



Series: 500 Training

Policy Name: MIS Orientation and Training

Policy Number: 502

Origination Date: 02/20/15

Revision Date: 3/29/19

Policy: It is the policy of CCKids to meet the needs of their employees, consumers and the employees of their contracted agencies who need computer and network orientation, as well as registration for access to the computer system.

Procedure:

1. CCKids (CCKids) Information Systems department will work with the provider agencies as well as the CCKids Training department to coordinate training on the computer and network system. New employees will be able to schedule times for orientation upon hire.
2. CCKids will coordinate new staff training and refresher training.
3. Access requests will include a name that is clearly written and spelled, as well as exactly how the user wants his/her name to appear on the e-mail address window. They will also identify the level of access appropriate for the user.

Approved: Carol A. Deloach

Carol A. Deloach, CEO

3/29/19