R.C.C.C. RIVER CITY CORRECTIONAL CENTER POLICIES AND PROCEDURES	EFFECTIVE DATE: 6/26/06
	ANNUAL REVIEW: Yes
	DATE REVIEWED: 3/3/08
SECTION: Programs	
SUBJECT: Accuracy of DRC Management 　　　　Information Systems Data	
DRC CBCF STANDARD: General Specific, #13	
ACA STANDARD: N/A	PAGE _1_ OF _1_ PAGES

I.   POLICY

Case file information will be accurate when compared to CCIS-Web data.

II.   PROCEDURES

The completed CCIS data will be forwarded to the Intake Department for new admission or the resident's Case Manager for validity of CCIS information. The CCIS data will then be returned to the Information Systems Coordinator or designee with any changes. If all information is correct the Case Manager will initial the top right hand corner of the data sheet.