



Georgia Professional Standards Commission

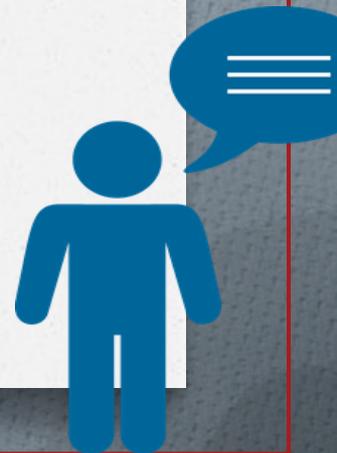
Protecting Georgia's Higher Standard of Learning

Getting to Know CMS
the Contact Management System



What is CMS?

- CMS is a web-based system stored in our secure portal and used to maintain contact information for GaPSC-approved EPPs and other stakeholders
- CMS was designed to place the responsibility for maintaining current contact information with the EPPs and organizations with whom we communicate
- Staff will have the ability to retrieve contact information and e-mail directly from CMS





Who Enters the Data?

- o Each EPP, LEA, RESA, and Private Education Agency has identified two individuals who will be responsible for the initial entry and regular updates for key EPP personnel; these Contact Administrators are now able to enter contact data in CMS
- o Contact Administrators are credentialed and permitted access to the system through [PSC.org](https://www.psc.org)



Update Indications!

- o Naquita will send periodic e-mail reminders to prompt system reviews and updates
- o Monitors (CMS) and advises IT staff of system improvements and arising issues
- o Provides technical assistance as needed

Getting the Word out to our Providers & Stakeholders

- o An external e-mail was sent announcing CMS's launch in December, 2015
- o The CMS newsletter was created to inform audiences in January, 2016
- o A CMS social media message was posted on all PSC media platforms in January, 2016





Your Contact Management System Lead

- ❑ Naquita Smith is the primary support staff for CMS functions
- ❑ Sherice is the secondary support staff

**Please contact me with your questions or comments regarding (CMS).*

