

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

May 25, 2016

M E M O R A N D U M

TO: REGIONAL DIRECTORS, FIELD SUPPORT MANAGERS,
CIRCUIT MANAGERS AND SUPERVISORS

FROM: TIM DECKER, DIRECTOR

SUBJECT: APPLE APP STORE AND REQUESTING NEW APPS

DISCUSSION:

What's Inside:Process for
requesting iPad
Apps

The purpose of this memorandum is to inform all Children's Division staff of the new process for requesting business related apps for the iPads. Effective immediately, the Apple App Store will be disabled on all Children's Division iPads. Previously approved business related apps will now be available for download in the AirWatch Catalog.

To request a new app to be added to the AirWatch Catalog for download, staff should complete the Mobile App Request Form located on the FACES Information page. Please include a clear business reason for the app. All App Request forms should be routed through normal supervisory channels and then sent to the FACES Help Desk at DSS.CD.FACESHelpDesk. Once approved, requests will be sent to the DSS Mobility Coordinator and then on for final approval from the ITSD-Mobility team. Each new app requested must be vetted for security and appropriateness. Once an app is approved by the Mobility team, it will be added to the AirWatch Catalog. If denied, communication will be sent back down through the approval process as to the reason for denial.

Staff may now also request apps that have a cost associated. The same Mobile App Request Form will be used and cost should be noted on the request. An additional level of approval from Central Office will be necessary to approve such costs. This approval will be obtained by the FACES Help Desk prior to sending the request to the DSS Mobility Coordinator.

NECESSARY ACTION

1. Review this memorandum with all Children's Division staff.
2. All questions should be cleared through normal supervisory channels and directed to:

PDS CONTACT Cindy Gibson Cynthia.L.Gibson@dss.mo.gov (573)	PROGRAM MANAGER Leanne Leason Leanne.D.Leason@dss.mo.gov (573) 526-0700
CHILD WELFARE MANUAL REVISIONS N/A	
FORMS AND INSTRUCTIONS N/A	
REFERENCE DOCUMENTS AND RESOURCES N/A	
RELATED STATUTE N/A	
ADMINISTRATIVE RULE N/A	
COUNCIL ON ACCREDITATION (COA) STANDARDS N/A	
CHILD AND FAMILY SERVICES REVIEW (CFSR) N/A	
PROTECTIVE FACTORS N/A	
FACES REQUIREMENTS N/A	