

DSS ADMINISTRATIVE LETTER
PERFORMANCE MANAGEMENT/REPORTING AND EVALUATION MANAGEMENT
PM-REM-AL-02-14

DMA ADMINISTRATIVE LETTER NO: 05-14

DAAS ADMINISTRATIVE LETTER NO: 14-05

DCDEE ADMINISTRATIVE LETTER NO: SCCRS-02-14

Electronic Information Resource Access Authorization Form (e-IRAAF) (May 30, 2014)

**TO: County Directors of Social Services
County Security Officers**

DATE: May 30, 2014

**SUBJECT: e- IRAAF User Manual for North Carolina Department of Health and Human
Services (DHHS) Divisions/Agencies**

Several changes to the e-IRAAF system have been completed which resulted in the need to update the User Manual. Version 3.0 of the e-IRAAF User Manual for the North Carolina DHHS Division/Agencies was revised May 16, 2014 to Version 5.0. Some of the changes from Version 3.0 to Version 5.0 are listed below.

Appendix D of the e-IRRAF User Manual provides a County Datasets table. County Datasets are File Transfer Protocol (FTP) locations for uploading the DSS – 4263 (Daysheets).

Additional changes include the new hyperlink for access to Client Services Data Warehouse R4 Query Tool News and Login and a new data entry field that allows access to the Energy Programs System and Training Site.

If you have questions, please contact the DHHS Customer Service Center at 919-855-3200, option 2.

Sincerely,



Wayne E. Black, Director
Division of Social Services

Robin G. Cummings, Director
Division of Medical Assistance

Suzanne Merrill, Acting Director
Division of Aging and Adult Services

Robert W. Kindsvatter, Director
Division of Child Development and Early
Education

WEB:HB:rr
[Attachment](#)