

# Big Bend Community Based Care Policy & Procedure

---

**Series:** 900: Data Collection, Records, and Reporting

**Policy Name:** Management of Information Systems (MIS) Handbook

**Policy Number:** 915

**Origination Date:** 03/09/2009

**Revised:** Board Meeting of 12/13/2018

**Referenced Documents:**

900-915 x 1, BBCBC MIS Handbook

---

## **Policy**

It is the policy of Big Bend Community Based Care, Inc. (BBCBC), to ensure that each employee receives a current MIS handbook.

## **Procedure**

- A.** All BBCBC employees will be issued a BBCBC MIS Handbook upon the employee's date of hire.
- B.** Each employee is required to sign the MIS Handbook Receipt form upon receipt of the handbook.
- C.** The BBCBC MIS Handbook will be reviewed semi-annually by the IT Department Staff, Senior Staff, and approved by the BBCBC's CEO.
- D.** All edits, additions or changes to the BBCBC MIS Handbook will be provided to employees to update their personal copy of the handbook.
- E.** All employees will be required to sign the MIS Handbook Update Receipt form acknowledging receipt of the BBCBC MIS Handbook update.