

 <p>Michigan Department of Human Services</p> <p>CSA</p> <p>Children's Services Administration Communication Issuance</p>	Type: <input checked="" type="checkbox"/> Informational Memoranda (IM) <input type="checkbox"/> Program Instruction (PI) <input type="checkbox"/> Policy Guide (PG)	
	Issuance Date: 05/14/2012	Obsolete Date: 06/15/2013
	Response Due: None	
	Log No.: 12-067	
	Contact: Lisa Kinkema; MiSACWIS@michigan.gov	
	Originating Office: MiSACWIS	
	Subject/Title: MiSACWIS Website	
	Distribution: <input checked="" type="checkbox"/> DHS Child Welfare Staff <input checked="" type="checkbox"/> Private Agency Child Welfare Staff <input checked="" type="checkbox"/> CSA Central Office Managers/Staff <input checked="" type="checkbox"/> Native American Tribes <input checked="" type="checkbox"/> Data Management <input type="checkbox"/> Other:	
	<input checked="" type="checkbox"/> BCAL <input checked="" type="checkbox"/> CWTI <input checked="" type="checkbox"/> SACWIS	

The MiSACWIS Team (Michigan Statewide Automated Child Welfare Information System) is pleased to present the MiSACWIS Website.

MiSACWIS is a comprehensive automated case management system that will be used by DHS and private agency providers to record case management activities and information in a single, unified system of record.

There is now a website specific to MiSACWIS, available to both DHS and private agency staff. The intent of the website is to help prepare DHS and private agency users for the transition to MiSACWIS, and ensure individuals throughout the state receive the same consistent message about the project. The website contains a variety of information about MiSACWIS:

Announcement	Project status updates and references to newly posted documents;
Communication	Documents shared with stakeholders during meetings (example: MiSACWIS Summit presentations);
Change Management	Documents that detail the differences between the current SWSS application and MiSACWIS;
Tips	Short statements about the new MiSACWIS functionality;
Frequently Asked Questions	An ongoing list of commonly asked questions received from key stakeholders;
Calendar	This feature identifies key project milestones and dates.

How to access:

The MiSACWIS website is available at:
<https://www.mdhs.michigan.gov/misacwis/>

Users may log in to the MiSACWIS website by using their SWSS or SWSS Web user ID and associated password.

If you do not have a user ID and password:

- **DHS staff:** Complete a *Staff Profile Security Agreement* (DHS 60) requesting view-only access, with the appropriate signatures and submit it to the local office security coordinator (LOSC) who can add the user to SWSS.
- **Private agencies staff:** DHS central office security coordinators will enroll private agency users in SWSS Web based on their role in the agency (e.g., worker, alternate worker, supervisor, alternate supervisor or clerk) and the type of program (e.g., foster care, foster care/juvenile justice, and/or adoption).

Each SWSS Web foster care and adoption user must complete the form, *Staff Profile Security Agreement* (DHS-60-PAFC). All fields must be completed with the exception of the following: Group/District/Section/Unit, Worker, the Security Administrator Section and the IP address field. Multiple contract numbers may be added for the user if they are working under more than one contract.

The form must be signed and dated by the user, the user's supervisor and the agency's authorized requester. The authorized requester must also retain a signed copy of the form. The forms may be scanned and emailed to DHS_Application_Security@michigan.gov.

Once enrolled, DHS Application Security staff will email the staff a user ID and a temporary password. Users must change the temporary password the first time they access the SWSS Web application to ensure access in the future.

The CWTI website includes the DHS-60-PAFC form and a tutorial on completing the form, along with the private agency contract numbers. The form and the tutorial can be found at:

<http://www.michiganchildwelfaretraining.com/Training/Resources/Forms.aspx>