# **CFSR Information Portal, E-Learning Academy, and Online Monitoring System User Access Request Form**

At the beginning of a state’s Round 4 Child and Family Services Review (CFSR), states must identify individuals who are on their state team and who should have access to the CFSR Information Portal (portal), Round 4 E-Learning Academy (ELA), and Round 4 Online Monitoring System (OMS). Below are instructions and a form for this purpose. Rows may be added by copying and pasting as needed for additional users.

Please note:

* All state team members will receive a portal account (or have their existing account reactivated).
* All Round 4 CFSR state team members will automatically receive access to their state’s Round 4 group page in the portal, access to the Round 4 Practice OMS, and access to the Round 4 ELA.
* Once a new portal account is created (or if an existing account is reactivated), the user will receive an automated email with instructions to access their account. New users to the OMS will also receive an introductory OMS email in addition to the portal account email.
* States must designate a Round 4 ELA Manager and OMS State Administrator(s). While these two manager roles can be filled by the same person, states may also designate separate individuals for these roles. All states should have already designated a Round 4 ELA Manager and OMS State Administrator(s). However, if states wish to change the individual(s) serving in that role, they may do so using the first two tables below. If there are no changes to these roles, please leave these tables blank. For all other users (reviewers, site leaders, read-only users, and CB staff), please complete the third table.
* Checkboxes in the tables allow the state to indicate if a user should be added to the CFSR, the CQI review, and/or the PIP review within the OMS. All users added to an Official OMS review (CFSR, CQI review, or PIP review) will also automatically receive access to the Practice OMS. Mark only the Practice OMS checkbox if a user should only receive access there and not to the Official OMS. The OMS State Administrator should specify the OMS Review(s), OMS Site Assignment(s), and OMS User Role (in addition to the other columns) for users who require OMS access.

States can use this form for the initial set up of Round 4 OMS review teams, as well as to request subsequent user changes. States should submit the completed form to your Children’s Bureau (CB) partners and once approved, CB will send the form to the CWRP Help Desk to add users to a CFSR or PIP review. States may submit the form directly to the CWRP Help Desk when adding users to a CQI review. Please contact the CWRP Help Desk if you have questions about this form or require it in a different format.

**Request to change the E-Learning Academy (ELA) Manager**

| **First and Last Name**  | **Email Address** | **OMS Review(s)**(Mark all that apply) | **OMS Site/Region Assignment(s)** (Leave blank to assign user to **All sites**) | **OMS User Role** |
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|  |  | [ ] CFSR[ ] PIP review[ ] CQI review[ ] Practice OMS | List site(s) if limited to specific sites: | Select an OMS user role |

**Request to add new OMS State Administrator(s)**

| **First and Last Name**  | **Email Address** | **OMS Review(s)**(Mark all that apply) | **OMS Site/Region Assignment(s)** (Leave blank to assign user to **All sites**) | **OMS User Role** |
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|  |  | [ ] CFSR[ ] PIP review[ ] CQI review[ ] Practice OMS | List site(s) if limited to specific sites: | OMS State Administrator |

\*It is recommended that OMS State Administrator(s) serve in this role across all the state’s OMS Reviews (CFSR, PIP review, CQI review, and Practice OMS).

**Request to add users to the CFSR Information Portal, ELA, and OMS**

| **First and Last Name**  | **Email Address** | **OMS Review(s)**(Mark all that apply) | **OMS Site/Region Assignment(s)** (Leave blank to assign user to **All sites**) | **OMS User Role** |
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