



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS
P.O. Box 41100 • Olympia, Washington 98504-1110

June 5, 2020

TO: All Appointing Authorities

FROM: Kiley McCready, EOC Operations Section Chief

SUBJECT: Screening SharePoint Version 2

The Screening SharePoint site launched on April 27, 2020 has been modified to better meet the needs of our screening contributor groups. The initial screening groups, Payroll Audit group, Secondary Screening group, and Mapping group all interact with the SharePoint site and have different needs. After several meetings and process reviews, an updated site has been developed to include a variety of changes intended to create a more efficient process and better information sharing between all groups.

Leadership briefings and SharePoint contributor training are occurring prior to the launch of this updated site. Amy Bean, the Screening Group Supervisor will provide leadership teams with an overview of the changes in the system, along with any changes that can be expected for the screening groups. Screening SharePoint site contributors will receive training via Skype with Scott Anderson, SharePoint site creator. A refresher overview of SharePoint features, as well as a detailed review of all changes, will be made with those contributors at that time.

The roll-out of the new site is anticipated to take two (2) to three (3) days and should be completed and ready for use by Monday, June 8.