

DCF KEES Access Instructions

KEES Security Agreement

The KEES End User Security Agreement must be filled out electronically, printed, and signed. Security Agreements that fail to comply with these instructions, or which are not easily read by KEES administrative staff, will be rejected and returned to the submitter. The name used on the Security Agreement must be the legal name of the user as shown on a government-issued ID or as it appears in the SHARP system. The supervisor identified in the Security Agreement must be the user's direct supervisor or other managerial staff in the user's business unit. New users must provide all four (4) pages of the document to KEES Security.

Link to the "[End User Security Agreement](#)" located on the KDHE KEES Repository

Training Requirements

In addition to the signed Security Agreement, new employees must also provide verification of completion of specific training requirements. New users must forward a file copy of either their training transcript or training certificates of completion for each course to the KEES Security. All training verification documents must be legible and include the name of the employee, name of the course, and a date that can be associated with the training. Hand-written entries or partial printing of any document will be rejected. Below are the training requirements for DCF.

DCF Employees:

- Current years IT security Awareness Training (please contact DCF IT Security for link to training)
- Security Awareness Training for Information provided by the U.S. Social Security Administration (Course ID# KEOPSE0101)
- HIPAA Training Courses:
 1. HIPAA Awareness (Course ID# ODHRPP0101)
 2. HIPAA Core (Course ID# ODHRPP0102)
 3. HIPAA More (Course ID# ODHRPP0103)

Submitting Documentation:

Attach all documentation files to an email message addressed to the KEES.Security@ks.gov mailbox. Please include the words "KEES ACCESS" and the name of the employee within the Subject line of the email message.

If you are unable to scan and e-mail the documents, mail them to:

KEES Security Administrator
State of Kansas
534 S Kansas Ave S-200
Topeka, KS 66603

Updated: 02/18/2022

NOTE: Documents must be named using the following conventions. Documents not conforming to the following naming convention will be rejected. All files must be submitted as attachments. We cannot accept images embedded in the body of an Email.

Training Certificates

Save a screen shot of the course certificate in a PDF or Word document with the required training course **and** the trainee's name in clear view. Each certificate must be submitted in a separate PDF or Word document with the exception of HIPPA courses. The three HIPPA certificates may be saved within the same PDF or Word document.

The name of the files should follow the naming conventions: <Date mm-dd-yyyy> <last name>, <first name><Doc type>

Examples:

KEES End User Security Agreement	05-31-2017 Waddle, Julie AGREE
IT Security Awareness training	05-31-2017 Waddle, Julie SEC
Security Awareness for Information Provided by Social Security Administration	05-31-2017 Waddle, Julie SSA
The 3 HIPPA courses	05-31-2017 Waddle, Julie HIPPA

KEES End User Security Agreement:

After completing the signatory page, save the KEES End User Security Agreement document in PDF format. The naming convention is: <Date mm-dd-yyyy> <last name>, <first name>AGREE

Example: 07-01-2017 Waddle, Julie AGREE

Transcript:

Save a screen shot of your transcript in a PDF or Word document with the required training course **and** the trainee's name in clear view. The naming convention is: <Date mm-dd-yyyy> <last name>, <first name>TRANS

Example: 07-01-2017 Waddle, Julie TRANS

Change Requests

When submitting a Change Request to update or terminate end users access to KEES, The name of the file should follow the naming convention: <Date mm-dd-yyyy> <last name>, <first name>Change Request

Example: 05-31-2017 Waddle, Julie Change Request