

SFA Modernization Partner Project LEGACY CONTRACT TRANSITION PLAN

Case Management Information System (CMIS)



Part 1 System Write-up

CASE MANAGEMENT INFORMATION SYSTEM (CMIS)

CHANNEL: Schools
BUSINESS MANAGER: Rana O'Brien
COTR:
CONTRACTOR:
CONTRACT NUMBER:
CONTRACT AWARD DATE:
CONTRACT EXPIRATION DATE:
ANNUAL CONTRACT COSTS:

The Case Management Information System (CMIS) is a software application originally designed as a communications vehicle for sharing case information among team members. Later, the application was modified for tracking, managing and reporting case information across Case Management & Oversight (CMO). The CMO staff members in Washington, D.C., as well as the 10 regional offices, utilize CMIS. The CMIS is the official workflow tracking system for all case teams.

CMIS FUNCTIONS

Workflow Tracking:

CMIS is designed to track two types of work: 1) “**case**” **work** – this includes all work to which a case manager has been assigned. For “case” work, CMIS tracks the case teams, who is working on which aspect of the case, when the individual began their work and when they finish their work. In addition, CMIS shows any problems (flags) that the team members recorded while working the case; and 2) regular, routine or non-case manager work – this includes work that does not require a case manager.

WHO USES CMIS?

Internal Users:

- PEPS
- Case Workers

PLANNED ENHANCEMENTS

None

PROBLEMS

- The CMIS functions are essential to the Case Workers and should be incorporated into PEPS or whatever PEPS evolves into under the modernization rearchitecture.