North Carolina Depa Division of Publi Women's and Childr Nutrition Services Br	en's Health Section	Human Services	FORM	Instructions & Descriptions: Questions:	See Pages 3 - 4 NSB.CustomerService@DHHS.nc.gov (919) 707 - 5795	
<b>Crossroads User A</b>	ccess Requ	est: (Comp	lete <b>Confidentiality</b>	Agreement fo	orm-page 2-for Add or Modify requests)	
1. Request Type:	🗆 Add New U		0 Modify/Reinstat			
2. User Type:	Local Agen	cy (LA) User	State User			
3. NCID Information:						
4. User Information:	User NCID		NCID Administrat	or Name	NCID Admin Phone #	
	User Name (Fi	er Name (First, Middle, Last)				
	dress	ress		User Phone #		
Title/Position						
•	Check <u>ALL</u> Roles	that apply fo	or this user (see pa	ge 4 for descri	ptions)	
WIC Staff User Roles:			<i></i>	Г		
Breastfeeding Coordin			aff User Roles:		State Staff Level Only - User Roles:	
Breastfeeding Peer Co	unselor		(LA-Security Admi	-	NSB Customer Service	
BFPC Manager			ition Student/Inte		NSB Food Maintenance     NSB Nacitation	
CPA (**complete #6 bel	-	-	gency View & Aler		NSB Monitoring     NSB Operations (Maintenance)	
<ul> <li>LA Calendar Templates</li> <li>LA Vendor Coordinato</li> </ul>		Schedul	er (included in all WIC S	staff roles)	<ul> <li>NSB Operations/Maintenance</li> <li>NSB Reporting</li> </ul>	
LA WIC Director	1				<ul> <li>NSB Reporting</li> <li>NTE Management</li> </ul>	
Lab Tech/Medical Official	ce Assistant				<ul> <li>Other:</li> </ul>	
□ WIC Support Staff						
		N 41:00:000			- CDA:	
6. CPA Credentials:			n Education and E	•	r CPA: litation for Dietetics Education,	
Nutritionist     Desciptored Distition (B					r Dietetic Technician, Registered	
<ul> <li>Registered Dietitian (R</li> <li>Dietetic/Technician Re</li> </ul>	-				Dietetics Education with a Bachelors	
<ul> <li>Dietetic/Technician Re</li> <li>Registered Nurse (RN)</li> </ul>	• • •				lited four-year college or university;	
<ul> <li>Nurse Practitioner (NP</li> </ul>	or a Bache	or a Bachelors of Science degree in Dietetics, Public Health Nutrition or				
<ul> <li>Physician Assistant (PA</li> </ul>	-	Communi	ty Nutrition from a	in accredited	four-year college or university.	
<ul> <li>Medical Doctor (MD)</li> </ul>	7					
			Authorization			
			approve the request t be completed by th			
Print Name			Signature		Date	
Title			Email Addr	ess		
WIC Director	Phone #		Agency Nar	ne		
Fax all completed, signed	l, and dated form	(s) to the NSB	Customer Service D	esk at 919-870	-4863 **Send only the signed pages**	
DHHS Staff Date Received:	Date Received: Approved E				Approved Date:	
Use Only: Notified Date:	v	/erified By:			Tracking #:	
<b>ISU</b> Updated 06/05/2019					1	



North Carolina Department of Health and Human Services

Division of Public Health

Nutrition Services Branch

Women's and Children's Health Section

Instructions &

Descriptions:

Questions:

See Pages 3 - 4

NSB.CustomerService@DHHS.nc.gov (919) 707 - 5795

## CROSSROADS CONFIDENTIALITY AGREEMENT FOR ADD NEW USER, MODIFY EXISTING USER REQUESTS

NC Identity Management Service (NCID) standards require that User IDs are created for individual use, must be protected, and that passwords must not be shared with anyone. "Generic" NCIDs violate security policy and are not acceptable for Crossroads access. NCIDs must be assigned to individuals only.

The State Center for Health Statistics (SCHS) recognizes the need to maintain the confidentiality of information received from any individual. In case of medical records, the right to confidentiality is guaranteed under North Carolina law (General Statutes 130A-143, 130A-93, 130A-12, and 130S-374) and these data can only be released with approval of the Director of SCHS. Additionally, in accordance with G.S. 130A-93 (e), medical information obtained from birth certificates can only be released upon approval of the State Registrar.

As part of the SCHS, Crossroads is a collection point for data from many public health agencies. Because this data contains personal identifiers that must remain secure and confidential:

- I agree to access information in Crossroads only on a "need to know" basis.
- I will not divulge, copy, or release any information from Crossroads to any unauthorized person or persons.
- I understand that prior written permission for release of any data collected in Crossroads must be obtained from the source of that data.
- I will not release my <u>User ID</u> or <u>password</u> to anyone else, nor do I approve of anyone else accessing or altering information in Crossroads using my ID.
- I understand that I am responsible for the quality of the data that I enter into Crossroads.
- I understand that my user access will be deactivated for inactivity over 90 days.

Failure to comply with these policies will result in User privileges being revoked. That failure may be subject to disciplinary action under laws of the State of North Carolina.

User's Signature		Date Signed	
		( )	
User's Printed N	lame	User's Direct Phone Number	
		( )	
Agency Name		Agency Fax Number	
DHHS Staff Only:	Date Received: Agent First and Last Name:	Approved Date: Tracking #:	



North Carolina Department of Health and Human Services Division of Public Health Women's and Children's Health Section Nutrition Services Branch

1. Request Type

Questions:

- check Add New User -OR- Modify/Reinstate Existing User

Instructions for	
Completing the	
Form Fields:	

	-OR- Deactivate Existing User
2. User Type	- check the employing agency type for the user
3. NCID Information	<ul> <li>provide User's NCID</li> <li>provide Name of NCID Administrator</li> <li>provide Phone # of NCID Administrator</li> <li>NOTE: the user must log into NCID (NCID.nc.gov) and answer their NCID Security/Challenge questions and answers before their NCID can be set up in Crossroads</li> <li>generic NCIDs violate security policy and are not authorized</li> </ul>
4. User Information	- provide User's Name, Email, Phone #, Title/Position
5. Access Request	<ul> <li>check ALL requested Roles that apply to the User</li> <li>see Crossroads User Roles (page 4) for role descriptions</li> </ul>
6. CPA Credentials	<ul> <li>specify credentials for CPA Users</li> <li>Nutritionists must meet the Minimum Education and Experience shown</li> </ul>
7. Authorization	<ul> <li>complete the WIC Director authorization</li> <li>authorization for WIC Directors must be completed by the agency Health Director</li> </ul>

This form contains confidential information regarding your staff.

All communications to NC DHHS will be handled in a secure manner.

Email:	NSB.CustomerService@DHHS.nc.gov	Fax Number: 919-870-4863
U.S. Mail:	NSB Customer Service Desk, 1914 Mail Service Center, Raleigh, NC 27699	<b>Courier:</b> # 54 - 42 - 10



Questions:

## **Crossroads User Role Descriptions**

Role	Description
Breastfeeding Coordinator:	<ul> <li>Provides breastfeeding promotion, clinical care related to breastfeeding, and staff training on breastfeeding, and maintains inventory of pumps and supplies.</li> </ul>
Breastfeeding Peer Counselor (BFPC):	<ul> <li>Contacts pregnant and breastfeeding women, provides breastfeeding support and information, and issues breastfeeding supplies.</li> </ul>
BFPC Manager:	<ul> <li>Provides BFPC supervision, clinical care for referrals from the BFPC, and quality assurance for the BFPC Program.</li> </ul>
Competent Professional Authority (CPA):	<ul> <li>Determines nutrition risk eligibility, certifies participants, assigns approved food packages, and provides nutrition education.</li> </ul>
	A CPA may be a nutritionist, registered dietitian, dietetic technician registered (DTR), registered nurse, nurse practitioner, physician assistant, or physician.
LA Calendar Templates:	- Creates, modifies and manages Master Calendar templates.
LA Vendor Coordinator:	<ul> <li>Provides authorizations, monitoring, training, and replacement of Food Instruments (FIs) and Cash Value Vouchers (CVVs) for vendors.</li> </ul>
LA WIC Director:	<ul> <li>Coordinates WIC Program services and supervises staff. Plans and evaluates service delivery.</li> </ul>
Lab Tech/Medical Office Assistant:	- Collects and records anthropometric and biochemical data.
Local Agency View and Alert:	<ul> <li>Coordinates appointments and other Health Department services for WIC participants, but is <u>not a member of the WIC Program Staff</u>. Able to search for families, view appointments and manage Alerts only.</li> </ul>
Information Technology (IT) Staff (LA Security Admin):	<ul> <li>Supports associated local users in resolving hardware, software, or other technical-related issues. (View-Only role.)</li> </ul>
Nutrition Student/Intern:	<ul> <li>Determines nutrition risk eligibility, completes assessment and care plan, and provides nutrition education. At a certification, a CPA must review and "co-sign" the Intern's work by certifying the participant, assigning an approved food package, and adding an entry to the participant's Care Plan. At non-certification visits, a CPA must review and add an entry to the participant's Care Plan and assign an approved food package (if required).</li> </ul>
Scheduler:	<ul> <li>Schedules appointments and provides customer services such as updating demographics. The scheduler function is <u>included in all other roles</u> (except LA View &amp; Alert and IT Staff).</li> </ul>
WIC Support Staff:	<ul> <li>Determines income eligibility, issues food instruments, issues notifications and transfer documentation, captures participant rights/responsibilities signatures, updates demographics, schedules appointments, and provides low risk nutrition education.</li> </ul>