



## Indiana Career Connect Staff Account Application

### ***Indiana Career Connect Case Management/Labor Exchange System Acceptable Use and Confidentiality Policy***

It is the responsibility of all authorized Indiana Career Connect(ICC) users, (which may include but is not limited to the following: Case Managers, Department of Workforce Development Staff, Regional Workforce Board Staff, Service Provider Staff, and Regional Operator Staff), to safeguard sensitive client information. This information includes all personal information obtained from those seeking assistance from the WorkOne system and its affiliates. Unless otherwise identified by DWD management, all client information entered into the ICC system is confidential and is not to be shared or disclosed to organizations, agencies or individuals outside the Indiana Department of Workforce Development, its authorized representatives/agents, the Department of Labor and/or its authorized representatives/agents, agencies or organizations within the scope of those authorized by the Client's Release forms, partner MOUs, and/or other affidavits insuring confidentiality of records, and which relate to the provision of employment, support, and training services.

One of the primary objectives under Indiana's State Plan is integrated delivery for the overall benefit of the customer. The new mandatory statewide case management/labor exchange system, ICC, is designed to support that objective by allowing for a shared case management process. ICC allows authorized users to view information on all clients who are entered into the system across the state. This information includes case notes, with the exception of those relating to domestic violence, which are required to be "locked down" in the system.

Staff entering case notes should enter complete information needed to support the employment plan, but should refrain from entering any information that is not relevant to the employment plan or that is overly graphic and/or non-essential.

This confidentiality policy will be strictly enforced: Violators will face disciplinary actions that could result in termination of employment.

I have read and understand the above ICC Case Management/Labor Exchange System Acceptable Use and Confidentiality Policy, and agree to its terms.

**Please print pages one and two, complete all fields, scan pages into a PDF and attach to a WAFS ticket.**

---

**User Signature**

---

**Supervisor Signature**

---

**Date (MM/DD/YYYY)**



## Indiana Career Connect Staff Account Application

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Agency: \_\_\_\_\_

Job Title: \_\_\_\_\_

Zip: \_\_\_\_\_

Primary Phone: \_\_\_\_\_

LWIA Region: \_\_\_\_\_

Default Office (see list): \_\_\_\_\_

Office(s) to Allow Access (see list): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Privileges Group (see appendix A): \_\_\_\_\_

Program(s) (circle at least one):

Workforce Innovation and Opportunity  
Act (WIOA)  
Wagner-Peyser (WP)

Trade Adjustment Assistance (TAA)  
Generic Local Programs

Email Address: \_\_\_\_\_

Position(s) (circle at least one):

DVOP

LVER

STAFF



## Indiana Career Connect Staff Account Application

### *Appendix A: Permission Group List*

Group Name	Description
Active Users	Basic user of labor exchange data.
BasicCaseManager	Basic user of case management and labor exchange data.
BasicCaseManager_NoEdit	View only version of permission group BasicCaseManager_NoEdit
MasterCaseManager	Office level access of most case management and labor exchange data.
MasterCaseManager_NoEdit	View only version of permission group MasterCaseManager_NoEdit
EliteCaseManager	LWIA level access of most case management and labor exchange data.
EliteCaseManager_NoEdit	View only version of permission group EliteCaseManager_NoEdit
Power Users	Advanced user of labor exchange data.
UI	Used for UI staff
VIEW ONLY	View only version of permission group Active Users



## Indiana Career Connect Staff Account Application

### **Appendix B: WorkOne Office List**

LWIA 01 (0912) Michigan City W1	LWIA 03 (3300) W1 Auburn (DeKalb County)	LWIA 05 (1091) Plainfield W1
LWIA 01 (1111) Newton County W1 EXP	LWIA 03 (4491) W1 EXP Decatur (Adams County) Uplink ES #7994	LWIA 05 (3200) W1 Anderson (Madison County)
LWIA 01 (6892) W1 EXP Knox (Starke County)	LWIA 03 (4492) W1 EXP Huntington (Huntington County)	LWIA 05 (8400) W1 EXP Fishers (Hamilton County)
LWIA 01 (8392) W1 EXP Rensselaer (Jasper County)	LWIA 03 (6394) W1 EXP Wabash (Wabash County)	LWIA 05 (8600) W1 EXP Shelbyville (Shelby County)
LWIA 01 (6891) W1 EXP Winamac (Pulaski County)	LWIA 03 (4400) W1 Fort Wayne (Allen County)	LWIA 06 (1391) Rush County W1 EXP
LWIA 01 (4800) W1 Gary (Lake County)	LWIA 03 (7400) W1 Marion (Grant County)	LWIA 06 (3701) W1 EXP Connersville (Fayette County)
LWIA 01 (5000) W1 Hammond (Lake County)	LWIA 04 (6492) W1 Access Point Covington (Fountain County)	LWIA 06 (7792) W1 EXP Hartford City (Blackford County)
LWIA 01 (6800) W1 LaPorte (LaPorte County)	LWIA 04 (6495) W1 EXP Crawfordsville (Montgomery County)	LWIA 06 (8000) W1 EXP New Castle (Henry County)
LWIA 01 (8300) W1 Portage (Portage County)	LWIA 04 (6392) W1 EXP Logansport (Cass County)	LWIA 06 (9592) W1 EXP Portland (Jay County)
LWIA 02 (4100) W1 Elkhart (Elkhart County)	LWIA 04 (6499) W1 EXP Monticello (White County)	LWIA 06 (9500) W1 EXP Winchester (Randolph County)
LWIA 02 (8792) W1 EXP Plymouth (Marshall County)	LWIA 04 (6393) W1 EXP Peru (Miami County)	LWIA 06 (7700) W1 Muncie (Delaware County)
LWIA 02 (6395) W1 EXP Rochester (Fulton County)	LWIA 04 (6300) W1 Kokomo (Howard County)	LWIA 06 (8500) W1 Richmond (Wayne County)
LWIA 02 (4191) W1 EXP Warsaw (Kosciusko County)	LWIA 04 (6400) W1 Lafayette (Tippecanoe County)	LWIA 07 (0211) Clay County W1 EXP
LWIA 02 (8700) W1 South Bend (St. Joseph County)	LWIA 04 (6301) W1 REACH Kokomo (Howard County)	LWIA 07 (1211) Parke County W1 EXP
LWIA 03 (0871) LaGrange County W1 EXP	LWIA 04 (6401) W1 REACH Lafayette (Tippecanoe)	LWIA 07 (1332) Putnam County W1 EXP
LWIA 03 (1131) Noble County W1 EXP	LWIA 05 (0811) Franklin W1	LWIA 07 (1531) Sullivan County W1 EXP
LWIA 03 (1511) Steuben County W1 EXP	LWIA 05 (0591) Greenfield W1 EXP	LWIA 07 (1651) Vermillion County W1 EXP
LWIA 03 (1791) Wells County W1 EXP	LWIA 05 (0111) Lebanon W1 EXP	LWIA 07 (9000) W1 Terre Haute (Vigo County)
LWIA 03 (1831) Whitley County W1 EXP		LWIA 08 (0131) Brown County W1 EXP
		LWIA 08 (0271) Daviess County W1 EXP



## Indiana Career Connect Staff Account Application

LWIA 08 (1011) Martin County W1 EXP	LWIA 11 (1251) Petersburg W1 EXP
LWIA 08 (1191) Owen County W1 EXP	LWIA 11 (0511) Princeton W1 EXP
LWIA 08 (3400) W1 Bedford (Lawrence County)	LWIA 11 (1471) Rockport W1 EXP
LWIA 08 (3500) W1 Bloomington (Monroe County)	LWIA 11 (1231) Tell City W1 EXP
LWIA 08 (7995) W1 EXP Paoli (Orange County)	LWIA 11 (4200) W1 Evansville (Vanderburg County)
LWIA 08 (7100) W1 Linton (Greene County)	LWIA 11 (7991) W1 EXP Jasper (Dubois County)
LWIA 09 (0311) Greenburg W1 EXP	LWIA 11 (9200) W1 Vincennes (Knox County)
LWIA 09 (0791) North Vernon W1 EXP	LWIA 12 (9712) College Park - Parkstone W1 EXP
LWIA 09 (0901) Region 9 JAG Clearinghouse	LWIA 12 (0001) DWD Admin
LWIA 09 (0711) Seymour W1 EXP	LWIA 12 (1202) JAG Indianapolis - Ben Davis HS (Marion County)
LWIA 09 (3600) W1 Columbus (Barthlomew County)	LWIA 12 (1214) Mobile Unit (Marion County)
LWIA 09 (6900) W1 Lawrenceburg (Dearborn County)	LWIA 12 (5900) W1 Indianapolis East (Marion County)
LWIA 09 (7300) W1 Madison (Jefferson County)	LWIA 12 (5600) W1 Indianapolis West (Marion County)
LWIA 10 (0191) Clark County W1 EXP	LWIA 12 (1215) Youth Build Indy (Marion County)
LWIA 10 (0611) Harrison County W1 EXP	
LWIA 10 (7992) W1 EXP English (Crawford County)	
LWIA 10 (7997) W1 EXP Salem (Washington County)	
LWIA 10 (7996) W1 EXP Scottsburg (Scott County)	
LWIA 10 (7900) W1 New Albany (Floyd County)	
LWIA 11 (1731) Boonville W1 EXP	
LWIA 11 (1291) Mt. Vernon W1 EXP	