

# Policy F.Y.I.

From the Policy Unit

Date: 09-13-2024

FYI-447

Please contact the Policy Unit if you have questions regarding this announcement at

[DCSSPOLICYQUESTIONS@azdes.gov](mailto:DCSSPOLICYQUESTIONS@azdes.gov).



## **SUBJECT:** Policy FYI-447 | New & Revised PORT Publication | Standard Work

The Policy Unit is pleased to announce the following new and revised Standard Work (SW) documents have been published in The PORT. SW listed in this FYI may replace a desk aid, a standard operating procedure (SOP), a procedure, or an existing SW. All listed documents were published on 9/12/2024.

- **New:** [Address Confidentiality Program Compliance](#)
  - This SW replaces the **Address Confidentiality Program (ACP) Procedures**. This process has been updated to work in AZCARES and includes process steps for both Operations staff and Policy staff.
- **New:** [Paternity Updates \(PACC\)](#)
  - This SW does not replace an existing document. It is a new process designed for AZCARES.
- **Revised:** [Updating FIPS \(Locator\) Codes or State Central Registry Screens in AZCARES](#)
  - This SW is a revision to the **DEMA and STJM Update, Change, Corrections or Adding new Information Request Standard Work**. The name has been changed to reflect new screen names. The revised version still includes the same verification process for such requests but is updated for AZCARES.

We urge DCSS team members to view this information directly on The PORT and not create a separate personal file.

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