



Area Agencies on Aging Broadcast 2021-07

Date: September 1, 2021

To: Area Agencies on Aging Directors
Area Agencies on Aging System Administrators

From: Office of Area Agencies on Aging

Subject: **1. AAA SPURS User Access List Review with Annual Role Permission Verification**
2. AAA User Deactivation of Accounts

1. AAA SPURS User Access List Review with Annual Role Permission Verification

The Office of Area Agencies on Aging (OAAA) is vested in protecting access to the IMS (SPURS) system and data to prevent any unauthorized access. As required in Section 3.4.4 of the Area Agency on Aging (AAA) contract, the AAA must notify the OAAA of staff changes requiring SPURS account changes and deactivation.

In accordance with OAAA audit policy for SPURS accounts, and to aid in the facilitation of providing notification of any agency or provider staff changes, on the first day of every state fiscal quarter (if the 1st falls on a weekend or state holiday, the next business day), the OAAA conducts the quarterly **SPURS User Access Review**. The **SPURS User Access Review** ensures that the *OAAA SPURS Administrator* is notified when a user's access needs to be deactivated and establishes best practices for monitoring SPURS users accounts.

In addition, in this quarter (4th), the OAAA will also be performing an annual **SPURS Role Permission** verification. The AAAs will be provided a current list of user role permissions granted in SPURS to conduct the required annual review. This list will be included with your **User Access List** Excel as a separate tab and processed in the same manner. Each user role record must be verified to ensure that it aligns with the user's business function and need and/or current job requirements.

To perform both reviews, the OAAA publishes to the Secure FTP the **SPURS AAA User Access and Annual Role Permission List** which the AAAs must use to validate that the users **on both lists** are correct and continue to require the specific role permission and access to SPURS.

If changes are needed, the AAA must initiate a **SPURS Change Request Form** to change the account information, deactivate accounts no longer needed, or to change a user's role permission granted.

No later than **10 business days** from receipt of this email, *AAA SPURS Administrator* must:

- Retrieve the **AAA SPURS User Access and Role Permission List** from the Secure FTP site (sftp.hhs.texas.gov/EFTClient/Account/Login.htm).
 - The **AAA SPURS User Access and Role Permission List** will include agency users.
- Review the **AAA SPURS User Access and Role Permission List** to determine if staff shown on list(s) require changes or deactivation or change to role permission granted.
- Respond to this request via email to the *AAA Help Desk*.
 - All incoming emails must use the following **Subject line:**
2021 Q4 90-Day User Access List and Role Review for SPURS
 - The email must inform the OAAA that:
 - Changes are:
 - needed, the AAA must submit a completed **SPURS Change Request Form**.
 - are not needed, the AAA must respond.

2. AAA User Deactivation of Accounts Instructions

The Office on Area Agencies on Aging (OAAA) implemented the **AAA User Deactivation of Accounts** process to comply with the Texas Health and Human Services Information and Security Policy requirements.

The first of each state fiscal quarter (if the 1st falls on a weekend or state holiday, the next business day), the *OAAA SPURS Administrator* identifies all SPURS users who have not accessed the system within the 90-days prior to date of this email. If a user has not accessed SPURS within this timeframe, they will be deactivated immediately from the SPURS system.

If access is deactivated and the user still requires access to the system, the *AAA System Administrator* must complete and submit a **SPURS Change Request Form** to request access or reactivation of the user's account.