EP100 – INTRODUCTION
Change #1-2003
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The Employment Programs Information System (EPIS) is an automated system designed to collect and maintain information on *Work First Family Assistance* recipients who are actively participating in Employment Services.

EP100.01   GENERAL INFORMATION

Data is entered electronically into the system through an interface with the Eligibility Information System (EIS) and by county Employment Services staff. Information obtained from EIS includes *Work First Family Assistance* eligibility; participation requirement status; *Work First Family Assistance* payment amount; address; and other participant characteristics such as race and sex. County Employment Services staff provides information regarding participation in Employment Services.

NOTE: A record (case) is generated in EPIS for each individual coded for participation in EIS. The record remains inactive in the system until opened for participation by the county Employment Services Unit. (The Client Participation Record, DSS-6908, is used to open the record once a participant is assessed.) Once opened, the participant's record remains active in the system until terminated by the Employment Services staff, or the *Work First Family Assistance* case is transferred to another county.

Information obtained from EPIS is used by county Employment Services staff for caseload management and by county and State administrative staff for program management, evaluation, and reporting.

EP100.02   CONFIDENTIALITY OF CLIENT INFORMATION

Automated EPIS records contain confidential information. North Carolina General Statute 108A-80 provides for the protection of a participant's right to the confidentiality of information about himself. The same right to confidentiality, which applies to written records, also applies to automated records.

North Carolina has had computer support for various functions since the 1960's. Since then, there has been a dramatic change in the nature and scope of this support. Therefore, policy and procedures have been developed to safeguard the security and integrity of the information in our system.

Any individual information, such as the Client History report and other case management reports, received from the Employment Programs Information System is confidential and must be safeguarded from unauthorized use. County departments of social services have the responsibility for enforcing these policies and procedures and for ensuring that unauthorized individuals do not gain system access.

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