

**CATHOLIC CHARITIES
AGENCY POLICIES AND PROCEDURES**

Policy Name:	Technology and Information Management
Domain:	Risk Prevention and Management 6.5
Policy Location:	www.archindy.org/intranet/shared/cci/index.html
Effective Date:	2001
Dates of Revision:	1/08; 2/11; 8/12; 10/15, 2/19, 3/22, 8/24
References:	Archdiocese Technology Plan

POLICY: Catholic Charities will ensure that its information management and technology systems have sufficient capability to support the organization's operations, planning and evaluation. CC will annually review current technology and information systems in use by the organization; short- and long-term goals for utilizing technology; and current technical skills of staff and need for staff training. CC will also adopt any written Archdiocesan technology and information management plans to ensure sufficient capability to support current and future operations.

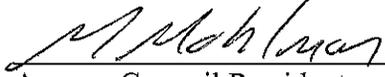
The CC information and technological systems will permit:

1. accurate, accessible, and secure case records/information of persons served.
2. administrative, financial, and risk management records and reports.
3. personnel files and other human resources records.
4. performance quality improvement data and reports.
5. electronic and paper records that are easily accessed by personnel and can be always located.
6. an electronic management information system appropriate to our size and complexity that includes:
 - o Timely access to maintenance
 - o Clear reporting methods
 - o Captures and tracks financial, compliance information
 - o Longitudinal reporting and comparison over time



 David J. Bethuram
 Executive Director

8/15/24
 Date



 Agency Council President

8-15-24
 Date