



INTER-OFFICE MEMO

Date: February 4, 2019

To: For the Record

From: Tracey Ousley, Chief Operations Officer

RE: Annual Review of the Systems and Data Management Manual

I have conducted an annual review of the Systems and Data Management Manual. I approve of all revisions and the additions made since the last review. Additionally, I attest that the manual is available for review and on the CDS Intranet.

*Tracey Ousley*  
Tracey Ousley, Chief Operations Officer

2/4/19  
Date

cc: Intranet

**MISSION**  
"Strengthening Communities by Building Strong Families"

**YOUTH SHELTER**  
*Short-term residential care for youth in crisis*  
Interface Youth Program  
Truancy Services  
Safe Place

**COUNSELING**  
*Services for troubled youth and their families*  
Family Action

**PREVENTION**  
*Educating the community, focusing on substance abuse, and reducing juvenile crime with a focus on high-risk youth*

Drug Free Community Coalition Partners  
Independent Living  
Evidenced-Based School Prevention Programs  
Reichert House  
SNAP  
Stop Now And Plan  
Spotlight on Youth



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Major support from: State of Florida, Department of Juvenile Justice; Florida Network of Youth & Family Services, Inc.; State of Florida, Department of Children & Families; LSF Health Systems; Partnership for Strong Families; U.S. Department of Health & Human Services; United Way of North Central Florida; United Way of Suwannee Valley; Individual Contributions