

DELTA Security Portal Overview

DELTA is the web-based security portal used by DBHDS to ensure the privacy and protection of the health information records used by the state facilities, CSBs, and private providers. Each user that works with DBHDS applications such as ITOTS, IDOLS, and CHRIS must logon to DELTA to access those applications.

To safeguard the level of security required for private health records, there are different types of DELTA roles. Each agency needs to fill each of these roles. Depending on the size of the agency's organization, one person may fulfill multiple DELTA roles, but every user at an agency should not have the accesses for all roles. If possible, there should be a primary contact for each DELTA role, as well as a backup.

DELTA SUPERVISOR: This person is chosen by the agency head to manage the DELTA accounts for their location. The DELTA Supervisor role is assigned to individuals who are familiar with the agency's employees and their responsibilities, and how those responsibilities relate to the DBHS applications, and know when an employee joins or leaves their organization. DELTA Supervisors request accounts for the users at their location. If a agency's size requires, there may be more than one DELTA Supervisor for that agency.

DELTA SECURITY OFFICER: This person is chosen by the agency head to approve the DELTA accounts for their location. The DELTA Security Officers are able to validate that users have completed annual HIPAA and any other required security training. DELTA Security Officers approve or deny the accounts that have been requested for their location. Security Officers also help users with password resets. If an agency's size requires, there may be more than one DELTA Security Officer at the site.

LOCAL ADMINISTRATOR: This person is selected by the agency head and is the primary contact at an agency for a particular DBHDS application or applications. The Local Administrator is familiar with the application and the access each user of the application needs. Each agency can have one Local Administrator for all DBHDS applications used at their location, or a Local Administrator for each separate application. Once accounts have been requested and approved, the Local Administrator gives the users the application accesses needed to perform their jobs.

DELTA USER: Anyone who uses DBHDS applications to perform a specific job or function is a DELTA User. Users have access only to the particular applications and data needed to complete their jobs. If additional access is needed, the DELTA Supervisor must request a change to the User's account.

There are additional DELTA roles that are filled only by DBHDS Central Office staff.

DELTA GLOBAL ADMINISTRATOR: This person processes the initial DELTA Supervisor, Security Officer, and Local Administrator requests made by the agency. The Global Administrator can also perform any of the above DELTA role tasks.

APPLICATION DATA OWNER: This person can process application requests and perform user tasks for any location for a specific application .