

INDIANA DEPARTMENT OF WORKFORCE DEVELOPMENT
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): _____

Program(s) (circle at least one):

- | | |
|---|--|
| <input type="checkbox"/> WIOA | <input type="checkbox"/> Trade Adjustment Assistance-TAA |
| <input type="checkbox"/> Wagner Peyser (WP) | <input type="checkbox"/> Generic Programs |

Privileges Group (see appendix A): _____

Email Address: _____

Position(s) (circle at least one):

- DVOP LVER STAFF

Fundable Case Manager? (Access to Fund Management module) Yes No

(select all that apply)

WIOA:

- | | |
|--|--|
| <input type="checkbox"/> Adult | <input type="checkbox"/> Youth |
| <input type="checkbox"/> Dislocated Worker | <input type="checkbox"/> Statewide Incumbent Worker – Adult |
| <input type="checkbox"/> Statewide Rapid Response Add'l Asst | <input type="checkbox"/> National Dislocated worker Grant (NDWG) |
| <input type="checkbox"/> Non-WIOA Special Grant | <input type="checkbox"/> Local Funded Grant |

Trade Adjustment Assistance:

- TAA

Generic Programs:

- | | |
|------------------------------------|--|
| <input type="checkbox"/> State JAG | <input type="checkbox"/> Ready to Work |
| <input type="checkbox"/> Skill Up | |

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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)

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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
DDRS	
EliteCaseManager	Basic user of case management and labor exchange data.
EliteCaseManager_NoEdit	View only version of permission group BasicCaseManager_NoEdit
JAG	NOTE: DO WE STILL NEED THIS OR CAN IT BE ROLLED INTO ONE OF THE CM GROUPS?
MasterCaseManager	Basic user of case management and labor exchange data.
MasterCaseManager_NoEdit	View only version of permission group BasicCaseManager_NoEdit
Power Users	Advanced user of labor exchange data.
UI	Used for UI staff
VIEW ONLY	View only version of permission group Active Users

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