DCFS – Staff Management - Setup process flow diagram

Requestor
- Req
- Start Process
- Form sent via SharePoint to ADAM from field staff

Authorized DHS Approving Manager (ADAM)
- ADAM reviews form request
- Was request approved? → No → Reject on SharePoint and document reason → Auto email is generated back to requestor to correct & resubmit
- Yes → Request for new employee? → No → Staff Chng
- Yes → Approved in SharePoint site. → Request sent to DHS Network Admin for processing
- Network ADAM sends password and ID to Agency ADAM → Agency ADAM sends password and ID to contracting agency representative

DHS Network Admin
- Reject and auto email goes to requester and Agency ADAMS → Req
- NW admin approve? → No → (to Reject)
- Yes → Process request & auto email all applicable parties. → State employee? → Yes → Network ID and temp password is auto emailed to requesting supervisor
- no → Network ADAM sends password and ID to Agency ADAM

Requesting Supervisor
- Update Org screen in CHRIS & active/re-active user profile & update or contact CHRIS Help Desk
- Is new employee a supervisor? → Yes → Create a unit group in CHRIS → End Process
- No → End Process

CHRIS Support
- Grant user level access based on title submitted on form → Calls user with CHRIS temporary password & stays on-line until user successfully logs in → End Process

NTT DATA