

# CYFD Web Services

## External User Request Form for EPICS CCS – JCC and DV Providers:

Upon completion, this form is to be sent to [cyfdepics.ccsdv@state.nm.us](mailto:cyfdepics.ccsdv@state.nm.us) for Domestic Violence services or [cyfdepics.ccsjcc@state.nm.us](mailto:cyfdepics.ccsjcc@state.nm.us) for Juvenile Community Corrections services  
**\*All fields must be completed for processing.**

### Request Information

(completed by Provider)

Date Request Submitted:					
Type of Request:	<input type="checkbox"/> EPICS CCS access <input type="checkbox"/> Remove EPICS CCS access <input type="checkbox"/> Modify account info				
If modifications, explain:					
First Name:		Middle Initial:		Last Name:	
Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female		Date of Birth:		
Home Physical Address:					
City:		State:		Zip:	
Phone:			Email Address:		
Provider's Name:				Provider's EPICS ID:	
Provider's Employee Submitting Request:					
Provider's Phone:			Provider's Email:		
Approved user role(s): (Check all that apply. See descriptions below.)	<input type="checkbox"/> CCS External DV Data Unit <input type="checkbox"/> CCS External DV Director <input type="checkbox"/> CCS External JCC Data Unit <input type="checkbox"/> CCS External JCC Director				
<b>***Approval***</b> (completed by CYFD Program Manager) <b>CYFD Program Manager:</b> Upon approval, e-mail to <a href="mailto:SystemAccess@state.nm.us">SystemAccess@state.nm.us</a>					
Approved By:				Date Approved:	
<b>***Information Technology Services Use Only***</b>					
Date Received:					
Processed By:			Date Processed:		
Completed:	<input type="checkbox"/> 389 Directory Setup <input type="checkbox"/> EPICS CCS Setup <input type="checkbox"/> Update EPICS CCS Email Group				
User Login ID:					
Date login instructions was sent to Requestor:					

The Request Information section of this form is to be completed by the provider of the individual requesting access to EPICS CCS – DV and JCC. The individual requesting access must have a unique e-mail address (not shared), as this is used to send login information to that person and outage notifications. Upon completion, this form is to be sent to [cyfdepics.ccsdv@state.nm.us](mailto:cyfdepics.ccsdv@state.nm.us) for Domestic Violence services or [cyfdepics.ccsjcc@state.nm.us](mailto:cyfdepics.ccsjcc@state.nm.us) for Juvenile Community Corrections services, for review and approval by the CYFD Program Manager.

## **EPICS CCS User Roles – Descriptions**

### **Domestic Violence:**

#### **EXTERNAL DV DATA UNIT:**

- a) Read access to all DV Content but limited their provider content.
- b) Create/Update: Clients, Locations, Intakes, Services, Staff, Group Services, Surveys and DV FVPSA, Referral Source.
- c) Generate Bill

#### **EXTERNAL DV DIRECTOR:**

- a) Read access to all DV Content but limited their provider content.
- b) Create/Update: Data Unit, Generate Bill and User Management.

### **Juvenile Community Corrections:**

#### **EXTERNAL JCC DATA UNIT:**

- a) Read access to all JCC Content but limited their provider content.
- b) Create/Update: Clients, Intakes, Services, Staff, Group Services, Surveys and DV FVPSA, Referral Source.
- c) Generate Bill

#### **EXTERNAL JCC DIRECTOR:**

- a) Read access to all JCC Content but limited their provider content.
- b) Create/Update: Data Unit, Generate Bill and User Management.