

## BUTLER COUNTY CHILDREN SERVICES

POLICY NO.: 12.4	SUBJECT: Restricted Cases
	EFFECTIVE DATE: 2/6/2013
	REVISION DATE: 10/17
	REVIEW DATE: 10/17

**PURPOSE:** The purpose of this policy is to preserve the confidentiality of the information contained in a restricted case. This policy establishes a procedure for managing case restriction and access in SACWIS and CSB View.

**POLICY:** SACWIS and CSB View functionality allows for authorized users to restrict case information from users with general security access. Case information can be restricted at any time when there is an identified conflict or critical need to restrict information. Only authorized users with a business purpose will access restricted case information.

### PROCEDURE:

When a BCCS employee becomes aware of the need to restrict information in a case record, the request will be made to a supervisor, Administrator or Quality Assurance Coordinator. The request shall include the specific reason of the nature of the conflict and/or the need for restricted access.

The Administrator or Quality Assurance Coordinator will restrict the case in SACWIS. Should the case need to be restricted in CSBView, a request will be sent by the supervisor, administrator to the Quality Assurance Coordinator, or the Scanning Unit.

In order to obtain access to a restricted case in SACWIS, the employee will make a request for assignment to the currently assigned supervisor. The supervisor will assign the case in SACWIS to the employee's supervisor. The staff member's supervisor or delegate will be responsible for case assignment. When a delegate grants case access to restricted information, the assigned supervisor will be notified with the name of the employee assigned to the case and the business need for accessing restricted information.

To obtain access to a restricted case in CSBView, the supervisor will request access from the Quality Assurance Coordinator or the Scanning Unit and state the business purpose for accessing restricted information. The assigned supervisor and caseworker will be granted access to the restricted case. It is the responsibility of the employee and/or supervisor to end the assignment when there is no longer a business need to be assigned to the case.

SACWIS and CSBView User Groups and Security Roles will be maintained by the Quality Assurance Coordinator. Requests for User Groups and Security Roles regarding Restricted Case Reviewers will be approved by the-Executive Director or designee.

10-17-17  
APPROVAL DATE:

  
William Morrison, Executive Director