

e-CIS Business Partner Access – Registration Open ODP Announcement 19-115 - Updated

AUDIENCE:

Administrative Entities (AEs), County Joinder Organizations, Delegated Administrators, Individual Users for ODP Program Offices

PURPOSE:

To announce that registration is open for Business Partners to begin the process for moving to e-CIS access.

DISCUSSION:





Registration is open!

As a reminder, the Department of Human Services (DHS) is moving from CIS to a different system (eCIS) for viewing client data. You can now [begin the registration process](#) for eCIS access. Registration is a four-step process that must be completed promptly in order to ensure there is no lapse in access to DHS data.

How to Register

Follow the [instructions](#) to register.

We encourage you to complete your organization's registration no later than October 10, 2019 as you are unable to move to the following steps until this is completed. Please note, the original deadline for organizations to register has been extended until October 10, 2019. Registration must be completed by the extended date to ensure no lapse in access to DHS data.

Organization Registration	Delegated Admin Registration	Individual User Registration	Individual User Approval
			
09/03/19 - 10/10/19	10/04/19 - 10/10/19	10/31/19 - 11/14/19	11/05/19 - 12/05/19
<p>Appointed individual registers organization</p> <p>Information required:</p> <ul style="list-style-type: none"> • Organization Name • FEIN • Address • Contact Information • DHS Affiliated Program • Business Category <p>Once completed and approved by DHS, move to the next step</p>	<p>Delegated Admin registers with organization</p> <p>Information required:</p> <ul style="list-style-type: none"> • Name • Work Contact Information • Business Department • Operational Function • Operational Need • Frequency of Access <p>Once completed and approved by DHS, move to the next step</p>	<p>Individual users register with organization</p> <p>Information required:</p> <ul style="list-style-type: none"> • Name • Work Contact Information • Business Department • Operational Function • Operational Need • Frequency of Access 	<p>Delegated Admins process individual user registration requests</p>

Next Steps

Once your organization’s registration is completed and approved by DHS, you will receive a confirmation email. Once this email is received, you can move to Step 2, Delegated Admin Registration. Each organization can register up to four Delegated Admins. The Delegated Admin(s) will be responsible for coordinating and approving all e-CIS registration requests for their organization.

For more information, please contact RA-PWECIS-ODP@pa.gov