

ORC: _____
OAC: _____
CFSR: _____
Board: _____
Other: _____

Next Review Date: 3/24
Last Reviewed: 3/21
Review Responsibility: Executive Council

FCCS PROCEDURE

NO.: 12G

SUBJECT: ALERTS ON FCCSNET

Approved by: Executive Council
Effective Date: September 13, 2010
Date(s) of Revision: Apr 14, 2014; Mar 12, 2021
Responsible for Implementation: All Staff

Alerts on FCCSNet

To promote effective agency-wide communication, each FCCS employee has the responsibility to know the information posted as Alerts on the front page of FCCSNet. To ensure that this responsibility is manageable, FCCS limits the types of Alerts posted and limits the number of employees who may post Alerts.

Procedure:

1) Who May Post Alerts to FCCSNet

- a) Each member of Executive Council – except for the Communications Director – may designate one job position in his/her Division as responsible for posting agency Alerts by notifying Information Technology (ITServiceDesk@fccs.us) of the person's name. The Communications Director may designate two job positions.
- b) Information Technology will provide instructions for posting Alerts to individuals charged with that responsibility.
- c) Information Technology may post alerts regarding technology outages and major technology issues and changes.

2) Approval for Posting Alerts

- a) All alerts posted to FCCSNet need to be approved by an Executive Council member.

3) Content for Alerts

- a) Alerts are reserved for information that FCCS employees must know.
- b) Examples of appropriate content for Alerts include:
 - i) Safety Alerts
 - ii) Messages from Executive Director.
 - iii) Instructions from Human Resources/Payroll
 - iv) Information about agency special meetings or events for employees.
 - v) Announcements for training opportunities.
 - vi) Opportunities to nominate colleagues and clients for recognition, awards.
 - vii) Alerts about technology (e.g., outages, roll out plans).
 - viii) Updates and Instructions for Divisions/Departments working directly with families and children (e.g., Intake & Assessment/Investigation, Regions, Adoptions/Youth Transition Services).