☒ **CalSAWS DD&I**	☐ **C-IV M&O**	☐ **CalWIN M&O**	☐ **LRS M&E**

Distribution Date:	August 27, 2021
To:	PPOC 40, Consortium.RegionalManagers.All; Consortium.Sectiondirectors; sternbergs@calsaws.org; Tombakianh@calsaws.org; IPOC.All
CIT Name:	**CalSAWS Delegated User Administration Portal User Access for BenefitsCal**
From:	CalSAWS Project

Regional Managers and PPOCs, please forward to the appropriate impacted staff in your county:

☒ General　　　　　　　　　　　　　　　　☐ Reports
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　　☐ CW　　　　　　　　　　　　　　　　　☐ Caseload Movement
　　☐ CF　　　　　　　　　　　　　　　　　☐ Management
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　　☐ CMSP　　　　　　　　　　　　　　☒ Security
　　☐ FC/KG/AAP　　　　　　　　　　　☐ Batch and Interfaces
　　☐ Child Care　　　　　　　　　　　☐ Imaging
　　☐ WTW　　　　　　　　　　　　　　☐ Migration
　　☐ Other Program(s)_____☐ Conversion
☐ C4Yourself　　☐ Your Benefits Now!　☐ Technical
☐ Customer Correspondence　　　　　☐ Training
☐ Other_____　　　　　☒ Help Desk

Description: (Including any step-by-step instructions)	**Purpose** The purpose of this CIT is to request counties to review the current list of County Delegated Administrative Users who have access to the CalSAWS Delegated Administration Portal and determine if additional users are required to be provisioned access for BenefitsCal. **Background** The CalSAWS Project has created and released a CalSAWS Delegated Administration Portal in ForgeRock (CalSAWS Identity Provider). ForgeRock governs all identity and access management functions (login, user management, permissions, etc.) for the CalSAWS application, including BenefitsCal. The Delegated Administration Portal enables County delegated personnel to create, update, review or disable CBO Organizations and CBO Managers within BenefitsCal. Within the Delegated Administration Portal, designated County personnel will be able to perform following operations within their respective Counties to facilitate CBO administration activities:

- Create new CBO users or CBO Organizations in the Delegated Administration Portal so they may access BenefitsCal
- Read/view CBO user and their role memberships, and CBO Organization
- Update CBO user and CBO Organization information and CBO role memberships
- Disable CBO users no longer requiring any BenefitsCal application access

County Delegated personnel will have visibility **only over users in their own county**.

Additional Information

The current list of County Delegated Administrators who may perform the above actions is located ▉. Please determine if any other users are required to perform the aforementioned functions as outlined above. If additional users are identified, please submit a ServiceNow ticket by **September 08, 2021**. To request for Delegated Administration Portal access, submit a Service Request under the category "Other" and enter the details in the description field (screenshot below).

A training document titled "Community Based Organization Access Request" will be made available in CalSAWS LMS on Friday, 08/20/21. This document will provide an overview of the end-to-end process flow for creating, updating, reviewing or disabling CBO Organizations and CBO Managers using the County Delegated Administrative tool.

Primary Project Contact: (Name, phone number, email address)	Mike Tombakian 916-230-1351 Tombakianh@calsaws.org
Backup Project Contact: (Name, phone	Sam Sternberg 310-426-5104 SternbergS@calsaws.org

number, email address)	
Attachments:	None

Web Portal Link:	███████
	
	OR
	
	You may also retrieve the CIT document and attachments by following these steps:
	    1. Click on the CRFIs & CITs link at the top of the page.
	    2. Click on the "CalSAWS Information Transmittal (CIT)" folder.
	    3. Click on the "2021" folder.
	    4. Click on the appropriate CIT # folder.