

**NEVADA JOBCONNECT
ONE-STOP OPERATING SYSTEM (OSOS)
ACCESS PROCEDURES**

CONFIDENTIALITY PROCEDURES:

1. A signed **Agreement for Exchange of Confidential Information** between Nevada's Department of Employment, Training and Rehabilitation and **each** local workforce investment board (LWIB) must be on file.
2. A signed **Agency Access Agreement** for each JobConnect partner whose employees, agents and/or sub-contractors have been given access to OSOS must be on file.
3. If the signed agreements referenced under numbers 1 and 2 above are on file, JobConnect partner staff requesting access to OSOS must fill out the **Individual Access and Confidentiality Agreement** form signed by the employee and an authorized representative of their agency.
4. Both forms referenced in #2 and #3 must be submitted to the OSOS Administrators located at the Department's Workforce Investment Support Services (WISS) Unit in Carson City. Forms can be faxed to 775-684-0327 or mailed to WISS at 500 E Third St., Carson City, NV 89713.
5. **Authorized agency staff** (person who signs MOU for JobConnect One Stops or Agency or person who has authority over the employee) must notify the OSOS Administrators within 24 hours when staff are terminated or no longer need the use of OSOS. Notification must be made to the OSOS Administrators in writing via letter or e-mail. If e-mail is used, send to DETRINFO@NVDETR.ORG.
6. The OSOS Administrators will immediately remove all security rights for the terminated user and document on the original request form the date and time of the security removal.

SETTING UP STAFF USER ACCOUNTS IN OSOS:

1. The **OSOS Staff Security Information** form is used to set up a user account in OSOS. Information is needed as to which security group (security authority) the staff person will need to accomplish their duties. Their supervisor/manager will make this determination and will sign this form. The supervisor/manager will also be set up as

the person who will review staff's in box used for scheduling purposes. So, the supervisor/manager signature should be the person directly working with the staff person on a day-to-day basis. **This form only needs to be filled out and signed if staff is going to use OSOS.**

2. Upon receipt of the **OSOS Staff Security Information** form (and if all confidentiality forms are on file), the OSOS Administrators will notify the user of their user ID and password to access the OSOS application.

WISS/OSOS ADMINISTRATIVE PROCEDURES:

1. Set up individual user files in alphabetical order, and file all Security Information forms and Individual Access and Confidentiality Agreements in appropriate user file.
2. Set up and file in alphabetical order all LWIB and WIA Title I Service Provider Agreements for Exchange of Confidential Information forms.
3. All original security forms and confidentiality agreements will be kept in a file onsite at WISS.
4. A dated copy of the OSOS termination and security removal request must be filed in the individual user files.
5. Files will be maintained at WISS for one (1) year following termination and security removal and archived for 3 years.