

OA Reablement service	OA Day Care	OA Residential Care	Domiciliary Services	DMH Day Services	DMH Supported Living	DMH Residential Services	EIA'd
*	✓	✓	*	*	*	*	✓

C2 COMPUTER FOLDER STRUCTURE

POLICY

To ensure all electronic filing systems are secure and consistent across the county

PROCEDURE

1. Each establishment must have a file set up on the "S" shared drive and titled by the establishment name (see Appendix 1).
2. Access to this drive must be limited to the manager, supervisors and the appropriate administrator assigned to the establishment.
3. Your structure must be set up in the shared drive according to appendix 2 with named folders and information must be stored according to the headings.
4. Under no circumstances must the structure be amended and no other drives must be used to save information.
5. The manager must ensure this structure remains in place and that staff have the necessary training to ensure the structure is used appropriately.
6. The manager must periodically conduct an audit of the structure to cleanse any unwanted / out of date documentation.
7. The quality team will also conduct checks of this filing structure.
8. No Cumbria Care policies and procedures should be saved in this structure as these must be downloaded direct from the Intouch internal site following the link: <http://inetweb1/socsarchive/user/archive.asp>

Date									Issue date
Amendment									07/02/12 P&P