



HSPD-12 NEWSFLASH

SUBJECT: PERSON MODEL TRAINING

The Person Model go-live scheduled for Monday has been delayed to **Thursday, November 10, 2011**. Below are some details on what you can expect regarding Person Model.

What can NEIS role holders expect when Person Model goes live?

- Due to the data migration, NEIS will not be available after 5:30 p.m. CT on Wednesday, November 9. Person Model will be available as of 6 a.m. CT on Thursday, November 10.
- Due to the large amount of data being updated, users may experience some delays in record processing from Person Model to USAccess. Any new records or edits are expected to be reflected in USAccess early the following week.
- Your NEIS role(s), user ID and password will remain the same.
- All data currently available in NEIS will be available in Person Model.

What kind of training is available?

- Sponsor and Adjudicator PowerPoint training modules were distributed to Agency Leads on Friday, September 30, 2011. Person Model Quick Start Guides and Data Entry Guides were distributed as well. PII collection materials and FAQs will be available in coming weeks.
- Contact your Agency Lead for non-employee credentialing for a copy of the training.
- Training will be posted on the LincPass website in coming weeks. Training will not be available on Aglearn initially, but will be posted after distribution to Agency leads.

When should I take the training?

- Role holders should complete Person Model training prior to Person Model go-live.

What if I have questions about the training?

- Agency Review Sessions will be conducted with Agency Leads upon request. Attendees will have an opportunity to review training, new system features, and participate in a Q&A session.
- Agency leads who have not yet scheduled an Agency Review Session may still do so next week. Contact mgoss@cri-solutions.com for scheduling.

What are the expectations of the user?

- Each Person Model user is expected to complete the appropriate training for their role.
- Users should follow their Agency training and approval procedures for Person Model training.

Who should I contact if I have questions?

- Role holders can contact their Agency Leads for non-employee credentialing, listed on the USDA HSPD-12 website. Once training is completed, users may contact the USDA HSPD-12 Help Desk.

More information on the Person Model release and training will be forthcoming leading up to go-live.

QUESTIONS ABOUT THIS NEWSFLASH OR HSPD-12?

USDA HSPD-12 Website: <http://lincpass.usda.gov>

Contact the USDA HSPD-12 Help Desk:

Toll Free: 1-888-212-9309

Email: USDAHSPD12help@dm.usda.gov



Friday, November 4, 2011