

MYCIDS Task Card



“Family and Children’s Services”

*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 1	 Youth Locator	- Locate Case file for Youth. In MYCIDS this involves searching for a youth with the youth locator. (See Youth Locator section (2.0) in the MYCIDS user guide)
Step 2	 Documents Node	- View case documents into the case file. (See Document section (7.6) in the MYCIDS user guide)
Step 3	 Associated Persons Node	- People/Entities 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	 Information Packet Node	- View and print packet that summarizes information for the case in MYCIDS. (See Information Packet section (16.0) in the MYCIDS user guide)
Step 5	 Scheduler	- View the Court Calendar for hearing settings. (See Scheduler section (28.0) in the MYCIDS user guide)
Step 6	 Inbox	- Receive and view documents routed to you by Youth Court officials. (See In Box section (8.0) in the MYCIDS user guide)
Step 7	 Reports	- Reports of case and court activity are available in the Reports Module. (See Reports section (22.0) 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.courts.ms.gov/trialcourts/youthcourt/webhelp/mycids_userguide.htm.