



Missouri Department of Health and Senior Services

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RELAY MISSOURI for Hearing and Speech Impaired 1-800-735-2966 VOICE 1-800-735-2466



Peter Lyskowski
Director

Jeremiah W. (Jay) Nixon
Governor

DHSS EXTERNAL PARTNERS LOCAL SECURITY OFFICER (LSO) APPOINTMENT

The Missouri Department of Health and Senior Services (DHSS) requires that external partners with access to DHSS computer networks and/or systems designate a Local Security Officer (LSO). LSOs are the first level of approval in the Automated Security Access Processing System (ASAP). This is a web-based system for submitting requests for adding or deleting network access. The Director/Administrator of the agency must sign where indicated, along with the individual designated to be the LSO. Agencies may appoint one or more additional LSOs if the agency has multiple locations or a large number of computer users, or to act as an alternate. Please use a separate form for each LSO appointee.

An LSO is responsible for:

1. Reviewing ASAP requests for your agency.
2. Verifying requested access and levels (read-only; read-write; delete) are appropriate.
3. Submitting supplemental forms for access requests, as applicable.
4. Approving ASAP requests timely.
5. Instructing agency employees of applicable data use and confidentiality requirements for information obtained as a result of access privileges.
6. Notifying the Office of Administration-Information Technology Services Division (OA-ITSD) via ASAP to remove computer access when an employee's job duties no longer require access.

Local Security Officer Name (please type or print)		Last FOUR digits of Social Security Number (or choose a 4-digit PIN)	
Local Security Officer Signature		Date	Check One: Primary ____ Backup ____
Replacing a previous LSO? If yes, enter name of previous LSO:		LSO for (enter Agency name):	
Agency Name		Telephone Number	
Address			
Agency Director or Person Legally Responsible for Organization (please type or print)		Title	
Signature of Agency Director or Person Legally Responsible for Organization		Date	

Forward completed forms to OA-ITSD by mail at 920 Wildwood Drive, Jefferson City, MO 65102; fax (573) 526-8692; or email at asap@health.mo.gov.

www.health.mo.gov

Healthy Missourians for life.

The Missouri Department of Health and Senior Services will be the leader in promoting, protecting and partnering for health.

AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER: Services provided on a nondiscriminatory basis.