APD INFORMATION SYSTEMS ACCESS AUTHORIZATION
Type A Area Agency on Aging Individual User Profile
for Management of OAA And OPI Programs

Check only applicable choices:	☐ **Add** a New User ID (<u>indicate RACF ID of a User at same address</u>:)
	☐ **Modify** User Profile ☐ **Reinstate** User ☐**Revoke** User
	☐ Change name on User ID *(NAME IS MODIFIED IN SYSTEM, RACF ID REMAINS SAME)*

| **Employed By:** | AAA Name: | Agency Acronym: |
| | AAA Contractor: | ☐ Other (Specify) |

| **Default/Home Branch #:** | **Other AAA branch #'s:** |

User Information *("User" is the person whose account is being affected)*

Name First, M.I., Last	RACF ID (LEAVE BLANK IF NOT ASSIGNED YET)	Effective Date
Empl ID/or last 5 SSN #:	PositionTitle	Email Address	
Work Address, City and Zip		Phone

MCADVSD use only: ☐ Citrix processed   ☐ Mainframe pw   ☐ OA pw

Manager Information

Name First, MI, Last	Position Title
Division/Work Unit (IF APPLICABLE)	Phone	Email
Signature	Today's Date

User access setup:
For Enhancing Equity and District Center employees choose all that apply to applicants job function.

☐ Options Counseling

☐ Information & Assistance

☐ Oregon Project Independence (OPI) Case Management

☐ Older Americans Act (OAA) Case Management

☐ Processing home care worker vouchers

☐ Evidence Based Health Promotion Registration

☐ Transportation Coordinator

☐ SHIBA Coordination

☐ Program Management &

☐ Coordination Pays Vouchers

☐ Remove Pays Voucher rights