


**MISSISSIPPI DEPARTMENT OF HUMAN SERVICES
DIVISION OF YOUTH SERVICES**

Subject: Case Management Systems		Policy Number: 5	
Number of Pages: 2		Section: V	
Attachments none		Related Standards & References	
Effective Date: September 01, 2009		Approved:  Kathy Pittman, Director	

I. POLICY

It is the policy of the Mississippi Department of Human Services, Division of Youth Services that all data and information created and collected by DYS employees on youth in the custody, care or under the supervision of Youth Services shall be entered and managed via Case Management Systems (CMS) to ensure continuity of care and effective information sharing throughout the State. Employees shall only have access to youth information as required by role or responsibility.

II. DEFINITIONS

As used in this policy and procedure, the following definitions apply:

- A. CMS – the abbreviated form of Case Management Systems, which is a computer-based case management data-base which is used to track the history, educational, mental health, medical history and needs of youth who come in contact with the juvenile justice system.
- B. CMS Database Administrator – The Information Technology (IT) Senior Systems Administrator designated by the Division Director or designee to manage the database.

III. PROCEDURE

- A. Access – The CMS Database Administrator shall control and manage access to the CMS database. All employees shall only be allowed access to youth information as necessary and determined by their organizational role and responsibility.
 - i. Log-in – each employee shall have a unique and individual log-in identification and password, which shall be developed and assigned by a CMS Database Administrator.
 - ii. All employees shall be informed of their log-in and password before the end of the New Employee Orientation period.
 - iii. Existing employees shall be provided with individual ID log-in and passwords by the CMS Database Administrator via their direct supervisor.

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- iv. Computers equipped with CMS shall be placed strategically throughout campus and the community to allow for data input and report generation.

- B. Use – A user manual shall be placed in each area of campus and in community offices where employees are required to input data and information into the system.

- C. Data/Information gathering and input – All data and information entered and viewed in the CMS database shall remain confidential and not be shared or discussed with non-essential persons.

- D. Training
 - i. Pre-Service: all new employees shall attend no less than two (2) hours of introductory training, which shall at a minimum include:
 - 1. Log-in/Access
 - 2. Role responsibilities
 - 3. Report preparation and generation
 - 4. Database navigation
 - 5. Data Input

 - ii. In-Service: All employees shall at a minimum attend one (1) hour of refresher training annually, which shall cover all topics noted above in addition to new or updated functions.