

WF50 – INTRODUCTION

Change #1-2003

Issued April 1, 2003

50.01 SYSTEMS OVERVIEW**A. EIS**

The North Carolina Eligibility Information System (EIS) is a system that provides automated administrative support for the *Work First Family Assistance*, Medicaid, Special Assistance, and Refugee Assistance Programs.

In *Work First Family Assistance*, information is keyed into EIS by the caseworker. EIS has edits to ensure the keyed information is correct. Incorrect information must be corrected and rekeyed.

B. EPIS

The Employment Programs Information System (EPIS) is a system that provides automated administrative support for Employment Services.

In Employment Services, the case manager keys information into EPIS. EPIS has edits to ensure the keyed information is correct. Incorrect information must be corrected and rekeyed.

C. FSIS

The Food Stamp Information System (FSIS) is a system that provides automated administrative support for the Food Stamp Program. In *Work First Family Assistance*, FSIS serves primarily as a verification tool.

D. MCI

The Master Client Index (MCI) is an on-line match listing of individuals who receive any of these services: *Work First Family Assistance*, food stamps, Medicaid, and Child Support Services.

E. SDX

The State Data Exchange (SDX) is an on-line listing of all Supplemental Security Income (SSI) recipients in the State.

F. BENDEX

The Beneficiary Data Exchange (BENDEX) is an on-line match listing of social security benefits recipients who are also individuals contained in EIS or FSIS.

G. ESC/UIB

The Employment Security Commission (ESC) Inquiry is an on-line listing of employed or recently employed individuals matching the individual with his employer.

The Unemployment Insurance Benefits (UIB) Inquiry is a match listing of all UIB recipients in the State.

H. DOT

The Department Of Transportation (DOT) Inquiry allows on-line access to the Division of Motor Vehicles (DMV) listings of vehicle ownership, registration, and value.

I. DOC

The Department Of Corrections (DOC) Inquiry is an on-line listing of inmates in the State prison system and individuals currently on probation or parole.

J. NCXPTR

The NCXPTR (X/PTR) provides access to on-line reports and other administrative tools.

K. ESCS

The Employment Security Client System (ESCS) allows DSS and ESC to share information about Work First applicants and recipients who have registered for First Stop at ESC. The system provides verification of registration as well as information about the services supplied by ESC to the applicants

L. EPICS

The Enterprise Program Integrity Control System (EPICS) is the system in which claims are established and tracked for Food Stamps, TANF, and Medicaid.

50.02 SECURITY

To comply with federal regulations, the Department of Health and Human Services and the State Computer Center have implemented Resource Access Control Facility (RACF) to help protect data in the computer files at the State Information Processing Center (SIPS). RACF controls overall access to the automated systems. In RACF, each individual user has a unique User ID and a self-assigned password.

RACF passwords are confidential, and all users must sign a memorandum of understanding when assigned security clearance. Users are instructed that RACF ID's and passwords are for Official Use Only. Do not share or display these passwords and ID's.

Your password must be from 4 to 8 characters and must begin with a letter. A password and RACF ID is revoked if not used in 45 days, entered incorrectly five times in a row, or not changed within the required time frame (90 days). A message appears notifying the user that his password has been revoked. Should this occur, the user must contact his County Security Officer for assistance.

If a user forgets his password, he must contact his County Security Control Officer to obtain a temporary password, which allows him to assign a new RACF password.

50.03 CONFIDENTIALITY

Families' records are confidential information. North Carolina General Statute 108A-80 provides for the protection of the individual's right to the confidentiality of information about himself. The same right to confidentiality that applies to written records applies to automated records.

County departments have the responsibility for ensuring that unauthorized individuals do not gain access to the automated systems and that data is not used for unauthorized purposes

Once you are assigned system access, it is imperative you keep in mind that data secured through EIS, EPIS, SCC4CICS, or other systems is to be used **only** for determining eligibility. Each user must follow the policy and procedures of confidentiality and security.