

## Florida PALM Security Access Manager

The Florida PALM Security Access Manager is the designated individual or individuals at your agency responsible for granting Florida PALM access to agency end users based on their agency's job duties and responsibilities. The Florida PALM Security Access Manager(s) will use the Florida PALM Identity Management Access tool to assign agency end users to the appropriate Florida PALM roles.

Agencies will have the opportunity in future waves to review and reconfirm the Florida PALM Security Access Manager(s) assigned within their agency.

### Role Identification

Following the Role Mapping Workshop, the Florida PALM Team will ask Agency Sponsors to identify their Florida PALM Security Access Manager(s). The identified Florida PALM Security Access Manager(s) could be the same person(s) currently responsible for FLAIR role assignments (FLAIR Access Control Custodian), a member of the Change Champion Network, or another individual familiar with Florida PALM functionality. At a minimum, you will be requested to identify a primary and backup for the Florida PALM System Administrator.

The identified Florida PALM Security Access Manager(s) should meet the qualifications listed in the Role Qualifications section and have an understanding of their roles and responsibilities outlined in the Role Expectations section.

### Role Qualifications

The Florida PALM Security Access Manager(s) should:

- Understand who within your agency currently has access to FLAIR and the CMS application;
- Understand the type of access your agency end users have within FLAIR and CMS;
- Understand the functions agency end users perform in FLAIR and CMS;
- Understand who within your agency needs to have access to Florida PALM;
- Understand how to translate the functions your agency end users perform in FLAIR and CMS into Florida PALM roles; or
- Have the appropriate level of authority act on behalf of your agency to make authorized assignments.

### Role Expectations

The Florida PALM Security Access Manager(s) for your agency should understand their role responsibilities and expectations:

- Assist with the completion of the End User Role Mapping Spreadsheet (RDNS220); and
- Ability to assign new agency end users' Florida PALM roles and update existing agency end users' access prior to and after CMS Wave go-live.