



Administrative Policies and Procedures: 7.17

Subject:	Forms Management
Authority:	TCA 37-5-105 (3), 37-5-106; Rules and Regulations of the Department of General Services
Standards:	None
Application:	All Department of Children Services Employees
Policy Statement:	
The Department of Children's Services (DCS), Division of Office of Information Systems and the Policy Development Unit will manage the creation, revision, distribution and maintenance of all DCS forms according to the rules and regulations promulgated by the Department of General Service.	
Purpose:	
To comply with the Department of General Services Forms and Publications Management rules and regulations to reduce the number of forms created, minimize duplication, eliminate unnecessary forms, encourage use of State-wide forms and improve the design of required forms in accordance with established design standards.	
Procedures:	
A. Appointment of DCS forms management officer	The Commissioner/designee will appoint a Departmental Forms Management Officer within the DCS Office of Information Systems who will serve as the liaison between DCS and the Department of General Services, Forms Management Division to ensure that DCS forms will be created and distributed in compliance with the <u>Department of General Services Forms Management Rules and Guidelines</u> .
B. Appointment of local forms coordinators	Each CO division, region and youth development center will designate a <u>local forms coordinator</u> to communicate form needs to the Policy Development Unit within the Office of Performance and Quality Improvement.
C. Requests for creation of new forms	<ol style="list-style-type: none"> 1. Prior to requesting a new form, applicable staff will review existing forms to determine if a new form is needed or if an existing form can be modified to meet the current need to prevent duplication. 2. A request for a new form must be submitted to the <u>local forms coordinator</u> who will submit the draft to the Forms Committee for review. The request must include: <ol style="list-style-type: none"> a) An electronic draft of the form with instructions for design formatting

	<p>(filled-in electronically or printed and filled-in manually, etc.).</p> <p>b) <u>Instructions</u> for the completion of the form. The instructions will include the following:</p> <ul style="list-style-type: none"> ◆ Purpose of the form (what it is used for); ◆ When is it used (at intake, discharge, staffings, etc.); ◆ Who completes the form (FSW, Clinic Staff, Youth, Parent/guardian, etc.); ◆ An explanation of what goes into any field that is not <u>clearly</u> self explanatory; and ◆ Where the original completed form goes and who needs to receive a copy (this will be added to the distribution section in the footer of the form). <p>c) A completed CS-0718 Local Forms Justification and Approval signed by the appropriate Regional Administrator, YDC Superintendent, Director or their designees.</p> <p>3. The DCS Policy Development Coordinator(s) will:</p> <p>a) Review forms for compliance with DCS Policies and Procedures and applicable standards and establish a “form owner.”</p> <p>b) Collaborate with the form owner and appropriate stakeholders regarding any problems and questions related to the form that includes, but not limited to:</p> <ul style="list-style-type: none"> ◆ Reviewing/discussing form content, design and purpose; ◆ Conducting a second review of existing forms to prevent duplication; and ◆ Sending the form to the owner and stakeholders for review and comment. <p>c) Circulate the new draft form with policy in the review process if applicable for review and feedback.</p> <p>d) Collaborate with the Division of Diversity Initiatives regarding language translation and cultural sensitivity needs, as necessary;</p> <p>e) Submit new draft forms to the Forms Committee for review and approval; and</p> <p>f) Forward approved forms as determined by the Forms Committee to the DCS Forms Management Officer with a completed justification form (GS-0540, Justification and Approval Request), for final processing and posting to the <i>Forms Web Page</i>.</p>
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<p>D. Requests for revision or deletion of forms</p>	<ol style="list-style-type: none"> 1. Requests for all form revisions or deletion of existing forms must be submitted by the <i>local forms coordinator</i> to the Policy Development Unit within the Office of Performance and Quality Improvement. 2. The DCS Policy Development Coordinator(s) will: <ol style="list-style-type: none"> a) Review the request with the appropriate form owner, who will approve or disapprove the change; b) Revise the form if approved by the author/owner; and c) Forward the revised form to the DCS Forms Management Officer for processing. 3. The DCS Forms Management Officer will: <ol style="list-style-type: none"> a) Ensure compliance with the Department of General Services, Forms Management Division Rules and Regulations; b) Complete the revision or deletion request; and c) Contact the Policy Development Coordinator(s) on any problems or questions related to the form and may assist them with the form design, if necessary. <p>Note: Requests for deletion, form title revisions or other significant changes may require a review by the Forms Committee prior to any action being taken.</p>
<p>E. Forms finalization</p>	<ol style="list-style-type: none"> 1. The DCS Forms Management Officer will: <ol style="list-style-type: none"> a) Ensure compliance with the Department of General Services, Forms Management Division Rules and Regulations; b) Determine and suggest the most cost saving and appropriate means of distribution; c) Contact Policy Development Coordinator(s) on any problems or questions related to the form and may assist them with the form design, if necessary; d) Submit a sample draft form and completed form GS-0540, Justification and Approval Request to the DCS Commissioner/designee (DCS Records Manager of Information Systems) for departmental approval; and e) Forward the draft form to the Department of General Services, Forms Management Division for approval and assignment of an official DCS form number after approval by the Commissioner's designee (Executive Director of DCS Office of Information Systems). f) Collaborate between the Department of General Services, Forms Management Division and DCS Policy Development Unit on any problems or needs. 2. Upon notification of approval, the Forms Management Officer will submit approved forms to the DCS Web Publisher for posting to the DCS Intranet/Forms web pages.

	<p>3. The DCS Forms Management Officer will maintain an electronic historical record of the lifecycle of all DCS Forms.</p>
<p>F. Prohibition of creation of unauthorized forms</p>	<p><u>DCS FORMS MAY NOT BE ALTERED WITHOUT PRIOR APPROVAL.</u> It is prohibited to create or modify any DCS forms that will be filed in a family case file, submitted to the Courts, inclusion in resource home case files or for obtaining signatures of family members and other persons as applicable. <u>Official DCS forms</u> will be identified by an official DCS form number issued by the Department of General Services, Forms Management Division.</p>
<p>G. Forms distribution/notification</p>	<ol style="list-style-type: none"> 1. The DCS Forms Management Officer will review GS-0132, Printing Requisitions, when necessary, to determine the appropriate distribution of forms required to be printed (<i>i.e.</i>, NCR forms). 2. All DCS forms are posted on the “Forms” Web Page on the DCS Intranet. Forms should always be accessed from the “Forms” Web Page to ensure the most current up-to-date form. 3. A select group of DCS forms is integrated in TFACTS that will be electronically generated from the system; however, a hard copy version of those forms will remain on the “Forms” Web page.

<p>Forms:</p>	<p><u>CS-0718 Local Forms Justification and Approval</u> GS-0540, Justification and Approval Request (Dept. of General Services Form) GS-0132, Printing Requisitions (Dept. of General Services Form)</p>
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<p>Collateral documents:</p>	<p><u>Department of General Services Forms Management Rules and Guidelines</u></p>
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