

Nebraska Management Information System End User License Request Form

This request must be completed and signed to request end user licenses to access the NMIS ServicePoint database. All user agreements and training must be completed and signed by the user before a username and password will be assigned.

Agency Name			
Requesting License(s):			
Authorized Signature:		Title:	
Print Name:			
Phone Number:		Email Address:	
Mailing Address:			

Please type or print the information below for each user.

N-New D-Delete C-Change Program	Name	Phone	Email	Program(s) user is listed under	Access Level Code Check one per user (see definitions below)									
					RS-I	RS-II	RS-III	V	AS	CM-I / II	AA	ED		
1														
2														
3														
4														
5														
6														
7														

Access Level Code	Access Level Name	Access Level Definition
RS-I	Resource Specialist I	Access is limited to ResourcePoint module. User can search database of area agencies and programs and view detail screens for each agency or program. No access to client or service records and cannot modify or delete data.
RS-II	Resource Specialist II	Same access as Resource Specialist I, however, is an agency-level I&R Specialist who can update own agency and program information.
RS-III	Resource Specialist III	Same access as Resource Specialist II, however, is a system-wide I&R Specialist who can update any agency or program information and can also edit the system-wide news.
V	Volunteer	Access to ResourcePoint module is limited, access to ClientPoint, and limited access to service records. Can view or edit the client profile, but is restricted from viewing detailed assessments. Can enter new client records, make referrals, or check-in/out a client from a shelter. Normally, this access level allows a volunteer to complete the intake and then refer the client to Agency Staff or a Case Manager.
AS	Agency Staff	Access to ResourcePoint, limited access to ClientPoint. Can only access client profile screen, all other screens are restricted, including assessments and case plan records. Also has full access to service records and can add news items to the newswire feature. No reporting access.
CM-I / II	Case Manager I / II	Access to all features excluding administrative functions. Has access to all screens within ClientPoint, including the assessments and full access to service records. There is full reporting access for all records open to Case Manager.
AA	Agency Administrator	Access to all features including agency level administrative functions. Can edit agency and program data, has full reporting access for all records open to Agency Administrator. Cannot access Assessment Administration, Picklist Data, Licenses, Shadow Mode, or System Preferences.
ED	Executive Director	Same access rights as Agency Administrator, but ranked above Agency Administrator.