MYCIDS Task Card

"Intake Officer"

*These suggested tasks for the job title listed above are based on general work flow scenarios experienced during statewide MYCIDS training sessions and are not intended to supersede the duties which may be assigned by the Judge/Chancellor/Referee.

Step	Node	Description
Step 1	*Case Docket Node*	- Create Case file for Youth. In MYCIDs this involves searching for a youth with the youth locator and creating a new intake**. (See Intake section (3.0) in the MYCIDS user guide)**
Step 2	*AKA Node*	- Add any Aliases/Nicknames to the case that the child may have. In MYCIDS, this is referred to as AKAs. **(See AKA section (4.0) in the MYCIDS user guide)**
Step 3	*Associated Persons Node*	- Add People/Entities to the case that would be associated with the child/case. In MYCIDS, this is referred to as Associated Persons. . **(See Associated Persons section (5.0) in the MYCIDS user guide)**
Step 4	*Referrals Node*	- Add charges (referrals) to the case file. In MYCIDS, charges are referred to as referrals. Also add the intake recommendation and order of the court information in each referral. Generate Intake order and route to the Judge for signature. **(See Referrals section (6.0) in the MYCIDS user guide)**
Step 5	*Documents Node*	- Scan case documents into the case file. **(See Document section (7.0) in the MYCIDS user guide)**
Step 6	*Custody Node*	- Add custody change records to the case file. **(See Custody section (8.0) in the MYCIDS user guide)**
Step 7	*Referral Node*	- Record the referrals to the general docket after the Intake order has been signed by the Judge. **(See Referrals section (6.0) in the MYCIDS user guide)**

The MYCIDS user guide can be accessed from the Help menu in the MYCIDS application or by typing in the following URL address in an Internet browser: **http://www.mssc.state.ms.us/trialcourts/youthcourt/webhelp/mycids_userguide.htm.