

 <p>Children's Services Agency</p> <p>Communication Issuance</p> <p>20-028</p>	Subject/Title	Change in Computer-Based Trainings for MiSACWIS Users
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<i>Distribution</i>	<input checked="" type="checkbox"/> CSA Central Office Managers/Staff <input checked="" type="checkbox"/> MDHHS BSC and County Directors <input checked="" type="checkbox"/> MDHHS Juvenile Justice Managers/Staff <input checked="" type="checkbox"/> MDHHS Child Welfare Managers/Staff <input type="checkbox"/> Native American Tribes <input checked="" type="checkbox"/> Office of Workforce Development and Training <input checked="" type="checkbox"/> Private Agency Child Welfare Managers/Staff <input checked="" type="checkbox"/> Private Residential Abuse/Neglect Managers/Staff <input checked="" type="checkbox"/> Private Residential Juvenile Justice Managers/Staff <input type="checkbox"/> Other:	

The previous **CI 18-117 Revised MiSACWIS Security Computer-Based Training for New Users** is obsolete with this communication. The MDHHS privacy and security computer-based trainings (CBTs) will now be required to be completed by new users effective immediately. As a result, new users no longer need to complete the MiSACWIS security CBT.

MiSACWIS User Expectations

MiSACWIS is a statewide system with a large amount of confidential data. The system includes children's protective services (CPS), adoption, personally identifiable information (PII), social security, protected health information (PHI), and criminal justice information systems (CJIS). MDHHS must ensure that federal and state security, confidentiality, and privacy laws are followed.

All MiSACWIS users are required to protect the confidential data within MiSACWIS. Therefore, it is critical that all users understand their responsibility to protect this information. Users may lose the privilege of accessing MiSACWIS if they inappropriately release confidential information. Civil and criminal penalties may also apply depending on the applicable laws and regulations.

Computer-Based Trainings (CBTs) for MiSACWIS Access

In order to assist new MiSACWIS users in understanding security expectations, anyone requesting access to MiSACWIS is required to complete both the MDHHS privacy and security CBTs prior to being granted access to MiSACWIS. Please review the linked instructions for accessing the CBTs. If you are unable to get into the CBT courses or have any questions, please email MiSACWIS@Michigan.gov.

[2019 MDHHS Learning Center QR for State Employees.pdf](#)
[2019 MDHHS Learning Center QR for External Staff.pdf](#)

If your office is using the MiSACWIS Security Agreement form, DHS-815 (non-MDHHS form), DHS-816 (MDHHS local office form), or DHS 817 (MDHHS central office form), to request access, the certificate of completion MUST be submitted with the security form for access to be granted. The certificate of completion will be sent to the email associated to your user ID. Directions on obtaining your certificate from the Learning Center are also included in the linked instructions. Screenshots no longer need to be submitted with security agreement forms.

If your office is submitting access requests through the Database Security Application (DSA), the completion dates for each CBT will be uploaded to the requestor's Demographics screen in DSA through an automated process. The CBTs will be tracked in DSA and no manual tracking will be required.

All MiSACWIS users will complete the MDHHS privacy and security computer-based trainings (CBTs) at least yearly through the MDHHS Compliance Office.