

For: State Offices

New TelTrak2 FSA FTS2001 Billing Report Website

Approved by: Acting Deputy Administrator, Management



1 Overview

A

Background

There will soon be a new website, TelTrak2, available for viewing FSA FTS2001 billing reports. This website was developed to save time and costs incurred in mailing the MCI FTS2001 paper invoice copies, and to allow State Offices to more easily review call detail records and alert the Designated Agency Representatives (DAR's) when there is a billing discrepancy and/or irregularity.

TelTrak2 is a secured website that uses the single signon security system within the USDA Intranet system. Users who currently use 1 of the FSA single signon applications, such as SCIMS, will use the same login ID and password used for their other USDA Intranet single signon applications.

Note: Access to other FSA applications does not mean that a user has automatic access to the FSA FTS2001 application.

Access to TelTrak2 will be consistent with DR-3040-2. Within this framework, there is a realization that each State is organized uniquely. Input from each State Office is required to tailor access that will meet State-specific requirements.

B

Purpose

This notice provides information to State Offices on:

- authorized access to the TelTrak2 website
- action needed by State Offices to implement State-specific access.

Disposal Date December 1, 2003	Distribution State Offices
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2 Action

A Authorized Access to TelTrak2 Website

Authorized access to TelTrak2 will be consistent with DR-3040-2.

State-level access will be given to SED's, Administrative Officers (AO's), and if requested, Computer Specialists (CS's) or other designees as requested by name by SED's or AO's.

County-level access will be given to CED's and their designees, if any, as requested by name by CED's, SED's, or AO's.

In preparation for granting access to the TelTrak2 website, the following specific information from each State is required.

- Names, titles, and telephone numbers of each State Office employee who will need State-level access.
 - Confirmation of the correctness of the list of CED names for each County Office that will be sent to each State Office individually following the distribution of this notice, or corrected copies of this information.
 - A list of non-CED County Office user names, titles, telephone numbers, and county codes that each submitted name may access at the county-level.
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B State-Level Access

State-level access gives a user access to the FSA FTS2001 call detail records for the entire State and will automatically be granted to SED's and AO's in each State.

The following website will be used as the basis for the SED and AO names **<http://intranet.fsa.usda.gov/fsa/StatePL.htm>**. If recent SED or AO personnel changes have been made, make appropriate changes to this website or alert the contacts in subparagraph E of recent changes.

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2 Action (Continued)

B

State-Level Access (Continued)

Access will be granted to CS's as requested by name by SED or AO. SED's or AO's, or their designees, are required to do 1 of the following:

- if State-level access is desired for 1 or more CS at each State, send a list of:
 - names
 - with the title
 - telephone number for each person to the contacts listed in subparagraph E
 - send a request that access is requested for either:
 - all CS's
 - no CS's listed at <http://intranet.fsa.usda.gov/fsa/StatePL.htm>.
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C

County-Level Access for CED's

County-level access will be given to CED's to view the call detail records for each county that they are responsible for.

To ensure that the correct CED's are granted access to view the data for the correct County Offices, each State Office will soon be sent lists of CED names for each county.

Each State Office is required to either:

- confirm to the contacts listed in subparagraph E, that the list of CED names, listed lead agency, and corresponding County Office for access in each State is correct
 - correct the list as needed and e-mail to the contacts listed in subparagraph E.
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2 Action (Continued)

D

County-Level Access for Non-CED's

County-level access **may** also be granted to non-CED personnel. If a State desires non-CED personnel to have county-level access, appropriate State-level personnel or CED's may request this access either now or after the website is operational by sending a list of the following to the contacts in subparagraph E:

- names
 - title
 - telephone number for each person
 - county code for each county that this person may access.
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E

Contacts

If there are questions about this notice, contact either of the following FSA DAR's:

- Dianne Hord at dlhord@kcc.usda.gov or 816-926-6013
 - Patrice Bryant at pwbryant@kcc.usda.gov or 816-926-3786.
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F

Related Documents

For related information on telecommunications procedures, refer to DR-3300-1, DR3040-2, and 5-IRM.
