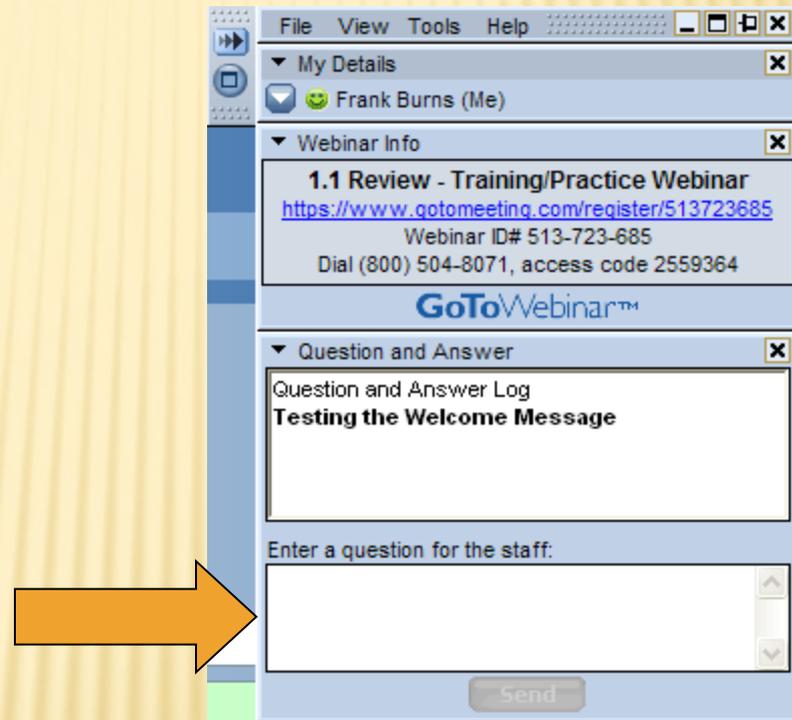
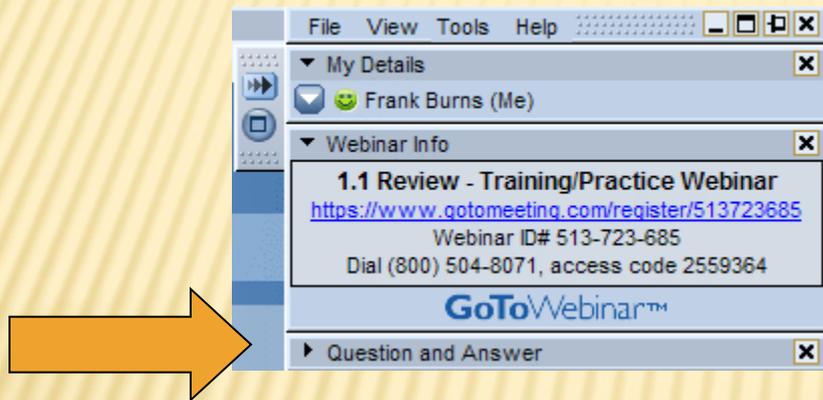
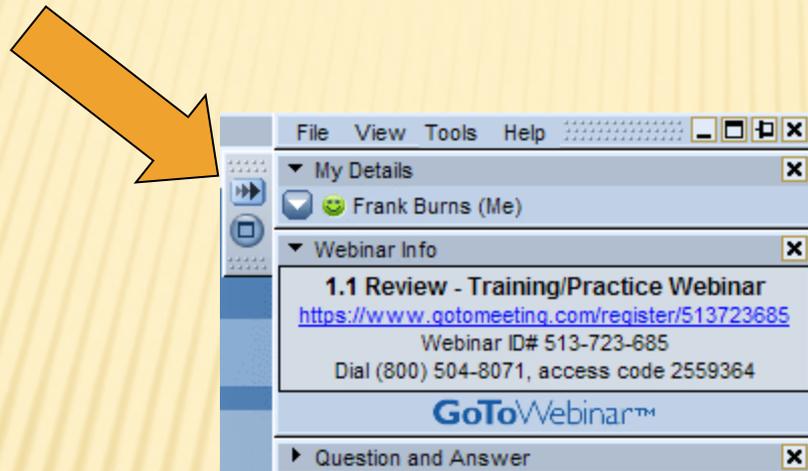


NYESS USER REGISTRATION & ACCESS MANAGEMENT







NYESS – USER REGISTRATION & ACCESS MANAGEMENT

OMH SECURITY MANAGEMENT SYSTEM (SMS)

The following are the steps required for managing user access to NYESS users through the OMH Security Management System (SMS):

- **The Security Management System (SMS) is a web-based application that organizations will use to authorize staff members to access certain NYS Office of Mental Health (OMH) web applications including MHBC pistol permit.**
- **The NYS Office of Mental Health (OMH) requires all organizations to sign a Confidentiality & Non-Disclosure Agreement (CNDA) prior to using SMS.**
- **Organization directors will appoint a Security Manager for their organization, and will provide this person with the information necessary to complete the Security Manager self-registration.**
- **Once a Security Manager account is fully established, the security manager will create MHBC users or update if an account already exists, within their organization and request access to the MHBC Pistol Permit background check application.**
- **A complete Security Management System Reference Manual can be found at http://www.omh.ny.gov/omhweb/sms/reference_manual.html**

NYESS – USER REGISTRATION & ACCESS MANAGEMENT

OMH CNDA PROCESSING

OMH Letter Sent to Organization’s Directors Describes OMH CNDA Requirement:



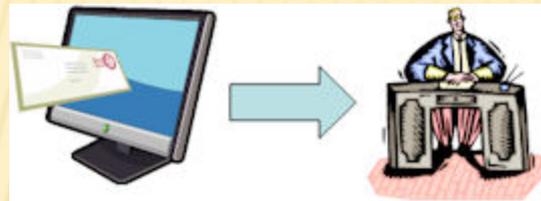
Dear Mr. Director:

You are receiving this letter because, according to information on file at the NYS Office of Mental Health (OMH), you are the Director of your Organization. We are providing you advance notice of an important initiative that will automate the processes involved with granting you and your staff access to OMH Web sites and applications that provide information useful to your operation...

NYESS – USER REGISTRATION & ACCESS MANAGEMENT

OMH CNDA ONLINE ACCESS

**OMH Emails Sent to Organizations Directors Describe How to Access OMH CNDA Online
OMH CNDA Emails with Director's User ID and Password**



Dear Mr. Director:

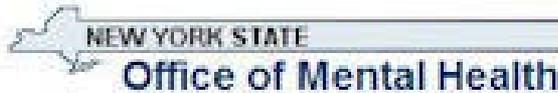
This is one of two emails you will be receiving regarding the NYS Office of Mental Health (OMH) CNDA Web site. This email contains a new User ID you can use to access the CNDA Web site to view and "electronically sign" the OMH Confidentiality and Non-Disclosure Agreement (CNDA) which is required before your organization is granted access to the MHBC, Patient Characteristics Survey (PCS), PSYCKES Medicaid, and other OMH applications. For security purposes, your password will be sent in a separate email.

Go to: <https://cnda.omh.ny.gov/>

NYESS – USER REGISTRATION & ACCESS MANAGEMENT

OMH CNDA SIGN-IN SCREEN

OMH CNDA Sign-In Screen at <https://cnda.omh.ny.gov/>



Statement of Access and Confidentiality

WARNING: This computer system is solely for the use of authorized users for official purposes. Users of this system have no expectation of privacy in its use. To ensure that the system is functioning properly, individuals using this computer system are subject to having all of their activities monitored and recorded by system personnel. Use of this system evidences an express consent to such monitoring.

Unauthorized or improper use of this system may result in administrative disciplinary action and civil and criminal penalties. By continuing to use this system you indicate your awareness of, and consent to, these terms and conditions of use. If you do not agree to the conditions stated in this warning, LOG OFF IMMEDIATELY.



Michael J. Nagus Ph.D.
Commissioner

Userid:

Password or Passcode:

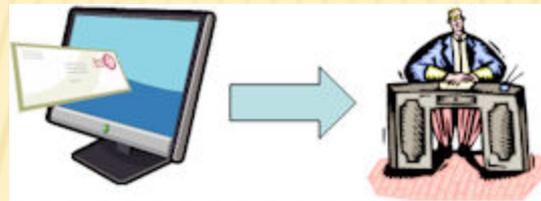
Note: To log-on with a new token, enter just the six digits displayed on the token device.

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NYESS – USER REGISTRATION & ACCESS MANAGEMENT

OMH - ACCESSING SECURITY MANAGEMENT SYSTEM

**Accessing OMH Security Management System (SMS) after Signing CNDA
OMH SMS Email to Director for Security Manager Assignment**



Dear Mr. Director:

As described in previous correspondence and email, the NYS Office of Mental Health (OMH) is automating and streamlining the process of gaining access to OMH Web applications. The next step in the process is for you, the Director, to assign one or more Security Managers for your agency. You can assign this role to yourself, or delegate it to a trusted individual at your agency. Typically, this assignment will be given to your organization's Information Security Officer, or other individual performing security, and/or information technology functions.

NYESS – USER REGISTRATION & ACCESS MANAGEMENT

SMS LOG-IN PROCEDURE

- The Security Management System Homepage (<http://www.omh.ny.gov/omhweb/sms/>) provides a description of the application, the user manual, answers to Frequently-Asked Questions (FAQs), and links for self-registration and log-in to the application.
- A SecurId token is required to log-in to the Security Management System (SMS). A SecurId token is an authentication device with a computer chip that displays a different, single-use 6-digit number every minute. A Personal Identification Number (PIN) will need to be established, which will be used along with the 6-digit token code to log-in to SMS.
- Most of the Security Managers will be in new PIN mode and will be required to set their PIN before log-in to SMS.
- The Security Manager follows the link to SMS, enters the User ID and Passcode (consisting of the PIN and 6-digit token code).



NEW YORK STATE
Office of Mental Health

Statement of Access and Confidentiality

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Unauthorized or improper use of this system may result in administrative disciplinary action and civil and criminal penalties. By continuing to use this system you indicate your awareness of, and consent to, these terms and conditions of use. If you do not agree to the conditions stated in this warning, LOG OFF IMMEDIATELY.

Userid:
omhuser

Password or Passcode:

Note: To log-on with a new token, enter just the six digits displayed on the token device.

Login

Marshall J. Nagas, Ph.D.
Commissioner

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NYESS – USER REGISTRATION & ACCESS MANAGEMENT

SMS – USER PAGE

- **After signing-on to SMS, the SMS "Users" page will be displayed. This page contains a scrollable list of all the User IDs assigned to your agency.**
- **Initially, the list may be empty (indicated by [Count: 0]), or if your organization has users of OMH applications such as CAIRS, NIMRS, NYESS, MHPD, PCS, PSYCKES and Medicaid, their User IDs will be displayed.**
- **Any User IDs that you add should also appear in this list.**

NYESS - USER REGISTRATION & ACCESS MANAGEMENT

SMS - USER PAGE (CONTINUED..)

New York State Wednesday, August 05, 2009

om Security Management System [SMS] Vinod R. Ravikumar

Office of Mental Health Logout

Go To [Help](#) [About](#)

Users

User List: **User Count = 65**

Select a userID from the list below to grant the user access to an application. (Currently, PSYCKES Medicaid and PCS are the only applications available.) If an individual is not listed, you can create a userID for him/her by clicking on the "New User" button and completing the "New User" screen.

Note: The list below may not include all OMH userIDs at your agency. In rare circumstances, UserIDs will not be displayed. If you need to grant access to a user missing from the list and you know the individual already has an OMH userID, please click on the "New User" button and then enter the individual's OMH userID on the "New User" screen.

Edit User ID	Name	Token Assigned
HJA12410	Adshs, Herald J.	requested: 07/29/2009
GA12410	Ahome, Garfieldmoore	no
AAB12410	Bhaumik, Amith A.	sent: 11/12/2008
L8633EZB	Brew, Erin Z.	no
JLC12410	Cary, James L.	no
L8633ESD	Daskjd, Erin S.	no
GD12410	Derbyshire, George	requested: 07/01/2009
D	Dfdafadfd, Sdaff	no
12410DD	Dobre, Djien	no
ZJD12410	Donald, Zobre J.	no

[New User](#)

Search Criteria:

Agency:

Application:

User ID:

Name: Last Name: First Name:

Show deactivated user

[Search](#)

NYESS – USER REGISTRATION & ACCESS MANAGEMENT

SMS-USER LIST SECTION

- **The "User List" contains one row for each User ID defined for your agency.**
- **Edit (this icon is a picture of a small pencil). You click this icon to edit the user record. The edit user screen is where you grant access to OMH applications.**
- **User ID. This is the OMH identifier for the user. This identifier is used to sign-on to NYESS applications**
- **Name. This field displays the user's last name, followed by the user's first name and middle initial.**

NYESS – USER REGISTRATION & ACCESS MANAGEMENT

SMS- SEARCH CRITERIA SECTION

- **The “Search Criteria” section is located at the bottom of the “Users” page following the User List and New User button.**
- **The “Search Criteria” section is the mechanism Security Managers use to limit the User IDs displayed in the User list.**
- **It contains the following searchable fields: Application, User ID, Last Name, and First Name. In your search query you may select an OMH Application from the drop down list, enter a specific User ID, last name or first name, or you may enter just the first part of any of these fields.**
- **When searching by Application, it will only show you applications that are granted through SMS i.e. you will not be able to search on NIMRS or CAIRS users, since they are not granted through SMS.**
- **Then, when you click the “Search” button, these fields will be used to filter the search results and display only User IDs that match the criteria you selected.**
- **If you enter values in more than one of the fields, the search results displayed in the User list will include only User IDs that match all of the criteria selected.**

NYESS – USER REGISTRATION & ACCESS MANAGEMENT

SMS- ADDING A NEW USER

- If the User does not have an existing ID, leave the User ID box blank. The Security Manager proceeds to complete the User information and select the "Create User" button.
- Fields denoted with an asterisk (*) are required. A new User ID will be generated for the User. If a User by that name already exists for the agency, the system will show a message that a User with that name is among the “active” or “inactive” users. To check the inactive users, see the [Search Criteria](#) section of the User’s Page.

User Information:

If the user has an existing OMH User ID, please enter it in the User ID box. If the user does not have an OMH User ID, please leave the User ID box blank. SMS will auto generate a new User ID.

User ID:

* First Name: M.I.: * Last Name:

Name:

* Date of Birth: * Gender:

* Title:

* Email:

* Agency: A-Home

SecurID® Token: Not assigned

NYESS – USER REGISTRATION & ACCESS MANAGEMENT

NYESS Case Management [NYCM]

Authentication: Password or Token

Groups:

Group Name
<input type="checkbox"/> NYESS Restricted Access
<input type="checkbox"/> NYESSCM Business Services
<input type="checkbox"/> NYESSCM Contractors
<input type="checkbox"/> NYESSCM Services Delete
<input type="checkbox"/> NYESSCM Supervisory

Supervisor(s):

Office Name	Supervisor Name





NYESS - USER REGISTRATION & ACCESS MANAGEMENT

NYESS Report [NYRP]

Authentication:

Password or Token

Provider Specific:

Group Name	
<input type="checkbox"/>	Directly-supported Seekers Request
<input type="checkbox"/>	Program Administrator Request
<input type="checkbox"/>	Provider/Organization Request
<input type="checkbox"/>	Supervisor Request
<input type="checkbox"/>	Office Administrator Request

Office Name	
<input type="checkbox"/>	Mill Neck Services
<input type="checkbox"/>	NoEast Career Planning - Albany
<input type="checkbox"/>	NoEast Career Planning - Glens Falls
<input type="checkbox"/>	NoEast Career Planning - Hudson
<input type="checkbox"/>	NoEast Career Planning - Menands

Cross Provider:

Funding Source:

<input type="checkbox"/>	NYESS - ACCES-VR Extended
<input type="checkbox"/>	NYESS - ACCES-VR Extended

NYESS - USER REGISTRATION & ACCESS MANAGEMENT

Cross Provider:

Funding Source:

<input type="checkbox"/>	NYESS - ACCES-VR Extended	▲
<input type="checkbox"/>	NYESS - ACCES-VR Intensive	▬
<input type="checkbox"/>	NYESS - ACCES-VR USC	▼
<input type="checkbox"/>	NYESS - CBVH	▼

Group Name		
<input type="checkbox"/>	County Request	▲
	County Name	
<input type="checkbox"/>	Albany	▲
<input type="checkbox"/>	Allegany	▬
<input type="checkbox"/>	Bronx	▼
<input type="checkbox"/>	Region Request	
	Region Name	
<input type="checkbox"/>	ACCESS_VR - Albany	▲
<input type="checkbox"/>	ACCESS_VR - Binghamton/Elmira	▬
<input type="checkbox"/>	ACCESS_VR - Binghamton/Elmira	▼
<input type="checkbox"/>	Statewide Request	▼

JOB PLACEMENTS

STATEWIDE JOB PLACEMENTS

NYESS Reports

Number Of Job Placements Within a Date Range

Purpose: The purpose of this report is to show how many consumers were placed in a job within the date range selected. It can be reported by Provider, by State Agency, by Region or by County.

Select a valid date range either by entering a date in the format of mm/dd/yyyy or clicking on the calendar button  and choosing a date from the calendar then click the Apply button

For Job Placements Between **1**  And **2** 

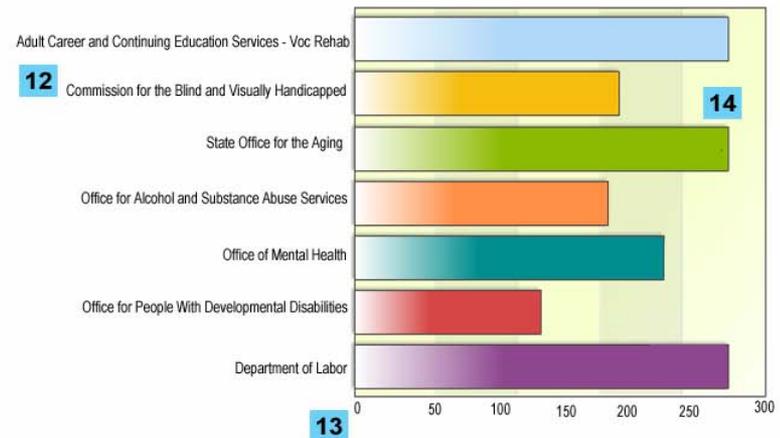
Apply

Reset

3
Statewide

State Agency 4	Number of Job Placements 9
5 Adult Career and Continuing Education Services - Voc Rehab	270
Commission for the Blind and Visually Handicapped	170
State Office for the Aging	271
Office for Alcohol and Substance Abuse Services	160
Office of Mental Health	225
Office for People With Developmental Disabilities	125
Department of Labor	269
10 Statewide.Total	14,490

11 Number of Job Placements by State Agency



AGENCY JOB PLACEMENTS

NYESS Reports

Number Of Job Placements Within a Date Range

Purpose: The purpose of this report is to show how many consumers were placed in a job within the date range selected. It can be reported by Provider, by State Agency, by Region or by County.

Select a valid date range either by entering a date in the format of mm/dd/yyyy or clicking on the calendar button  and choosing a date from the calendar then click the Apply button

For Job Placements Between **1**  And **2** 

Apply

Reset

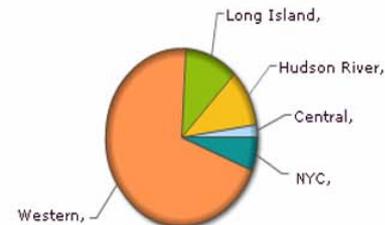
3

Office of Mental Health Regions

Region 4	Number of Job Placements 9
Central	68
6 Hudson River	87
Long Island	92
NYC	76
Western	147
10 Region wide Total	470

11

Number of Job Placements by Region



AGENCY JOB PLACEMENTS WITHIN REGION

NYESS Reports

Number Of Job Placements Within a Date Range

Purpose: The purpose of this report is to show how many consumers were placed in a job within the date range selected. It can be reported by Provider, by State Agency, by Region or by County.

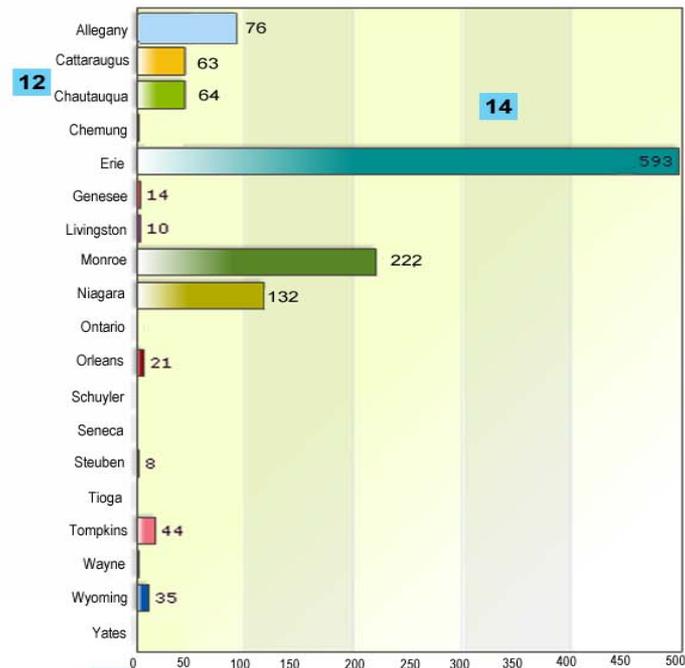
Select a valid date range either by entering a date in the format of mm/dd/yyyy or clicking on the calendar button  and choosing a date from the calendar then click the Apply button

For Job Placements Between And

Office of Mental Health Counties in Western Region

County	Number of Job Placements
Allegany	76
Cattaraugus	63
Chautauqua	64
Chemung	*
Erie	593
Genesee	14
Livingston	10
Monroe	222
Niagara	132
Ontario	*
Orleans	21
Schuyler	*
Seneca	*
Steuben	8
Tioga	*
Tompkins	44
Wayne	*
Wyoming	35
Yates	*
Countywide Total	1,199

Number of Job Placements By County



AGENCY JOB PLACEMENTS BY COUNTY

NYESS Reports

Number Of Job Placements Within a Date Range

Purpose: The purpose of this report is to show how many consumers were placed in a job within the date range selected. It can be reported by Provider, by State Agency, by Region or by County.

Select a valid date range either by entering a date in the format of mm/dd/yyyy or clicking on the calendar button  and choosing a date from the calendar then click the Apply button

For Job Placements Between **1** 01/01/2011  And **2** 12/31/2011 

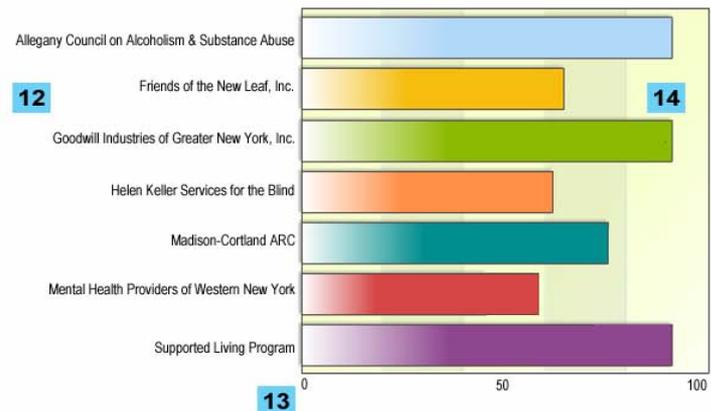
Apply

Reset

3 Office of Mental Health Providers in Allegany County in Western Region

4 Provider	Number of Job Placements 9
8 Supported Living Program	93 
Goodwill Industries of Greater New York, Inc.	80 
Allegany Council on Alcoholism & Substance Abuse	75
Madison-Cortland ARC	68
Friends of the New Leaf, Inc.	65
Helen Keller Services for the Blind	64 
Mental Health Providers of Western New York	62 
10 Total	507

11 Number of Job Placements by Provider



AGENCY JOB PLACEMENTS BY PROVIDER

NYESS Reports

Number of Job Placements within a Date Range

Purpose: The purpose of this report is to show how many consumers were placed in a job within the date range selected. It can be reported by Provider, by State Agency, by Region or by County.

Select a valid date range either by entering a date in the format of mm/dd/yyyy or clicking on the calendar button  and choosing a date from the calendar then click the Apply button

For Job Placements Between ¹ And ²

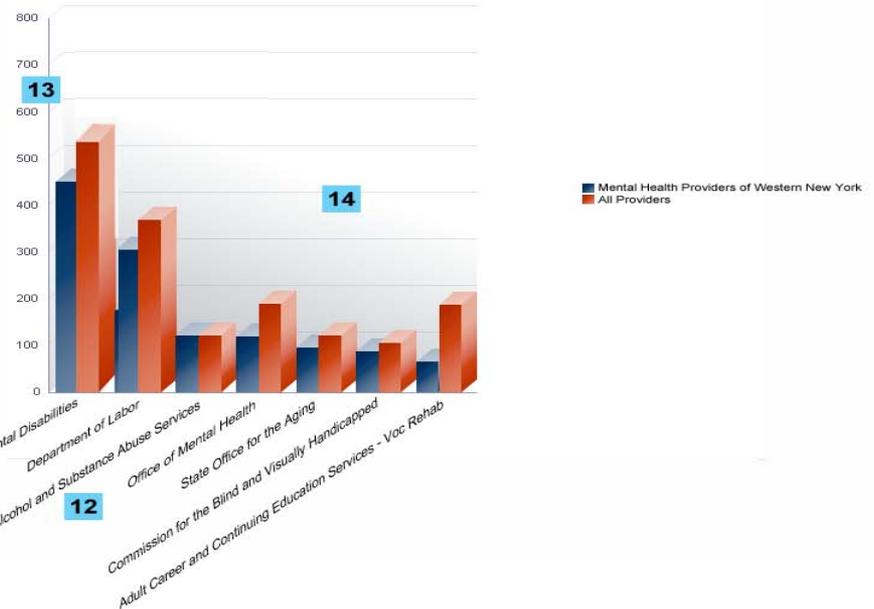
Apply

Reset

Provider - Mental Health Providers of Western New York

¹¹ Average Weekly Earnings by State Agency

Provider Amounts by State Agency ⁴	Number of Jobs Held ⁹
Office for People with Developmental Disabilities	278
Department of Labor	262
Office for Alcohol and Substance Abuse Services	215
Office of Mental Health	218
State Office for the Aging	358
Commission for the Blind and Visually Handicapped	166
Adult Career & Continuing Education Services - Voc Rehab	170
Statewide Total	3,092



AGENCY JOB PLACEMENTS BY PROVIDER

NYESS Reports

Job Placements Within A Date Range

Purpose: The purpose of this report is to show who was placed in a job within the date range selected.

NOTE: This is detail level data restricted to the data the user is allowed to see therefore the metrics will not match the Public view of this report. The performance indicators have not been adjusted for case mix

Select a valid date range either by entering a date in the format of mm/dd/yyyy or clicking on the calendar button  and choosing a date from the calendar then click the APPLY button

Between **1** 01/01/2011  And **2** 12/31/2011 

Apply

Reset

By Provider

New York State Employment Services System

Date: 01/03/2012

Job Placements

UserID: istcqqq

Between 01/01/2011 And 12/31/2011

9	10	8	3	4	5	6	7
Participant	Start Date	Office	State Agency	Region	County	Provider	Funding/Program
John Doe24	01/15/2011	Office 1	OPWDD	Finger Lakes	Cayuga	Support Living Program	NYESS OPWDD - SEMP 
John Doe3	01/21/2011	Office 2	OPWDD	Finger Lakes	Cayuga	Support Living Program	NYESS OPWDD - ESEMP 
John Doe2	02/24/2011	Office 3	OPWDD	Finger Lakes	Cayuga	Support Living Program	NYESS OPWDD - OPTS
John Doe1	03/15/2011	Office 1	State Agency1	Region1	County1	Support Living Program	Fund 1
John Doe4	04/22/2011	Office 11	OMH	Central	Onondaga	Support Living Program	NYESS OMH
John Doe15	05/05/2011	Office 11	OMH	Central	Onondaga	Support Living Program	NYESS OMH
John Doe12	06/20/2011	Office 11	OMH	Central	Onondaga	Support Living Program	NYESS OMH
John Doe5	07/28/2011	Office 5	VESID	Long Island	Suffolk	Support Living Program	NYESS ACCESS-VR 
John Doe6	08/06/2011	Office 5	VESID	Long Island	Suffolk	Support Living Program	NYESS ACCESS-VR 

Totals

9

11

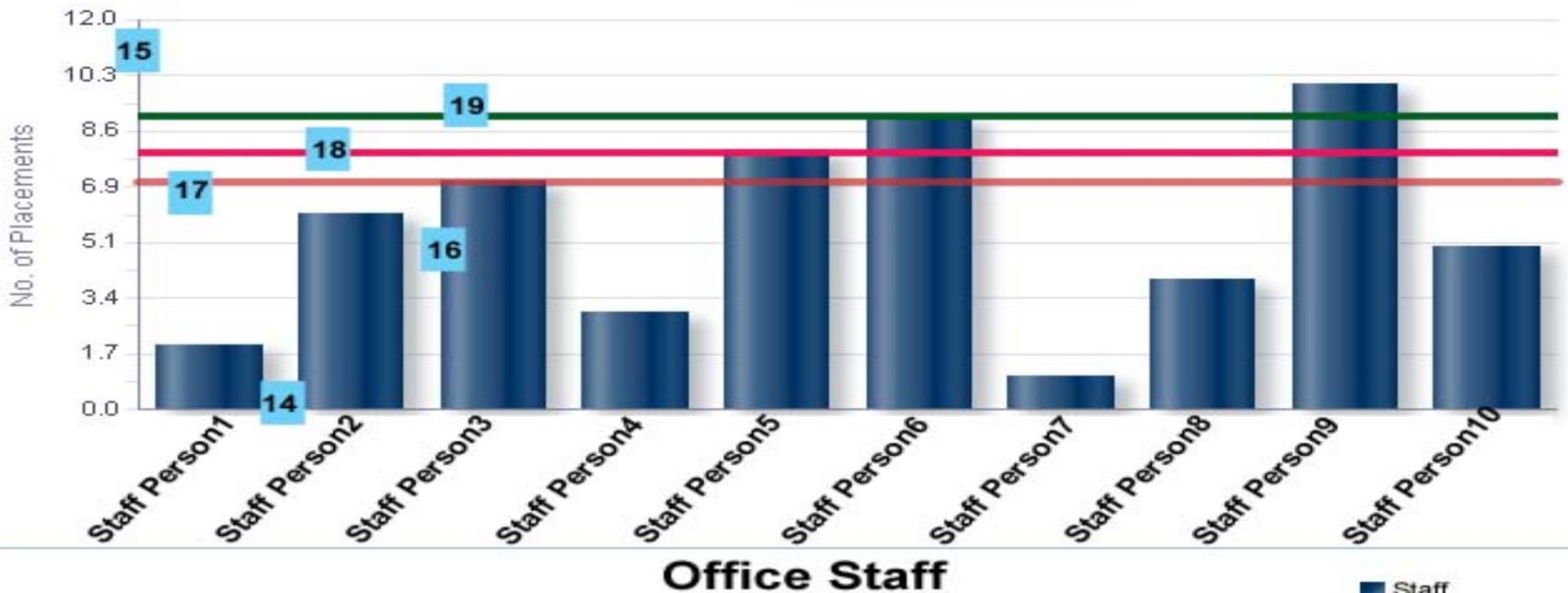
AGENCY JOB PLACEMENTS BY OFFICE

Average Number of Job Placements per Office For Support Living Program

13 Office 11

Apply

Reset



- Staff
- Office 11
- Provider wide
- Statewide

NYESS – USER REGISTRATION & ACCESS MANAGEMENT

NYESS Case Management [NYCM]

Authentication: Password or Token

Groups:

Group Name	
<input type="checkbox"/>	NYESS Restricted Access
<input type="checkbox"/>	NYESSCM Business Services
<input type="checkbox"/>	NYESSCM Contractors
<input type="checkbox"/>	NYESSCM Services Delete
<input type="checkbox"/>	NYESSCM Supervisory

Supervisor(s):

Office Name	Supervisor Name
<input type="text"/>	<input type="text"/>



SMS-NYESS-CM-Screen_1.png
Type: PNG Image
Size: 15.4 KB
Dimension: 650 x 405 pixels

NYESS – USER REGISTRATION & ACCESS MANAGEMENT

NYESS Report [NYRP]

Authentication: Password or Token

Provider Specific:

Group Name	
<input type="checkbox"/>	Directly-supported Seekers Request
<input type="checkbox"/>	Program Administrator Request
<input type="checkbox"/>	Provider/Organization Request
<input type="checkbox"/>	Supervisor Request
<input type="checkbox"/>	Office Administrator Request
Office Name	
<input type="checkbox"/>	Mill Neck Services
<input type="checkbox"/>	NoEast Career Planning - Albany
<input type="checkbox"/>	NoEast Career Planning - Glens Falls
<input type="checkbox"/>	NoEast Career Planning - Hudson
<input type="checkbox"/>	NoEast Career Planning - Menands

Cross Provider:

Funding Source:

<input type="checkbox"/>	NYESS - ACCES-VR Extended
<input type="checkbox"/>	NYESS - ACCES-VR Intensive

NYESS - USER REGISTRATION & ACCESS MANAGEMENT

Cross Provider:

Funding Source:

- NYESS - ACCES-VR Extended
- NYESS - ACCES-VR Intensive
- NYESS - ACCES-VR USC
- NYESS - CBVH

Group Name

- County Request
 - County Name
 - Albany
 - Allegany
 - Bronx
- Region Request
 - Region Name
 - ACCESS_VR - Albany
 - ACCESS_VR - Binghamton/Elmira
 - ACCESS_VR - Binghamton/Elmira
- Statewide Request

NYESS – USER REGISTRATION & ACCESS MANAGEMENT

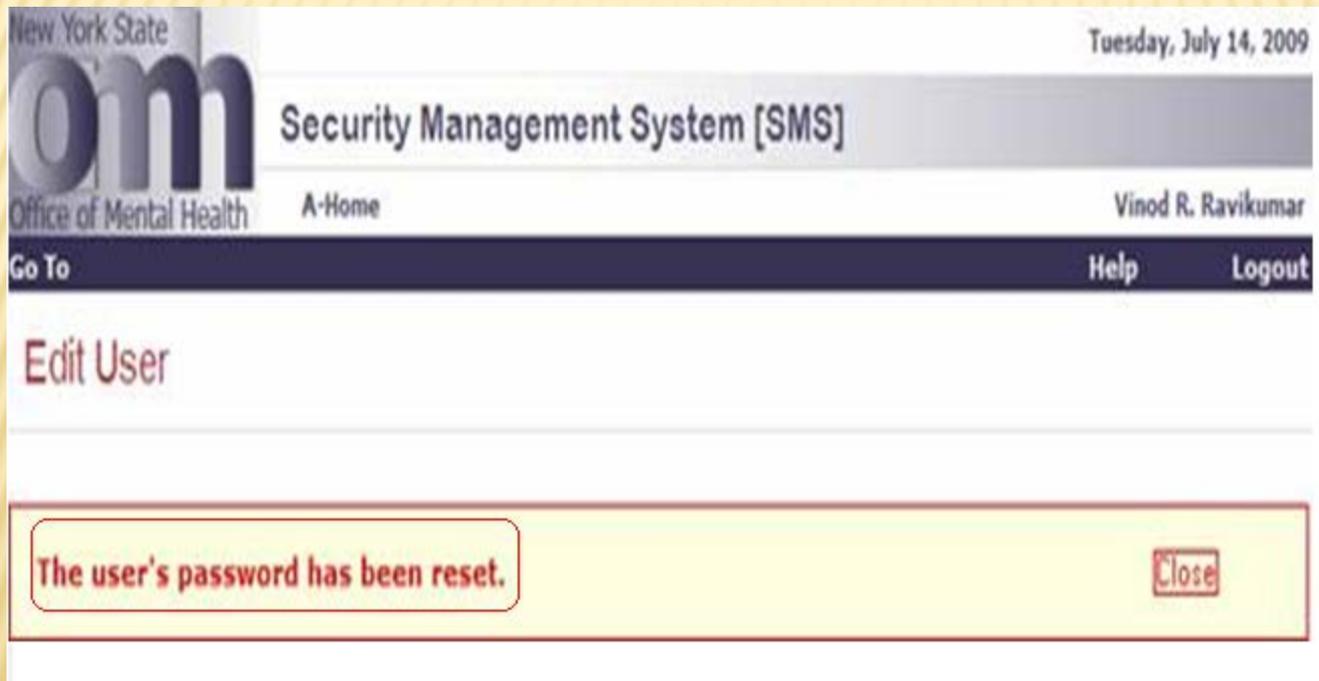
SMS- ADDING A NEW USER

- **If a User already has an OMH User ID for access to another application, please enter it in the User ID field.**
- **Upon entering a current User ID in the field and exiting the field (by selecting the next field), the screen will respond with a message that the User ID is valid and will display the retrieved User information.**
- **You may close the window. A similar message will display if the User information was not found in the security database.**
- **You can edit the User's email address and your edits will be stored in the SMS application. Fields denoted with an asterisk (*) are required.**

NYESS – USER REGISTRATION & ACCESS MANAGEMENT

SMS- RESET USER PASSWORD

Click "Reset Password" to reset the user's password. This system responds with the following message once the password is reset.



The screenshot displays the NYESS Security Management System (SMS) interface. At the top left, it shows "New York State" and the "om" logo for the Office of Mental Health. The date "Tuesday, July 14, 2009" is displayed at the top right. The main title is "Security Management System [SMS]". Below this, there is a navigation bar with "A-Home" and "Vinod R. Ravikumar". A "Go To" menu contains "Help" and "Logout". The main content area shows "Edit User". A yellow message box at the bottom states "The user's password has been reset." with a "Close" button.

6/20/201
2

NYESS – USER REGISTRATION & ACCESS MANAGEMENT

SMS- EDITING USER INFORMATION

- **To edit the information for an individual at your agency, you will need to sign-on to SMS.**
- **From the SMS "Users" page, you should access the "Edit User" page by clicking on the "pencil icon" in the "Edit" column on the row for the user in the "Users List" section.**
- **The "Edit User" page will be displayed with the user's name, email address, date of birth, gender, and current application access.**

NYESS – USER REGISTRATION & ACCESS MANAGEMENT

SMS- EDITING USER INFORMATION

New York State Tuesday, July 14, 2009

om Security Management System [SMS]

Office of Mental Health A-Home Vinod R. Ravikumar

Go To Help Logout

Edit User

User Information:

User ID:

Name: * First Name: M.I.: * Last Name:

* Date of Birth: * Gender:

* Title:

* Email:

* Agency:

SecurID® Token:

NYESS – USER REGISTRATION & ACCESS MANAGEMENT

× Questions???

- ✘ **Topic:Quality Case Notes: A Valuable Tool**
- ✘ **Presented by: Mary Blais, Cathy Papa & Kathleen Tully, NYSDOL**
- ✘ **Date & Time: Friday, June 22, 2012; 1:00pm - 2:30pm**
- ✘ **Audience: All staff working with customers**
- ✘ **Description: This webinar will showcase the new OSOS Case Notes/Comments training video that will be located on the OSOS Programs and Tools page of the NYSDOL website and on the NYESS website. To register log into:
<https://dewsevents.webex.com>,**
- ✘ **Dial in information 1-866-394-2346**
- ✘ **Conference code: 8593041717**