



F.Y.I.

from the Policy Unit

FYI-079

Date: March 7, 2016

SUBJECT: The Policy Online Resource Tool (The PORT)

Please contact the Policy Unit if you have any questions regarding these or any other changes at
[GEARUP>DCSE Collaboration – Teams>Policy Questions](#) or 602-771-8127
The IV-D PARTNERS should send POLICY inquiries directly to DCSS-POLICYQUESTIONS@azdes.gov

The PORT is the official policy and procedure manual for the Division of Child Support Services (DCSS). This tip is a reminder that all staff are encouraged to navigate The PORT when inquiring upon policies, procedures, standard operating procedures (SOPs), policy and procedure updates (PPUs), policy FYIs, and active DCSS documents.

TIP: Always check The PORT before submitting a policy or procedures related question to GEARUP.

How to access The PORT

- Access The PORT through the GEARUP home page.
- Click or enter the following link into your web browser: <http://dcssmadcapprod>. Policy recommends DCSS staff bookmark this link for quick access.

Navigating The PORT

- A search bar is located on the upper right section of the screen. The search will generate all related content found within The PORT.
- Policies, procedures, and SOPs are organized according to their related function within the DCSS.
- The Appendices tab contains important resources such as past PPU, FYIs, a list of the DCSS- approved acronyms, and the DCSS Document Matrix.
- The DCSS Document Matrix contains links to documents from Eloquence, Central Print, the DES Forms Library, and DCSS Internal Documents.
- The PORT User Guide offers detailed instructions on navigating The PORT.

Did not find what you were looking for in The PORT? Please forward inquires to the Policy and Procedures Unit on GEARUP.

The PORT is updated on an ongoing basis.