

**Cornerstone Version13.8  
Employee Information & Security Access:  
“What a Program Coordinator Should Know”**

**Overview**

**Security Access Request (AD30)**

- **New Employees**
- Providing additional site access for staff**
- Procedure for returning employees**
- Proper use of AD30 for staff that log expenses-only**

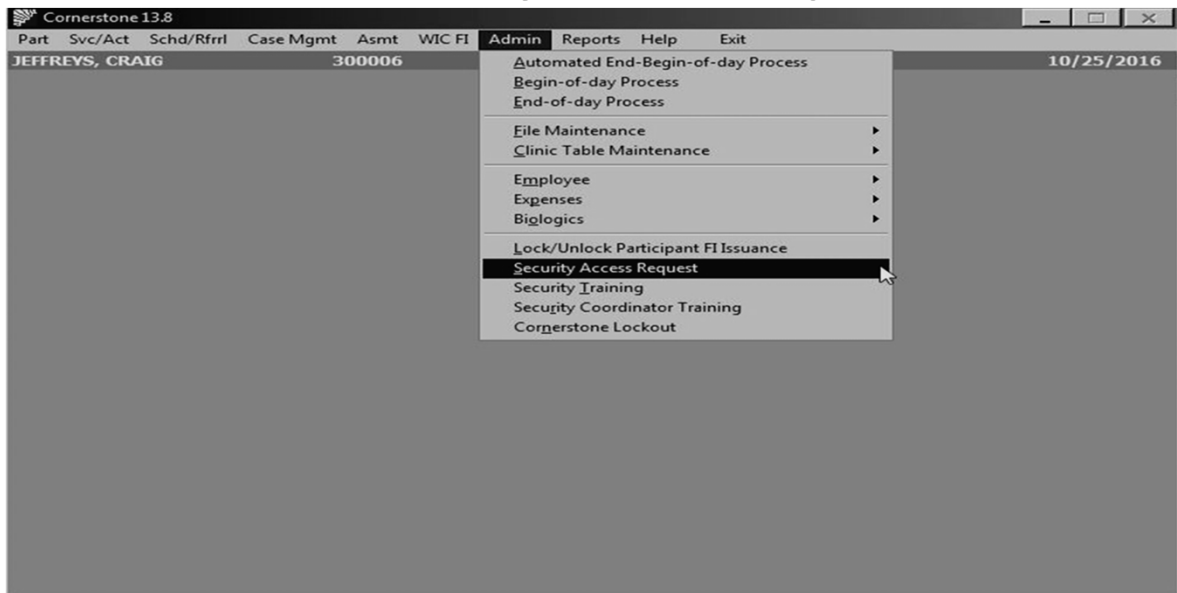
## Overview

### Employee Information Screen (AD15)

- Completing employee & program information
- Steps to terminate employee access

### Training Screens AD31 Security Training and AD32 Security Coordinator

## Admin > Security Access Request – Path



## AD30 – Security Access Request – New Employee

Cornerstone 13.8  
F1=Help F3=Return F4=Save F5=Add F6=Edit F7=Delete F11=Next F12=Cancel TextEdit  
JEFFREYS, CRAIG 300006 CORNERSTONE 10/24/2016

AD30 - SECURITY ACCESS REQUEST

### CORNERSTONE SECURITY ACCESS REQUEST

Current Cornerstone ID (if any for existing employee): [ ]

Last Name: [DOE] First Name: [JANE] MI: [ ]

Start Date(for new employee): [11/01/2016]

Add New Employee  Change, using Employee's existing Cornerstone ID

Title: [CLERK] Supervisor's ID: [111223335]

Total Access for WIC  No Citrix Access Needed Should employee be given Admin rights? [N] NO

Additional Site(s) where access is requested: [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

Program Access: [WIC] WOMEN, INFANTS AND CHILDREN

Entered by: [300006058] JEFFREYS CRAIG

Telephone Number: [312-555-5555] Ext: [111]

## AD30 – Security Access Request – Additional Sites

Cornerstone 13.8  
F1=Help F3=Return F4=Save F5=Add F6=Edit F7=Delete F11=Next F12=Cancel TextEdit  
JEFFREYS, CRAIG 300006 CORNERSTONE 10/28/2016

AD30 - SECURITY ACCESS REQUEST

### CORNERSTONE SECURITY ACCESS REQUEST

Current Cornerstone ID (if any for existing employee): [ ]

Last Name: [DOE] First Name: [JANE] MI: [ ]

Start Date(for new employee): [11/01/2016]

Add New Employee  Change, using Employee's existing Cornerstone ID

Title: [CLERK] Supervisor's ID: [111223335]

Total Access for WIC  No Citrix Access Needed Should employee be given Admin rights? [N] NO

Additional Site(s) where access is requested: [003001] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

Program Access: [WIC] WOMEN, INFANTS AND CHILDREN

Entered by: [300006058] JEFFREYS CRAIG

Telephone Number: [312-555-1212] Ext: [111]

## AD30 – Security Access Request - Returning Employee

Cornerstone 13.8  
 F1=Help F3=Return F4=Save F5=Add F6=Edit F7=Delete F11=Next F12=Cancel TextEdit  
 JEFFREYS, CRAIG 300006 CORNERSTONE 10/28/2016

AD30 - SECURITY ACCESS REQUEST

### CORNERSTONE SECURITY ACCESS REQUEST

Current Cornerstone ID (if any for existing employee):

Last Name: RETURNING First Name: EMPLOYEE MI:

Start Date(for new employee): 11/07/2016

Add New Employee  Change, using Employee's existing Cornerstone ID

Title: CASE MANAGER ASSISTANT Supervisor's ID: 111223335

Total Access for WIC  No Citrix Access Needed Should employee be given Admin rights?  NO

Additional Site(s) where access is requested:

Program Access:  CASE MANAGEMENT

Entered by: 300006058 JEFFREYS CRAIG

Telephone Number: 312-555-1212 Ext:

## AD30 – Security Access Request – Employee Expense

Cornerstone 13.8  
 F1=Help F3=Return F4=Save F5=Add F6=Edit F7=Delete F11=Next F12=Cancel TextEdit  
 JEFFREYS, CRAIG 300006 CORNERSTONE 11/01/2016

AD30 - SECURITY ACCESS REQUEST

### CORNERSTONE SECURITY ACCESS REQUEST

Current Cornerstone ID (if any for existing employee):

Last Name: CLEAN First Name: MISTER MI:

Start Date(for new employee): 11/01/2016

Add New Employee  Change, using Employee's existing Cornerstone ID

Title: JANITOR Supervisor's ID: 111223335

Total Access  No Citrix Access Needed Should employee be given Admin rights?  NO

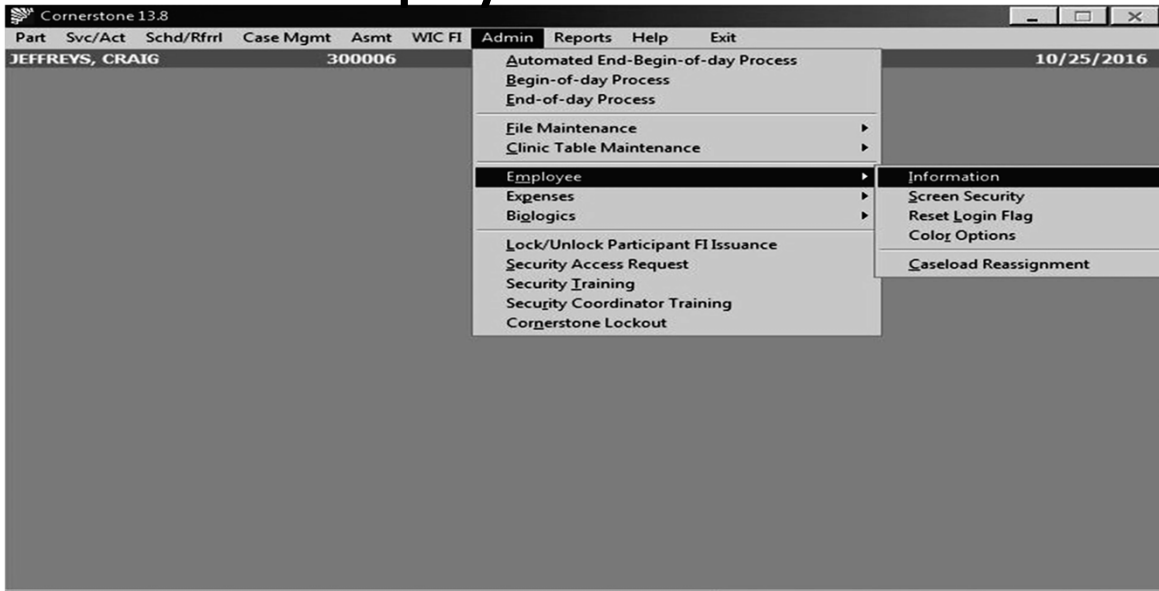
Additional Site(s) where access is requested:

Program Access:  CASE MANAGEMENT

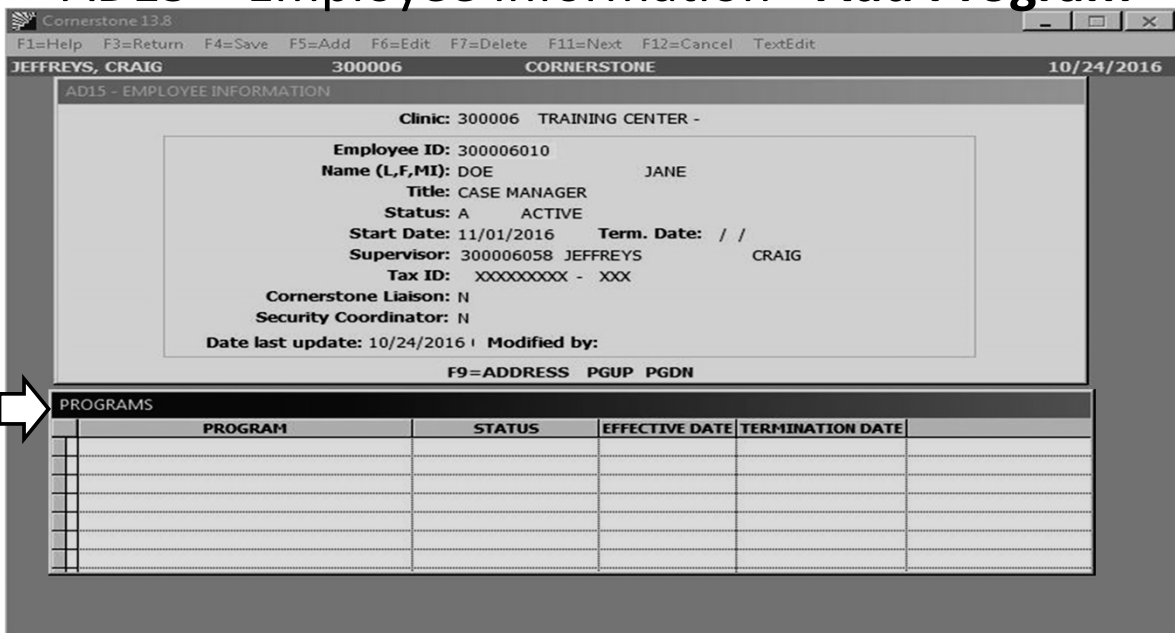
Entered by: 300006058 JEFFREYS CRAIG

Telephone Number: 312-555-1212 Ext: 111

## Admin > Employee > Information – Path



## AD15 – Employee Information - Add Program



## AD15 – Employee Information - Add Program

Cornerstone 13.8  
 F1=Help F3=Return F4=Save F5=Add F6=Edit F7=Delete F11=Next F12=Cancel TextEdit  
 JEFFREYS, CRAIG 300006 CORNERSTONE 10/24/2016

AD15 - EMPLOYEE INFORMATION

Clinic: 300006 TRAINING CENTER -

Employee ID: 300006010  
 Name (L,F,MI): DOE JANE  
 Title: CASE MANAGER  
 Status: A ACTIVE  
 Start Date: 11/01/2016 Term. Date: / /  
 Supervisor: 300006058 JEFFREYS CRAIG  
 Tax ID: XXXXXXXXX - XXX  
 Cornerstone Liaison: N  
 Security Coordinator: N  
 Date last update: 10/24/2016 Modified by:

F9=ADDRESS PGUP PGDN

PROGRAMS

ENTER PROGRAM INFORMATION

PROGRAM	STATUS	EFFECTIVE DATE	TERMINATION DATE
CH	A	11/01/2016	/ /

## AD15 – Employee Information - Add Program

Cornerstone 13.8  
 F1=Help F3=Return F4=Save F5=Add F6=Edit F7=Delete F11=Next F12=Cancel TextEdit  
 JEFFREYS, CRAIG 300006 CORNERSTONE 10/24/2016

AD15 - EMPLOYEE INFORMATION

Clinic: 300006 TRAINING CENTER -

Employee ID: 300006010  
 Name (L,F,MI): DOE JANE  
 Title: CASE MANAGER  
 Status: A ACTIVE  
 Start Date: 11/01/2016 Term. Date: / /  
 Supervisor: 300006058 JEFFREYS CRAIG  
 Tax ID: XXXXXXXXX - XXX  
 Cornerstone Liaison: N  
 Security Coordinator: N  
 Date last update: 10/24/2016 Modified by:

F9=ADDRESS PGUP PGDN

PROGRAMS

PROGRAM	STATUS	EFFECTIVE DATE	TERMINATION DATE
FAMILY CASE MANAGEMENT	ACTIVE IN PROGRAM	11/01/2016	/ /

## AD15 – Employee Information – Term Program

Cornerstone 13.8  
 F1=Help F3=Return F4=Save F5=Add F6=Edit F7=Delete F11=Next F12=Cancel TextEdit  
 JEFFREYS, CRAIG 300006 CORNERSTONE 10/24/2016

AD15 - EMPLOYEE INFORMATION

Clinic: 300006 TRAINING CENTER -

Employee ID: 300006010  
 Name (L,F,MI): DOE JANE  
 Title: CASE MANAGER  
 Status: A ACTIVE  
 Start Date: 11/01/2016 Term. Date: / /  
 Supervisor: 300006058 JEFFREYS CRAIG  
 Tax ID: XXXXXXXX - XXX  
 Cornerstone Liaison: N  
 Security Coordinator: N  
 Date last update: 10/24/2016 Modified by:  
 F9=ADDRESS PGUP PGDN

PROGRAMS

ENTER PROGRAM INFORMATION

PROGRAM	STATUS	EFFECTIVE DATE	TERMINATION DATE
FAMILY	I	11/01/2016	11/07/2016

## AD15 – Employee Information – Term Program

Cornerstone 13.8  
 F1=Help F3=Return F4=Save F5=Add F6=Edit F7=Delete F11=Next F12=Cancel TextEdit  
 JEFFREYS, CRAIG 300006 CORNERSTONE 10/24/2016

AD15 - EMPLOYEE INFORMATION

Clinic: 300006 TRAINING CENTER -

Employee ID: 300006010  
 Name (L,F,MI): DOE JANE  
 Title: CASE MANAGER  
 Status: A ACTIVE  
 Start Date: 11/01/2016 Term. Date: / /  
 Supervisor: 300006058 JEFFREYS CRAIG  
 Tax ID: XXXXXXXX - XXX  
 Cornerstone Liaison: N  
 Security Coordinator: N  
 Date last update: 10/24/2016 Modified by:  
 F9=ADDRESS PGUP PGDN

PROGRAMS

PROGRAM	STATUS	EFFECTIVE DATE	TERMINATION DATE
FAMILY CASE MANAGEMENT	TERMINATED FROM PROC	10/29/2016	11/01/2016

## AD15 – Employee Information - Security Erased

The screenshot shows the 'AD15 - EMPLOYEE INFORMATION' window in Cornerstone 13.8. The window title bar includes 'Cornerstone 13.8', 'JEFFREYS, CRAIG', '300006', 'CORNERSTONE', and '11/01/2016'. The main content area displays employee details for Employee ID 111223335, Name (L,F,M): DOE JANE, Title: CASE MANAGER, Status: T TERMINATED, Start Date: 11/01/2016, Term. Date: 11/07/2016, Supervisor: 300006058 JEFFREYS CRAIG, and Tax ID: XXXXXXXXX - XXX. A 'Confirm Box' dialog is overlaid on the screen with the text: 'All screen security will be erased. OK?' and 'Yes'/'No' buttons. Three arrows point to specific elements: arrow 1 points to the Name field, arrow 2 points to the Status field, and arrow 3 points to the 'PROGRAMS' table below.

PROGRAMS	
PROGRAM	TERMINATED
FAMILY CASE MANAGEMENT	TERMINATED

## Admin > Employee > Screen Security - Path

The screenshot shows the 'Admin' menu in Cornerstone 13.8. The menu is open, showing the path: Admin > Employee > Screen Security. The 'Employee' menu item is highlighted, and its sub-menu is visible, containing 'Information', 'Screen Security', 'Reset Login Flag', 'Color Options', and 'Caseload Reassignment'. The 'Screen Security' option is selected. The background shows the main application window with 'JEFFREYS, CRAIG' and '300006' visible.



# AD16 – Security Screen

Cornerstone 13.8  
 F1=Help F3=Return F4=Save F5=Add F6=Edit F7=Delete F11=Next F12=Cancel TextEdit  
 JEFFREYS, CRAIG 300006 CORNERSTONE 10/25/2016

AD16 - SECURITY SCREEN

Empl ID: 300006010 Last Name: DOE First Name: JANE MI:  
 Clinic: 300006 TRAINING CENTER - Title: CASE MANAGER

Not Assigned Screens	Current Screens Security	ADD	UPD	DEL
AD00-AUTOMATED EOD-BOD				
AD01-PROVIDER MAINTENANC				
AD02-PROVIDER SERVICE M				
AD04-CLINIC SCHEDULES				
AD05-BIOLOGICS INVENTOR				
AD06-BIOLOGIC LOT NUMBE				
AD09-PORTABLE PC UPLOAD				
AD10-BEGINNING OF DAY PE				
AD11-END OF DAY PROCESS				
AD12-REINDEX TABLES				
AD13-FOLLOW-UP REPORTS				
AD14-CLINIC ADMINISTRAT				
AD15-EMPLOYEE INFORMATI				
AD16-EMPLOYEE SCREEN SEC				
AD17-CASELOAD REASSIGNME				
AD18-GENERATE MEDICAID E				

Buttons: Move Move All Default Remove Remove All

# AD16 – Security Screen

Cornerstone 13.8  
 F1=Help F3=Return F4=Save F5=Add F6=Edit F7=Delete F11=Next F12=Cancel TextEdit  
 JEFFREYS, CRAIG 300006 CORNERSTONE 10/24/2016

AD16 - SECURITY SCREEN

Empl ID: 300006011 Last Name: DOE First Name: JOHN MI:  
 Clinic: 300006 TRAINING CENTER - Title: CASE MANAGER

Not Assigned Screens	Current Screens Security	ADD	UPD	DEL	
AD00-AUTOMATED EOD-BOD	AD13-FOLLOW-UP REPORTS		*		*
AD01-PROVIDER MAINTENANC	AD31-SECURITY TRAINING		Y		Y
AD02-PROVIDER SERVICE M	AS01-ASSESSMENT INFO-GENERAL		Y		Y
AD04-CLINIC SCHEDULES	CM01-CASE ASSIGNMENT HISTORY		*		*
AD05-BIOLOGICS INVENTOR	CM02-PARTICIPANT GOALS		Y		Y
AD06-BIOLOGIC LOT NUMBE	CM03-PARTICIPANT PLANNED SERV		Y		Y
AD09-PORTABLE PC UPLOAD	CM04-CASE NOTES		Y		*
AD10-BEGINNING OF DAY PE	CM07-ALERT COMMENTS		Y		Y
AD11-END OF DAY PROCESS	CM08-VIEW ALERT COMMENTS		*		*
AD12-REINDEX TABLES	CM09-CARE PLAN SUMMARY		*		*
AD14-CLINIC ADMINISTRAT	PA01-PARTICIPANT LOOK-UP		*		*
AD15-EMPLOYEE INFORMATI	PA02-PARTICIPANT PROFILE		*		*
AD16-EMPLOYEE SCREEN SEC	PA03-PARTICIPANT ENROLLMENT		Y		Y
AD17-CASELOAD REASSIGNME	PA06-PARTICIPANT GROUP RELATI		Y		N
AD18-GENERATE MEDICAID E	PA07-PARTICIPANT INITIAL PREN		Y		Y
AD19-SCHEDULE CLOSED DA	PA08-PARTICIPANT HEALTH VISIT		Y		*

Buttons: Move Move All Default Remove Remove All

# AD16 – Security Screen - Assign

Cornerstone 13.8  
 F1=Help F3=Return F4=Save F5=Add F6=Edit F7=Delete F11=Next F12=Cancel TextEdit  
 JEFFREYS, CRAIG 300006 CORNERSTONE 10/24/2016

AD16 - SECURITY SCREEN

Last Name First Name MI  
 Empl ID: 300006011 DOE JOHN  
 Clinic: 300006 TRAINING CENTER - Title: CASE MANAGER

Not Assigned Screens	Current Screens Security	ADD	UPD	DEL			
AD00-AUTOMATED EOD-BOD	AD13-FOLLOW-UP REPORTS		*		*		*
AD01-PROVIDER MAINTENANC	AD31-SECURITY TRAINING		Y		Y		*
AD02-PROVIDER SERVICE MA	AS01-ASSESSMENT INFO-GENERAL		Y		Y		*
AD04-CLINIC SCHEDULES	CM01-CASE ASSIGNMENT HISTORY		*		Y		*
AD05-BIOLOGICS INVENTOR	CM02-PARTICIPANT GOALS		Y		Y		Y
AD06-BIOLOGIC LOT NUMBE	CM03-PARTICIPANT PLANNED SERV		Y		Y		Y
AD09-PORTABLE PC UPLOAD	CM04-CASE NOTES		Y		*		*
AD10-BEGINNING OF DAY P	CM07-ALERT COMMENTS		Y		Y		Y
AD11-END OF DAY PROCESS	CM08-VIEW ALERT COMMENTS		*		*		*
AD12-REINDEX TABLES	CM09-CARE PLAN SUMMARY		*		*		*
AD14-CLINIC ADMINISTRAT	PA01-PARTICIPANT LOOK-UP		*		*		*
AD15-EMPLOYEE INFORMATI	PA02-PARTICIPANT PROFILE		*		*		*
<b>AD17-CASELOAD REASSIGNM</b>	PA03-PARTICIPANT ENROLLMENT		Y		Y		*
AD18-GENERATE MEDICAID	PA06-PARTICIPANT GROUP RELATI		Y		Y		N
AD19-SCHEDULE CLOSED DA	PA07-PARTICIPANT INITIAL PREN		Y		Y		*
	PA08-PARTICIPANT HEALTH VISIT		Y		Y		*
			Y		Y		*

1 → 2 → 3 →

Move Move All Default Remove Remove All

Cornerstone 13.8  
 F1=Help F3=Return F4=Save F5=Add F6=Edit F7=Delete F11=Next F12=Cancel TextEdit  
 HOLLIS, MARLIN 300006 CORNERSTONE 11/21/2016

AD16 - SECURITY SCREEN

Last Name First Name MI  
 Empl ID: 300006011 CORNERSTONE DEMO 11  
 Clinic: 300006 TRAINING CENTER - Title: DEMO

Not Assigned Screens	Current Screens Security	ADD	UPD	DEL			
AD00-AUTOMATED EOD-BOD	AD13-FOLLOW-UP REPORTS		*		*		*
AD01-PROVIDER MAINTENANC	<b>AD17-CASELOAD REASSIGNMENT</b>		*		Y		*
AD02-PROVIDER SERVICE MA	AD31-SECURITY TRAINING		Y		Y		*
AD04-CLINIC SCHEDULES	AS01-ASSESSMENT INFO-GENERAL		Y		Y		*
AD05-BIOLOGICS INVENTOR	CM01-CASE ASSIGNMENT HISTORY		*		Y		*
AD06-BIOLOGIC LOT NUMBE	CM02-PARTICIPANT GOALS		Y		Y		Y
AD09-PORTABLE PC UPLOAD	CM03-PARTICIPANT PLANNED SERV		Y		Y		Y
AD10-BEGINNING OF DAY P	CM04-CASE NOTES		Y		*		*
AD11-END OF DAY PROCESS	CM07-ALERT COMMENTS		Y		Y		Y
AD12-REINDEX TABLES	CM08-VIEW ALERT COMMENTS		*		*		*
AD14-CLINIC ADMINISTRAT	CM09-CARE PLAN SUMMARY		*		*		*
AD15-EMPLOYEE INFORMATI	PA01-PARTICIPANT LOOK-UP		*		*		*
AD16-EMPLOYEE SCREEN SE	PA02-PARTICIPANT PROFILE		*		*		*
AD17-CASELOAD REASSIGNM	PA03-PARTICIPANT ENROLLMENT		Y		Y		*
AD18-GENERATE MEDICAID	PA06-PARTICIPANT GROUP RELATI		Y		Y		N
AD19-SCHEDULE CLOSED DA	PA07-PARTICIPANT INITIAL PREN		Y		Y		*
			*		Y		*

Move Move All Default Remove Remove All

Cornerstone 13.8  
 F1=Help F3=Return F4=Save F5=Add F6=Edit F7=Delete F11=Next F12=Cancel TextEdit  
 HOLLIS, MARLIN 300006 CORNERSTONE 11/21/2016

AD16 - SECURITY SCREEN

Empl ID: 300006011 Last Name: CORNERSTONE First Name: DEMO 11 MI: MI  
 Clinic: 300006 TRAINING CENTER - Title: DEMO

Not Assigned Screens	Current Screens Security	ADD	UPD	DEL
AD00-AUTOMATED EOD-BOD	AD13-FOLLOW-UP REPORTS	*   *   *		
AD01-PROVIDER MAINTENAN	AD17-CASELOAD REASSIGNMENT	*   Y   *		
AD02-PROVIDER SERVICE M	AD31-SECURITY TRAINING	Y   Y   *		
AD04-CLINIC SCHEDULES	AS01-ASSESSMENT INFO-GENERAL	Y   Y   *		
AD05-BIOLOGICS INVENTOR	CM01-CASE ASSIGNMENT HISTORY	*   Y   *		
AD06-BIOLOGIC LOT NUMBE	CM02-PARTICIPANT GOALS	Y   Y   Y		
AD09-PORTABLE PC UPLOAD	CM03-PARTICIPANT PLANNED SERV	Y   Y   Y		
AD10-BEGINNING OF DAY P	CM04-CASE NOTES	Y   *   *		
AD11-END OF DAY PROCESS	CM07-ALERT COMMENTS	Y   Y   Y		
AD12-REINDEX TABLES	CM08-VIEW ALERT COMMENTS	*   *   *		
AD14-CLINIC ADMINISTRAT	CM09-CARE PLAN SUMMARY	*   *   *		
AD15-EMPLOYEE INFORMATI	PA01-PARTICIPANT LOOK-UP	*   *   *		
AD16-EMPLOYEE SCREEN SE	PA02-PARTICIPANT PROFILE	*   *   *		
AD17-CASELOAD REASSIGNME	PA03-PARTICIPANT ENROLLMENT	Y   Y   *		
AD18-GENERATE MEDICAID	PA06-PARTICIPANT GROUP RELATI	Y   Y   N		
AD19-SCHEDULE CLOSED DA	PA07-PARTICIPANT INITIAL PREN	Y   Y   *		
		*   Y   *		

Move Move All Default Remove Remove All

Cornerstone 13.8  
 F1=Help F3=Return F4=Save F5=Add F6=Edit F7=Delete F11=Next F12=Cancel TextEdit  
 HOLLIS, MARLIN 300006 CORNERSTONE 11/21/2016

AD16 - SECURITY SCREEN

Empl ID: 300006011 Last Name: CORNERSTONE First Name: DEMO 11 MI: MI  
 Clinic: 300006 TRAINING CENTER - Title: DEMO

Not Assigned Screens	Current Screens Security	ADD	UPD	DEL
AD19-SCHEDULE CLOSED DA	AD13-FOLLOW-UP REPORTS	*   *   *		
AD22-EMPLOYEE EXPENSES	AD17-CASELOAD REASSIGNMENT	*   Y   *		
AD23-CLINIC OPERATING E	AD31-SECURITY TRAINING	Y   Y   *		
AD24-LOCK/UNLOCK FI ISS	AS01-ASSESSMENT INFO-GENERAL	Y   Y   *		
AD26-RESET LOGIN FLAG	CM01-CASE ASSIGNMENT HISTORY	*   Y   *		
AD27-COLOR OPTIONS	CM02-PARTICIPANT GOALS	Y   Y   Y		
AD28-PROCEDURE TABLE MA	CM03-PARTICIPANT PLANNED SERV	N   N   N		
AD29-MEDICAL DIRECT EXP	CM07-ALERT COMMENTS	Y   Y   Y		
AD30-SECURITY ACCESS RE	CM08-VIEW ALERT COMMENTS	*   *   *		
AD33-CORNERSTONE LOCKOU	CM09-CARE PLAN SUMMARY	*   *   *		
AS02-WIC ASSESSMENT	PA01-PARTICIPANT LOOK-UP	*   *   *		
AS03-EI LEVELS OF DEVEL	PA02-PARTICIPANT PROFILE	*   *   *		
AS06-BCCP INFORMATION	PA03-PARTICIPANT ENROLLMENT	Y   Y   *		
AS07-HFI ELIGIBILITY TO	PA06-PARTICIPANT GROUP RELATI	Y   Y   N		
AS08-WISEWOMAN INFORMAT	PA07-PARTICIPANT INITIAL PREN	Y   Y   *		
CM04-CASE NOTES	PA08-PARTICIPANT HEALTH VISIT	Y   Y   *		
		N   N   N		

Move Move All Default Remove Remove All

# AD16 – Security Screen

Cornerstone 13.8  
 F1=Help F3=Return F4=Save F5=Add F6=Edit F7=Delete F11=Next F12=Cancel TextEdit  
 JEFFREYS, CRAIG 300006 CORNERSTONE 10/24/2016

AD16 - SECURITY SCREEN

Empl ID: | 300006011 DOE Last Name First Name MI  
 Clinic: 300006 TRAINING CENTER - Title: CASE MANAGER

Not Assigned Screens	Current Screens Security	ADD	UPD	DEL
AD00-AUTOMATED EOD-BOD	AD13-FOLLOW-UP REPORTS	*   *   *		
AD01-PROVIDER MAINTENANC	AD31-SECURITY TRAINING	Y   Y   *		
AD02-PROVIDER SERVICE MA	AS01-ASSESSMENT INFO-GENERAL	Y   Y   *		
AD04-CLINIC SCHEDULES	CM01-CASE ASSIGNMENT HISTORY	*   Y   *		
AD05-BIOLOGICS INVENTORY	CM02-PARTICIPANT GOALS	Y   Y   Y		
AD06-BIOLOGIC LOT NUMBER	CM03-PARTICIPANT PLANNED SERV	Y   Y   Y		
AD09-PORTABLE PC UPLOAD	CM04-CASE NOTES	*   *   *		
AD10-BEGINNING OF DAY PR	CM07-ALERT COMMENTS	Y   Y   Y		
AD11-END OF DAY PROCESSI	CM08-VIEW ALERT COMMENTS	*   *   *		
AD12-REINDEX TABLES	CM09-CARE PLAN SUMMARY	*   *   *		
AD14-CLINIC ADMINISTRATI	PA01-PARTICIPANT LOOK-UP	*   *   *		
AD15-EMPLOYEE INFORMATI	PA02-PARTICIPANT PROFILE	*   *   *		
AD16-EMPLOYEE SCREEN SEC	PA03-PARTICIPANT ENROLLMENT	Y   Y   *		
AD17-CASELOAD REASSIGNME	PA06-PARTICIPANT GROUP RELATI	Y   Y   N		
AD18-GENERATE MEDICAID I	PA07-PARTICIPANT INITIAL PREN	Y   Y   *		
AD19-SCHEDULE CLOSED DA	PA08-PARTICIPANT HEALTH VISIT	Y   Y   *		
		Y Y =		

Move Move All Default Remove All

Cornerstone 13.8  
 F1=Help F3=Return F4=Save F5=Add F6=Edit F7=Delete F11=Next F12=Cancel TextEdit  
 HOLLIS, MARLIN 300006 CORNERSTONE 11/21/2016

AD16 - SECURITY SCREEN

Empl ID: 300006011 CORNERSTONE Last Name First Name MI  
 Clinic: 300006 TRAINING CENTER - Title: DEMO

Not Assigned Screens	Current Screens Security	ADD	UPD	DEL
AD19-SCHEDULE CLOSED DA	AD13-FOLLOW-UP REPORTS	*   *   *		
AD22-EMPLOYEE EXPENSES	AD17-CASELOAD REASSIGNMENT	*   Y   *		
AD23-CLINIC OPERATING E	AD31-SECURITY TRAINING	Y   Y   *		
AD24-LOCK/UNLOCK FI ISS	AS01-ASSESSMENT INFO-GENERAL	Y   Y   *		
AD26-RESET LOGIN FLAG	CM01-CASE ASSIGNMENT HISTORY	*   Y   *		
AD27-COLOR OPTIONS	CM02-PARTICIPANT GOALS	Y   Y   Y		
AD28-PROCEDURE TABLE MA	CM03-PARTICIPANT PLANNED SERV	Y   Y   Y		
AD29-MEDICAL DIRECT EXP	CM07-ALERT COMMENTS	Y   Y   Y		
AD30-SECURITY ACCESS RE	CM08-VIEW ALERT COMMENTS	*   *   *		
AD33-CORNERSTONE LOCKOU	CM09-CARE PLAN SUMMARY	*   *   *		
AS02-WIC ASSESSMENT	PA01-PARTICIPANT LOOK-UP	*   *   *		
AS03-EI LEVELS OF DEVEL	PA02-PARTICIPANT PROFILE	*   *   *		
AS06-BCCP INFORMATION	PA03-PARTICIPANT ENROLLMENT	Y   Y   *		
AS07-HFI ELIGIBILITY TO	PA06-PARTICIPANT GROUP RELATI	Y   Y   N		
AS08-WISEWOMAN INFORMAT	PA07-PARTICIPANT INITIAL PREN	Y   Y   *		
CM04-CASE NOTES	PA08-PARTICIPANT HEALTH VISIT	Y   Y   *		
		Y = =		

Move Move All Default Remove Remove All

## REMINDER

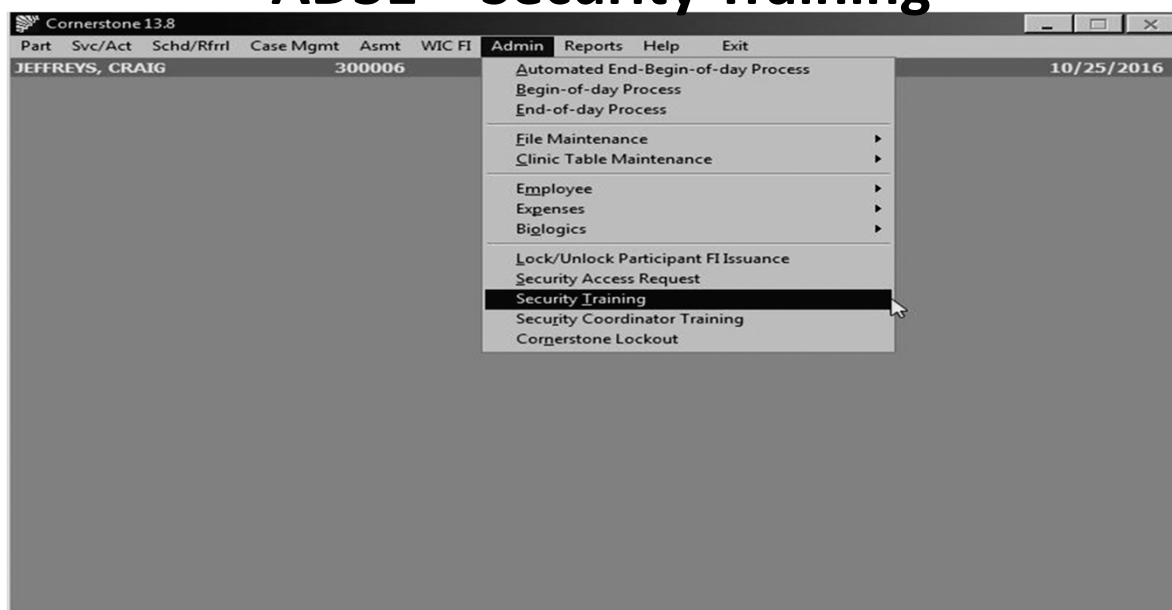
### SECURITY TRAINING (AD31) STAFF

Employees who use Cornerstone are required to be aware of their security responsibilities.

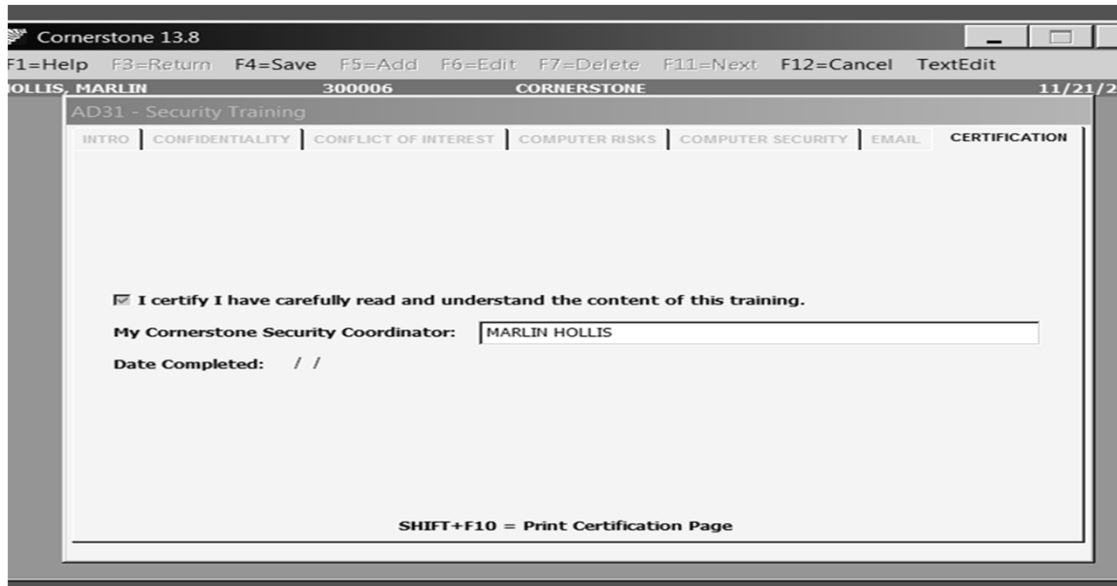
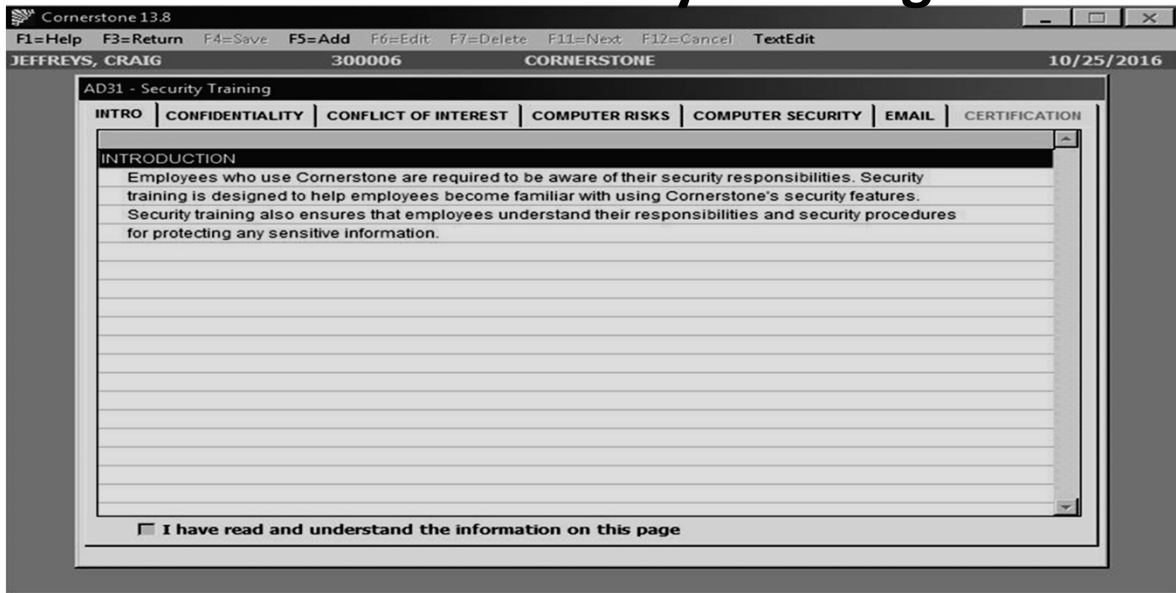
**New employees** will not be allowed into the full Cornerstone system until training has been completed.

- Annual Training Required Once A Year
- System Reminder 30 Days Prior To Annual Training Date

## AD31 – Security Training



# AD31 – Security Training



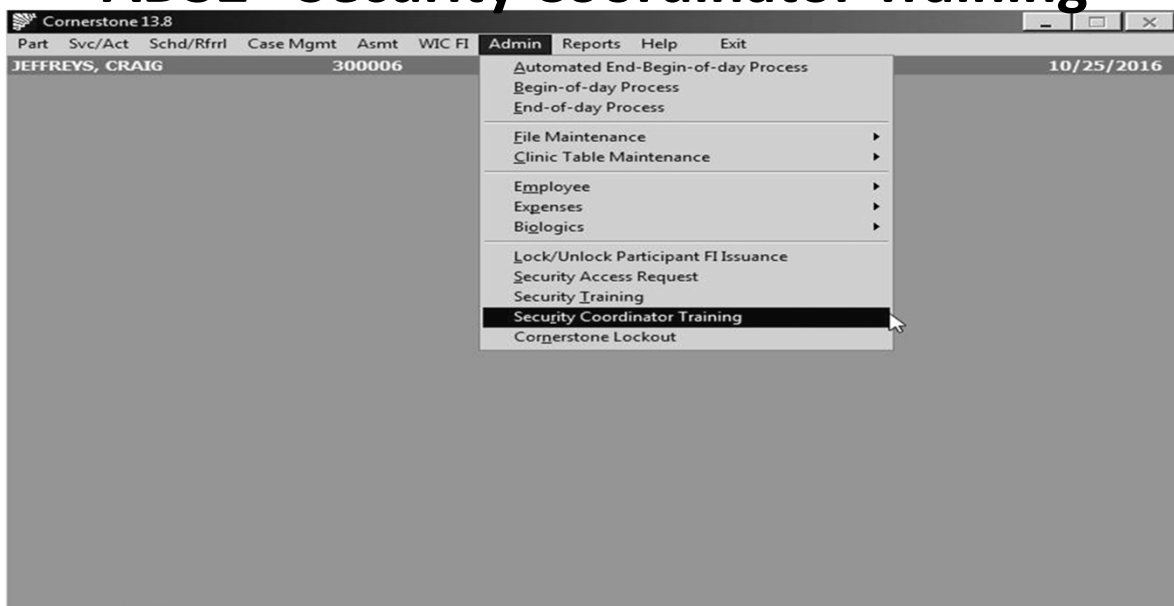
## REMINDER

### SECURITY COORDINATOR TRAINING (AD32) Supervisor

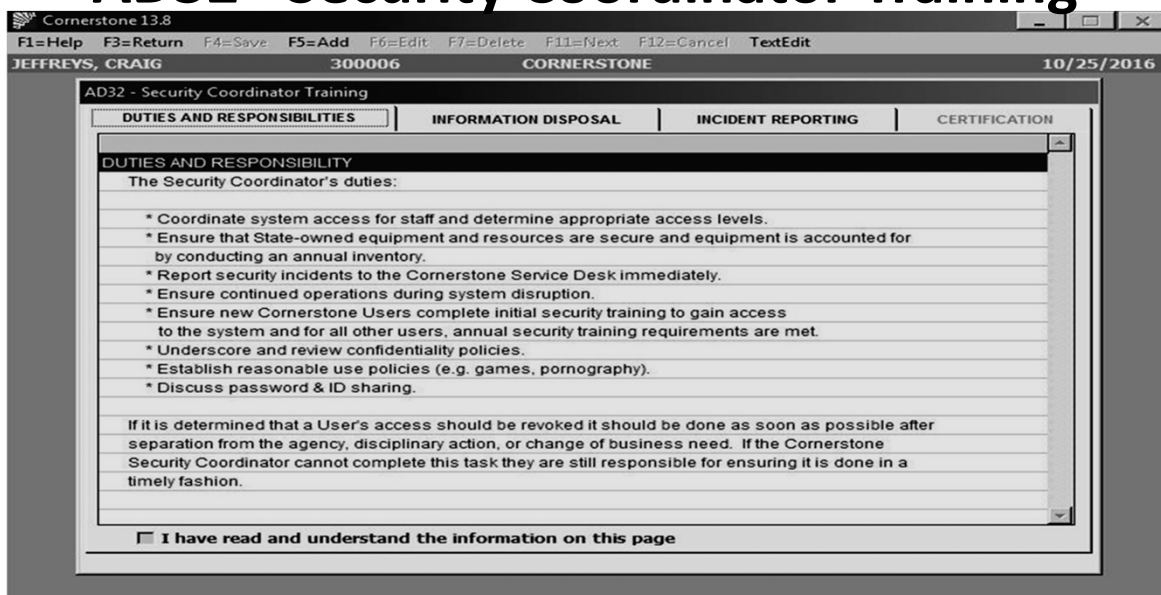
Security Coordinators who use Cornerstone are required to be aware of their security responsibilities.

- Annual Training Required Once A Year
- System Reminder 30 Days Prior To Annual Training Date

## AD32 –Security Coordinator Training



## AD32 –Security Coordinator Training



## References

“Cornerstone Security Training Review”  
 10/1/2013

<http://www.springfieldul.org/page.aspx?item=22>



## Questions

If you have questions, please contact the appropriate IDHS program

OR

### **CORNERSTONE SUPPORT**

#### **Service Desk**

Phone: 866.791.4554

Fax: 217-524-0289

Email: [DoIT.CStoneSupport@illinois.gov](mailto:DoIT.CStoneSupport@illinois.gov)

# Thank You!