

Policy Review Request Form

1. Please review the Submitting Requests to the Policy Unit Standard Work before submitting requests.
2. To submit a request, fill out and email this form to the Policy Question mailbox. Provide as much detail as possible and include any needed attachments based on type of request. If you are submitting documents for review, give access to Laura Gonzalez (lgonzalez@azdes.gov) and Roxanna Quiroga (RQuiroga@azdes.gov)
3. Submit one request per form unless otherwise instructed by Policy. If you have questions, email dcsspolicyquestions@azdes.gov before submitting your request.

NOTE: A request form is not needed for submitting standard Policy Questions. Continue to submit Policy Questions directly to: dcsspolicyquestions@azdes.gov

Section 1 - Requestor Information

Requestor Name: _____ Assigned Team: _____

Email address: _____ Phone Number: _____

Supervisor Name: _____

Email address: _____ Phone Number: _____

Section 2 - Request Type

1. Choose a Request Type

Standard Work Review/Upload (proceed to section 3)

Presentation Review (proceed to Section 4)

Training Review (proceed to Section 5)

Form Request (Creation/Revision/Review/Upload) (proceed to Section 6)

Section 3 - Standard Work (SW) Review/Upload

1. Standard Work Title: _____
2. SW Process owner (which team): _____
3. Point of Contact: _____ Email address _____
4. Has this SW been added to the SW Log? Yes No
5. Should this SW be uploaded to The PORT? Yes No If yes, under which heading?
Customer Care Intake
Locate Paternity
Establishment Financials
Compliance Intergovernmental
Global Closure
6. Does this SW replace another document? Yes No
7. If yes to question #6, which document(s): _____

8. Special Instructions for Policy: _____

Section 4 - Presentation Review

1. Presentation Title: _____
2. Presentation Contact: _____
Phone Number: _____ Email Address: _____
3. Is this presentation for a: Microlearning Something else
4. If something else, specify how the presentation will be used: _____
5. Date of presentation: _____ (please submit for review a minimum of five business days before presentation date)

Section 5 - Training Review

1. Training Topic: _____
2. Curriculum Designer name: _____
Phone number: _____ Email address: _____
3. Estimated timeframe of project: _____
4. If this is a long-term project, estimated time commitment needed from Policy: _____

Section 6 - Form Request

1. **Form Request Type** (check one)

Creation of a new form (proceed to #3 below)

Review & Revision of an existing form (proceed to #4 below)

Form Review Only (proceed to #5 below)

2. **Form Type** (check one)

AZCARES form: Manual (FCSE) Trigger/automated (FARI)

Internal Form or Checklist

DES Document Center Form

Other (if "Other" specify what type of form is needed) _____

3. **New form** creation details

- a. New form title: _____
- b. Form recipient: Support Recipient (SR) Support Payor (SP) Other
 - i. **NOTE: If the recipient is the SR or SP, a Spanish version will be created**
 - ii. If recipient is "Other" specify recipient
- c. Is this form replacing an existing form? Yes No
 - i. If replacing an AZCARES or DES Document Center form, specify form number being replaced: _____.
 - ii. Is there an existing Spanish version that needs to be removed? Yes No

iii. If replacing an internal form specify title of form being replaced:

_____.

iv. If replacing a DES Document Center form specify form number of the form being replaced: _____.

d. Has this form been created by a team or project/process workgroup? Yes No

4. Review & Revision of an existing form details:

a. Explain briefly why the form is being revised:

b. Are you providing verbiage changes or do you want Policy to suggest verbiage changes? Requestor providing changes Requesting Policy to suggest verbiage.

i. If you are providing changes attach a copy of the form showing the requested changes. Policy suggests using “Suggesting” editing mode in Google.

ii. If requesting Policy suggestions, attach a copy of the form and explain why the changes are needed and the goal of making the revisions.

5. Form Review only (new or existing forms) details:

a. Forms drafted by individuals or teams other than Policy will be reviewed by Policy on request for the following:

i. Alignment with Policy and authorities

ii. Spelling, grammar and punctuation