Chapter 2 – Security

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KDADS Web Applications and KAMIS II Security

Background   One of the system objectives for the Kansas Aging Management Information System (KAMIS) was to provide security of KAMIS data from unauthorized or unintentional exposure or damage. This objective continues with the Kansas Assessment Management Information System (KAMIS II).

As we extend system service to users communicating via the Internet, this security objective becomes even more critical. Requiring a user-specific password for access into KAMIS II is the starting point for security. Another aspect that users will see is access to only KAMIS data and functions via security access roles assigned to the user. These user profiles are based on specific business needs for data access, as approved by the designated security authority for the requesting agency's employees and service providers, and by KDADS management staff for KDADS employees.

Requesting Access   To request access to any KDADS web application, the requesting user must submit KDADS' electronic Information System Resources User Security Agreement form. Once the completed security agreement has been electronically submitted to KDADS, the request will be processed.

- The Information System Resources User Security Agreement can be located on the KDADS Provider Information Resource Website (www.aging.ks.gov)
- The security agreement must have the appropriate application request checked, and details on what forms and access level the user needs, or provide the name of an existing user at their agency that has the same type of access.

KDADS Web Applications and KAMIS II Security, Continued

Access Management

All user accounts for KAMIS II are created and managed by the KDADS Information Services Division support branch staff.

Issuance Procedure

You will receive your login information after the KDADS Security Agreement that you submitted electronically has been authorized and processed.

You will receive your user name and password via two emails sent from the KDADS Help Desk. The emails are sent to the email address you provided on your security agreement. The first email contains your user name, along with information about the website link to get to the Web Applications Sign In page. The second email contains your password, along with detailed instructions on how to change your initial password to one of your choosing.

Password Requirements

Web applications password requirements:
- Password expires every sixty (60 days). The user will be prompted to change it automatically. There are four grace logins allowed before you must change it or be locked out of the system. If locked out, you must contact the KDADS Help Desk to have the password reset.
- Minimum password length is eight (8) characters
- Password must contain at least one alphabetic character
- Password must contain at least one numeric character
- Password must contain at least one uppercase letter
- Password must contain at least one lowercase letter
- Special characters are recommended, but not required.

Individual passwords will not be visible to anyone, including KDADS support staff. However, KDADS support staff can reset the password if the user forgets their password. Instructions for changing a password are covered in the next Chapter.

Security Violations and Discipline

KAMIS II has an extensive internal audit trail for documenting when and by whom data is created and changed. For this reason, logging into KAMIS II with another user's name and password is *specifically prohibited* and a violation of the KDADS Information System Resources User Security Agreement. Discovered incidents of false identity will be investigated by KDADS, with a potential outcome of permanent denial of KAMIS II access for both the person falsely logging in, and the KAMIS II user who revealed their password.

Emergency Access Request   Any individual who requires emergency access to KAMIS II, or an emergency change in KAMIS privileges, should contact the KDADS Help Desk (785-296-4987) for assistance. The Help Desk will contact the appropriate approving official before making emergency changes, if possible. If that individual is not available in advance, then emergency changes will be approved by the KDADS Financial & Information Services Commissioner or the KDADS Chief Information Officer and the regular approving official will be notified as soon as possible afterward.

User Review / Update   KDADS will periodically validate the list of KAMIS II users and their privileges with their agency's official.

User Access Descriptions

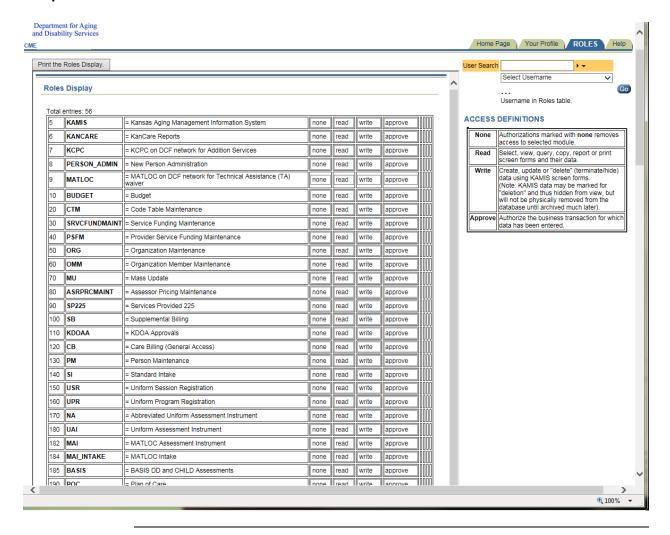**Access**   Below are the access privilege levels available.

Privileges	Description
Read (View)	Select, view, query, copy, report or print screen forms and their data.
Write (Update)	Create, update or terminate data using KAMIS screen forms.
Approve (Full Access)	Authorize the business transaction for which data has been entered.

Security Request Form

Introduction   This Roles page is available from the KDADS Web Applications Home Page for only those persons designated as the organization's security authority for KDADS web applications. They can look up an existing user from their agency and see what roles and access level the user has. This will assist in stating on a new user's security agreement request which existing user can be copied for the new user's access. The KDADS Helpdesk will use this information when setting up the new account.

Sample Blank Form

Information System Resources User Security Agreement

The link to the online security agreement form is available on the KDADS Provider Information Resource Website at www.aging.ks.gov. The link is located on the left side of the page. The form must be completed online and submitted electronically. Paper copies that are scanned, emailed and/or faxed to KDADS will not be accepted.