
		<p>State ARD DYS Reviewer</p>	<p>*ARD DYS View Restriction</p>	<p>The ARD View Restriction profile is an ARD-specific profile for reviewers who need access to restricted DYS information. This profile provides DYS-specific read-only access to all DYS screens where the underlying DYS case for youth has been restricted and restricted DYS-owned incidents. This profile assignment is made by the DCW Security Administrator.</p>

		State ARD System Admin	ARD System Admin	The ARD System Admin profile is an Administrative Review Division Administrator for managing the instruments, headings, questions, and responses used for ARD assessments and reviews. This profile assignment is made by the DCW Security Administrator. Full functionality of this profile will not be available until the final Modernized Trails Release.
8. DCW ARQI Restricted Access	This profile is assigned to ARD staff that needs access to open/closed Restricted Cases/Assessments. They will be able to read restricted cases/assessments as needed. For case reviews, the ARD staff will be able to update the ARD Reviews, Findings, and Summary windows as needed when in the “restricted access mode.” This profile works similar to the GBR Profile and only case/assessment Ids that can be searched on are “restricted.” They will also have the ability to run limited reports in this mode through the OTHR SRV and Case Menus. This profile assignment is made by the DCW Security Administrator.	State ARD Reviewer	ARD View Restriction	The ARD View Restriction profile is an ARD-specific profile for reviewers who need access to restricted information. This profile entails ARD-specific read-only access to all hotlines, referrals, assessments, cases, client records, providers, incidents and client/hotline/provider/incident search with additional authority to view read-only restricted hotlines, referrals, assessments, cases, and incidents. This profile assignment is made by the DCW Security Administrator.
9. DCW Support Staff	The profile reads client data available only in the Client Global Search and Recipient Menu windows. The profile also has access to Provider Global Search and Fiscal data. This profile is assigned to staff who need to look up information for program staff but who have ‘no need to know’ detailed case information. The profile may be given to State Accounting staff and HCPF if need be.	State Help Desk Support/Security	DCW Support Staff	The DCW Support Staff profile is mainly intended for staff like the Help Desk and HCPF that need read-only access. It is state-specific read-only access to client search/search results and tabs in client search, and read-only access to Client Record, Trails Person Queries (not yet built), and DME File/CBMS Queries (not yet built). This profile assignment is made by the DCW Security Administrator.
10. DCW Rates and Contracts	This profile is for State CW Staff who enter State standard rates for foster family home care, kinship care, adoption, independent living, developmental disability rate, and clothing. This profile also enters State provider-specific rates for RCCFs, CPAs, TRCCFs, CORE, Transition, and Home-Based Services. This profile also adds certain resource service types: Transition, Home-Based, Independent Living, Hospitals, and Nursing Homes. This profile is also for State CW Staff responsible for State managed care and other contracts. This profile reads client data available only in the Client Global Search and Recipient Menu windows. This profile also has access to Provider and Fiscal data. The profile adds, updates, and deletes CW State contracts. The DCW Security Administrator gives the profile access.	State Rates & Contracts Worker	DCW Rates & Contracts (Updated)	The DCW Contracts/Rates Worker profile is for state staff responsible for setting up provider contracts, provider negotiated rates, and provider-specific calculated rates. This profile has state-specific read/write access to provider details, incidents, contracts (read/write), rates (read/write) and clients, and client/provider/incident search. Contracts can be accessed by the CW Contract/Rates Worker, the CW Generalist Worker and the DCW Business Analyst. Has state-specific read only access to payroll and read-write access to standard rates. This profile assignment is made by the DCW Security Administrator.

<p>11. DCW Client Inquiry</p>	<p>This is a profile for persons in Health Care Policy and Finance (HCPF), the CDHS Quality Assurance unit, and non-State persons who will access 3 inquiries such as: Inquiry by Household Number, Inquiry on SIDMOD by Name and Inquiry on CW Med and CBMS/COIN Medical Eligibility. The DCW Security Administrator gives access to the profile.</p>		<p>DCW Client Inquiry</p>	<p>This profile has not been built into Trails Mod yet. If it is determined if it's still needed a CCB will need to be done to add this profile into Trails Mod. Full functionality of this profile will not be available until the final Modernized Trails Release.</p>
<p>12. DCW Reports Specialist</p>	<p>This profile is assigned to the staff person who prepares AFCARS report files. The DCW Security Administrator gives access to the profile.</p>	<p>State Federal Reporting Analyst, Data Analyst</p>	<p>DCW Reports Admin</p>	<p>The DCW Reports Admin profile is for the State-specific Administrator for running the AFCARS and NYTD reports. Only the DCW Security Administrator can grant this profile upon the Program Staff approval. Not needed until the final Modernized Trails Release.</p>
<p>13.</p>		<p>State Federal Reporting Analyst, Data Analyst</p>	<p>DCW-NYTD Admin (New)</p>	<p>The DCW-NYTD Admin profile has state specific read/write access for NYTD Survey administration. The worker will be able to view the list of all youth selected for the NYTD survey in the current Federal Reporting Period within the active Federal Collection Period. Only the DCW Security Administrator can grant this profile upon the Program Staff approval. Full functionality of this profile will not be available until the final Modernized Trails Release. No Legacy equivalent, this is a completely new profile. The DCW Security Administrator must assign this profile manually in Modernized Trails.</p>
<p>14. *DCW Restricted Access</p>	<p>This profile is assigned to County and State staff that needs access to open/closed Restricted Cases/Assessments. They will be able to read restricted cases/assessments as needed. This profile works similar to the GBR Profile and only case/assessment Ids that can be searched on are "restricted." They will also have the ability to run limited reports in this mode through the OTHR SRV and Case Menus. This profile is set to expire and will need to be reinstated/renewed annually. If the State/County Security Admin and/or Supervisor wants this profile to be reinstated for the user, they will need to submit a ticket to the OIT Service Desk and only the State/County Security Admin and/or Supervisor can request this reinstatement as users cannot request a reinstatement of this profile for themselves. New users requesting this profile will need to have their State/County Security Admin and/or Supervisors submit an access request form to the OIT Service Desk and/or through the Identity Access Manager</p>		<p>*DCW Restrict/Unrestrict</p>	<p>State-specific read-only access to all hotlines, referrals, assessments, cases, client records, providers, incidents and client/hotline/provider/incident search with additional authority to view and restrict/unrestrict hotlines, referrals, assessments, cases, and incidents. This profile is assigned by the DCW Security Administrator. This profile will not expire but will need to be justified annually. If the State/County Security Admin and/or Supervisor wants this profile to be reinstated for the user, they will need to submit a ticket to the OIT Service Desk and only the State/County Security Admin and/or Supervisor can request this reinstatement as users cannot request a reinstatement of this profile for themselves. New users requesting this profile will need to have their State/County Security Admin and/or Supervisors submit an access request form to the OIT Service Desk and/or through the Identity Access Manager Application requesting this profile. This profile should only be assigned to Directors, Supervisors and Managers.</p>

	Application requesting this profile. This profile should only be assigned to Directors, Supervisors and Managers.		*CW Restrict/Unrestrict-	County-specific read-only access to hotlines, referrals, assessments, cases, client records, providers, incidents and client/hotline/provider/incident search with additional authority to view and restrict/unrestrict hotlines, referrals, assessments, cases, and incidents (even if they are not assigned worker or supervisor of assigned worker)..This profile is assigned by the DCW Security Administrator. This profile will not expire but will need to be justified annually. If the State/County Security Admin and/or Supervisor wants this profile to be reinstated for the user, they will need to submit a ticket to the OIT Service Desk and only the State/County Security Admin and/or Supervisor can request this reinstatement as users cannot request a reinstatement of this profile for themselves. New users requesting this profile will need to have their State/County Security Admin and/or Supervisors submit an access request form to the OIT Service Desk and/or through the Identity Access Manager Application requesting this profile. This profile should only be assigned to Directors, Supervisors and Managers.
15. DCW SafeCare Management	Only given to DCW state personnel to manage SafeCare cases and add and approve new SafeCare providers in the resource area.	State Safecare & CCR Administrator	DCW Safecare & CCR Administrator	The DCW Safecare & CCR Administrator has state-specific read and mostly write access to all of the provider details (plus some approval authority), critical incidents, contracts (read-only), and clients, and client/provider search (intended for Core Services team).
16.		State IART Administrator	DCW IART (New)	The DCW IART profile has state-specific read/write access to IART records from assessments. This profile allows users to view all Institutional Abuse/Neglect Assessments that need an IART. Only the DCW Security Administrator can grant this profile upon the Program Staff approval. Full functionality of this profile will not be available until the final Modernized Trails Release. No Legacy equivalent, this is a completely new profile. The DCW Security Administrator must assign this profile manually in Modernized Trails.
17. DCW Hotline Worker	Allows workers to add clients, notes and demographics in referrals (in their workload) as well as transfer referrals.	State Hotline Worker	DCW Hotline Worker	The DCW Hotline Worker profile has state-specific read/write access to hotlines, referrals, clients, and client / hotline / referral / provider search, and has add/edit permissions for Notes on Referrals. Will have state specific read only access to QRTP Assessments, IV-E Candidacy Determinations for Case and Evidence-Based Services (Modal).
18.		State Hotline Staff Supervisor	DCW Hotline Supervisor	The DCW Hotline Supervisor profile has state-specific read/write Supervisor access to hotlines, referrals, clients, and client / hotline / referral / provider search, and has add/edit permissions for Notes on Referrals. Will have state specific read only access to QRTP Assessments, IV-E Candidacy Determinations for Case and Evidence-Based Services (Modal).

19.			DCW Org/Staff Read-Only (New)	The DCW Org/Staff Read-Only profile is a state-specific profile that allows read-only access to both State and County organizational information and employee information. Users don't have to be affiliated to all counties/divisions to have read-only access to all other counties'/divisions' organizational and employee information with this profile. No Legacy equivalent, this is a completely new profile.
20.		State Training Certification Administrator	DCW Training Admin (New)	The DCW Training Admin profile is for the Training Certification Administrator. This is a state specific profile for managing training certification levels of County and State workers - only the State Training Administrator is allowed to have this profile. No Legacy equivalent, this is a completely new profile.
21.		State ICPC Administrator	DCW ICPC Administrator (New)	The DCW ICPC Administrator profile has state-specific read only access to QRTP Assessments for Case (QRTP Assessment Page and Approvals Page), IV-E Candidacy Determinations for Case and Evidence-Based Services Modal. State specific read/write access to ICPC Queues (Pending-Receiving State, Pending-Sending State, Placed-Receiving State, Placed-Sending State and Closed ICPC Requests). State-specific read/write access to ICPC cases. Full functionality of this profile will not be available until the final Modernized Trails Release. Only the DCW Security Administrator can grant this profile upon the Program Staff approval. No Legacy equivalent, this is a completely new profile.
22.		State QRTP Coordinator	DCW QRTP Coordinator (New)	The DCW QRTP Coordinator profile has state-specific read-only access to QRTP Queues (used for monitoring capabilities). The DCW QRTP Coordinator, will be able to view QRTP work from the QRTP Queues (Node), QRTP Placements, QRTP Assessments and the Initial QRTP Assessments Due Queue. Only the DCW Security Administrator can grant this profile upon the Program Staff approval. No Legacy equivalent, this is a completely new profile.
23.		State Evidence-Based Services Coordinator	DCW Evidence-Based Services Coordinator (New)	The DCW Evidence-Based Services Coordinator profile has state specific read/write access to manage Evidence Based Services Levels. The CW Evidence Based Services Coordinator will be able to view all Evidence-Based Services work from the Evidence-Based Services Queues (Node). This will include viewing active Evidence-Based Services grouped by Service Type and grouped by Provider and Providers that are offering Evidence-Based Services. They will be able to select the Service Category/Type for which to manage the Evidence-Based Service Tier Levels. View the history of the Tier Levels of an Evidence-Based Service and add the latest Evidence-Based Service Tier Level to a Service Category and Service. Delete the most recent Evidence-Based Service Tier Level for a Service Category and Service

				Type and view and edit the Summary of Colorado Evidence-Based Services. Search for a Provider that has the Non-Model EBS information and view history and add and delete a Non-Model Evidence-Based Service Span to a Provider's Service. Only the DCW Security Administrator can grant this profile upon the Program Staff approval. No Legacy equivalent, this is a completely new profile.
24. *CW Access to DYC (Toggle)	This profile is for state workers who need access to DYS related functionality for limited access and read-only purposes. For assignment to the profile this requires an Access Request Form be submitted to the OIT Service Desk and/or through the Identity Access Manager Application with prior approval from the users Supervisor. Only the DCW Security Administrator can grant this profile upon the users Supervisors approval. An example of staff who need this profile are staff who do intakes and screenings for both DYS/CW as well as ARD Reviewers (specific read only access to SB94 Client File, Admissions, Facility Ops, Assessment/Commitment, Client Manager and ICJ Case Information).		*DCW View DYS Info-(New)	The DCW View DYS Info profile is for state workers who need access to DYS related functionality for limited access and read-only purposes. An example of staff who need this profile are staff who do intakes and screenings for both DYS/CW as well as ARD Reviewers (specific read only access to SB94 Client File, Admissions, Facility Ops, Assessment/Commitment, Client Manager and ICJ Case Information). For assignment to the profile this requires an Access Request Form be submitted to the OIT Service Desk and/or through the Identity Access Manager Application with prior approval from the users Supervisor. Only the DCW Security Administrator can grant this profile upon the users Supervisors approval.
25.		State CARR Coordinator	DCW CARR Coordinator (New)	The DCW CARR Coordinator has state-specific access to CARR-related Queues (used for monitoring capabilities). Only the DCW Security Administrator can grant this profile upon the Program Staff approval. Full functionality of this profile will not be available until the final Modernized Trails Release. No Legacy equivalent, this is a completely new profile. The DCW Security Administrator must assign this profile manually in Modernized Trails.
26.		State Chafee Administrator	DCW Chafee Admin (New)	The DCW Chafee Admin has state-specific read/write access to Chafee cases and queues. This profile will allow users to manage the NYTD Survey and manage the ORS Status. Also will be able to view, add and edit Independent Living/Group Activities records for youth in the selected Case. Only the DCW Security Administrator can grant this profile upon the Program Staff approval. Full functionality of this profile will not be available until the final Modernized Trails Release. No Legacy equivalent, this is a completely new profile. The DCW Security Administrator must assign this profile manually in Modernized Trails.
27. *		State Client Merge Coordinator	*DCW Client Merge (New)	The DCW Client Merge profile has state-specific authority to perform client merges. This profile assignment is for state staff that have completed the Merge Training Course. The state merger will be able to merge duplicate client Ids in

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				cases/assessments for their county with the exception of CW/DYC Merges with this given profile. Only the DCW Security Administrator can grant this profile upon the Program Staff approval and Training. Full functionality of this profile will not be available until the final Modernized Trails Release. No Legacy equivalent, this is a completely new profile. The DCW Security Administrator must assign this profile manually in Modernized Trails.
28.		State Eligibility Coordinator	DCW Eligibility Coordinator (New)	The DCW Eligibility Coordinator has state-specific read/write access to IV-E functionality on cases and IV-E queues. Also has state specific read/write access to the SSI/SSA queues. Only the DCW Security Administrator can grant this profile upon the Program Staff approval. No Legacy equivalent, this is a completely new profile. The DCW Security Administrator must assign this profile manually in Modernized Trails.
29. *		State IV-E Coordinator	*DCW IV-E Coordinator (New)	The DCW IV-E Coordinator has state-specific read/write access to IV-E functionality on cases and IV-E queues. Only the DCW Security Administrator can grant this profile upon the Program Staff approval. No Legacy equivalent, this is a completely new profile.
30. *		State MOE Coordinator	*DCW MOE Coordinator (New)	The DCW MOE Coordinator has state-specific read/write access to MOE functionality on cases and queues. Only the DCW Security Administrator can grant this profile upon the Program Staff approval. No Legacy equivalent, this is a completely new profile.
31. *			*DCW Household & Sidmod Maint (New)	The DCW Household & Sidmod Maint profile has state-specific read/write access to household information on clients and authority to perform SIDMOD requests. This profile should not be assigned unless users have the proper training and the approval from Supervisors to have this profile. Only the DCW Security Administrator can grant this profile upon the Program Staff approval and verification of training. This request requires an Access Request Form be submitted to the OIT Service Desk and/or through the Identity Access Manager Application. Full functionality of this profile will not be available until the final Modernized Trails Release. No Legacy equivalent, this is a completely new profile. The DCW Security Administrator must assign this profile manually in Modernized Trails.
32.		State Budget Analyst	DCW-Payroll/Fiscal Access (New)	The DCW Payroll/Fiscal Access profile has state-specific access to view and edit payroll, standard rates, fiscal calendar and guaranteed beds. Only the DCW

Security Administrator can grant this profile upon the Program Staff approval. No Legacy equivalent, this is a completely new profile. The DCW Security Administrator must assign this profile manually in Modernized Trails				
33.		State PRT Coordinator	DCW PRT Coordinator (New)	The DCW PRT Coordinator profile has state-specific read/write access to PRTs (Permanency Round Table) on cases. This profile also allows users to view a list of upcoming PRT Meetings. Only the DCW Security Administrator can grant this profile upon the Program Staff approval. Full functionality of this profile will not be available until the final Modernized Trails Release. No Legacy equivalent, this is a completely new profile. The DCW Security Administrator must assign this profile manually in Modernized Trails
34.		State Human Trafficking Coordinator	DCW Human Trafficking Coordinator (New)	The DCW Human Trafficking Coordinator has state-specific read/write access to Human Trafficking Queues. Only the DCW Security Administrator can grant this profile upon the Program Staff approval. Full functionality of this profile will not be available until the final Modernized Trails Release. No Legacy equivalent, this is a completely new profile. The DCW Security Administrator must assign this profile manually in Modernized Trails

Division of Youth Service (DYS) Security Profiles

DYS Legacy Trails Security Profiles and Equivalent Modernized Trails Profiles:

**DYS Legacy & Mod Profiles are assigned by the DYS Security Administrator with the exception of Profiles 1,6,17, 18, 31,35,36,37,38*

DYS Legacy Trails Profiles	DYS Legacy Profile Details	Job Classification/Job Title	DYS Modernized Trails Profiles	DYS Modernized Profile Details
1. *DYC Access to CW (Toggle)	This profile is for DYS and SB-94 workers who need access to Child Welfare for limited access and read-only purposes. An example of staff who would need the "toggle" access are staff who do intakes and screenings for both DYS/CW as well as ARD Reviewers, Auditors, Ombudsman, etc. For assignment to the profile this requires an Access Request Form be submitted to the OIT Service Desk and/or through the Identity Access Manager Application with prior approval from the DYS Security Administrator and Supervisor's approval. Only the DCW Security Administrator can grant this profile upon the DYS Security Administrator's and Supervisor's approval.	DYS SB-94 Coordinators/ DYS SB-94 Screeners/Supervisors	*DYS View CW Info	The DYS View CW Info profile is for DYS workers who need access to Child Welfare related functionality for limited access and read-only purposes. An example of staff who need this profile are staff who do intakes and screenings for both DYS/CW as well as ARD Reviewers (specific read only access to Hotline, Referral, Assessment (FAR and HRA), and case (all DCW case sub-types except prevention). For assignment to the profile this requires an Access Request Form be submitted to the OIT Service Desk and/or through the Identity Access Manager Application with prior approval from the DYS Security Administrator and Supervisor's approval. Only the DCW Security Administrator can grant this profile upon the DYS Security Administrator's and Supervisor's approval. Full functionality of this profile will not be available until the final Modernized Trails Release
2. DYC Admission/Release- No Longer Needed for Legacy Trails	This profile is for both Detention and Commitment facilities and should have staff assigned to this Legacy Admission/Release profile to complete facility releases in Legacy Trails.	DYS YSS-1/ YSS-II/ YSS-III	DYS Admission Worker	The DYS Admission Worker profile has DYS-specific read/write access to admission details (DYS Intake), DYS client records, client search (client search on left-hand nav and Admission link on left-hand nav), facility ops, provider/incident search, providers, and incidents. This profile is for DYS workers working in a DYS facility that may be required to intake or release clients.
3. DYC Admission/Release- No Longer Needed for Legacy Trails	This profile is for both Detention and Commitment facilities and should have staff assigned to this Legacy Admission/Release profile to complete facility releases in Legacy Trails.	DYS YSS-1/ YSS-II/ YSS-III	DYS Admission Supervisor	The DYS Admission Supervisor profile has DYS-specific read/write access to admission details (DYS Intake), DYS client records, client search (client search on left-hand nav and Admission link on left-hand nav), facility ops, provider/incident search, providers, and incidents. DYS Admission Supervisor has some approval authority. This profile is mainly for DYS workers working in a DYS facility that may be required to intake or release clients.

<p>4. DYC Case Management-No Longer Needed for Legacy Trails</p>	<p>This profile is the main profile assigned for a Client Manager. Most client Managers also have the DYS Access to CW Toggle profile as well.</p>	<p>DYS Client Managers/Client Manager Supervisors/DYS Parole Officers/ DYS Youth Services Counselor I/ DYS Clinical Director</p>	<p>DYS Client Manager</p>	<p>The DYS Client Manager profile has DYS-specific read/write access to DYS case, DYS client records, and incidents; access to client/provider/incident search and read-only access to provider, SB94 client file, admission, and assessments/commitment details. This is the main profile for a client manager or employees that work with case management of a client. Also, the DYS Client Manager Worker profile allows the worker to view, add, and edit Trafficking Screenings/Reports directly from the DYS Client Manager detail page.</p>
<p>5. DYC Case Management-No Longer Needed for Legacy Trails</p>	<p>This profile is the main profile assigned for a Client Manager. Most client Managers also have the DYS Access to CW Toggle profile as well.</p>	<p>DYS Client Managers/Client Manager Supervisors/DYS Parole Officers/ DYS Youth Services Counselor I/ DYS Clinical Director</p>	<p>DYS Client Manager Supervisor</p>	<p>The DYS Client Manager Supervisor profile has DYS-specific read/write access to DYS case, DYS client records, and incidents; access to client/provider/incident search and read-only access to provider, SB94 client file, admission, and assessments/commitment details. This is the main profile for a client manager or employees that work with case management of a client. Also, the DYS Client Manager Supervisor profile allows the worker to view, add, and edit Trafficking Screenings/Reports directly from the DYS Client Manager detail page.</p>
<p>6. *DYS NYTD (New Legacy Profile replaces the DYC Case Management Profile)</p>	<p>The DYC NYTD profile allows DYS Client Managers and DYS Client Manager Supervisors the ability to still access the NYTD Survey from the Web Apps Menu in Legacy Trails. This new Trails Legacy profile will still need to be assigned to users until after Release 8 and/or until this is integrated in with modernized Trails , so that DYS Client Managers and DYS Client Manager Supervisors still have access to the NYTD Survey from the Web Apps Menu. For assignment to the profile this requires an Access Request Form be submitted to the OIT Service Desk and/or through the Identity Access Manager Application with prior approval from the DYS Security Administrator and Supervisor’s approval. Only the DCW Security Administrator can grant this profile upon the DYS Security Administrator’s and Supervisor’s approval.</p>	<p>DYS Client Managers/Client Manager Supervisors/DYS Parole Officers/ DYS Youth Services Counselor I/ DYS Clinical Director</p>	<p>*DYS NYTD (New Profile for Modernized Trails, coming soon)</p>	<p>The DYS NYTD profile for modernized Trails has not been created yet. This profile will allow DYS Client Managers and DYS Client Manager Supervisors the ability to l access the NYTD Survey. Full functionality of this profile will not be available until the final Modernized Trails Release</p>

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<p>7. DYC Commitment Assessment-No Longer Needed for Legacy Trails</p>	<p>This profile is the main profile assigned for Assessment staff, although most also have the Mental Health profile and the DYS Access to CW Toggle profile.</p>	<p>DYS Clinical Diagnosticians/DYS Educational Diagnosticians/DYS Assessment Mental Health</p>	<p>DYS Commitment Specialist</p>	<p>The DYS Commitment Specialist profile has DYS-specific read/write access to DYS assessments, DYS client records, and incidents; access to client/provider/incident search and read-only access to provider, SB94 client file, and admissions details.</p>
<p>8. DYC Commitment Assessment-No Longer Needed for Legacy Trails</p>	<p>This profile is the main profile assigned for Assessment staff, although most also have the Mental Health profile and the DYS Access to CW Toggle profile.</p>	<p>DYS Clinical Diagnosticians/DYS Educational Diagnosticians/DYS Assessment Mental Health</p>	<p>DYS Assessment Specialist</p>	<p>The DYS Assessment Specialist profile has DYS-specific read/write access to DYS assessments, DYS client records, and incidents; access to client/provider/incident search and read-only access to provider, SB94 client file, and admissions details.</p>
<p>9.</p>		<p>DYS Director/DYS Associate Directors/DYS Central Office Management/DYS Regional & Facility Management</p>	<p>DYS Resource Restrict/Unrestrict (New)</p>	<p>The DYS Resource Restrict/Unrestrict profile has DYS-specific read and some write access to all of provider details, incidents, contracts (read-only), and clients, and client/provider search; authority to restrict, unrestrict, view, and edit restricted CIRs (for DYS). This profile is for Central Office Management, DYS Directors, DYS Associate Directors and Regional and Facility Management. No Legacy equivalent, this is a completely new profile.</p>
<p>10.</p>		<p>DYS Director/DYS Associate Directors/DYS Central Office Management/DYS Regional & Facility Management</p>	<p>DYC Resource View Restriction (New)</p>	<p>The DYS Resource View Restriction profile has DYS-specific read-only access to provider details, incidents, contracts, and clients, and client/provider/incident search; authority to view restricted CIRs (for DYS). This profile is for Central Office Management, DYS Directors, DYS Associate Directors and Regional and Facility Management. No Legacy equivalent, this is a completely new profile.</p>
<p>11. DYC Directors Office-No Longer Needed for Legacy Trails</p>	<p>This profile gives read and edit ability to just about everything in Legacy Trails for DYS except for Medical, Mental Health, and Drug/Alcohol. Please use discretion when assigning this profile.</p>	<p>DYS Director/DYS Associate Directors/DYS Central Office Management/DYS Regional & Facility Management</p>	<p>DYS Director/Assist Director</p>	<p>The DYS Director/Assist Director profile has DYS-specific read/write access to admission details (DYS Intake), DYS client records, client search (client search on left-hand nav and Admission link on left-hand nav), facility ops, provider/incident search, providers, and incidents. This profile gives read/write ability to everything in Trails for DYS except Medical, Mental Health and Drug/Alcohol. This profile is for DYS Central Office Management, DYS Directors, DYS Associate Directors and Regional and Facility Management.</p>
<p>12. DYC Education-No Longer Needed for Legacy Trails</p>	<p>This profile is primarily given to the DYS Educational Staff and includes Principals, Assistant Principals, Teachers I & II. School staff only need the Education profile, unless they will also be doing entry into the Group Life area.</p>	<p>DYS Educational Staff/DYS Principal/DYS Assistant Principal/DYS Teachers I & II</p>	<p>DYS Education Worker</p>	<p>The DYS Education Worker profile has DYS-specific read/write access to DYS education details, DYS client records, and client search (client search on left-hand nav and DYS Education link on left-hand nav). This profile is for DYS Principals, DYS Assistant Principals and DYS Teachers I & II, unless they will be doing entry into the Group Life area.</p>

<p>13. DYC Group Life-No Longer Needed for Legacy Trails</p>	<p>This profile is primarily given to DYS staff that work at both the detention and commitment facilities.</p>	<p>DYS YSS-I/ YSS-II/YSS III DYS YSC-1 (DYS Facility Based) DYS Admin. & Program Assistant I, II, III* DYS CSTS DYS State Teachers/Teachers Program DYS Assistance/State Principle DYS Behavioral Health Specialist</p>	<p>DYS Facility Ops Worker/Supervisor</p>	<p>The DYS Facility Ops Supervisor profile has DYS-specific mostly read-only access to admission details (DYS Intake), read/write access to DYS client records, facility ops, and incidents; access to client/provider/incident search and providers (read-only). DYS Facility Ops Supervisors have approval authority. Both Detention and Commitment facilities have staff assigned to this profile to update client records in the areas of daily observation notes, contacts, visits, and adding groups. Admissions Workers are generally included in this profile as Facility Ops Workers with their Admissions and Release profile. Facility direct care staff are usually assigned this profile alone, or with the Admit/Release profile. There may be others added depending on job duties. Note: Please only assign either the DYS Facility OPS Worker or the DYS Facility OPS Supervisor profile a user doesn't get both.</p>
<p>14. DYC Group Life-No Longer Needed for Legacy Trails</p>	<p>This profile is primarily given to DYS staff that work at both the detention and commitment facilities.</p>	<p>DYS YSS-I/ YSS-II/YSS III DYS YSC-1 (DYS Facility Based) DYS Admin. & Program Assistant I, II, III* DYS CSTS DYS State Teachers/Teachers Program DYS Assistance/State Principle DYS Behavioral Health Specialist</p>	<p>DYS Facility Worker</p>	<p>The DYS Facility Ops Worker profile has DYS-specific mostly read-only access to admission details (DYS Intake), read/write access to DYS client records, facility ops, and incidents; access to client/provider/incident search and providers (read-only). Both Detention and Commitment facilities have staff assigned to this profile to update client records in the areas of daily observation notes, contacts, visits, and adding groups. Admissions Workers are generally included in this profile as Facility Ops Workers with their Admissions and Release profile. Facility direct care staff are usually assigned this profile alone, or with the Admit/Release profile. There may be others added depending on job duties. Note: DYS Facility Workers will need to be assigned both the DYS Facility Ops Worker profile and the DYS Facility Worker profile as a workaround to allow users to run reports under DYS Facility Operations.</p>
<p>15. DYC Incident Lock-No Longer Needed for Legacy Trails</p>	<p>This profile will be assigned based on position. This profile is generally given to a worker that has a final review for a QA check.</p>	<p>DYS Critical Incidents Coordinator DYS Directors/ Assistant Directors DYS YSS III DYS Client Manager DYS Supervisors</p>	<p>DYS Critical Incident Coordinator</p>	<p>The DYS Critical Incident Coordinator profile has DYS-specific read and write access to provider details, contracts (read-only), and clients, and client/provider/incident search and also provides read/write access to incidents. This profile will be assigned based on position. This profile is generally given to a worker that has a final review for a QA check.</p>
<p>16. DYC Incident Lock-No Longer Needed for Legacy Trails</p>	<p>This profile will be assigned based on position. This profile is generally given to a worker that has a final review for a QA check.</p>	<p>DYS Critical Incidents Coordinator DYS Directors/ Assistant Directors DYS YSS III</p>	<p>DYS Incident Lock</p>	<p>The DYS Incident Lock profile has DYS-specific read and write access to provider details, contracts (read-only), and clients, and client/provider/incident search; and also provides read/write access to incidents. This profile is generally given to a worker that has a final review for a QA check.</p>

		DYS Client Manager DYS Supervisors		
17. *DYS IV-E Determination Worker-No Longer Needed for Legacy Trails	This profile has DYS-specific access to IV-E details. Only the DCW Security Administrator can grant this profile upon DCW Program Staff approval and Training has been completed. An Email must be sent to the State IV-E Administrator, Gerri Duran-Wolfe at gerri.duran-wolfe@state.co.us for verification of Training and approval. Once approved by the DCW (State) IV-E Administrator, the DCW State Security Administrator will grant this profile. Training is located on the CWTS Website Learning Community > Caseworkers > Caseworker Resources > IV E New Worker Training https://coloradocwts.com/learning-community/caseworker-resources	DYS IV-E Administrator	*DYS IV-E Determination Worker	The DYS IV-E profile has DYS-specific access to IV-E details. Only the DCW Security Administrator can grant this profile upon DCW Program Staff approval and Training has been completed. An Email must be sent to the State IV-E Administrator, Gerri Duran-Wolfe at gerri.duran-wolfe@state.co.us for verification of Training and approval. Once approved by the DCW (State) IV-E Administrator, the DCW State Security Administrator will grant this profile. Training is located on the CWTS Website Learning Community > Caseworkers > Caseworker Resources > IV E New Worker Training https://coloradocwts.com/learning-community/caseworker-resources
18. *DYS Judicial COPS	This profile is assigned in Legacy Trails to access the court system via CICJIS. This profile needs to be requested on the CDHS Access Request form before the DCW State Security Administrator can add the profile. If you have any problems with COPS access, contact Phuong.Nguyen@state.co.us			This profile will no longer be needed after the final modernized Trails release, so therefore no profile will be created for this in modernized Trails. However, this profile will still need to be assigned in Legacy Trails.
19. DYS Mental Health Worker/DYS Medical-No Longer Needed for Legacy Trails	This profile is assigned by the DYS Security Administrator for any mental health staff. This profile cannot be assigned alone and it needs to be assigned in conjunction with another Legacy profile or there will be access problems. If someone only requests the Mental Health Legacy Trails profile, the DYS Security Administrator should always add Group Life as well. Access to Mental Health must be approved by the specific coordinator first. This can be done via email to peggy.baikie@state.co.us .	DYS Clinical Director	DYS Clinical Director	The DYS Clinical Director profile has DYS-specific read/write access DYS assessments, DYS client records, and incidents; access to client/provider/incident search and read-only access to provider, SB94 client file, and admissions details. This profile must be approved by the specific coordinator first. This can be done via email to peggy.baikie@state.co.us.
20. DYS Read Only Access	This profile provides DYS-specific read-only access to global employee search (list) and all other DYS screens and all searches.	DYS Auditor Ombudsman Specialty Position that may require read only access	DYS Ready Only Access	The DYS Read Only Access profile has DYS-specific - read-only access to global employee search (list) and all other DYS screens and all searches. This profile is usually assigned to contractors and auditors.

<p>21. DYC Restricted Access Incident-No Longer Needed for Legacy Trails</p>	<p>This profile will provide access to DYS Facility Directors/Assistant Directors, DYS Regional directors, and DYS Regional Program Managers/Supervisors to critical incidents and major rule violations that have been restricted because of the sensitive nature of the incident.</p>	<p>DYS Directors DYS Assistant Directors DYS Associate Directors DYS Division Director DYS PREA Coordinator DYS Specialty Positions</p>	<p>DYS Resource Restrict/Unrestrict (New)</p>	<p>The DYS Resource Restrict/Unrestrict profile has DYS-specific read and some write access to all of provider details, incidents, contracts (read-only), and clients, and client/provider search; authority to restrict, unrestrict, view, and edit restricted CIRs (for DYS). This profile is for Central Office Management, DYS Directors, DYS Associate Directors and Regional and Facility Management.</p>
<p>22. DYC Restricted Access Incident-No Longer Needed for Legacy Trails</p>	<p>This profile will provide access to DYS Facility Directors/Assistant Directors, DYS Regional directors, and DYS Regional Program Managers/Supervisors to critical incidents and major rule violations that have been restricted because of the sensitive nature of the incident.</p>	<p>DYS Directors DYS Assistant Directors DYS Associate Directors DYS Division Director DYS PREA Coordinator DYS Specialty Positions</p>	<p>DYC Resource View Restriction (New)</p>	<p>The DYS Resource View Restriction profile has DYS-specific read-only access to provider details, incidents, contracts, and clients, and client/provider/incident search; authority to view restricted CIRs (for DYS). This profile is for Central Office Management, DYS Directors, DYS Associate Directors and Regional and Facility Management.</p>
<p>23. DYC Restricted Reports-No Longer Needed for Legacy Trails</p>	<p>This profile is mainly used by the DYS Research Unit.</p>	<p>DYS Research Unit</p>	<p>DYS Resource Restrict/Unrestrict (New)</p>	<p>The DYS Resource Restrict/Unrestrict profile has DYS-specific read and some write access to all of provider details, incidents, contracts (read-only), and clients, and client/provider search; authority to restrict, unrestrict, view, and edit restricted CIRs (for DYS). This profile is for Central Office Management, DYS Directors, DYS Associate Directors and Regional and Facility Management.</p>
<p>24. DYC Restricted Reports-No Longer Needed for Legacy Trails</p>	<p>This profile is mainly used by the DYS Research Unit.</p>	<p>DYS Research Unit</p>	<p>DYC Resource View Restriction (New)</p>	<p>The DYS Resource View Restriction profile has DYS-specific read-only access to provider details, incidents, contracts, and clients, and client/provider/incident search; authority to view restricted CIRs (for DYS). This profile is for Central Office Management, DYS Directors, DYS Associate Directors and Regional and Facility Management.</p>
<p>25. DYC SAS ID-No Longer Needed for Legacy Trails</p>	<p>This profile is used by very few people and the Education Office must give permission before the DYS Security Administrator can assign this profile.</p>	<p>DYS Educational Staff/DYS Principal/DYS Assistant Principal/DYS Teachers I & II</p>	<p>DYS Education Worker</p>	<p>The DYS Education Worker profile has DYS-specific read/write access to DYS education details, DYS client records, and client search (client search on left-hand nav and DYS Education link on left-hand nav). This profile needs approval from the Central Education Office.</p>
<p>26.</p>		<p>DYS SB94 Screeners/Supervisors</p>	<p>DYS Provider Worker (New)</p>	<p>The DYS Provider Worker profile has DYS-specific read/write access to provider details, incidents, contracts (read-only), and clients, and client/provider/incident search. No Legacy equivalent, this is a completely new profile.</p>

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27.		DYS Local SB94 Coordinators	DYS Provider Supervisor (New)	The DYS Provider Supervisor profile has DYS-specific read/write access to provider details (plus some approval authority), incidents, contracts (read-only), and clients, and client/provider/incident search. No Legacy equivalent, this is a completely new profile.
28.		DYS Local SB94 Coordinators	DYS SB94 Provider Worker (New)	The DYS SB94 Provider Worker profile has SB94-specific read/write access to provider details, incidents (read-only), contracts (read-only), and clients, and client/provider/incident search. No Legacy equivalent, this is a completely new profile.
29.		DYS Local SB94 Coordinators	DYS SB94 Provider Supervisor (New)	The DYS SB94 Provider Supervisor profile has SB94-specific read/write access to provider details (plus some approval authority), incidents (read-only), contracts (read-only), and clients, and client/provider/incident search. No Legacy equivalent, this is a completely new profile.
30. DYS Senate Bill 94 (SB-94)-No Longer Needed for Legacy Trails	This profile is for SB94 Program Assistants and DYS SB94 State Coordinators. For particular Judicial Districts, a SB94 user may have multiple affiliations.	DYS SB94 Program Assistant/DYS SB94 State Coordinator	SB94 Intake Worker	The SB94 Intake Worker profile has DYS-specific read/write access to client file details (SB94 Intake), DYS client records, and client search (client search on left-hand nav and Client File link on left-hand nav).The SB94 Intake Worker profile will also allow the worker to view, add, and edit Trafficking Screenings/Reports directly from the SB94 Client File detail page.
31. DYS Senate Bill 94 (SB-94)-No Longer Needed for Legacy Trails	This profile is for SB94 Program Assistants and DYS SB94 State Coordinators. For particular Judicial Districts, a SB94 user may have multiple affiliations.	DYS SB94 Program Assistant/DYS SB94 State Coordinator	SB94 Intake Supervisor	The SB94 Intake Supervisor profile has DYS-specific read/write access to client file details (SB94 Intake), DYS client records, and client search (client search on left-hand nav and Client File link on left-hand nav). Supervisors have approval authority. The SB94 Intake Supervisor profile will also allow the worker to view, add, and edit Trafficking Screenings/Reports directly from the SB94 Client File detail page.
32.		DYS Review Coordinator	DYS Review Coordinator (New)	The DYS Review Coordinator profile has DYS specific read/write access for ARD scheduling records on DYS ARD review details, manages youths file on the client file detail screen, admission detail screen and client manager detail screen. No Legacy equivalent, this is a completely new profile.

<p>33. *DYS SIDMOD Maintenance State Identification Module (SIDMOD)-No Longer Needed for Legacy Trails</p>	<p>Each assessment facility needs to have staff with the SIDMOD profile to assign new SIDMOD numbers. For assignment to the profile this requires an Access Request Form be submitted to the OIT Service Desk and/or through the Identity Access Manager Application with prior approval from the DYS Security Administrator and Supervisor's approval. Only the DCW Security Administrator can grant this profile upon the DYS Security Administrator's and Supervisor's approval.</p>	<p>DYS Legal Specialist for Assessment or designated assessment person</p>	<p>*DYS SIDMOD Maintenance</p>	<p>The DYS SIDMOD Maintenance profile should be assigned to staff at each assessment facility to assign new SIDMOD numbers. For assignment to the profile this requires an Access Request Form be submitted to the OIT Service Desk and/or through the Identity Access Manager Application with prior approval from the DYS Security Administrator and Supervisor's approval. Only the DCW Security Administrator can grant this profile upon the DYS Security Administrator's and Supervisor's approval.</p>
<p>34. DYC Victim Notification & Closed Records -No Longer Needed for Legacy Trails</p>	<p>This profile is for staff that need access to and work with victim notification and closed records.</p>	<p>DYS Closed Records DYS Victim Services/RCJ Coordinator DYS Victims Services Program Assistant</p>	<p>DYS Victim Services Worker</p>	<p>The DYS Victim Services Worker profile has DYS-specific read/write access to DYS victim details, DYS client records (read-only), and client search (client search on left-hand nav and DYS Victims link on left-hand nav). This profile is assigned to employees that have to make notifications to victims of committed clients; this is also given to employees working in the records department for DYS and the LMYSC intake staff.</p>
<p>35. DYC Victim Notification & Closed Records -No Longer Needed for Legacy Trails</p>	<p>This profile is for staff that need access to and work with victim notification and closed records.</p>	<p>DYS Closed Records DYS Victim Services/RCJ Coordinator DYS Victims Services Program Assistant</p>	<p>DYS Victim Services Supervisor</p>	<p>The DYS Victim Services Supervisor profile has DYS-specific read/write access to DYS victim details and group courses, and access to DYS client records (read-only) and client search (client search on left-hand nav and DYS Victims link on left-hand nav). This profile is assigned to employees that have to make notifications to victims of committed clients; this is also given to employees working in the records department for DYS and the LMYSC intake staff.</p>
<p>36. DYC Victim Notification & Closed Records -No Longer Needed for Legacy Trails</p>	<p>This profile is for staff that need access to and work with victim notification and closed records.</p>	<p>DYS Closed Records DYS Victim Services/RCJ Coordinator DYS Victims Services Program Assistant</p>	<p>DYS Records Management</p>	<p>The DYS Records Management profile has DYS-specific read/write access to DYS records and client search (client search on left-hand nav).This profile is assigned to employees that have to make notifications to victims of committed clients; this is also given to employees working in the records department for DYS and the LMYSC intake staff.</p>
<p>37. *DYS Admin Review Division</p>	<p>This is a profile for state staff that review cases and monitor practice related to the Child Welfare/ DYS Settlement Agreement and out-of-home placements. This is a global profile with read-only access to all CW client cases, provider/resource records, and fiscal data to perform audits. The profile does not add clients and only adds, updates, deletes case review data.This profile assignment is made by the DCW Security Administrator.</p>	<p>State ARD DYS Reviewer</p>	<p>*ARD DYS Reviewer</p>	<p>The ARD DYS Reviewer profile is an ARD-specific profile for reviewers who need DYS-specific read/write access to DYS ARD review details and DYS client records, and access to all other DYS screens. This profile assignment is made by the DCW Security Administrator.</p>

38. *DYS Admin Review Division	This is a profile for state staff that review cases and monitor practice related to the Child Welfare/ DYS Settlement Agreement and out-of-home placements. This is a global profile with read-only access to all CW client cases, provider/resource records, and fiscal data to perform audits. The profile does not add clients and only adds, updates, deletes case review data. This profile assignment is made by the DCW Security Administrator.	State ARD DYS Reviewer	*ARD DYS View Restriction	The ARD View Restriction profile is an ARD-specific profile for reviewers who need access to restricted DYS information. This profile provides DYS-specific read-only access to all DYS screens where the underlying DYS case for youth has been restricted and restricted DYS-owned incidents. This profile assignment is made by the DCW Security Administrator.
39. *DYS Trails Tech Team/CDHS Help Desk-No Longer Needed for Legacy Trails	This profile is very restricted in its assignment. It is only to be given to a few Super Users and Trails System Administrators. This profile assignment is made by the DCW Security Administrator.	DYS Systems Administrator/DYS Systems Administrator Director	*DYS System Admin	The DYS System Admin profile has the ability to manage the restrictions of cases related to DYS Youth. This profile will be able to restrict all DYS cases associated to a youth by using the youth's client id and has the ability to restrict and un-restrict clients. This profile is also used for managing DYS components and restrictions.This profile is to be used only by the Trails Team. This profile assignment is made by the DCW Security Administrator, upon approval from the DYS Systems Administrator Director.
40. *DYS Security Administrator-No Longer Needed for Legacy Trails	This profile is a Security Administrator (SA) for the DYS. The profile gets access from the DCW Security Administrator. The profile sets up security for all DYS profiles in the SA's admin office, region, JD, facility according to policies and procedures established by state management. This profile can also unlock DYS users unless they have been 90-Day locked. This profile does not have access to client, provider, or fiscal data. Only the DCW Security Administrator can grant this profile upon the DYS Security Administrator's approval.	DYS Security Administrators	*DYS Security Administrator	The DYS Security Administrator profile manages employee's profiles and affiliations, along with the staff organization structure for their regions, judicial districts, and facilities. Only the DCW Security Administrator can grant this profile upon the DYS Security Administrator's approval and the DYS Security Administrators Training has been completed located on the CWTS website (detailed instructions can be found here. This requires an Access Request Form be submitted to the OIT Service Desk and/or through the Identity Access Manager Application.
41. DYC Reports	This profile will allow DYS users to still have access to the Trails Legacy Reports menu, until all Legacy Reports for DYS have been moved over to modernized Trails.	All DYS Users		This profile will allow DYS users to still have access to the Trails Legacy Reports menu, until all Legacy Reports for DYS have been moved over to modernized Trails.

County & State & DYS Trails Security Profiles Guide



42.		DYS ICJ Worker	DYS ICJ Worker (New)	The DYS ICJ Worker profile has DYS-specific read/write access to DYS ICJ details, DYS client records, and client search (client search on left-hand nav and DYS ICJ link on left-hand nav). No Legacy equivalent, this is a completely new profile.
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Trails OIT Support Security Profiles

Trails OIT Support Legacy Trails Security Profiles and Equivalent Modernized Trails Profiles:

**Trails Technical Support Profiles are assigned by the DCW Security Administrator.*

1. Application Team, w/o Adoption
2. Application Team with Adoption
3. DCW Business Analyst
4. DCW State Help Desk
5. Application Team Analyst

OIT Legacy Trails Profiles	OIT Legacy Profile Details	Job Classification/Job Title	OIT Modernized Trails Profiles	OIT Modernized Profile Details
1. *Application Team w/o Adoption	This profile has the lead for maintenance and future development of Trails for all parts of the system with the exception of Adoption. Persons get access from the Trails Development Team initially and subsequently from the DCW Security Administrator. The profile maintains Trails picklists. This is a global profile with read and update access for CW client, provider, staff, and fiscal data, except Adoption.	State System Administrator	*DCW System Admin *DCW Business Analyst	This profile has state-specific System Administrator access for managing picklists, announcements, components, and service types/categories/details. Only State users are allowed to have this profile. The DCW Business Analyst also has read/write access to the Plans of Safe Care and Fiscal Functionality. Only the DCW Security Administrator can grant this profile upon the Program Staff approval. Full functionality of this profile will not be available until the final Modernized Trails Release.
2. *Application Team with Adoption	This profile has the lead for maintenance and future development of Trails for the Adoption windows in Trails. Otherwise, this profile has the same access as the general application team profile w/o adoption. Persons get access from the DCW Security Administrator. This is a global profile with read and update access for CW client, provider, staff, and fiscal data, as well as for the windows under the Adoption Menu.	State System Administrator	*DCW System Admin *DCW Business Analyst	This profile has the lead for maintenance and future development of Trails for the Adoption windows in Trails. Otherwise, this profile has the same access as the general application team profile w/o adoption. Persons get access from the DCW Security Administrator. The DCW Business Analyst also has read/write access to the Plans of Safe Care and Fiscal Functionality. Only the DCW Security Administrator can grant this profile upon the Program Staff approval. Full functionality of this profile will not be available until the final Modernized Trails Release.
3. *DCW Business Analyst	This profile is a State super-user who helps State and county users of Trails. The profile has read-only access to data for analysis and reporting. The DCW Security Administrator gives access to this profile. This is a global	State Business Analyst	*DCW Business Analyst (Updated)	The DCW Business Analyst profile is for a state superuser who helps the state and county Trails users. The profile has state-specific read and write access to all hotlines, referrals, assessments, cases,

	profile with read-only access to all CW client cases, provider/resource records, fiscal, and staff data to research and solve user problems.			client records, providers, contracts, incidents, and client/hotline/provider/incident search to help research and resolve user problems. Now has state specific read access to QRTP Assessments, IV-E Candidacy Determinations for Case, Evidence-Based Services (Modal). The DCW Business Analyst also has read/write access to the Plans of Safe Care. The DCW Business Analyst profile also has state-specific read/write access to the Removal History and Removal Detail screens for AFCARS and Payroll, Claims and SSI/SSA. Only the DCW Security Administrator can grant this profile upon the Program Staff approval.
4. DCW State Help Desk	This profile is a State user who helps State (DCW, DYC, and DCC) and county users of Trails with issues related to client identification, such as SIDMOD. The profile has limited access to Trails data than the DCW Business Analyst Profile. The DCW Security Administrator gives access to this profile. This profile uses global search and gets access to CW client information from the Recipient Window/Menu only. This profile unlocks State and county users.	State Help Desk Support/Security	DCW Support Staff	The DCW Support Staff profile is mainly intended for staff like the Help Desk and HCPF that need read-only access. It is state-specific read-only access to client search/search results and tabs in client search, and read-only access to Client Record, Trails Person Queries (not yet built), and DME File/CBMS Queries (not yet built). Only the DCW Security Administrator can grant this profile upon the Program Staff approval.
5. *App Team Analyst	This profile is a State user who can do analyst-like fixes in the client general information window on certain data fields with the exception of the start and end date fields. The state users who would be given this profile would be DCW Business Analysts and DCW Application Team members. The DCW State Security Administrator assigns this profile.	State Business Analyst	*DCW Business Analyst (Updated)	The DCW Business Analyst profile is for a state superuser who helps the state and county Trails users. The profile has state-specific read and write access to all hotlines, referrals, assessments, cases, client records, providers, contracts, incidents, and client/hotline/provider/incident search to help research and resolve user problems. Now has state specific read access to QRTP Assessments, IV-E Candidacy Determinations for Case, Evidence-Based Services (Modal). The DCW Business Analyst also has read/write access to the Plans of Safe Care. The DCW Business Analyst profile also has state-specific read/write access to the Removal History and Removal Detail screens for AFCARS and Payroll, Claims and SSI/SSA. Only the DCW Security Administrator can grant this profile upon the Program Staff approval.

Trails Office of Early Childhood (OEC), Provider Services Unit (PSU) and Public Provider Profiles

Trails OEC, PSU and Public Provider Legacy Trails Security Profiles and Equivalent Modernized Trails Profiles:

**Trails Profiles for the Office of Early Childhood, Provider Services Unit and Public Providers are assigned by the DCW Security Administrator.*

1. DCC CPA Supervisor
2. DCC Provider/Public
3. DCC License Approval Worker
4. DCC DYC Access to Stage II
5. DCC Provider Worker
6. DCC Provider Conflict Resolution Worker
7. DCC Legally Exempt Provider Worker
8. DCC Auditor
9. DCC Restricted Access Critical Incident Report (CIR)
10. DCC Staff Management
11. DCC Security Administrator

OEC/PSU Legacy Trails Profiles	OEC/PSU Legacy Profile Details	Job Classification/Job Title	OEC/PSU Modernized Trails Profiles	OEC/PSU Modernized Profile Details
1. DCC CPA Supervisor- No Longer Needed for Legacy Trails	This is a profile in the Division of Child Care. The profile gets access from the DCC/DCW Security Administrator. This profile has the ability to research prior Trails history on a potential new provider they wish to hire under their CPA.	Public Provider Supervisor	Public Child Placement Agency Supervisor	The Public Child Placement Agency Supervisor profile is only able to do restricted (limited) client searches. This profile is assigned by the DCW Security Administrator.
2. DCC Provider/Public- No Longer Needed for Legacy Trails	This is a profile in the Division of Child Care. The profile gets access from the DCC/DCW Security Administrator. This profile will have read-only access to selected provider/resource screens in order to add DCC providers and DCC Critical Incidents to Trails. The user will be able to “read only” county provider information. This profile assignment is given by the DCW/DCC Security Administrator.	Public Provider	Public Child Placement Agency Worker	The Public Child Placement Agency Worker profile has limited read and some write access to provider detail when the provider is associated with their governing body; authority to add/edit CIRs for providers they have access to. Public CPA Worker is associated through Org/Staffing to a Gov Body provider and can add/edit provider info in general for any provider associated with that gov body. This profile is assigned by the DCW Security Administrator.
		Public Provider	Public Facility Worker	The Public Facility Worker profile has limited read and some write access

				<p>to provider detail when the provider is one they are associated with; authority to add/edit CIRs for providers they have access to. The Public Facility Worker is associated directly to a non-Gov Body provider and can only add incidents for that provider. This profile is assigned by the DCW Security Administrator.</p>
<p>3. DCC License Approval Worker</p>	<p>This is a profile in the Division of Child Care. The profile gets access from the DCC/DCW Security Administrator. The profile has read, add, update, approval, and delete capabilities for State provider data only. This profile is distinguished from the DCC Provider Worker by the approval authority. The profile has no access to client data. If access to client data is needed, it is given through assignment by the DCW/DCC Security Administrator for another profile, such as DCW Program Staff.</p>	<p>Licensing Worker/Monitoring Worker</p>	<p>DCW Licensing Specialist Worker DCW Monitoring Specialist Worker</p>	<p>The DCW Licensing Specialist Worker/DCW Monitoring Specialist Worker profile (s) is mainly for the Placement Services Unit and the Office of Early Childhood Licensing and Monitoring Specialists. This profile gives state-specific read and write access to all PSU/OEC related providers, incidents, contracts (read-only), client records, and client/hotline/provider/incident search - read-only access to hotlines, referrals, assessments and cases. Has state specific read access to QRTP Assessments, IV-E Candidacy Determinations for Case, Evidence-Based Services (Modal). This profile is assigned by the DCW Security Administrator.</p>
		<p>Placement Services Supervisor</p>	<p>DCW Placement Services Supervisor</p>	<p>The DCW Placement Services Supervisor profile has state-specific read and write access to all PSU- and OEC-related providers, incidents, contracts (read-only), client records, and client/hotline/provider/incident search - read-only access to hotlines, referrals, assessments and cases. Has state specific read access to QRTP Assessments, IV-E Candidacy</p>

				<p>Determinations for Case, Evidence-Based Services (Modal). This profile is assigned by the DCW Security Administrator.</p>
			DCW Provider Appeals Worker	<p>The DCW Provider Appeals Worker profile is mainly for the Placement Services Unit and the Office of Early Childhood. It provides state-specific read-only access to provider details, incidents, contracts (read-only), and clients, and client/provider/incident search; read/write authority for Provider waivers and appeals. This profile is assigned by the DCW Security Administrator.</p>
4. DCC DYC Access to Stage II	<p>This is a profile in the Division of Child Care used primarily by the Placement Services Unit and the ARD County Reviewers for access to Stage II.</p>	State Critical Incidents Coordinator	DCW Critical Incidents Coordinator	<p>The DCW Critical Incidents Coordinator profile is used by the Placement Services Team, OEC, and the ARD County Reviewers for read/write access to critical incidents. State-specific read and some write access to provider details, contracts (read-only), and clients, and client/provider/incident search. This profile is assigned by the DCW Security Administrator.</p>
		Monitoring Supervisor	DCW Monitoring Supervisor (New)	<p>The DCW Monitoring Supervisor profile has state specific read/write access to Stage II Investigation Queue. This profile is assigned by the DCW Security Administrator. Full functionality of this profile will not be available until the final Modernized Trails Release.</p>

<p>5. DCC Provider Worker/DCC 24 Hr. Monitoring Supervisor</p>	<p>This is a profile in the Division of Child Care. The profile gets access from the DCC/DCW Security Administrator. The profile has read, add, and update capabilities for State provider data. The profile has no access to client data.</p> <p>This profile may be assigned to staff in county departments who have responsibility for provider licensing under contract with the State. County staff must be affiliated with DCC by the CW Staff Management profile through the Staff Management windows and must be given access by the DCC/DCW Security Administrator.</p>	<p>Licensing Worker</p>	<p>DCW Licensing & Certification Coordinator</p>	<p>The DCW Licensing & Certification Coordinator profile has state-specific read and write access to all PSU and OEC--related providers, incidents, contracts (read-only), client records, and client/hotline/provider/incident search - read-only access to hotlines, referrals, assessments and cases. Has state specific read access to Q RTP Assessments, IV-E Candidacy Determinations for Case, Evidence-Based Services (Modal). This profile is assigned by the DCW Security Administrator.</p>
			<p>DCW Placement Services Supervisor</p>	<p>The DCW Placement Services Supervisor profile has state-specific read and write access to all PSU- and OEC-related providers, incidents, contracts (read-only), client records, and client/hotline/provider/incident search - read-only access to hotlines, referrals, assessments and cases. Has state specific read access to Q RTP Assessments, IV-E Candidacy Determinations for Case, Evidence-Based Services (Modal). This profile is assigned by the DCW Security Administrator.</p>
<p>6. DCC Provider Conflict Resolution Worker</p>	<p>This is a profile in the Division of Child Care. The profile gets access from the DCC/DCW Security Administrator. The profile processes and approves provider conflict resolution.</p>		<p>DCW Licensing & Certification Coordinator</p>	<p>The DCW Licensing & Certification Coordinator profile has state-specific read and write access to all PSU and OEC--related providers, incidents, contracts (read-only), client records, and client/hotline/provider/incident search - read-only access to hotlines, referrals, assessments and cases. Has state specific read access to Q RTP</p>

				<p>Assessments, IV-E Candidacy Determinations for Case, Evidence-Based Services (Modal). This profile is assigned by the DCW Security Administrator.</p>
			<p>DCW Placement Services Supervisor</p>	<p>The DCW Placement Services Supervisor profile has state-specific read and write access to all PSU- and OEC-related providers, incidents, contracts (read-only), client records, and client/hotline/provider/incident search - read-only access to hotlines, referrals, assessments and cases. Has access to add new service types for Therapeutic & Treatment Foster Homes & Homes for Homeless Youth. Has state specific read access to QRTP Assessments, IV-E Candidacy Determinations for Case, Evidence-Based Services (Modal). This profile is assigned by the DCW Security Administrator.</p>
<p>7. DCC Legally Exempt Provider Worker</p>	<p>This is a profile in the Division of Child Care. The profile gets access from the DCC/DCW Security Administrator. The profile adds and updates DCC owned providers legally exempt from licensing requirements.</p>		<p>DCW Licensing & Certification Coordinator</p>	<p>The DCW Licensing & Certification Coordinator profile has state-specific read and write access to all PSU and OEC--related providers, incidents, contracts (read-only), client records, and client/hotline/provider/incident search - read-only access to hotlines, referrals, assessments and cases. Has access to add new service types for Therapeutic & Treatment Foster Homes & Homes for Homeless Youth. Has state specific read access to QRTP Assessments, IV-E Candidacy Determinations for Case, Evidence-Based Services (Modal).</p>

				<p>This profile is assigned by the DCW Security Administrator.</p>
			<p>DCW Placement Services Supervisor</p>	<p>The DCW Placement Services Supervisor profile has state-specific read and write access to all PSU- and OEC-related providers, incidents, contracts (read-only), client records, and client/hotline/provider/incident search - read-only access to hotlines, referrals, assessments and cases. Has state specific read access to QRTP Assessments, IV-E Candidacy Determinations for Case, Evidence-Based Services (Modal). This profile is assigned by the DCW Security Administrator.</p>
<p>8. DCC Auditor</p>	<p>This is a profile in the Division of Child Care. This is a profile for State and Federal Auditors who monitor federal and state compliance with rules. The profile gets access from the DCC/DCW Security Administrator.</p> <p>This is a profile with read-only access to all DCC provider data. It does not have access to client data.</p>		<p>DCW Program Staff (Updated)</p>	<p>The DCW Program Staff is a profile for state child welfare users who monitor county practice. State-specific read-only access to all hotlines, referrals, assessments, cases, and providers and supplemental functionality - client/provider search and client record. Has state specific read access to QRTP Assessments, IV-E Candidacy Determinations for Case, Evidence-Based Services (Modal). Has state-specific read only access to payroll, claims and SSI/SSA. This profile is assigned by the DCW Security Administrator.</p>
		<p>State Help Desk Support/Security/Auditor</p>	<p>DCW Support Staff</p>	<p>The DCW Support Staff profile is mainly intended for staff like the Help Desk and HCPF that need</p>

				<p>read-only access. It is state-specific read-only access to client search/search results and tabs in client search, and read-only access to Client Record, Trails Person Queries (not yet built), and DME File/CBMS Queries (not yet built). This profile is assigned by the DCW Security Administrator.</p>
<p>9. *DCC Restricted Access Critical Incident Report (CIR)</p>			<p>*DCW Resource Restrict/Unrestrict</p>	<p>The DCW Resource Restrict/Unrestrict profile is a state-specific read and some write access to provider details, incidents, contracts (read-only), and clients, and client/provider/incident search; authority to restrict, unrestrict, view, and edit restricted CIRs (for Placement Services). This profile is assigned by the DCW Security Administrator.</p>
<p>10. *DCC Staff Management</p>	<p>This is a profile for State staff with responsibility to set up DCC staff organization in Trails. The profile can only add DCC staff worker information in Trails/Org. The DCW Security Administrator Training must be completed before receiving this profile. The training is located on the CWTS website (detailed instructions can be found here. This requires an Access Request Form be submitted to the OIT Service Desk and/or through the Identity Access Manager Application. This profile assignment is made by the DCW Security Administrator.</p>	<p>State Security Administrator</p>	<p>*DCW Security Administrator</p>	<p>The DCW Security Administrator profile manages organizational information and employees for their agency/agencies and also allows management of all county-specific organizations and employees. The DCW Security Administrator Training must be completed before receiving this profile. The training is located on the CWTS website (detailed instructions can be found here. This requires an Access Request Form be submitted to the OIT Service Desk and/or through the Identity Access Manager</p>

				<p>Application. This profile assignment is made by the DCW Security Administrator.</p>
<p>11. *DCC Security Administrator</p>	<p>This profile is the Trails security administrator for the Division of Child Care. The profile gets access from the Trails Development Team initially and subsequently from the Application Team. This profile assigns persons who are in the DCC hierarchy to profiles based upon policies and procedures established by DCC. This profile can unlock DCC users. The DCW Security Administrator Training must be completed before receiving this profile. The training is located on the CWTS website (detailed instructions can be found here. This requires an Access Request Form be submitted to the OIT Service Desk and/or through the Identity Access Manager Application. This profile assignment is made by the DCW Security Administrator.</p>	<p>State Security Administrator</p>	<p>*DCW Security Administrator</p>	<p>The DCW Security Administrator profile manages organizational information and employees for their agency/agencies and also allows management of all county-specific organizations and employees. The DCW Security Administrator Training must be completed before receiving this profile. The training is located on the CWTS website (detailed instructions can be found here. This requires an Access Request Form be submitted to the OIT Service Desk and/or through the Identity Access Manager Application. This profile assignment is made by the DCW Security Administrator.</p>

Trails Modernization Divisions (please use this as a guide for future Trails Modernization profile assignments):

Division of Child Welfare (DCW) - Users will need DCW profiles (contact [Renee Amador - CDHS](#))

Ombudsman Staff – Usually need DCW profiles (Contact Korey Elger)

External Users - There are external users such HCPF who have their own unique user IDs for example: HCPF001 who currently need the Legacy DCW Support Staff Profile, the Background Information Unit who do background checks who are located physically at CMHIP currently need the Legacy DCW Support Profile and the State Accounting Office who currently need the Legacy DCW Support Profile (contact [Renee Amador - CDHS](#))

ARD - Users currently need Legacy and Modernized ARD Profiles which will include **CANDRS** (Child Abuse and Neglect Review Section)
(Contacts include ARD -Marc Mackert and CANDRS – Caire Kroll)

OEC - Users currently need Legacy DCC and Modernized DCW Profiles (contact [Renee Amador - CDHS](#))

Public Providers - DCC Public Providers, for whom the functionality has already rolled out. DCC Public Providers will need the Public Child Placement Agency Supervisor, Public Child Placement Agency Worker and/or the Public Facility Worker profiles (contact Alicia Ramirez)

DYS - DYS Facilities have a designated DYS Trails Security Administrator that enters staff profiles and affiliations for DYS users at each DYS Facility, Region, Admin Office, and SB-94

IREE - Institute for Racial Equity & Excellence staff

RRCC - Red Rocks Community College

Adopex - Adoption Exchange

Security Profiles and Training Certification Tips and Tricks

If you have Caseworkers who are trying to work in Modernized Trails and don't have the access needed, please verify profiles first. Remember, they will need CW Hotline Worker to work in Modernized Trails Hotlines and Referrals and they will need CW Hotline Supervisor or CW Caseworker Supervisor to appear in the picklists for approvals and "send to". To assign a new assessment, the worker may also have the CW Generalist Worker to appear in the auto-complete list of workers to whom a new accepted referral can be assigned (this is a temporary fix).

If you have a new Hotline worker and need CID/GAD access, we ask that the county security administrator (CSA) send in a ticket requesting CID/GAD access and/or through the Identity Access Management Application and request that the ticket be assigned to **Ann Williams**. Also, per rule, call-takers must be hotline certified prior to taking calls, so we must ensure certification prior to providing CID access.

Access Control/IAM is no longer changing the username id for name changes, so this means that the users network, portal and Trails user id will not be changed to reflect the new name, unless it's for a special circumstance. The only thing that will be changed will be the user's name and email address. If you have a user that has a name change, please continue to submit an access request form to the OIT Service Desk and/or through the Identity Access Manager Application. Once you have received information back from Access Control/IAM indicating that the user's name and email has been changed, Security Administrators can go ahead and change the user's name and email address in modernized Trails, by clicking on the pencil (edit) icon that is located above the user's username to change the name, as well as update the user's email address located on the "Employee Detail" screen. **Security Administrators will no longer need to notify the DCW State Security Administrator to make these changes, unless the Access Control/IAM team has changed the username, then an email may be sent to the DCW State Security Administrator Renee Amador - CDHS to change the Trails username in Trails to match the new username for the portal/network/oracle.**

If you are trying to add a county user to Trails, and they came from another agency, please search in the "Global" Employee Search to find your staff. Once you click on that user, and add your new county affiliation, the employee will be "active" and you can update your county affiliations and profiles. You can reach out to the "prior" agency security administrator and ask that they close out their affiliations and profiles.

If your user is doing records checks and/or Red Teams in Legacy cannot access the SHOW button in the Client Search area and/or the OK button in the Workload Search, consider giving them the CW Eligibility Worker Profile. This may be more access than they need so strongly consider if this is an appropriate profile or not. This is a global profile with read access to all CW client cases and update access to the eligibility/entitlement window.

If you used to add contracts in Legacy Trails, and now need that same ability in Modernized Trails, you will need to have the CW Certification Worker, CW Kinship Worker and CW Contracts/Rate Worker profiles. If you also need to add and/or approve services you may need these three profiles: CW Certification Supervisor, CW Kinship Supervisor and CW Contracts/Rate Worker.

In order to enter notes on a case, you need to be Primary or Secondary Worker, or have the Eligibility Profile. Otherwise, it is a read only.

If you are affiliated with multiple counties, **it is important that you have one of the counties marked as your primary affiliation**, or you may have some difficulties when you are in Trails windows that return results based on a county picklist.

To add a safety assessment you will need to have the "CW Generalist Worker" and the "CW Caseworker" profiles until after Release 8.

If you have users that have been assigned and approved to have the "CW IV-E Worker" and the "CW MOE Coordinator" profiles they will also need to be assigned the "CW QRTP Coordinator" as they will need to have access to the QRTP Queues for monitoring capabilities related to IV-E.

The CW/DCW/DYS IV-E Determination Worker, CW MOE Coordinator, CW/DCW/DYS Security Administrator, DCW View DYS Info, CW View DYS Info, CW Therapeutic Foster Care Coordinator, CW Treatment Foster Care Coordinator, DCW/CW Household & SIDMOD Maintenance, DCW/CW Client Merger, CW Chafee Worker, DCW/CW Business Analyst, CW ICPC Coordinator and DCW/CW Restrict/Unrestrict Access and all DCW R access profiles are given at the state level in order to do various Trails functions and must have the appropriate approval (refer to county profile descriptions).

Modernized CW/DCW/DYS IV-E Worker Profile and the CW/DCW MOE Coordinator Profile - must be requested and approved by the State IV-E Administrator for assignment of these profiles and they can only be assigned by the DCW State Security Administrator

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Legacy/Modernized CW Chafee Worker Profile - Must be requested and approved by Chafee Program Coordinator for assignment of these profiles and they can only be assigned by the DCW State Security Administrator

DCW Restricted Access/CW Restrict/Unrestrict Profile- If the county wants this profile to be reinstated for the user, they will need to submit a ticket through the OIT Service Desk and/or through the Identity Access Manager Application and only the CSA and/or Supervisors can request this reinstatement as users cannot request a reinstatement of this profile for themselves. This profile should mainly only be assigned to Directors/Supervisors/Managers and should be kept to a limited few per County/State agencies. We do not have a set number established, but ask that counties (CSA's and Supervisors/Directors) use their best judgment when requesting this profile to be assigned to users as not all supervisors/managers may need this profile.