

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

December 18, 2012

M E M O R A N D U M

**What's Inside:**

Deletion of VPN  
Generic User  
ID's

**TO:** REGIONAL EXECUTIVE STAFF, CIRCUIT MANAGERS, AND CHILDREN'S DIVISION STAFF

**FROM:** CANDACE SHIVELY, DIRECTOR

**SUBJECT:** DELETION OF VPN GENERIC USER ID'S

**DISCUSSION:**

The purpose of this memorandum is to inform all Children's Division staff that effective December 26, 2012, all generic user ID's for VPN access will be deleted. Any staff who were previously provided a generic user ID for VPN access will need to work with their local security officer to submit an ASAP request for a new VPN user ID unique to the worker.

A list of all [VPN generic user ID's to be deleted](#) has been posted on the FACES Information page under the Reference section. A correct VPN user ID should contain "SS" before their current worker user ID. Any staff whose VPN user ID does not include their worker user ID should review this list to determine if the VPN user ID they are using is scheduled to be deleted.

**NECESSARY ACTION**

1. Review this memorandum with all Children's Division staff.
2. All questions should be cleared through normal supervisory channels and directed to:

**SECURITY CONTACT**

Janie Niekamp  
573-526-1646  
[MJanie.Niekamp@dss.mo.gov](mailto:MJanie.Niekamp@dss.mo.gov)

**PROGRAM MANAGER**

Leanne Leason  
573-526-0700  
[Leanne.D.Leason@dss.mo.gov](mailto:Leanne.D.Leason@dss.mo.gov)

**CHILD WELFARE MANUAL REVISIONS**

N/A

<b>FORMS AND INSTRUCTIONS</b> N/A
<b>REFERENCE DOCUMENTS AND RESOURCES</b> N/A
<b>RELATED STATUTE</b> N/A
<b>ADMINISTRATIVE RULE</b> N/A
<b>COUNCIL ON ACCREDITATION (COA) STANDARDS</b> N/A
<b>CHILD AND FAMILY SERVICES REVIEW (CFSR)</b> N/A
<b>FACES REQUIREMENTS</b> N/A