C2 Computer Folder Structure

Extra Care Housing Servce	Support at Home Service	OA Day Services	Residential Services	DMH Day Services	DMH Supported Living Services	Community Equipment Services	Shared Lives Service
✔	✔	✔	✔	✔	✔	X	✔

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 Cumberland Council "Share Point" and titled by the establishment name.

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 according to appendix 1, under each heading must be the appropriate information relating to the heading. The Appendix one is not an exhausted list.

4. Under no circumstances must the structure be amended and no other drives must be used to save information. This system has been set up to by our ICT colleagues to ensure the portal is secure.

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 The manager must periodically conduct an audit of the structure to cleanse any unwanted / out of date documentation.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.